

Tanglewood Elementary School

2023-2024



Tanglewood Tigers: We ROAR!

Respectful Behavior

Outstanding Effort

Academic Excellence

Remarkable Gratitude

Dear Tanglewood Parents,

The Tanglewood Elementary School handbook serves as a guide to assist families in understanding our school rules, procedures, and programs. Please take the time to carefully read and review the contents.

The information provided here is aligned to the FWISD handbook and covers material that is specific to Tanglewood. As a principal, I am committed to clearly communicating the expectations and implementing policies and procedures in a fair and consistent manner. It is my sincere hope that all stakeholders will use this resource throughout the school year to answer questions and clarify procedures and programs. However, please know that Mr. Mocek and I are always available to assist you in any way.

Sincerely,

Dana McKenzie, Principal

dana.mckenzie@fwisd.org

817-814-5900 (office)

817-914-5268 (cell)



Tanglewood Elementary School

Mission Statement-

At Tanglewood, we strive to prepare ALL students for success in college, career, and community leadership. All Tanglewood students will gain the ability to problem solve, communicate clearly and effectively, and make a positive impact in the community.

Vision Statement-

At Tanglewood, we foster a growth mindset and believe ALL students are capable of participating in advanced academics and achieving at high-levels.

School Motto/Pledge-

We are the Tanglewood Tigers. We are here to learn; therefore, I am respectful, responsible, safe, and prepared.



Academics

Tanglewood is an exemplary campus under the TEA school rating system. Our “A” rating does not happen on accident! We earn our high ratings through both performance and progress. At Tanglewood, our students work hard. All of our teachers are trained and certified in gifted and talented instruction. All teachers provide advanced academic instruction in the classroom. While we do screen and identify gifted and talented students, ALL Tanglewood students are treated as gifted and talented learners. By the end of 5th grade, nearly half of our students have been identified as gifted and talented. Therefore, we choose to run a school wide GT program. We teach at high levels during whole group lessons and scaffold instruction during small group time to meet the needs of all students. All students participate in special projects and enrichment activities regardless of their GT code.

Curriculum

FWISD has adopted the following instructional materials for KG-5th: Amplify Texas (Literacy), Lexia Core 5 (Literacy), DreamBox (math), Eureka Math, Stem-Scopes Science, and My World Social Studies. In addition, we supplement our instruction with the following: Wordly Wise (accelerated vocabulary instruction) in 3rd-5th, Think Up! (accelerated reading and math instruction) in 3rd-5th, novel units in 3rd-5th, Accelerated Reader (AR) in 2nd-5th, Book Taco (Pre-AR) in 1st, and a variety of other researched based instructional materials.

Specials

All teachers receive a 45-minute planning period daily. During this time, the teachers prepare for instruction, check emails, grade papers, etc. This is also the time that teachers are available for parent conferences or phone calls. During this time, KG-5th grade students receive specialized instruction in PE, art, and music from our “specials” teachers. PK teachers have their planning period at the end of the PK school day so PK students do not attend specials. Art, music, and PE are integrated into the PK curriculum and taught by the homeroom teacher.

Physical Education

All KG-5th grade students participate in our physical education program. We

have an outstanding P.E. team, Coach Bowman (teacher) and Coach Rivera (assistant), who work to provide a comprehensive, engaging, and differentiated program for students in grades KG-5. All students are expected to participate in P.E. Please communicate with your child's teachers and the school nurse if your child is temporarily unable to participate in physical education due to a medical issue. A doctor's note is required.

P.E. Shoes

It is essential that all students wear appropriate shoes on P.E. days. The safest shoes to wear every day are tennis shoes because students go to recess daily. Students must have on rubber-soled, closed-toe shoes that fit securely on P.E. days.

Think Tank, Outdoor Learning Center, and Spanish

Tanglewood provides weekly enrichment classes for all KG-5th students. The Think Tank is an open-concept classroom filled with hands-on exploration activities in science, technology, engineering, art, and math. Students participate in a STEAM lesson each week with our Think Tank teachers, Mrs. Trigger and Mrs. Arnold. The Outdoor Learning Center (OLC) is a flexible outdoor garden and classroom where teachers take students to engage in hands-on science and other outdoor learning activities. Students also receive 30-45 minutes of Spanish language instruction each week with our Spanish teacher, Mrs. Sauve.

Library

The Tanglewood library is truly the center of our school. Our librarian, Ms. Handley, teaches students how to navigate the library, find books they are interested in, check out and care for our books, and fall in love with reading. Each homeroom class visits the library weekly for a scheduled lesson with Ms. Handley. In addition, Ms. Wallis (our librarian assistant) and our parent volunteers keep our circulation running smoothly with several open check out times throughout the day.

LAVA Recording Studio

We have an additional space in the library for students to record Podcasts, short films, and greenscreen video productions. The LAVA Recording

Studio is a great place for our students to explore additional STEAM activities outside of the classroom and Think Tank.

Accelerated Reader (AR)

All 2nd-5th grade students practice reading and comprehending text using AR. All students take an initial placement test in the beginning of the year (STAR). The teachers use the results to determine the appropriate reading level (dot colors) for each individual student. Students are required to read across a variety of genres and maintain an average of 85% or higher on book quizzes. This specific percentage has been studied by the program developers to be the ideal average for continued student progress. Research shows that comprehension averages below 85% indicate that the student is not fully comprehending the text and he/she should be moved down a level in order to bring the comprehension average back up to 85% or higher. Students may read above and below their dot level for pleasure. Beginning in 3rd grade, the AR comprehension average and AR point goal percentage for each six-week grading period are entered as a test grade into FOCUS. This allows students reading below grade level to make a positive impact on their weekly grades. It also allows for students reading above grade level to remain challenged.

Tanglewood Elementary Accelerated Reader (A.R.) Levels	
OLD	NEW
0.1 - 0.4	★ Gold Dot
0.5 - 0.9	★ Silver Dot
1.0 - 1.4	Red Stripe Dot
1.5 - 1.9	Red Dot
2.0 - 2.4	Green Stripe Dot
2.5 - 2.9	Green Dot
3.0 - 3.4	3 Blue Stripe Dot
3.5 - 3.9	3 Blue Dot
4.0 - 4.4	Orange Stripe Dot
4.5 - 4.9	Orange Dot
5.0 - 5.9	Black Stripe Dot
6.0 and Up	Black Dot

Tiger Time

Tiger Time will take place daily from 8:00-8:15 a.m. Students and homeroom teachers will engage in daily character lessons based on a

weekly theme. The character traits are aligned with our Mission, Vision, and Motto: Caring, Citizenship, Cooperation, Fairness, Forgiveness, Honesty, Relationships, Respect, Responsibility, and Safety. We will be using the following book, [*What Do You Stand For: A Guide to Building Character* by Barbara A. Lewis](#), as a resource for instruction and activities.

RtI/MTSS

Response to Intervention (RtI) and Multi-Tier Systems of Support (MTSS) are terms used to describe academic and social-emotional supports provided by the school for any student in need of interventions. RtI/MTSS fall under the umbrella of general education. These supports are categorized in tiers:

- **Tier 1:** The Whole Class- All students are taught with methods that research has shown to be effective. All students are screened to see who is and isn't responding to these strategies. Kids may be broken into small groups that address different strengths and areas of need.
- **Tier 2:** Small Group Interventions- Some students receive more targeted support in small groups. The scheduling of these interventions is important. The goal is to keep students from missing any core instruction or other Tier 1 activities that might make it harder to catch up.
- **Tier 3:** Intensive, Targeted Support- A few students who move up to this most intensive level of support continue with Tier 1 activities. Their break-out groups are smaller than in Tier 2 and these sessions last longer and are more narrowly focused.

All students are screened in the beginning, middle, and end of the school year using a variety of assessments: CIRCLE (PK), MAP Fluency (reading), MAP Growth (math and reading), AR STAR (reading), student writing samples, district benchmarks, unit tests, etc. The RtI/MTSS team (administrators, diagnostician, counselor, and teacher representatives) meets each six weeks to identify students in need of support as well as monitor progress. If your child is selected to receive services, you will be notified and asked to participate in this process.

504 Accommodation Plans

504 plans are formal plans that schools develop to give students with disabilities the support they need. A disability is defined as any condition that limits daily activities in a major way. These plans prevent discrimination and they protect the rights of kids with disabilities in school. They're covered under Section 504 of the Rehabilitation Act. This is a civil rights law.

504 plans do not fall under the special education umbrella. Students who qualify for a 504 plan are educated under the general education model. A 504 plan is not an Individualized Education Plan (IEP). IEPs are a part of special education. A 504 plan is a list of accommodations to be made for a student with a disability. A student qualifies for a 504 plan if there is a disability and an educational need. If your child has a documented disability from a medical or diagnostic professional and is failing to reach their full academic potential due to this disability, he/she may qualify for 504 accommodations. Our school counselor, Lindsey Castro, is the chairperson for our 504 process. Please reach out to her should you have questions or wish to request a referral for your child:
lindsey.villacastro@fwisd.org.

Special Education (SPED)

Under the Individuals with Disabilities Education Act (IDEA), public school students who meet the criteria for special education may receive additional services as outlined in an Individualized Educational Plan (IEP). At Tanglewood, our special education department includes a campus diagnostician, a special education teacher, and a speech and language pathologist. The diagnostician and speech and language pathologist are responsible for evaluating students who have a known or suspected disability and determining if they meet the specific eligibility requirements for special education based on the Texas Education Guidelines. The campus diagnostician and speech and language pathologist will evaluate a student with the purpose of the student possibly receiving special education services. If a student meets eligibility for special education, a committee (including parents) will convene to develop an IEP for the student. It is best practice to provide interventions through the RtI/MTSS general education model prior to referring a student for a special education

evaluation. This system is in place to prevent a student from being unfairly placed in special education. If a student fails to make continued progress through RtI/MTSS, the committee may recommend a full evaluation for special education. If you have questions about the referral process for special education, please contact Dana McKenzie.

Dress Code

All FWISD students are required to be in dress code/uniform daily. An outline of the dress code is available on the following page.

When purchasing school uniforms, if you find yourself asking, “I wonder if this is okay...” it’s probably not. Going with the basics is always best. Some highlights/reminders:

- Tights/leggings are not pants. Tights/leggings may only be worn under shorts, skirts, and dresses/jumpers. This applies to all spirit days as well. No pajama style/loose leggings. The tights/leggings may be any color but must be a solid color. No prints, polka-dots, or designs of any kind are allowed.
- Jeggings are acceptable so long as they are not skin-tight. Remember, all shirts must be tucked in so the jeggings must be thick/loose enough to accommodate a tucked shirt.
- Jumpers/sleeveless dresses must have a collared shirt underneath.
- No white bottoms
- No white dresses
- No white skirts

Tanglewood Spirit Shop clothing that meets the dress code policy may be worn every day. The spirit shop socks are not a solid color but have been approved for daily wear.

If your child will be wearing a face mask, it may be any color, print, or design but may not have religious or political symbols/verbiage.



LOOKING

Good

with
Fort Worth ISD Standards of Dress

Students are expected to be in dress code **beginning on the first day of school**. Violations of the dress code shall be handled at the school level.

Guidelines for ALL Grades (Prekindergarten - 12)

- Clothing shall be the correct size for students, with no sagging pants.
- Tops (shirts or blouses) shall be tucked into clothing.
- T-shirts worn as undergarments must be solid white.
- T-shirts shall not be worn as outer clothing.
- Denim blue jeans must be free of embellishments.
- Bottoms should be hemmed or cuffed.
- Shorts, skirts and skorts shall be no shorter than three inches above the knee.
- Shoelaces must be white or match the color of the shoe.
- Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches.
- Tights, socks and hosiery should be a solid color.
- Manufacturer logos on apparel must be less than one and one-half inch square with the exception of school logos.

Prekindergarten - Grade 8

TOPS

- Color: Navy or white
- Style: Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.
- Outerwear: Sweatshirts or sweaters in navy, white, or black are acceptable as outerwear if worn over standard dress; coats and jackets of any color shall be worn in accordance with weather conditions and are not to be worn in the classroom.

BOTTOMS

- Color: Navy, khaki, **black** or blue denim
- Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permissible.

SHOES

- Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe / open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

Secondary Grades 9-12

TOPS

- Color: Any color is permitted.
- Style: Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.

BOTTOMS

- Color: Any color is permitted.
- Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permitted.

SHOES

- Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe/open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

Unacceptable dress for ALL grades (Prekindergarten-12):

- Sagging pants.
- T-shirts worn as outer clothing or visible undergarments.
- Clothing considered too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing).
- Clothing with holes, tears or cuts.
- Clothing with lewd, offensive, vulgar, or obscene pictures, emblems or language.
- Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs or any substance prohibited under FNCFL(LEGAL).
- Gang-related clothing, accessories or jewelry bearing signs, insignias, colors or symbols.
- Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear.
- Sleepwear, visible drawstrings, house shoes.
- Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags or shower caps.
- Combs, sunglasses or grillz.
- Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, and the like.



Fort Worth
INDEPENDENT SCHOOL DISTRICT

www.fwisd.org

*Revised May 2015

Spirit Days/Free Dress

Every Friday is Tanglewood Spirit Day! Students may wear Tanglewood clothing from the spirit shop or other Tanglewood t-shirts from school related activities. If your child attends Thursday Boys, they must come to school in uniform and change into their T-Boy shirt after school. The first Monday of each month is College Spirit Day! Students are invited to wear tops representing colleges and universities. There are several “first Mondays” that are non-school days so please check the Tanglewood School Calendar for exact College Spirit Day dates.

There are several free-dress days throughout the school year. Please check the school calendar for exact dates. No spaghetti strap tops or strapless tops allowed.

Tanglewood Plaid

The following plaid is uniform approved for Tanglewood. Lands’ End calls it Hunter/Navy Classic Plaid but it may be purchased locally too. Some uniform shops refer to it as Plaid # 83.



Uniform Violations

If a student comes to school out of uniform, we will provide a clean uniform for the student for the remainder of the day. A uniform reminder slip will be sent home with the student. A second violation will result in a conduct mark. Any future violations will be entered as infractions in FOCUS, the student information system. When an infraction is written, the conduct grade for that grading period will be lowered to an N. An E or an S in conduct is necessary to be eligible for Honor Roll.

Residency and Transfers

All students attending Tanglewood must reside within our attendance boundaries unless they have received a principal-approved transfer. Transfers are considered each year based on space available. Priority will be given to families who live within walking distance of the school. We require an annual residency check in August of each year. This is done through the FWISD online registration system. In addition, school administration may require current proof of residency at any time throughout the school year. Failure to provide valid proof of residency within our boundaries may result in termination of enrollment. We have a designated attendance officer assigned by the school district that will periodically do home visits, if necessary.

Attendance

All students need to be in their classrooms at 7:50 a.m. or they will be marked tardy. In order to accomplish this, students need to be dropped off no later than 7:40 each morning to allow time for them to walk to their classrooms. Tardies have a negative impact on instruction. The only excused tardy is a medical tardy. A medical tardy requires an official note from the medical/dental office. Students are marked present if they are here at 10:00 a.m. If a student arrives after 10:00 a.m. (regardless of the reason), they must be marked absent. If your child is absent for any reason, the computer system will generate an automated phone message to inform you that an absence has been recorded.

Excused Absences

An absence may be excused for:

- Illness

- Medical, dental, psychological appointments
- Legal appointments (obtaining citizenship, naturalization oaths, subpoenas, etc.)
- Observance of religious holidays

We must receive a written excuse for any of the above absences in order to mark it excused. The best way to communicate with the school regarding absences is via email. Please email laura.pacheco@fwisd.org and copy your child's teacher(s). Include the student's full name, the date(s) of the absence, and the reason for the absence. In lieu of an email, a hand-written note may be delivered to the main office or to your child's teacher with this same information. If your child is absent for three or more consecutive days, a doctor's note is required. Once we receive written documentation, we will change the absence from unexcused to excused in our student information system (FOCUS). We must receive written documentation for an excused absence within seven calendar days.

Unexcused Absences:

- Aptitude or achievement testing by outside agencies
- Non-school instruction such as private lessons
- Truancy
- Travel/Vacation (including educational trips)
- Absences without a note/email

The principal may give special consideration to absences (of up to three days) related to an out-of-town family event that cannot be scheduled during non-school hours (wedding, graduation, etc.) Please email dana.mckenzie@fwisd.org and copy laura.pacheco@fwisd.org in order to make such a request.

Chronic Absences

Chronic absenteeism is defined as two days per month and/or eighteen days total during the school year. It is a priority this year to increase our daily attendance and decrease absenteeism, tardies, and early dismissals. Our campus goal is 97% of students in attendance daily. This is just six absences total per student per year. Excessive and unexcused absences are required to be made up during the school year. The attendance committee

will identify students in need of attendance recovery hours and schedule tutorial sessions after school and/or on Saturdays.

Tardies

When a student walks into the classroom after the tardy bell rings at 7:50, instruction and routines are compromised. This has a negative impact on your child as well as the rest of the class. We realize we have over 500 Tigers entering the building each morning, so we all need to get an early start and arrive in the carpool line by 7:30. Please remember that once your child enters the building, they still need ample time to walk to their classrooms. All students must enter through the front doors on Overton Park Drive West. Students are never to be dropped off in the parking lot or on the playground.

Early Dismissals

Students are expected to stay at school until 3:20 p.m. daily (2:30 p.m. for PK). If you must pick-up your child early for an appointment that cannot be scheduled outside of school hours, please let the homeroom teacher know ahead of time. This will help expedite the process and allow teachers to provide instruction bell-to-bell. All early dismissals are unexcused unless an official doctor's note is provided the following day. You may also provide the documentation electronically by scanning the official doctor's note and emailing it to laura.pacheco@fwisd.org. The link to request an early dismissal is on the homepage of our website: www.tanglewoodpta.org. Please call the front office after you have completed the form.

Student of the Week

Each week, we will recognize 28 students (one from each homeroom class) who were present each day, arrived on-time, did not leave early, completed all of their assignments, and earned an E or an S in conduct. These students will have their names called over the morning announcements. They will also receive a certificate, select a prize from the Tanglewood Treasure Box, and receive a free dress pass for the following week. It is our goal to be able to recognize ALL Tigers by the end of the school year. We want our Tigers here on time each day, engaged in the learning process, and following the Tanglewood Tiger Pledge at all times.

Arrival and Dismissal

Students may enter the front doors at 7:30 a.m. Parents should say good-bye to students at the front doors. Students are to report to the following locations each morning:

Auditorium- 3rd, 4th, and 5th Grade Students

Gym- 1st and 2nd Grade Students

Cafeteria- PK and KG Students

Afternoon Dismissal

PK will dismiss at 2:30 p.m. from the staff parking lot. KG-5th grade teachers will walk their classes outside to the front of the school for dismissal. KG will dismiss at 3:10 p.m. 1st-5th grade will dismiss at 3:20 p.m. The carpool line runs in front of the school along Overton Park Drive West. Carpool line drivers must stay in their cars at all times. We have staff on duty during dismissal to call student names and get them safely to the car. Please use your Tanglewood rear view mirror hanger to help us call names quickly. Students will say good-bye to their teacher and walk to the carpool line to get in the car. Once your child is safely inside of your car, please use caution exiting the carpool line.

You may also walk to the front of the school to pick-up your child. Please stay on the sidewalk and wave to your child. Your child will need to say good-bye to the teacher before walking down to meet you. Please exit the front of the school as quickly as possible. There is limited space on the sidewalk.

You may meet your child across the street at the park or another location. In addition, students may walk home independently or ride a bike. Please provide the homeroom teacher with a written statement indicating that your child has permission to leave at dismissal without an adult. All students **MUST** say good-bye to the teacher daily.

FWISD provides one school bus to and from Tanglewood. The bus is free of charge for Tanglewood students that live along the routes. If you are interested in having your child ride the bus, please visit the main office for more information. Leashed pets are welcome across the street at the park or in the carpool line, but please do not bring them onto the sidewalks

surrounding Tanglewood during drop-off or dismissal. This is a safety issue as some students, parents, and staff may have allergies or feel uncomfortable.

Traffic and Pedestrian Safety

Our crossing guard, Mr. Ron, will manage the crosswalk at Overton Park Drive West and Harlanwood. Students crossing the street alone must cross at this intersection. It is never acceptable to jaywalk on Overton Park Drive West. This applies to adults walking without children, too.

Do not park against traffic (the wrong way) or make U-turns in the middle of traffic.

Carpool Line

-Please be courteous of others in the morning carpool line. If your children are not ready to get out when you reach the front of the line, please pull out of the line.

-Please pull all the way up in the carpool line.

-Children must be able to get in and out of the car independently in the carpool line and may only exit/enter the car on the curb-side.

-The first two spaces (Pole Position) of the carpool lane on Overton Park West are reserved. They are marked off with blue and yellow paint. Please do not park in these spaces at any time.

-The space in front of the bus zone on Harlanwood is also reserved. Please do not park in this space.

-There is one reserved parking space in the staff lot. It is marked with the winner's name. Please do not park in the staff lot at any time unless you are dropping off/picking up for Clayton.

-You may feed into the carpool line from both Glenwood and Overton Park Drive West. However, NO children are to be let out on Glenwood or allowed entrance to the school from Glenwood. Everyone must enter through the Overton Park West entrance.

-When pulling up to the carpool line, please pull up directly behind the car in front of you and do not leave a space.

-You may not park in the carpool lane from 7am-8am and 2:30pm-3:30pm.

-Please make sure grandparents, sitters, and friends are aware of the carpool rules.

-Please do not use your cell phone in the carpool line!

Bus Lane, Crosswalks, School Zones, Etc...

-Cell phone use is prohibited by law. This includes texting or browsing on your phones in the carpool line and school zone.

-NEVER park or drop your children in the staff parking lot. If you have a child registered in the Clayton Youth daycare program, you may drop off by the cafeteria in the mornings before 7:40 a.m. After this time, may use the carpool line or park and walk your child to the front doors.

-SLOW DOWN through the designated school zones around campus. The speed limit in the zones is 20 MPH. Please observe the "No Parking" signs around the crosswalk. Do not park in front of these signs for the safety of those using the crosswalk. The bus lane is a no parking zone at all times. Failure to observe this may result in a parking violation from the city.

-After school, students may cross the street and meet an adult at the park only if the proper paperwork is filed with the teacher.

-Parents and students must cross at the crosswalks only. Please follow the crossing guard's instructions.

-Do not let children ride bikes through the crosswalk. They must walk their bikes across the crosswalk and park their bikes at the bike rack.

-Parking in the alley or using the driveways of other houses is prohibited.

-On Overton Park East and Harlanwood Drive, park at least 20 feet from the corners to allow buses enough room to make turns and give other drivers a clear view of the crosswalks.

Rainy Day Dismissal

On rainy days, all PK students will be dismissed from the side of the school near the staff parking lot 2:30 p.m. The teachers will stand under the covered area by the PK playground and release your child to you when you approach the building. The carpool line will still run. We will walk your child out to your car.

On rainy days, all KG-5th grade students will be dismissed from the covered area on the playground. KG will dismiss at 3:10 p.m. 1st-5th grade will dismiss at 3:20 p.m. Teachers and students will be lined up by grade level. KG will be closest to the sports court and 5th grade will be closest to the science lab. All parents picking up on foot will enter the playground from the gates on Harlanwood to pick up their child.

The carpool line will still run. Please stay in your car and wait for Mr. Mocek to call your child's name on the radio. Students will be escorted from the covered playground through the main building and out front to your car. The carpool line runs slower on rainy days. Please be patient and stay in your vehicle.

Safety and Security

Student and staff safety is our number one priority at Tanglewood. We have a campus-wide video surveillance system in place that is monitored by the front office, Mr. Derrick (our campus monitor) and the administrative team. All exterior doors remain locked during school hours and employees must use their district-issued security badges to access the building. All visitors are required to be "buzzed-in" through the front door using the intercom/video surveillance system. Visitors must check in at the front office. All visitors must present a photo ID and be processed through the RAPTOR security system. All visitors must wear a personalized security sticker while on campus. Visitors will need to return the security sticker before leaving campus.

In addition to our campus monitor, we have an off-duty FWPD officer on campus daily from 7:30 a.m. to 3:30 p.m. This additional safety measure is funded by the non-profit, Texans Against School Violence (TASV). The purpose of the officers is to deter outside threats of violence, have a first

responder on campus should an emergency occur, and to build positive relations with the school community. The police officers are not involved with daily student discipline measures. The program relies on community support to fund the program. The cost of the officers averages out to \$189.00 per student per year. To learn more about TASV or to make a contribution, please visit [Texans Against School Violence](#).

Volunteers

We couldn't do it without you! Our amazing PTA coordinates our parent volunteer program. There are multiple opportunities to serve here at Tanglewood. Our volunteer programs include: Library, Think Tank, Playground, Friday Readers, Copy-Moms and Dads, Room Reps, and much more. Please visit the Tanglewood PTA Website at www.tanglewoodpta.org for more information.

Lunch

Students have 30 minutes to eat lunch in the cafeteria and 30 minutes to play outside at recess. Students may bring a lunch from home or receive a meal in the cafeteria. The waiver from the federal government providing free meals for all students has expired. To set up an account for your child to purchase meals at school, please visit [MySchoolBucks](#). To apply for free or reduced meals for your child, please visit [MySchoolApps](#). For information on menus, please visit the Child Nutrition Services webpage: <https://www.fwisd.org/Page/480>

If you are dropping off a meal for your child, please make sure you label it with their first and last name. Sharpies and post-it notes are provided at the lunch drop off table in the hallway outside of the cafeteria. We are unable to accept Favor/Uber Eats, etc. deliveries for students.

Lunch and Recess Schedule:

Grade Level	Cafeteria	Recess
Pre-K*	10:15-10:45	9:45-10:15
KG*	10:45-11:15	10:15-10:45
1 st Grade*	11:15-11:45	10:45-11:15
2 nd Grade*	11:45-12:15	11:15-11:45
3 rd Grade*	11:45-12:15	11:15-11:45
4 th Grade	12:00-12:30	12:30-1:00
5 th Grade	12:00-12:30	12:30-1:00

*Denotes recess is ***before*** lunch

The Lunch Bunch

Parents of 1st-5th grade students are welcome to eat lunch with their child beginning on Tuesday, September 5th, 2023. Pre-K and Kindergarten students require additional time to settle in to procedures and routines. Therefore, Pre-K and Kindergarten lunch bunch will not open until Monday, September 25th, 2023. We ask that you limit lunch visits to special occasions. Lunch and recess provide an opportunity for students to socialize with their peers and exercise outdoors.

Seating at the two lunch bunch tables in the front foyer is first-come first-served. You may only eat lunch with your own child. If the lunch bunch tables are full, you may eat with your child at the tables on the patio by the sports court or on the front steps/outside benches. If you are going across the street to the park or taking your child off campus for lunch, you must sign them out in the main office. Students must return to campus by the end of their scheduled lunch/recess period.

Food Allergies

Many of our Tanglewood students have allergies to food and other items/substances. While your child is free to bring any food item to school for lunch, we ask all parents to stay informed regarding other students in the class who may have life-threatening food allergies. If your child is in a classroom with a student who is at risk, you will receive a letter in the beginning of the year with the known allergens. I know those parents greatly appreciate limiting those allergens in your child's lunch in an effort to reduce the risk of lunch of cross-contamination during lunchtime.

Pre-Kindergarten and Kindergarten students require a snack break during the day to keep them going. The teachers work closely with the parents to ensure no known food allergens are brought into the classroom during snack time.

POPs- "Parents on Patrol"

Parent volunteers are needed on the playground for recess. All volunteers must complete a background check through FWISD. Available spaces will be listed on the PTA website and volunteers may secure they spot using a Sign-Up Genius link. For security purposes, we cannot allow parents on the playground unless they have completed the background check AND have signed up for one of the volunteer spots. Please do not attempt to conference with the teachers on duty. All adults must be actively monitoring the students at play.

Birthdays

Birthdays are special at Tanglewood! All birthdays are recognized on the morning announcements. Weekend birthdays will be announced on Fridays. Students with summer birthdays will be recognized on their half-birthday. Students are invited to come down to the main office and pick out a birthday pencil. If you would not like your child's birthday recognized, please email dana.mckenzie@fwisd.org. In addition, Pre-Kindergarten and Kindergarten students may have a brief celebration in the classroom. Please contact your child's kindergarten teacher for additional information.

Invitations for special events outside of school may only be passed out on campus IF all children in the classroom are invited (all boys if it's a boys-

only party or all girls if it's a girls-only party.)

Balloons/Flowers/Deliveries

We are unable to accept any special deliveries for students. Please do not bring or drop-off any balloons, flowers, cookie bouquets, or other special items for students. If you are bringing your child lunch on their birthday or other special occasion, please do not bring presents or any of the above items. We are unable to accept any deliveries from Favor, Grub Hub, Uber Eats, etc. for students.

Student Conduct

Teachers set and maintain clear expectations for student behavior based on district policy. All students are expected to follow the [FWISD Code of Student Conduct](#). Students are expected to honor the Tanglewood Tiger Pledge at all times. The majority of behavioral issues are handled by the classroom teachers and involve a verbal warning/redirection, cooling-off period, temporary loss of privileges, conduct mark, etc. Serious conduct violations require an official infraction to be recorded in FOCUS. These conduct violations are handled by an administrator. If a student receives an infraction, their conduct grade for that grading period will be lowered to a minimum of an N (Needs Improvement.) In order to ensure consistency across campus, the following system will be used to assign conduct grades in FOCUS for each six-week grading period:

Excellent = 0 conduct marks

Satisfactory = 1-3 conduct marks

Needs Improvement= 4-6 conduct marks

Unsatisfactory = 7 or more conduct marks

Grades

All students in PK-5th grade will receive a report card at the end each grading period. The Elementary Guide to Grade Reporting may be found on our TW PTA website under school information.

FOCUS

FOCUS is the FWISD student information system. Students and parents can access FOCUS to view grades and attendance. The data in FOCUS is in real-time. You may access FOCUS by going to my.classlink.com/fortworth.

The formula for student logins is as follows:

Assuming a student ID number of 1234567 and a student birthdate of February 2, 2010...

Username/Email: s1234567@stu.fwisd.org

Password: fwisd.02022010

For password reset assistance, please email doug.mocek@fwisd.org.

Parent Portal

Parent Portal is a FOCUS account where parents may access grades and attendance. You will create an account using your email and password of your choice by clicking here: <https://www.fwisd.org/parentportal>

Annual Awards

Awards assemblies for 3rd-5th grade students will be held during the last week of school. All students in grades 3-5 are eligible to earn the following awards:

Excellent Citizenship- presented to students who have earned an E in conduct each six-weeks on their report card this school year

Perfect Attendance- presented to students with zero absences all year

Gold Honor Roll- presented to students with all 90's or above in the four core subjects, all E's and/or (1) S in other subjects (Art, Music, P.E., etc.) and Excellent or Satisfactory in Conduct

Silver Honor Roll- presented to students with all 80's or above in the four core subjects, E's and/or S's in other subjects (Art, Music, P.E., etc.) and Excellent or Satisfactory in Conduct

Accelerated Reader Award- presented to students who have met their point goal all year

UIL Scholar- presented to students who placed at the district competition

Golden Sneaker- presented to two students who have shown outstanding sportsmanship, athleticism, and conduct in physical education

Golden Paintbrush- presented to two students who have shown outstanding creativity, interest, and dedication in art

Golden Note- presented to two students who have shown outstanding creativity, interest, and dedication in music

The Cline McMurray Golden Character Award- presented to two students who have consistently shown strong moral character and exemplify what it means to be a Tanglewood Tiger

The Joy Wilborn Golden Spirit Award- presented to two students who embrace positivity, seek adventure, and bring joy to others

Tanglewood Scholar- (5th Grade Only)- presented to the student with the highest grade-point average of the school year. This award is presented at the 5th grade promotion ceremony.

FWISD Honor Roll Policy

Any practice regarding honor roll is at the discretion of the principal. Parents and students need to be made aware of these guidelines at the beginning of the school year. Administration advises that principals use caution when establishing honor roll guidelines. If an honor roll is established, it is advised that it have categories for which all learners have the opportunity to access:

- Attendance
- Effort
- Progress
- Behavior
- Academic Achievement

After School Activities

Students in 3rd-5th Grade are invited to join the Tanglewood Running Team. Running Team practices on Tuesdays, Wednesdays, and Thursdays from 3:30-4:30 p.m. Pre-registration is required.

Students in 1st-5th grade are invited to participate in after school enrichment classes. Enrichment classes are offered in the fall and spring semester on Tuesdays and Wednesdays from 3:30-4:30 p.m. Classes range from kickball, chess, and karate to art, cooking, and robotics. Pre-registration is required.

The Good News Club is a faith-based education and enrichment class taught by local volunteers (many of them Tanglewood parents) and is open to any student in 1st-5th grade. The Good News Club is a non-denominational, FWISD-approved, optional after school activity. The Good News Club will meet on selected Mondays during the fall and spring semester from 3:30-4:30 p.m. Pre-registration is required.

The Tanglewood playground is open to the public during non-school hours from dusk to dawn. All visitors must abide by the posted safety rules. Please dispose of all trash in the outdoor receptacles. All areas of the playground are available on a first-come first-served basis. We do not take or monitor reservations for team practice facilities.

The [Clayton Youth](#) after-school program uses the cafeteria and gymnasium each day after school from 3:20-6:30 p.m. If you are the leader of a Daisy Troop, Brownie Troop, Girl Scout Troop, Boy Scout Troup, Gracefully Strong Group, etc., you may request permission to use one of our classrooms after school if your group serves TW students. Your request must be made directly to the homeroom teacher via email. If your request is approved, please email kristi.taylor@fwisd.org with the location and schedule of meeting dates and times.

Communications

The best way to receive important information about Tanglewood news and events is to sign up for Tanglewood PTA E-Blast. Please visit the Tanglewood PTA website to register: <https://tanglewoodpta.org/>

Teachers and school administration send out updates and reminders to all parents via email and/or text. The information you enter during online registration will automatically populate into our Blackboard/ParentLink communication system. If you are not receiving our emails, please check

your clutter and/or junk email folder on a computer. These messages are often flagged as SPAM by your email provider and must be moved to your inbox manually the first time it is received. If you are not receiving our text messages, please text the word START to the number 60680. This will enable ALL FWISD text messages. If you reply STOP to the FWISD texts, this will also stop our Tanglewood text messages.

Another great forum for staying in touch, asking questions, sharing positive news, and receiving updates from the Tanglewood staff and PTA board is to become a member of the Tanglewood Elementary Parents Facebook Page:

<https://www.facebook.com/groups/429046533901215/>

Our PTA also posts to the following Instagram page:

[@tanglewoodfwpta](https://www.instagram.com/tanglewoodfwpta)

Important Dates to Remember- Please follow the Google calendar on the Tanglewood PTA website to stay up to date on important events. All dates are subject to change. A brief list of upcoming dates to remember are included in the weekly e-blast.

Student Cell Phone/Smart Watch Policy

Students may bring cell phones and smart watches to school so long as they are powered off and placed in the student's backpack throughout the entire day. Students are not allowed to check their phones or smart watches between arrival and dismissal. Students may power up personal devices at dismissal to send and receive communications. Tanglewood cannot be held responsible for lost, damaged, or stolen cell phones/smart watches. If you have an emergency and need to contact your child during school hours, please call the front office.

Toys and Trading Cards

Students are not allowed to bring toys, games, trading cards (e.g. Pokemon), pop-its, puzzles, or other play-based items to school with the exception of PK and KG students who may be invited to bring a specific item for show and tell. If that is the case, the teachers will send advanced notice to parents with the parameters. Please help us by checking backpacks and lunchboxes periodically to ensure student compliance.