

Tanglewood Elementary School

2026-2027



Tanglewood Tigers
We Earn Our Stripes

Dear Tanglewood Parents,

The Tanglewood Elementary Handbook is designed to help our families understand the expectations, routines, and programs that make our school run smoothly. I encourage you to take some time to read through it and keep it handy as a reference throughout the year.

While this handbook aligns with FWISD guidelines, it also includes information specific to Tanglewood that reflects how we do things on our campus. As principal, I'm committed to making sure expectations are clearly communicated and that our policies are applied fairly and consistently.

My hope is that this resource will help answer questions and provide clarity when needed, but please know that Mr. Mocek and I are always just a phone call or email away if you need anything.

Sincerely,

Dr. Josh Roberts

Principal

817-814-5900 (office)

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 and is recognized as one of eight total campuses designated “Exemplar” by Fort Worth ISD . Our “A” rating does not happen by accident! We earn our high ratings through both performance and progress. At Tanglewood, our students work hard. We teach at high levels during whole group lessons and scaffold instruction during small group time to meet the needs of all students. We also want to push our highest achievers and G/T students through projects based learning and other challenging opportunities.

Curriculum

FWISD has adopted the following instructional materials for KG-5th: Bluebonnet (Math & Reading), Into 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, IXL Science for 5th, and a variety of other researched-based instructional materials. Bluebonnet is currently the main driver of curriculum in our district. With our “Exemplar”

status, Tanglewood will be able to choose its curriculum. Dr. Roberts has chosen to use Bluebonnet this year while he gives the staff time to look into and vet curriculum alternatives that might meet the needs of our students more specifically.

Specials

All teachers receive a 55-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 in the morning while the students are at recess/lunch. 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 Sowder (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

All students must 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 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. Elliott. 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, Mrs. Sauve (our librarian assistant) and our parent volunteers keep our circulation running smoothly with several open checkout times throughout the day.

Accelerated Reader (AR)

All 2nd-5th grade students practice reading and comprehending text using AR. All students take an initial placement test at the beginning of the year (STAR). The teachers use the results to determine the appropriate reading level (dot colors) for each student. Students are required to read across a variety of genres and maintain an average of 85% or higher on book quizzes. The program developers have studied this specific percentage 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. They should be moved down a level 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	● Blue Stripe Dot
3.5 - 3.9	● 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

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), i-Ready (K-5), student writing samples, district benchmarks, unit tests, etc. The RTI/MTSS team (administrators, diagnostician, counselor, and teacher representatives) meets every six weeks to identify students in need of support and 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 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 resource/inclusion teacher, a dyslexia 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 to determine if the student may receive 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 Dr. Roberts.

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.



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 FNCF (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 district-approved transfer. Transfers are a lottery conducted by the district. The campus has no authority in the transfer process. Once a Kinder-5th grade student is approved to transfer to Tanglewood, the student does not have to apply again in any additional elementary years. PreK is a separate process and families would have to apply for a transfer to enter Kindergarten, regardless of if the student was at

Tanglewood for PreK.

Attendance

All students need to be in their classrooms at 7:40 a.m. or they will be marked tardy. In order to accomplish this, students need to be dropped off no later than 7:30 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, and 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 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 joshua.roberts@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 7:40, 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 540 Tigers entering the building each morning, so we all need to get an early start and arrive in the carpool line by 7:20. 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 3:10 p.m. daily. 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 from the start to the end of the school day. 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.

Arrival and Dismissal

Students may enter the front doors at 7:20 a.m. Parents should say goodbye to students at the front doors. Students are to report to the following locations each morning:

Auditorium - 3rd-5th Grade Students

Gym - 1st & 2nd Grade Students

Cafeteria - PK and KG Students

Afternoon Dismissal

PK-5th grade teachers will walk their classes outside to the front of the school for dismissal. PK and KG will dismiss at 3:05 p.m. 1st-5th grade will dismiss at 3:10 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 goodbye to their teacher and walk to the carpool line to get in the car. Once your child is safely inside 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 goodbye 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 goodbye to the teacher daily.

FWISD provides one school bus to and from Tanglewood. The bus is free of charge for Tanglewood students who 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 guards will manage the two crosswalks on Overton Park Drive West on both corners of the campus. 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 to 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 curbside.

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 phone 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 at the cafeteria in the mornings before 7:20 a.m. After this time, you 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-5th grade students will be dismissed from the covered area on the playground. PK and KG will dismiss at 3:00 p.m. 1st-5th grade will dismiss at 3:10 p.m. Teachers and students will be lined up by grade level. PK 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 and 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.

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 lunch from home or receive a meal in the cafeteria. 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 the cafeteria. We are unable to accept Favor/Uber Eats, etc. deliveries for students.

Lunch and Recess Schedule:

Grade Level	Cafeteria	Recess
Pre-K*	10:30-11:00	10:00-10:30
KG*	11:00-11:30	10:30-11:00
1 st Grade*	11:00-11:30	10:30-11:00
2 nd Grade*	11:30-12:00	11:00-11:30

3 rd Grade*	11:30-12:00	11:00-11:30
4 th Grade/5 th Grade *	12:30-12:00	12:00-12:30

*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 2, 2025. 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 29, 2025. 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 by reservation only. To secure a spot, please call the front office at 817-814-5900 no earlier than 7:45 a.m. on the day you would like to eat lunch with your child. 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 at 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 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.

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 Joshua.roberts@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, Grubhub, 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 classroom teachers handle the majority of behavioral issues and involve a verbal warning/redirection, a cooling-off period, temporary loss of privileges, conduct mark, etc. Serious conduct violations require an official infraction to be recorded in FOCUS. An administrator handles these conduct violations. 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 = 1 conduct mark
Satisfactory = 2-3 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 of 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

The Lindsay Muckleroy Golden Growth Award presented to two students who have demonstrated a positive attitude towards learning, embraced challenges, and persevered to meet academic goals.

The Judson Muckleroy Golden Bookworm Award presented to two students who demonstrate an appreciation for literature, enjoy reading a variety of genres, and promote literacy amongst peers.

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 3:20-4:20 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 3:20-4:20 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 3:20-4:20 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 3:10-6:30 p.m. If you are the leader of a Daisy Troop, Brownie Troop, Girl Scout Troop, Boy Scouts, 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](#)

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.

Water Bottles

Hydration is important and all students are encouraged to bring a water bottle to school daily. In addition, we have several water fountains and filtered water bottle filling stations located on campus. Water bottles must be handle-free, spill-proof, and seal completely when not in use. Stanley-style water bottles with handles and straws are not allowed. All water bottles must be 32 ounces or less.