

# Tanglewood Elementary



2023-2024

Student and Parent  
Handbook

Out of This World-

Learning, Leading and Beyond

### **Student Statement of Understanding**

I have read all of the information in the student/parent planner and I am aware of the school's policies, procedures and behavioral expectations. I understand that:

- There are positive consequences for adherence to, and negative consequences for violations of the Lee County Code of Student Conduct and the Tanglewood Elementary School Conduct Plan and Dress Code.
- I am responsible for my behavior and I am expected to treat others and myself with dignity and respect.
- If I am involved in an argument or disagreement, I will inform my teacher, an administrator, or an adult in order to resolve the conflict without a physical confrontation.
- If I choose to exhibit disrespect or insubordination including: profanity, gestures, religious or racial slurs towards an adult or student on campus, then I am subject to disciplinary action.
- If I choose to exhibit aggressive behavior (threats or intimidations) through words or deeds, or exhibit disrespect towards any adult or student on campus, then I am subject to disciplinary action.
- If my behavior results in disciplinary action, then it is my responsibility to inform my parent or guardian of the incident and consequences, and to provide them with the copies of the referrals.
- I am expected to adhere to Tanglewood STAR expectations while on campus or on school related field trips.



### **Soar Expectations**

**Safety First**

**Own your own learning**

**Active Learning**

**Respect Others**

### **Parent Statement of Understanding**

I have read the Tanglewood Elementary Planner codes and expectations with my child. I understand that it is my responsibility to check the planner for information regarding my child's behavior and homework requirements. I also understand that it is my responsibility to sign the planner to verify communication between school and home. I further understand that there are positive consequences for adherence to and negative consequences for violation of the Lee County Code of Student Conduct and the Tanglewood Elementary School Conduct Plan and Dress Code, which could include a form of suspension.

# School Information - Información de la Escuela



## Tanglewood Elementary

1620 Manchester Blvd.  
Fort Myers, Florida 33919  
239.936.0891 Phone  
239.939.0411 Fax



School Day for Students Horario para los estudiantes	7:55 a.m. - 2:10 p.m.
Breakfast Desayuno	7:25 a.m. - 7:50 a.m.
Office Hours Horas de Oficina	7:00 a.m. - 3:00 p.m.
Before School Program Horas Programa Antes de Clase	6:30 a.m. - 7:25 a.m.
After School Program: Horas Programa Despues de Clase	2:10 p.m. - 6:00 p.m.
School Website	<a href="http://tan.leeschools.net">http://tan.leeschools.net</a>

## Important Numbers - Números Importantes

Main Office	936-0891
Clinic/Clinica	939-2417
Transportation South/Transportación	590-4000
After School / Después de Clase	936-0891/939-2417 after 2:30pm
Code of Conduct	<a href="https://www.leeschools.net/cms/one.aspx?pageId=1293797">https://www.leeschools.net/cms/one.aspx?pageId=1293797</a>
Focus	<a href="https://lee.focusschoolsoftware.com/focus/">https://lee.focusschoolsoftware.com/focus/</a>
Student Launchpad	<a href="http://launchpad.leeschools.net">http://launchpad.leeschools.net</a>
School Messenger	<a href="https://go.schoolmessenger.com/">https://go.schoolmessenger.com/</a>
On Line Cafeteria Payment Option	<a href="https://www.myschoolbucks.com/">https://www.myschoolbucks.com/</a>

## Discipline Policy

When every person in school is doing his/her best, the school becomes an exciting and friendly place where every person is learning new things every single day. Every person at TWES is expected to treat all people with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action which interferes with another person's growth or the student's own growth will not be tolerated.

### Office Referral Procedures

- Students will be sent to the office for serious offenses:
- Physically dangerous behavior (assault, fighting, etc.),
- Any illegal act,
- Insubordinate behavior/open disrespect of any staff member,
- Refusing a last consequence on a class discipline plan.

An external suspension will be automatic if a student hits or kicks any adult and for other extremely severe offenses. Students bringing knives, toy guns, or weapons to school may be subject to suspension or expulsion. Parents are required to bring a student who has been suspended or sent home back to school the following day for a follow-up conference.

### Cell Phones

According to School District Policy, students are permitted to have cell phones in their possession to communicate with parents before or after school hours. School hours are defined as the time the student arrives at school or enters a school bus until they exit school or exit a school bus. Student cell phones may not be turned on or used by students for any functions, including texting and cameras during school hours. Offenders will have phone confiscated and taken to office for parent pickup. Disciplinary actions will occur for repeat offenses. Students who must contact parents during the school day may use the school phone in the clinic or front office, or in the classroom with teacher permission.

### Toys and Valuable Items

It is requested that parents check to make sure that children DO NOT bring to school articles such as: valuable jewelry, toys/games, small computer games, trading cards and fidget spinners.

These items are often lost, stolen or damaged. They also cause disruptions in the classroom. The school cannot and will not be responsible for valuable articles lost or stolen.

## Dress Code Policy

**General Expectation:** The purpose of the dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming, as well as developing good habits that will lead to "dressing for success" in college and career. Students shall maintain a clean, orderly appearance at all times. Personal appearance shall not disrupt the educational process.

### Tops

- Any TWES T-shirt, club shirt, or award shirt is allowed.
- Tops may have a logo no larger than a half dollar.
- Tops must fit loosely enough that all buttons can be closed.
- Transparent or see-through tops, tops that bare midriff, strapless, spaghetti strap, low-cut clothing or tops, halter, backless, tube tops, muscle shirts, or any clothing which may be distracting are prohibited.
- Tops may not have rips, tears, or holes.

### Jackets/Sweaters

**Pullover sweatshirts and jackets are not allowed.** All sweatshirts must have a zippered or buttoned front which is left open.

### Shoes

Tennis shoes must be worn at PE. Closed toe shoes are required daily. Wheeled shoes, high heeled shoes, flip flops, bedroom slippers or shoes without a heel strap are not allowed.

### Bottoms

- Pants, capris, and jeans must not have rips, tears, or holes.
- Shorts or skorts - must be fingertip length
- Leggings are acceptable if worn under a dress or skirt or with an appropriate length top which goes to the mid-thigh area.

### Dresses/Skirts

- Minimum length is fingertip or just above the knee. No slits above the knee. (Shorts under skirts are preferred)
- Strapless, spaghetti strap, low-cut, halter, or backless dresses are not allowed.

### Belts

- Belts are not required; however, pants must be worn at the waist or use a belt.

### Hair, Head Wear, and Makeup

Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited. Bandanas, scarves and hats are not allowed with the exception of hats for outdoor activities. Additionally, makeup and acrylic fingernails are not permissible.

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### **Attendance**

In order for a student to benefit from classroom instruction, regular school attendance is essential. Lee County School Board Policy includes the following rules:

1. Legitimate excuses for absence are: illness, the death of someone in the family, religious holidays of a child's own religion, a court date or a justifiable reason approved by the principal.
2. A parent should call the school each day a child is absent (936-0891). When a child returns to school, a written note should be sent specifying the date(s) and the reason(s) for the absence.
3. The responsibility for school attendance of children rests primarily with the parent/guardian.

Good school attendance is an important part of your student's success. At Tanglewood, we expect our students to be at school and arrive on-time every day. If your student is absent, it is your responsibility to contact the front office to provide a reason for the absence.

Absences will typically be excused for illness, medical appointments, or family emergencies. Please provide an excuse note up on your student's return to school. We can excuse a maximum of 15 absences per school year. Parents of students who miss more than 15 days of school may be subject to legal intervention by the School District.

Students with perfect attendance for the entire school year and/or multiple years will be recognized at our Annual Awards Program.

Additionally, it is important that your child be on time every day. School opens at 7:25, and we strongly encourage you to bring your child to school between 7:25 and 7:45. This will provide your child with extra teacher support, organizational time, club activity time, and just a great start to the day. Students are considered tardy for school if they are not in their classrooms at or after the 7:55 bell.

### **Independent Reading**

A life long habit of independent reading is encouraged for all students. All students participate in independent reading. K-2nd grade students are expected to spend 10 to 20 minutes each evening reading or being read to if they are not yet an independent reader. Grade 3-5 students are expected to spend 20-30 minutes each evening reading. Students may also have opportunities during the day for independent reading. Each child has a reading goal, which will be tracked. Parents should check student progress at the end of each week, discuss and help student plan to continue or improve the following week, and sign the Independent Reading Log in the student's binder. Students will be encouraged to read books from home, the Lee County Library system, AR books from school, as well as the Overdrive program found on the student launchpad.

### **Teacher Conference**

If you ever have any questions about your child's progress or any reports, please do not hesitate to call your child's teacher, so that they may clarify and assist you. Please contact the teacher for a teacher/parent conference. Communication between home and school is very important.

### **Report Cards / Interim Reports**

A report on the progress of each student is issued every nine weeks. An interim report issued halfway through each grading period. These reports include information on the child's skill development, work habits and personal development. Report Cards and Interim Reports can only be viewed in the parent portal in FOCUS. See the front office if you need help logging into FOCUS.

Tanglewood also conducts School Wide Student Led Conferences. Please check the calendar so that you and your child can attend this important event. Your child will share with you their academic progress toward their yearly goals.

### **Before & After School Program**

Tanglewood provides a before and after school program from 6:30-7:25 a.m. and 2:15-6:00 p.m.

The Before/After School Program provides supervised homework, outside play and inside activities with adult supervision. The program runs during the basic school calendar year and is in session during student school days only. The cost of the program is:

- \$25.00 Registration Fee per student
- \$20.00 per week flat rate per student for morning care (6:30 until school begins)
- \$50.00 per week/flat rate per student for after school care (2:15-6:00p.m.)

Please see the office for more information.

### Change in Transportation

A change in the method of a student's transportation requires written notification and approval; otherwise, the child will be transported home in his/her usual manner. Please send a planner note containing a contact phone number for verification. **Students will NOT be dismissed after 1:30.** PLEASE do not call the office to request a change in transportation for your child. In case of an emergency, please fax a copy of your driver's license and a written request to 939-0411. Please follow up with a phone call to 936-0891 to confirm that we have received your fax request. Emergency changes must be approved by administration.

### Bus Transportation

Riding the bus to school is a privilege! For safety reasons, it is absolutely necessary for each and every student to obey their bus driver. When a student cannot follow the rules on the bus, the Administration has the right to suspend him/her from riding the bus. It then becomes the obligation of the parent to transport the student to and from school.

#### The Bus Rules are:

1. The driver is in full charge of the bus and students must obey the driver.
2. Students shall sit in their assigned seats at all times, with their head and arms inside the bus.
3. Eating, drinking, chewing gum and candy are not allowed on the bus.
4. Anything that interferes with student safety will not be allowed. This includes: fighting, profanity, abusive language, toy guns and knives, large or sharp objects, fireworks, ball bats, radios, tape players, animals, glass containers, etc.
5. Students bringing toy guns or knives on the bus will be subject to suspension.

#### School Policy for Bus Referrals is as follows:

- 1st Referral: The student will receive a verbal warning and counseling on the bus rules.
- 2nd Referral: The student will receive a written reprimand and the parents will be notified.
- 3rd Referral: The student will be suspended from riding the bus for one day and the parents will be notified.
- Subsequent Referrals: The student will be suspended from riding the bus one additional day for each subsequent referral, and the parent will be notified by mail.

### Parent Drop-Off / Pick-Up

The front circular drive is the designated area for morning drop-off and afternoon pick-up. If parking during drop-off or pick-up times, you must drive through the parent pick-up line to proceed to parking area. Please do not enter through the exit. Students may be dropped off beginning at 7:25. An adult will be there to assist. If you must leave your car, please park in the parking lot. Also, the bus ramp is strictly for buses. After 2:15, students attending the Owl's Nest After School Program may be picked up at the front of the school.

For the safety of our students, we ask that the following procedures be followed when you transport your child to or from our school:

1. School provided student I.D. signs must be displayed on the car dash.
2. Use only the front circular drive.
3. Pull your vehicle forward as far as possible.
4. Remain in your car at all times.
5. Move forward carefully.

The staff parking lot should never be used to drop-off or pick-up students. All students entering the school from the parking lot **MUST** be escorted by a parent into the school.

If you must buckle your child in, please drive slowly through the loop where you can then buckle your child in.

There is NO ADULT supervision before 7:25. Adult supervision is provided at 7:25 a.m. Students should not be dropped off prior to 7:25 a.m. and students need to remain in the vehicles until the bell rings. Students who are not picked up by the time dismissal is over will be charged \$1.00 per minute late fee.

Please ensure your child is ready to exit the vehicle.

Your child must exit the vehicle where your car stops.

Students are not allowed to exit from driver's side.

For the safety of all, PLEASE DO NOT CROSS OVER CONES.

### Bike Transportation

Students who ride bikes to school are responsible for bringing their own bike lock. The school is not responsible for bikes left in the bike rack. All students riding bikes must wear bike helmets.

### Data Notebooks

Each student has a Leader in Me data notebook. The data notebook contains quarterly goals written by the student in conjunction with the classroom teacher. The purpose of the data notebook is to teach students to monitor their individual progress and to connect this progress with their report card grades. It also helps the student understand the importance of setting goals and reaching them. These notebooks will be shared with parents and families during student led conferences.

### Planners

Students are expected to bring their planners to school each day. Planners are an integral part of their day at Tanglewood. Lost planners can be replaced at a cost of \$5.00.

### Computer Technology

Students will have opportunities to learn technology skills based on the National Education Technology Standards while learning content area curriculum. Inappropriate use of technology and/or equipment may result in severe disciplinary action. Please see the Student Network Use Agreement for details.

### Multi-Tiered System of Supports (MTSS)

An appointed team of school specialists meet to discuss the progress of students. This team might include any of the following: principal, assistant principal, guidance counselor, curriculum specialist, classroom teacher and other professionals as needed. Parents are invited and encouraged to attend any of these meetings for their child.

### SAC (School Advisory Council)

This team has representatives from all areas of school: staff groups, parents and community members. This team prepares the School Improvement Plan and will be involved in the implementation and assessment of this plan.

### Illness at School

It is important that the clinic knows whom to contact in case of illness or emergency at school. Emergency forms are to be completed during the first few days of school in FOCUS. Without parental consent the clinic is unable to treat even the minor issues. Parental consent form is in FOCUS.

If a child has a chronic illness such as asthma, or an allergy, it is the parent's responsibility to provide this information on the emergency form to inform the clinic and the teacher.

### Medication

State Law mandates the following procedures be followed if your child needs medication administered at school:

The clinic is responsible to maintain and administer all **Physician PRESCRIBED** OTC (over the counter) medications, emergency medications, temporary and daily prescription medications during school hours. There are THREE things the clinic needs from you:

1. All medications (EVEN TYLENOL OR MOTRIN FOR AN OCCASIONAL HEADACHE) must have a COMPLETED MEDICATION ADMINISTRATION FORM; this is the official physician order. Forms are provided by your health care provider or can be obtained from the school nurse. The clinic cannot accept any other prescription forms. Again, the forms are available in the clinic.

If there is a need to change the student's dosage and/or time of administration, the health care provider must submit a new medication administration form.

2. A parent or guardian must also sign the medication administration form before medication administration can occur. This signature is your acknowledgment of the physician orders and PARENT CONSENT for the clinic to administer medication.
3. Medication must be delivered to the school by the parent or guardian. Students MAY NOT transport medications to or from school.

The medication must be in the original container and include a medication label from the pharmacy (pharmacy will provide label for free). All OTC medication must be in its original (manufacturer's) packaging and labeled with the student's name and dosing instructions.

Your student's medications will be available for FIELD TRIPS. If you have provided medication to be kept at school, it will be accessible for administration, if needed, on their field trips. The school nurse will provide training to staff on administration of medication prior to the trip.

If your student attends aftercare at Tanglewood Elementary and requires medication during aftercare hours (2:10pm-6:00pm), the parent/guardian must discuss this with administration and the school nurse before medication may be administered.

A parent or guardian must pick up all medications remaining in the clinic by the last day of school. Medications will not be sent home with students. Any medications not picked up by the last day of school will be discarded according to district policy.

**The School Nurse, Chelsey Ralph, is always available to answer any questions you may have regarding medications and your student.**

### Sexual Harassment/ Bullying

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, the principal, the equity coordinator, or another adult at school.

You may also make a written report. It should be given to a teacher, the principal, a mentor, or the equity coordinator.

Your right to privacy will be respected as much as possible. We take seriously all reports of sexual harassment and harassment based upon race, color, national origin, and disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

### Volunteer Program

We invite you to become a part of our volunteer program. You will need to fill out an application to be a volunteer with the front office and provide a copy of your driver's license to be screened. A new volunteer application must be completed every year. Contact the volunteer coordinator, Michelle Seidle-Seaton at 239-936-0891 with any questions.

### Breakfast / Lunch Program Information

Through the Community Eligibility Program, 2020-2021 **school breakfasts and lunches will be available FREE of charge**. Free and reduced meal applications will no longer be required. Additional milk and snacks will be available for a fee.

Students may prepay for milk/snacks at school with cash or a check or online at <https://www.mylunchmoney.com>. Checks should be made payable to Tanglewood Elementary. Students may also bring lunch from home. If students need to bring money to school, please be sure it is in a secure place and that they give it to their teacher immediately. Students should not be allowed to carry large bills to school for any reason.

Please send only plastic bottles to school. In addition, no candy, soda, or gum is permitted.

**We want students to enjoy the lunch time break, so conversation is allowed. However, students are expected to:**

1. **Speak in soft, conversational tones.**
2. **Remain seated unless given permission to leave their seat.**
3. **Respect adults supervising the lunch room.**
4. **Clean-up after they finish eating.**

### Meal/Snack Prices

Student Breakfast: Free for all Students

Student Lunch: Free for all Students

Additional Milk: \$.40

Snacks: \$.25-\$1.00

Adult Breakfast \$2.75

Adult Lunch \$4.75



### **The School Board of Lee County, Florida**

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