

Tanglewood Middle School is an International Baccalaureate (IB) Middle Years Programme Authorized School (<http://www.ibo.org/myp/>). The IB Middle Years Programme for students aged 11 to 16, provides the framework of academic challenge and life skills that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.

International Baccalaureate requires a minimum of 50 hours of each course of study per year. IB courses of study: Language & Literature, Mathematics, Science, Individuals & Societies, Health & Physical Education, Arts, Design, and Language Acquisition—Spanish. Students will be enrolled in each of these courses every year.

Volunteers in Public Schools/VIPS:

We depend on partnerships with our families and community to support success. All volunteers must register using the VIPS log in at <http://www.houstonisd.org/Page/80294>. Please contact Katy Scott for more information.

Carpool Guidelines: Students are to be dropped off (after 8:05am)/picked up (before 4:00pm) in front of the competition gym. Do not pick up/drop off in the parking lots, on San Felipe or Sage streets, Randalls/Bank of America or in the Del Monte neighborhood. Form one line on San Felipe and two lines in the carpool lane. Pull all the way up past the front gym doors. Carpool moves slow for the first 2 weeks of school. Be patient and remind your child to be watching for you. When everyone follows the guidelines it runs quickly.

Contacts:

Front Desk:
Blanca Banda
Blanca.banda@houstonisd.org

Registrar:
Annie Cavazos
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Nurse:
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Special Education:
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Natalie Marsh
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J. Maldonado Assistant:
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Angela Phillips Assistant:
Victoria Salazar
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School Secretary:
Katy Scott
lscott8@houstonisd.org

Campus Officer:
Jason Austin
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PTO President:
Rhetta Detrich

PTO Website:
<http://tanglewoodgatorspto.digitalpto.com/>

Open House/Parent University
5:45pm on September 17, 2019

TANGLEWOOD MIDDLE SCHOOL

5215 San Felipe
Houston, TX 77056
Phone: (713) 625-1411
Fax: (713) 625-1415



G. Kasper-Hoffman, Principal

Joseph Maldonado, Dean
Innovation World

Angela Phillips, Dean
Sustainability World

Tal Gribbins, IB Coordinator

Dorothy Leahy, Counselor

2019—2020

Website:
<http://schools.houstonisd.org/Tanglewood>
Twitter
[@tanglewoodms](https://twitter.com/tanglewoodms)

General Information

School starts at 8:25AM and ends at 3:50PM.

Tanglewood Middle School has a modified block schedule with 4 minutes between classes.

Students will have 30 minutes for lunch. Lunch can be purchased at school or brought from home. No deliveries from businesses.

Gym uniforms must be purchased from the school store for \$22.00.

Backpacks are allowed in class. Purses are not allowed.

All Tanglewood students abide by the school dress code: Navy blue or white polo style shirts with a collar, spirit shirts purchased in the school store. Khaki, navy blue or blue denim pants, skirts, or shorts. (Skirts and shorts must touch the top of the knee.) No makeup. No rips or tears in clothing. Jackets must be Navy Blue or White with no lettering.

Students are allowed to bring cellular telephones to school. Cellular telephone use is expressly prohibited by students during instructional time unless approved by teacher for the day's lesson. Cellular telephones may only be used by students before and after school, AND outside the building/campus perimeter. Inappropriate use of cell phones will result in confiscation of the phone. The parent or guardian must make an appointment during the school day with their child's dean to retrieve the telephone. Per the code of student conduct, there is \$15.00 fee to retrieve the phone after confiscation. *Tanglewood Middle School is not responsible for lost or stolen cellular telephones.*

Utilize the school planner daily—every student will receive one on the first day of school. It contains all Tanglewood MS guidelines.

Please make sure your contact information and address are always up to date. Notify our registrar, Ms. Cavazos of any changes.

COMMUNICATION: Communication within our school is of vital importance to the entire school community. Tanglewood hopes to improve communication within our school community by establishing a system for communication between parents, students, teachers, and administration.

When the concern involves the classroom:

1. The student should speak directly to the teacher, at an appropriate time, to discuss the concern. Appropriate times might include passing periods, or an appointment made before or after school, but should not interrupt classroom teaching and learning time. Concerns might also be offered in writing and the teacher will arrange a conference with the student.
2. Students also have the option of speaking with their Advisory teachers to gain perspective on the issue from another point of view, and to seek help with problems that can easily be handled at the school level.
3. If the concern continues, the student should speak with his/her parent to discuss the issue, gaining parental perspective of the problem and determining if the issue warrants further contact with the student's teacher.
4. Based upon the discussion between parent and student, parents may elect to contact the teacher directly, either by phone or by parent conference to discuss the concern of the student and parent.
5. If a resolution of the issue is not possible, the parent's and the student's next venue would be the student's dean. Please call or make an appointment to see your child's dean. Students may elect to see their dean by themselves, or to bring their parents for a conference. These conferences may or may not include the teacher, as warranted by the issue.
6. If the dean is not able to mediate a resolution to the issue, the parent may make an appointment to see the principal of the school.

When the concern involves school policy:

1. The parent should call the student's dean to verify or clarify the policy.
2. The parent may share, either verbally or in writing, concerns regarding the policy with the school principal.

If further action is desired, the parent may request that a discussion of the issue is placed on the agenda of the Shared Decision Making Committee (SDMC). Parents are welcome to attend SDMC meetings to present their views to the committee.

CONFERENCES: Arrangements can be made for parent conferences with academic teams and deans. These meetings must be prearranged and cannot be guaranteed on a drop-in basis. A telephone message (713-625-1411) left at the front desk or email to the teacher/grade level chairperson will be returned no later than the following day or the day after if the message was left after the teacher's conference period. All visitors to the building must report immediately to the main office for a visitor's pass. This pass should be returned to the main office at the end of the appointment.

Team Leaders:
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