

Tanglewood Elementary School

Parent/Student Handbook 2018-2019



Welcome to Tiger Territory!

Dear Tanglewood Parents and Students,

The Tanglewood Handbook serves as an excellent guide to assist families in understanding school rules and procedures. Please take the time to carefully read and review the contents.

The handbook covers many of the district and school policies in place to ensure fair and consistent enforcement of rules and regulations. As a principal, the best way to avoid problems is to clearly communicate the expectations. It is my sincere hope that all stakeholders will use this resource throughout the school year to answer questions and clarify procedures. However, please know that I am always available to assist you in any way.

Sincerely,

Connie J. Smith, Principal

constance.smith@fwisd.org

817-814-5900

Table of Contents

Tanglewood Tiger Pledge	Page 4
Standards of Dress/Uniforms	Pages 5-7
Residency/Attendance	Pages 7-9
Treasure Box	Page 9
Safety and Security	Page 10
Volunteers	Page 10
Arrival/Dismissal Procedures	Pages 11-12
Traffic and Pedestrian Safety	Pages 12-13
Indoor Dismissal	Page 14
Physical Education	Page 15
Lunch/Recess	Pages 15-16
Birthdays and Deliveries	Pages 17
Student Conduct	Page 18
Grades and Student Information	Pages 18-19
Awards	Pages 20-21
School Communication	Pages 21
Student Cell Phone Policy	Page 22

Tanglewood Tiger Pledge

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





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

Dress Code

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

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.

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

All students attending Tanglewood must reside within our attendance boundaries. We require an annual residency check in August of each year. 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

Students are expected to be at school by 7:40 each morning and stay at school all day until 3:00 p.m. Tardies and early dismissals have a negative impact on instruction. All students need to be in their classrooms at 7:50 a.m. or they will be marked tardy. 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 kayla.kopp@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 7 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 constance.smith@fwisd.org and copy kayla.kopp@fwisd.org in order to make such a request.

The Treasure Box

At the end of each six-week period, we will recognize all students who had zero unexcused tardies, zero unexcused absences, and zero unexcused early dismissals. These students will be invited to choose a prize from our PTA-sponsored Treasure Box. An official note from the doctor/dentist is required to excuse a tardy or an early dismissal. These notes may be scanned and emailed to kayla.kopp@fwisd.org (please copy the homeroom teacher), hand-delivered to the front office, or given to the homeroom teacher. Please submit the documentation the day your child returns to school.



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 Mr. Williams, the front office, and the administrative team. Teachers in the portable buildings have individual security cameras and monitors for added security. 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 security station in the front foyer. 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.



Volunteers

We couldn't do it without you! Our amazing TWPTA coordinates our parent volunteer program. There are multiple opportunities to serve here at Tanglewood. Our volunteer programs include: Library, Computer Lab, Science Lab, 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.

Arrival and Dismissal

Students may enter the front doors at 7:25 a.m. Parents are welcome to walk students into the building and are not required to check-in and get a visitor's badge unless they are staying for an appointment. Students are to report to the following locations each morning:

Auditorium- All 4th and 5th grade students

Gym- All 1st, 2nd, and 3rd grade students

Cafeteria- All kindergarten students

For safety purposes, please do not go upstairs or down into the primary wing without a visitor's badge. Please say good-bye to your 1st-3rd grade children at the bottom of the ramp (where the carpet ends.) Teachers will pick up students from the above locations at 7:40 a.m. Students arriving after 7:40 a.m. will be directed to go straight to class.

Afternoon Dismissal: Teachers will walk their classes outside to the front of the school for dismissal. KG will dismiss at 2:50 p.m. 1st-5th grade will dismiss at 3:00 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. 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 two school buses to and from Tanglewood. The buses are

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

Always cross at the crosswalks! It is never acceptable to jay-walk 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.

-You may feed into the carpool line from Glenwood. However, NO children are to be let out on Glenwood or allowed entrance to the school from Glenwood. Use Overton Park West and Harlanwood entrances only.

-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-9am and 2pm-4pm.

-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 ClaytonYES daycare program, you may drop off by the cafeteria in the mornings before 7:25 a.m. After this time, you must use the carpool line or walk students in through 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 when present.

-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.

Indoor Dismissal

When poor weather or other hazardous conditions require us to have an indoor dismissal, the procedures will be as follows:

All students will be dismissed from their homerooms with the exception of the students in the portable buildings. All classes from the portable buildings will be in the auditorium.

Parents will be allowed down the halls as soon as we have all students transitioned to their indoor dismissal locations (2:50 p.m. or shortly thereafter.) Please wait in the front foyer until all students are in place. We will make an announcement when it is time to pick up your children.

We will begin calling names for the carpool line once all students are in place. Mr. Williams and Mr. Mocek will be on duty in the carpool line. They will ask for your child's name and the teacher's name.

Please do not ask for an early dismissal during this process. We need to focus our attention on transitioning students and getting parents to the classrooms.



Physical Education

All Tanglewood students participate in our physical education program. We have two outstanding P.E. teachers that work together 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. All students go to P.E. every other day. 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.



Lunch

Students have thirty minutes to eat lunch in the cafeteria and thirty minutes to play outside at recess. Students may bring a lunch from home or purchase a meal in the cafeteria. For information on menus, pricing, pre-paid accounts, and free/reduced lunch applications, please visit the Child Nutrition Services webpage:

<https://schools.mealviewer.com/school/TanglewoodElementary>

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 security check-in counter in the main foyer. Once the lunch is labeled properly, please take it to the table just inside the cafeteria door.

Lunch and Recess Schedule:

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

*Denotes recess is *before* lunch

The Lunch Bunch:

Parents of 1st-5th grade students are welcome to eat lunch with their child beginning on Monday, September 10th, 2018. Kindergarten students require additional time to settle into procedures and routines. Therefore, kindergarten lunch bunch does not open until Monday, October 1st, 2018. Seating at the three 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/benches. If you are going across the street to the park or taking your child off campus for lunch, you must sign them “out and back in” in the main office. Students must return to campus by the end of their scheduled lunch/recess period or it will count as an unexcused early dismissal.



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, 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.

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.)

The FWISD Code of Student Conduct may be found on our district website.

Grades

All students in KG-5th grade will receive a report card at the end each grading period.

Elementary Guide to Grade Reporting may be found on our TW PTA website under school information.

Grading Periods for 2018-2019:

1st Six Weeks- August 20-September 28

2nd Six Weeks- October 1-November 2

3rd Six Weeks- November 5-December 21

4th Six Weeks- January 9-February 22

5th Six Weeks- February 25-April 12

6th Six Weeks- April 15-May 31

FOCUS

FOCUS is the FWISD student information system. Students and parents can access FOCUS to view grades and attendance. The data in FOCUS are in real-time. You may access FOCUS by going to www.fwisd.org, clicking on the Educator page, and then clicking on FOCUS. Below is an example of how to login:

2nd-5th Grade Students:

Example: John Doe at campus 171 (Tanglewood) with a student ID of 123456

User Name: s123456@stu.org (the “s” stands for student followed by the student ID #) Password: JoDo.171 (First two letters of first name, first two letters of last name .171) The first and third character must be capitalized.

KG-1st Grade Students:

Example: John Doe at campus 171 (Tanglewood) with a student ID of 123456

User Name: s123456@stu.org (the “s” stands for student followed by the student ID #) Password: S123456 (the “S” must be capitalized)

Parent Portal

The Parent Portal is another way to access information about your child’s attendance and grades. For more information on the Parent Portal and instructions on how to register, please visit:

http://www.fwisd.org/pages/FWISD/Parents/Parent_Portal

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 citizenship on each report card this school year
- Perfect Attendance** presented to students with zero absences all year
- Gold Honor Roll*** presented to students with all 91's or above in the 5 Core Subjects, all E's and/or (1) S in Other Subjects (Health, Art, Music, P.E., etc.) and Excellent or Satisfactory in Conduct.
- Silver Honor Roll*** presented to students with all 81's or above in the 5 Core Subjects, E's and/or S's in Other Subjects (Health, 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
- 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

Semester Awards

Each six weeks, all KG-5th grade teachers will nominate one student from their homeroom class for the Tanglewood Tiger of Excellence Award. This award is based on the following criteria:

- Kind, Helpful, and Courteous
- Good Friend to Others
- Positive Role Model
- Hard Worker
- “E” in citizenship
- Passing Grades in All Subjects

While many teachers have more than six students per year who meet the general criteria listed above, this award tends to recognize those students who are always doing the right thing, even when no is watching. This award is also an opportunity for students to celebrate their peers and be proud of someone else’s success.

All Tiger of Excellence nominees will be recognized during morning announcements. At the end of each semester, one of the TToEA nominees will have their name drawn at random during a school- wide assembly. Park Place Motor Cars will donate \$500.00 to Tanglewood in his/her honor! The parents of this nominee will also receive a complimentary weekend rental of a Park Place Mercedes and a generous gift card to a fine-dining restaurant.

Website/Social Media/Important Links

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: www.tanglewoodpta.com School administration sends out updates and reminders to all parents via text. To sign up, please send a text message to 81010 and type “tanglewoo” in the message without the quotation marks. There is no “d.”

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/>

Please email dana.mckenzie@fwisd.org once you have requested to join the above group and identify yourself as a Tanglewood parent by stating your child's name.

Important Dates to Remember- Each month, we will send home a list of important dates to remember. While it is not inclusive of every activity, it is worth a spot on the refrigerator as a general reference.

Parent Link Call-Out System- If there is a school or district emergency, you will receive a recorded message from our automated system. These automated messages are delivered to the telephone number you have listed in FOCUS.

Student Cell Phone Policy

Students may bring cell phones to school so long as they are silenced and placed in the student's backpack throughout the entire day. Students are not allowed to check their phones between arrival and dismissal.

Tanglewood cannot be held responsible for lost, damaged, or stolen cell phones.

Scout Troops and Other Outside Clubs

The ClaytonYES after-school program uses the gymnasium and computer lab each day after school from 3:00-6:30 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.