

Talbott Springs Elementary School At A Glance

Welcome to our school!



1. Hours of Operation and School Days:

- Office Hours: 8:00 AM-4:00 PM
 - Please note that school offices are not open for face to face meetings. If you come to the school, please ring the doorbell and when asked, please share your reason for visiting. A member of our office staff will assist you.
- Instructional Hours: 9:00 AM-3:30 PM
- Breakfast: 8:50-9:00
- Student Arrival: 8:45-8:50 am on the school blacktop
- Student Building Entry: 8:45-8:50 through the cafeteria
- Student Dismissal: 3:30 car riders, daycare van and bus riders (front doors)
3:32 walkers (cafeteria doors and PE doors to the blacktop)
- In –Person students are marked late if they enter the school building after 9:00 AM
- Virtual students are marked late for entry to class up to 20 minutes after the start.
- The [HCPSS Calendar](#) (available online) will assist knowing planned school closures.

2. Talbott Springs Contact Information:

- Phone number: 410-313-6915
- Fax number: 410-313-6921
- TSES Website: <http://tses.hcpss.org/>
- TSES PTA website: <http://www.tsespta.org>
- HCPSS website: www.HCPSS.org
- Twitter: @hcpss_tses

3. Parent Contact Information

- Please complete your child's Family File through [HCPSS Connect](#) before school starts. Paper copies of the Family File are not accepted. Your child's Family File must be completed in order for your child to be assigned to a classroom. Student homeroom teacher assignments will be available in your completed/updated child's Family File beginning August 28, 2019.
- Update your Family File at any time of the school year when contact information changes.

3. Student Absence and Lateness

- Attendance is taken each school day and documented on student report cards.
- Lawful absences include a death in the family, illness, a court summons, hazardous weather as determined by the Superintendent, religious observance, declared State emergencies, suspension, or for other emergencies or set of circumstances which in the judgment of the Superintendent or designee constitutes a good and sufficient cause for absence. If your child is absent, please email tsesabsence@hcpss.org or call the school.
- When your child returns to school, please send a written note with a brief explanation of the absence. In some cases, the Health Room may ask for a note from your child's physician.
- Absences for Religious Obligations must be reported in advance using the Absence for Religious Obligation form: <http://www.hcpss.org/aboutus/forms.shtml>
- Parents may select up to three days for discretionary excused absence due to extenuating circumstances beyond the COMAR accepted reasons for absence. The absence must be approved in advance using the form for Extended or Discretionary Absence <http://www.hcpss.org/aboutus/forms.shtml>

4. Home/School Communication:

- Please follow TSES and HCPSS information through HCPSS School Messenger. Find out more at <http://www.hcpss.org> (scroll down the page). This is the source of information for school system news, school information and emergency closing information. It is critical that email addresses and phone numbers be updated in your child's Family File in order to receive these informational emails/texts.
- HCPSS has an app that you can download to your tablet or phone. This resource is another easy way to access school system information including the 2020-2021 HCPSS calendar, recent HCPSS/TSES news, individual school menus and school lunch payment options
- A TSES Newsletter is sent out each Friday via School Messenger.

5. Curriculum

- The Howard County Public School System shares the curriculum for each grade level (Pre-Kindergarten through Grade 5) on the HCPSS website. Please visit <http://www.hcpss.org/academics/> to find out specific curriculum topics and to access 'Parent Resources' that explain details of the skills taught.
- Grades are assigned to students in accordance with [HCPSS Policy 8010](#). Please use the HCPSS calendar to identify dates when Interim Progress Reports (4) and Report Cards (4) are issued.

6. Parent Teacher Conferences

- HCPSS Conference Dates are scheduled in November and February. Parents or teachers are welcome to ask for additional conferences during the course of the school year in order to make sure that the learning and emotional needs of your child are met. For the 2020-2021 school year, parent teacher meetings will be held virtually. Your child's teacher(s) will set up Google Meet codes when a meeting is planned.

7. Breakfast, Lunch and Recess

- Breakfast is offered to all students free of charge at Talbott Springs Elementary from 8:50-9:00 AM. We are unable to provide breakfast after that time unless there are extenuating circumstances.
- For information regarding menus, food nutritional content, payment options (Point of Sale) and Free and Reduced Meal applications, please visit <http://www.hcpss.org/food-services/>
- **The following is the schedule for Lunch and Recess times beginning on March 1, 2021 for the remainder of the school year.**

<i>Grade Level</i>	<i>Lunch</i>	<i>Recess</i>
Pre-Kindergarten	11:15-11:45	11:45-12:15
Kindergarten	11:00-11:30	10:30-10:00
Grade 1	11:15-11:45	11:45-12:15
Grade 2	12:45-1:15	12:15-12:45
Grade 3	1:00-1:30	1:30-2:00
Grade 4	11:45-12:15	11:15-11:45
Grade 5	12:15-12:45	12:45-1:15

8. Student arrival and dismissal procedures:

Due to construction, plans for the carpool loop are adjusted from previous years.

- Bus Riders: Check the HCPSS website ([School and Bus Locator](#)) for bus numbers and pick up/drop off times. In the morning, students are delivered to the bus loop at the front of the school building and walk to the blacktop to lines that are assigned by class. At dismissal, students exit through the front doors of the building to their buses. Attendance is taken at each bus prior to the bus leaving TSES. Students are to load from the back of the bus to the front, one child/seat with the exception of siblings living in the same house.
- Car Riders:
 - Arrival: Family members are to turn right into the carpool loop from Whiteacre Road. Pull forward to the cones and allow your child to exit the car. Staff members on duty will supervise your child as he/she walks to the sidewalk. Students are to walk to the blacktop to join their assigned class lines. Class lines are assigned by homeroom and are supervised by adults. Drivers are asked to turn right from the carpool loop onto Whiteacre Road. Cars may not enter the bus loop to drop off students until the posted time of 9:00.
 - At dismissal time, students are escorted to the car pool loop by school staff and are loaded into cars as the parents come through the loop. Drivers are asked to turn RIGHT out of the car pool loop. Cars may not enter the bus loop until 3:30 PM.
 - Drivers are asked to drive slowly through the carpool loop and to pay attention to the striping that indicates a crosswalk at both the car pool entrance and exit.
- Walkers: Parents are asked to supervise children who are walking to school. Students are to walk to the blacktop upon arrival to join the assigned class line. Student arrival time on the blacktop is 8:45-8:50. Students are not supervised until that time. At dismissal time, walkers are released from the cafeteria doors and from the doors near the gym. Kindergarten students are dismissed from the ramp to the right of the front of the school (as you face the school). PK students are dismissed from the playground at the front of the school. If your child is walking from Basket Ring Road, he or she can no longer cross the grassy field to access the blacktop. Your child must use the sidewalk on Basket Ring Road, turn left onto the sidewalk at Whiteacre Road and remain on the sidewalk until at the school. Please remind your child to be alert at the car pool entrance and exit crosswalks. Adults will be stationed in those locations from 8:45-8:55 and from 3:30-3:40.

9. Visitation Protocol:

- At this time, due to COVID protocols, we are unable to host visitors at TSES.

10. Volunteering

- We love volunteers! Unfortunately, due to COVID protocols, we are unable to host our volunteers this year!

11. Emergency Procedures:

- In the event of an emergency at Talbott Springs Elementary, families are notified and updated through School Messenger text through the HCPSS website. Please ensure that you sign up for this service as participation is not automatic. During an emergency, we are not able to call each family because the school staff will be working with emergency providers to keep the children safe.
- In order to be prepared for an emergency, we conduct drills on a regular basis. Teachers work with students to assist with developmentally appropriate understanding of how to follow directions of the adults during an emergency. Teachers are trained each year based on the Emergency Procedures that are updated and approved on an annual basis.

12. **Responsible Use of Technology:** It is expected that all students will follow HCPSS Policy 8080 when using media and technology resources. This applies to the use of equipment and platforms that are a part of HCPSS. Any violation of this policy will result in discipline up to removal of the privilege of using HCPSS equipment and platforms. Please monitor your child's use of computers at home and please talk with your child about how a digital footprint remains-even when content is deleted from a computer.

13. **Talbott Springs Elementary School PTA:** Talbott Springs has a very lively PTA! This group of parents is focused on advocacy for students and staff as well as fostering a sense of community for all of our families. We welcome your participation! Please see the [TSES PTA Website](#) for more information and how to volunteer!

14. **HCPSS/ TSES Events:** Please visit the [TSES website](#) for a TSES Calendar of events or to link to the HCPSS Website for the HCPSS Calendar.