

# 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 (OFFICES ARE NOT OPEN FOR FACE TO FACE REGISTRATION OR MEETINGS). Please call 410-313-6915 and leave a message. We will return your call as quickly as we can.
- Instructional Hours: 8:15 AM-3:50 PM
- Student attendance will be taken during each instructional period.
- The [HCPSS Calendar](#) (available online) provides information about days off for students.
- The [HCPSS/TSES Elementary School Schedules](#) guide your child's learning day.

### 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](http://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 are visible in your child's completed Family File.
- Update your Family File at any time of the school year when contact information changes.

### 3. Student Absence and Lateness

- Attendance is taken during each live teaching session and is reflected 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](mailto:tsesabsence@hcpss.org) or call the school.
- When your child returns to virtual school, please send a note through your child's Canvas inbox to your child's teacher 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 2019-2020 HCPSS calendar, recent HCPSS/TSES news, individual school menus and 'My School Bucks'.
- Teacher notes and student work will be managed through the student Canvas in-box. Please check the Canvas In-Box daily.
- A TSES Newsletter is sent out each Friday via School Messenger to the TSES Community.

## 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 on November 23-25 and February 10 and 11. 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. The November conferences will take place through Google Meet. We will receive updates about the February conferences as the school year progresses.

## 7. Breakfast, Lunch and Recess

- All schools will serve as Food Distribution sites for students to access lunch. Students are encouraged to go to the school nearest their home to pick up lunch to eat at home. Food distribution sites are open from 11:30-1:00 each school day-this includes Talbott Springs Elementary!
- Families are encouraged to complete the Free or Reduced Meal (FARM) Application as quickly as possible. Each family needs to complete a new FARM application each year.  
<https://www.hcpss.org/food-services/farms/>

## 8.

- We love volunteers-however, at this time, we are unable to use your generous support.

9. **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 all computers at home and please talk with your child about how a digital footprint remains-even when content is deleted from a computer.

10. **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!

11. **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.