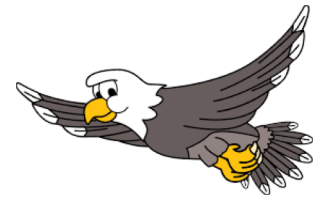


Talbott Springs Elementary School At A Glance



1. Hours of Operation and School Days:

- Office Hours: 8:00 AM-4:00 PM
- Instructional Hours: 8:40 AM-3:05 PM
- Breakfast: 8:20 AM-8:40 AM
- Student Arrival: 8:30 am on the school blacktop
- Student Dismissal: 3:05 car riders, daycare van and bus riders (front doors)
 - 3:10 walkers (cafeteria doors and PE doors to the blacktop)
- Students are marked late if they enter the school building after 8:40 AM
- Students are marked as half-day absent if arrival is after 10:40 AM
- Students are marked as half-day absent if dismissal is prior to 1:10 PM
- The [HCPSS Calendar](#) (available online) and via the paper HCPSS Calendar to plan ahead for days when school is not open.

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 (formerly known as an 'Emergency Card' in [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.
- 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 each report card
- 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. TSES provides easy to fill out forms for this purpose.
- 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. Follow the directions on the website to OPT IN to receiving emergency text messages.

- 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 2018-2019 HCPSS calendar, news, individual school menus and 'My School Bucks'.
- Friday folders (weekly progress checklist/teacher notes, student work, school notices) go home with students on the first day of school and every Friday. Please remove and review papers and ensure that student returns the folder on Monday.
- A TSES Newsletter is sent out each Friday via School Messenger as a pdf and news is posted on the TSES website.

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 may request additional conferences during the course of the school year in order to make sure that the learning needs of your child are met.

7. Breakfast, Lunch and Recess

- Breakfast is offered to all students free of charge at Talbott Springs Elementary from 8:20 AM-8:40 AM. We are unable to provide breakfast after that time unless there are extenuating circumstances.
- Each grade level has a 30-minute lunch period (see below)
 - Full price \$2.75
 - Reduced meal price: \$0.40
- 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 shifts for the 2018-2019 school year.**

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

8. Student arrival and dismissal procedures:

- Bus Riders: Check the Columbia Flier (August 30, 2018) or 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.
- Car Riders: For arrival, parents are to drop off students following the protocol of the car pool loop. Students are to join assigned class lines for entry into the school building. Cars may not enter the bus loop to drop off students until 8:45. At dismissal time, students are escorted to the car pool loop and are loaded into cars as the parents come through the loop. Cars may not enter the bus loop until 3:30 PM.
- 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. 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.

9. Visitation Protocol:

- Upon entering the building, all visitors must sign in at the front office using a driver's license or MVA identification card and receive a visitor's badge/sticker.
- When visiting a classroom, please provide the teacher with prior notification in the event that there has been a schedule change or students are taking a test.
- Students really appreciate a visit from a parent during lunch or recess!

10. Volunteering

- We love volunteers! There are so many opportunities for family and community members to assist at Talbott Springs! Any person volunteering (including Field Trips) must complete the Volunteer training found on the Talbott Springs website. Scroll down to Parent Volunteer Information. Please call the School Counselor for more information!

11. Emergency Procedures:

- In the event of an emergency at Talbott Springs Elementary, families are notified and updated through HCPSSNews 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.