



Dear Poff Families,

Welcome to the 2022-2023 school year! We will welcome **316 students** to Poff on our first day of school, August 25th. We will also welcome **9 new staff** members to the building this year. One of these new hires is a long term substitute who will staff a newly added third section of 5th grade. Be sure to read the section on new staff to learn all about Poff's new team members. Many thanks go to Mrs. Haller in the main office, and the custodians Mr. Randy, Ms. Renee, and Ms. Bev for all of their hard work to get us ready for the first day.

You may recall that I will be on maternity leave from the end of September through the end of May. Dr. Michael Silbaugh will be the Acting Principal while I am away. We have worked together throughout the summer to hire new team members, plan for the new year, and assure we have a smooth transition for the students and staff. Dr. Silbaugh will be at Poff regularly at the beginning of the year so he can get to know the students and faculty before I leave. We have had an excellent summer and I know he will do a great job this year!

We are both excited for what the new year has in store. We remain focused on our building vision that *all students will be active participants in their learning. Through hands-on learning, they will develop the skills necessary to work with others to identify and solve real-world problems.* Throughout the year, your child will be engaged in learning that gets them thinking deeply, working collaboratively with others, and navigating challenging problems. 2022-2023 is going to be an amazing year for students and staff. We cannot wait for it to finally begin! Read on for details about what to expect this year.

Sincerely,

Dr. Hannagan & Dr. Silbaugh
Principal Acting Principal

[A Note from Dr. Silbaugh](#)

Dear Poff Families,

I am excited to join Team Poff and serve as the Acting Principal for the 2022-2023 School Year! As the Assistant Principal at HMS for the past five years, I have had the opportunity to see the incoming Poff students in 6th grade and I am always impressed, as they are critical thinkers, creative problem solvers, and hard-working students.

Prior to accepting the position at HMS, I was an Assistant Principal at Pine-Richland High School, Acting Assistant Principal at Hillcrest Elementary Intermediate School, and taught chemistry at Norwin High School. I have 20 years in education and experience at each grade level.

Poff Elementary has a reputation for high expectations and excellence. I have heard that Poff is a special place and I am truly honored to have the opportunity to work with the staff and community to help the students of Poff grow and reach their dreams.

Respectfully,

Dr. Silbaugh



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New This Year

Poff Staff

Anne Hagen - 4th grade English Language Arts (contract); Mrs. Hagen was Poff's building sub in 2020-2021. In 2021-2022 she taught 5th grade ELA at Wyland Elementary.

Hailey Hamilton - Poff Building Substitute; Ms. Hamilton is a May 2022 graduate of Penn State and spent this summer working as a paraeducator in the Moon Area School District.

Kelli Hartle - Special Education Paraeducator; Mrs. Hartle worked at Poff in the 2020-2021 school year and at Hampton High School during the 2021-2022 school year.

Emmalene Hodil - Elementary Floating Building Substitute; Ms. Hodil is a May 2022 graduate of Westminster College.

Nicole Martin - 5th grade full year Long Term Substitute for Science and Social Studies; Ms. Martin has completed long term substitute positions in 1st grade, 3rd grade, and 4th grade in both the North Allegheny and Quaker Valley School Districts.

Linh Nguyen - Recess Paraprofessional; Mrs. Nguyen most recently served as a paraprofessional at Central Elementary during the 2021-2022 school year.

Alisha Porter - 3rd grade first semester Long Term Substitute for Mrs. Humbert; Ms. Porter taught 1st and 2nd grade from 2017-2021 in Hampton City Schools in Virginia.

Miranda Prosser - 1st grade first semester Long Term Substitute for Mrs. Leventis; Ms. Prosser (no relation to Poff Librarian, Mrs. Prosser) is a graduate of St. John Fisher University and most recently worked as a building substitute in the West Mifflin School District.

Katie Wagner - Response to Intervention and Instruction (RtII) for Kdg and 1st grade; Mrs. Wagner is the RtII teacher at Wyland Elementary. She will travel to Poff three afternoons each week to support our students.

Sensory Room

Poff now has a permanent sensory space to meet the needs of students who might become overstimulated or overwhelmed during the school day. The space is intended primarily for students who have an identified need, but it will be open to all students if they require it. The sensory room has a variety of seating options and sensory input items to help students relax or refocus as needs arise.

Class Meetings

Many of the elementary homeroom teachers have always held a regular classroom meeting to welcome students, discuss the day's agenda, and get ready for the day. This year, we will be working together across the elementary buildings to learn about and share strategies and fun games and follow similar structures in all K-5 classrooms. We know that holding a class meeting is a great way to build community, set a positive tone, increase excitement about learning, and improve academic and social skills. Be sure to ask your child about their class meetings this year!



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Poff Papers

08/16/2022

First Days of School

August 19th - New Student Orientation, 9am

August 25th - First Day 1st-5th Grades

9:10 - AM Kdg Orientation

10:10 - PM Kdg Orientation

August 26th - First Day of Kindergarten

August 31st - Let's Get Acquainted Night 3-5, 6pm-7pm (*parents only*)

September 1st - Let's Get Acquainted Night K-2, 6pm-7pm (*parents only*)



Homeroom Assignments

Student homeroom assignments are currently available in the Infinite Campus Parent Portal.

Transportation Information

Bus information, including assigned stops and times, will be available in Infinite Campus by August 19th. Families will be emailed via Infinite Campus as soon as they are posted.

School Meals

Breakfast and lunch are provided daily. Students who will eat breakfast at school may go to the cafeteria as soon as they arrive each day. Students order lunches during the morning homeroom period. Applications for free or reduced price meals are available in the main office or on the [Food Services webpage](#). Monthly menus are also posted there. 2022-2023 meal costs are listed below. Information for setting up online payment accounts can be found at the "At the Cafeteria Register" link on the Food Services webpage.

- Breakfast** - \$1.25
- Reduced - \$0.30
- Lunch** - \$2.50
- Reduced - \$0.40
- Al a Carte Milk** - \$0.75

1:1 Device Distribution

All students in grades 1-5 have their own district-issued device. New students and all 1st-4th graders will receive devices within the first few days of school. Students in 1st-3rd grade will receive iPads. 4th graders and newly enrolled 5th graders will receive an HP Probook. Kdg students will not be individually assigned devices, but will use iPads during the school day. Returning 5th graders should bring their charged HP Probook on the first day of school. As a reminder, 2nd and 3rd graders should still have their previously issued charger at home.

Home-School Communication

A direct link to Poff's weekly newsletter, Poff Papers, will be emailed weekly on ***Fridays*** via a ***new*** District-wide communication called **Hampton Headlines**. Be sure to read it to stay up-to-date with all of the events and happenings at Poff.



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Infinite Campus



Please log in to Infinite Campus to review and update your contact information. This will ensure you never miss any communications from Poff or the District.

Infinite Campus can be found by clicking the link icon on the top right of the [District website](#).

If you have forgotten your username or password, please contact Lisa Riddell at: lisa.riddell@ht-sd.org or 412-492-6340 for assistance.

District Health & Safety Plan

We will begin this school year in the same manner that we ended in June. Masks are optional and teaching and learning in the classroom will operate as normal. The most current Health & Safety Plan can always be found on the District website.

Transportation Information

Bus Riders: At least two 5th grade students are assigned as “safeties” for each bus. New safeties are assigned each quarter. The role of the safeties is to assist the driver in maintaining a calm environment through kind reminders to students when necessary. It is the responsibility of all students to follow bus transportation rules including not eating or drinking on the bus, remaining seated, and using a quiet voice. For the first two weeks of school all new students K-5 will be assigned a “bus buddy” who will assist with finding the correct bus and bus stop daily.

Car Riders: All car riders will use the back entrance (door #8) for both drop off and pick up.

*****Drop Off:** Enter the back parking lot. Stay in a single line next to the curb. Pull forward to the second cafeteria door (door #8). Remain in your vehicle as your student exits. Pull forward when he or she is safely on the sidewalk. Stay in line. Do not pull around other vehicles. Continue to follow the curb back to the fence, turning left and driving around the parking lot to exit onto Haberlein Road.

*****Pick Up:** All families will receive a numbered card on the first day of school. When picking your child up after school, place this card in your passenger side window before getting in the pick up line. Enter the back parking lot. Stay in a single line next to the curb. Pull all the way forward to the back fence. A Poff staff member will dismiss your child from the building once your number has been identified. Please remain in your vehicle and pull away as soon as your child is safely inside. Do not pull around other vehicles.

Walkers: Students who are walked to school by an adult may be escorted to the main entrance in the front of the building or to door #8. After school, a Poff staff member will walk students across the street to the intersection of Marie and Haberlein where an adult should be waiting to greet the student.



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Bus Room and Indoor Recess Activities

Our school doors open daily at 8:15am. From 8:15 - 8:45, students report to bus room while waiting for homeroom to begin. Bus room is an excellent time for students to socialize. As such, students are allowed to bring items that facilitate productive play, so long as the items do not create a disruption.

Students may bring one or two **very small** toys from home for use during morning bus room and/or indoor recess. Poff staff members are not responsible for lost or damaged items.

The following items are **NOT** permitted:

- Slime (homemade or store bought)
- Toys that are weapons or weapon look-alikes
- Bouncy balls, tennis balls, etc.
- Cell phones, iPads, electronic games, or other personal technology devices



1:1 Device Insurance & User Agreement

Please note that district-issued devices for students in grades 1-5 must be registered **annually** through the District's [insurance site](#). There, you will either **accept or decline** insurance for your student's device for this school year. You should have received an email from the District with detailed information regarding registration. Questions can be directed to Lisa Riddell at lisa.riddell@ht-sd.org.

Additionally, on the first day that students bring devices home from school, they will have a hard copy of the *Device User Agreement*. Please be sure to review this with your student, sign it, and return it to school.

Daily Attendance

Daily, on-time attendance is an important part of your child's success at school. All students should be on time for homeroom, which begins at 8:45am. This is an important time for organization and preparation for the day ahead. Students who are habitually tardy, arriving after 9:00am (the start of the academic day), disrupt their learning and their classmates' learning. These disruptions can have negative impacts on academic, social, and emotional skills development. Per District Policy #204 regarding compulsory attendance, after ten (10) absences, all subsequent absences must be accompanied by a medical note.

Water Bottles

Students should bring a spillproof, refillable water bottle to school daily. Students are encouraged to drink water as necessary throughout the day to stay hydrated and healthy. There are three water bottle refilling stations located throughout the building, one on each floor, as well as sinks in each classroom.





Poff Parent Teacher Organization (PTO)

Poff's PTO is an integral part of our school community. They provide funds for teachers to purchase enriching materials for their classrooms, organize holiday classroom parties, create the school yearbook, and host fun evening activities for families. Everyone is encouraged to be actively involved by attending PTO meetings, volunteering to organize events as a chair or committee member, or volunteering at PTO events as they occur throughout the year.

Be on the lookout for the PTO packet and welcome letter that will be sent home within the first few days of school. It will contain everything you need to know about how to get involved throughout the year. You can also join the Poff PTO Facebook page to stay up to date with PTO events and volunteer opportunities.

<https://www.facebook.com/groups/poffpto>



9/21 7pm - PTO Meeting (Poff Cafeteria)

School Visitor Procedures

We use the School Gate Guardian system to register each **visitor**. Anyone visiting Poff must have their government identification scanned before they can receive a badge that allows them to move past the school office and enter the building. Visitors must return the badge to the office before exiting the building.

We use the captured vestibule for **student early dismissals**. Parents must sign out the student on the sheet available at the pass-through window before the student is dismissed.

When **dropping off or picking up items**, families should use the shelves in the vestibule. When leaving an item, please let Mrs. Haller know who it is for. She will then assure it gets to the student in a timely fashion.

Wellness - Healthy Snacks

In accordance with District Policy #246 regarding School Wellness, all foods made available during the school day must meet established federal nutrition standards. If providing a treat for classroom parties or birthday celebrations, families should provide either a healthy snack or, preferably, a non-food treat. Students are not permitted to give out candy, including during the Halloween or Valentine's Day parties. The healthy snack guidelines and non-food treat options are available in the *Handbook for Families with Elementary School Children*, which is available on the Parents tab of the District website.

Student Safety

Student safety is a top priority. By law, students must participate in monthly fire drills and annual evacuation, lockdown, and severe weather drills. Students will participate in developmentally appropriate lessons on the ALICE procedures for safety using the book *I'm Not Scared, I'm Prepared*. Families will receive additional information regarding the ALICE training in a newsletter prior to the student lessons.



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Home-School Cooperation

The key to a child's success at school is cooperation and collaboration between families and teachers. The first step in the collaborative process is to **stay informed** with the happenings at school. Children often don't share fully about their school experiences, so the best way to know what your child is doing at Poff is to read Poff Papers each Friday and communicate regularly with your homeroom teacher. Homeroom teachers will establish regular email or newsletter communications to keep you informed about events specific to their classroom and the academic skills your child is learning at school. Please be sure to read these and then follow-up with any questions that arise.

Homework is often an area of concern for both teachers and families. Homework assignments reinforce prior learning or prepare students for learning that is to come. Homework must be completed each night that it is assigned; however, the amount will vary based on your child's grade level. A good rule of thumb is that homework should take no longer than 10 minutes multiplied by the grade level. For example, 2nd grade would have no more than 20 minutes per night. If your child is taking significantly longer than this, struggling with assignments, or arguing with you about homework on a daily basis, it is important that you contact your homeroom teacher so a solution can be created together.

Finally, do not hesitate to **reach out** to your homeroom teacher, Dr. Hannagan or Dr. Silbaugh, or the school counselors Mrs. Kinney (3-5) or Mrs. Maley (K-2), if you have concerns regarding anything happening at school. Our goal is to proactively support all children so they feel happy and successful while at Poff. We know that we need to work cooperatively with families to make this happen.

Parent Teacher Conferences

Parent Teacher Conferences help to solidify the cooperative connection between home and school and are imperative to student success. During these quick meetings, you will hear about your child's progress for the first part of the year and have an opportunity to ask specific questions related to your child. Teachers will explain how to sign up for a conference during Let's Get Acquainted.

Parent Teacher Conferences will be held in the afternoon and evening on November 10th and in the morning on November 11th. Students will have an early dismissal at 12:45pm on November 10th and no school on November 11th.

Annual Events - SAVE THE DATE!

August 31st - Let's Get Acquainted (3rd-5th)
September 1st - Let's Get Acquainted (Kdg-2nd)
September 14th - Student Picture Day
September 28th - Class Picture Day
October 28th - Halloween Parade & Parties
November 22nd - Thankful Luncheon
November 23rd - Kdg Puppet Show



December 21st - Winter Parties
February 10th - Valentine's Parties
March 29th - Open House (1st, 3rd, 5th)
March 30th - Open House (Kdg, 2nd, 4th)
May 12th - Junior Achievement Day
May 23rd - Field Day (Rain Date - May 25th)
June 8th - 5th Grade Move Up Ceremony



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Contact Information

		<u>Email</u>	<u>Ext.</u>
Principal	Colleen Hannagan	hannagan@ht-sd.org	6336
Acting Principal	Michael Silbaugh	silbaugh@ht-sd.org	6336
Administrative Assistant	Julie Haller	haller@ht-sd.org	6335
Nurse	Dawn Gunnett	dawn.gunnett@ht-sd.org	6337
Counselor K-2	Melissa Maley	maley@ht-sd.org	6332
Counselor 3-5	Amy Kinney	kinney@ht-sd.org	6332

Early Dismissal Dates

Early dismissal begins at 1:45pm on the dates listed below. If a 2-hour delay is called on a scheduled early dismissal day, the early dismissal will be cancelled and students will be dismissed at 3:30.

September 16, 2022 (F)	February 16, 2023 (R)
October 7, 2022 (F)	March 16, 2023 (R)
November 23, 2022 (W)	April 5, 2023 (W)
December 21, 2022 (W)	May 12, 2023 (F)
January 13, 2023 (F)	

Additional early dismissal dates and times are below.

- November 10th - 12:45pm - Parent Conferences
- June 8th - 11:45am
- June 9th - 11:45am - Last Day of School

Regular School Day Schedule

8:15 - 8:45am	School Doors Open
8:45 - 9:00am	Homeroom
3:30pm	Students Dismissed
8:45 - 11:25am	AM Kindergarten
12:50 - 3:30pm	PM Kindergarten

2-hr Delay Schedule

10:15 - 10:45am	School Doors Open
10:45 - 11:00am	Homeroom
3:30pm	Students Dismissed
10:45 - 12:40pm	AM Kindergarten
1:30 - 3:30pm	PM Kindergarten

Scheduled Student Holidays

No school will be held on the dates listed below.

September 5, 2022	January 2, 2023
October 10, 2022	January 16, 2023
November 4, 2022	February 17-20, 2023
November 11, 2022	March 17, 2023
November 24-28, 2022	April 6-10, 2023
December 22-30, 2022	May 29, 2023

Early Dismissal Schedule

8:15 - 8:45am	School Doors Open
8:45 - 9:00am	Homeroom
1:45pm	Students Dismissed
8:45 - 10:45am	AM Kindergarten
11:45am - 1:45pm	PM Kindergarten



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