



BACK TO SCHOOL EDITION

# POFF PAPERS

August 15, 2023

## Welcome to the 2023-2024 School Year!

We are all set to kick-off a fabulous school year and are excited to have everyone back in the building. Mrs. Haller and I have been busy getting everything ready for you by enrolling new students, making homeroom rosters, finalizing schedules, ordering new materials, and planning professional development activities for the teachers. Poff's custodial team: Mr. Randy, Ms. Bev, and Ms. Jen have worked hard to get the building setup for a new year. Everything is shiny and clean and there are even some fresh coats of paint in the hallways. This newsletter is brimming with information about logistics and some exciting announcements for the new year, so be sure to read it closely. Additionally, the last page contains contact information and important dates for the full year, so you can print and post it for easy reference. I can't wait to see you on the **first day of school, August 24th!** ~ Dr. Hannagan



**New  
Student  
Orientation  
8/18 9am**

## School Counseling News

Hello Poff Families! My name is Ellen Giarrusso, and I am the new full-time school counselor at Poff. I am so excited to join this close-knit school community and am grateful for the opportunity to work in a district as wonderful as Hampton. My passion for school counseling began while I was raising my own three children and witnessed the incredibly positive impact that a comprehensive school counseling program can have on the development of all children. I became inspired to change careers, earning a Master's in School Counseling from IUP, performing internships at North Allegheny and Mt. Lebanon school districts, and becoming a National Certified Counselor (NCC). Most recently, I served as an elementary school counselor in Mt. Lebanon. I am looking forward to working closely with Mrs. Kinney and Mrs. Maley as I get to know you and your children throughout this school year. I will be sending more information about counseling activities at Poff soon.

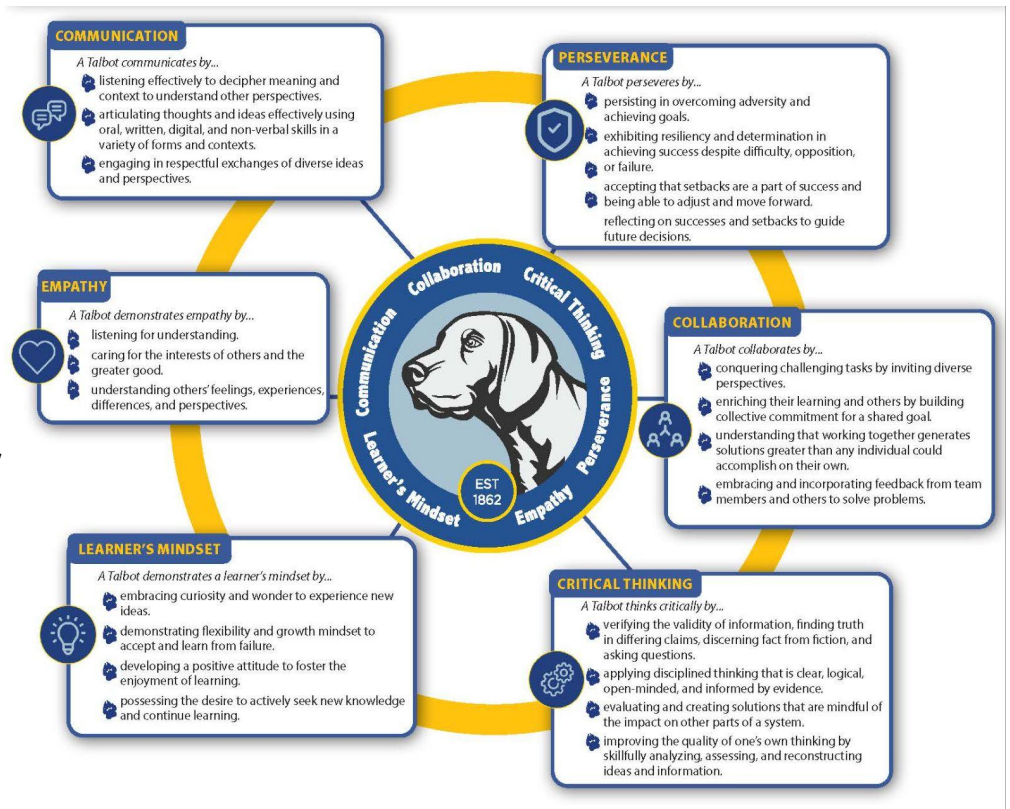


**Homeroom placements are available in Infinite Campus now.**

**Bussing information will be posted by the end of the week.**

# Portrait of a Talbot

The District adopted our Portrait of a Talbot to identify the important skills and mindsets that Hampton students need to be successful. These competencies bolster content knowledge and assure that students are well-rounded and prepared for life after high school. Poff's teachers will work together this year to identify how they are exemplified in our classrooms. We'll discuss them during some of our Morning Meetings and point them out to students when they exhibit them throughout the school day. Families can expect to learn more about the competencies in Poff Papers throughout the year.



**1st and 4th graders will receive their devices in the first week of school.**  
All students should bring charged devices daily.

## First Days of School

**August 18th, 9:00am** - New Student Orientation K-5

**August 24th** - First Day of School 1st - 5th Grades!

9:10am - AM Kdg Orientation (parents & students)

10:10am - PM Kdg Orientation (parents & students)

**August 25th, 5:00 - 7:30pm** - PTO Back to School Bash

**August 29th, 6:00pm** - Let's Get Acquainted 1st (parents only)

**August 30th, 6:00pm** - Let's Get Acquainted K & 2 (parents only)

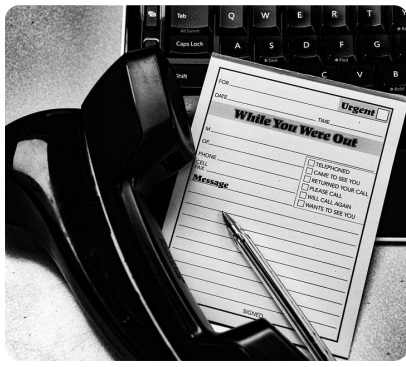
**August 31st, 6:00pm** - Let's Get Acquainted 3-5 (parents only)

## Student Devices

Students in grades 1-3 are provided with an iPad. 4th and 5th graders receive HP laptops. Each school year, families must access the District's [insurance site](#) to either accept or decline the insurance for your student's device. You should have already received an email from the District with detailed information regarding registration. Questions can be directed to Margieann Green at [margieann.green@ht-sd.org](mailto:margieann.green@ht-sd.org).

On the first day of school, you will receive a hard copy of the *Device User Agreement*. Please be sure to review this with your student, sign it, and return it to school.





## Student Absences

Daily, on-time attendance is an important part of school success. 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. 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 negatively impact academic, social, and emotional development. Per District Policy #204, after ten (10) absences all subsequent absences must be accompanied by a medical note. Please review the [Family Handbook](#) for detailed information about attendance policies and when to keep an ill child at home. **Please call (412) 486-6000 press 2, then press 4, to report student absences for Poff.**

## School Meals

Breakfast and lunch are provided daily. Students may go to the cafeteria for breakfast as soon as they arrive each day. Students order lunches during morning homeroom. 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. 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



Water bottle refilling stations are located throughout the building. Students are encouraged to bring a spill-proof bottle and drink as they need throughout the day.

## Wellness

Classroom party treats must either be a healthy snack or non-food treat. Guidelines are in the [Handbook for Families with Elementary School Children](#) on the the District website.



## Student Safety

**Visitors** Visitors must sign in at the office and have their government identification scanned before they can receive a badge that allows them to move past the office and enter the building.

**Volunteers** Clearances are required for volunteers who work with students without the supervision of a Poff Faculty member (e.g, Holiday Shop, Book Fair, Science Olympiad). Details about how to obtain clearances can be found [here](#).

**Drills** 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 ALICE procedures using the book *I'm Not Scared, I'm Prepared*. Families will receive additional information regarding ALICE training in a newsletter prior to the student lessons.

**Captured Vestibule** The captured vestibule is used for early dismissals. An approved adult must sign out the student and may be asked to show ID before the student is dismissed. Shelving is available to drop off or pick up items without entering the building.



## Save the Date!

**August 25th, 5:00pm** - PTO Back to School Bash

**August 29th, 6:00pm** - Let's Get Acquainted 1st

**August 30th, 6:00pm** - Let's Get Acquainted Kdg & 2nd

**August 31st, 6:00pm** - Let's Get Acquainted 3rd-5th

**September 14th** - Student Picture Day

**September 28th** - Class Picture Day

**October 31st** - Halloween Parade & Parties

**November 21st** - Thankful Luncheon

**November 22nd** - Kindergarten Puppet Show

**December 21st** - Winter Parties

**February 14th** - Valentine's Parties

**March 20th** - Open House (K, 2, 4)

**March 21st** - Open House (1, 3, 5)

**May 8th** - Project ACES

**May 10th** - Junior Achievement Day

**May 21st** - Field Day (Rain Date May 23rd)

**June 6th** - 5th Grade Move Up Ceremony

## Home-School Partnerships

The key to a child's success at school is communication and collaboration between teachers and families. Below are some of the methods we use to encourage your involvement.

**Communication** Our school newsletter, Poff Papers, is published online each Friday and sent via the District's Hampton Headlines email. Homeroom teachers will also establish regular communications to keep you informed about classroom events 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.

**Let's Get Acquainted** This adult-only event is for families to meet the teacher, see the classroom, and learn about the coming year. Homeroom teachers provide an informative, 60-minute presentation about classroom expectations and grade level curriculum.

**Conferences** Teacher conferences are scheduled for November 9th and 10th this year. Homeroom teachers will send information for choosing a time slot. These brief, 15-minute sessions are an opportunity for teachers to share your student's progress at the start of the year. *Families are strongly encouraged to schedule additional phone, in-person, or virtual conferences at any point in the year when questions or concerns arise.*

**Homework** Surprisingly, homework is an opportunity for collaboration. Families are encouraged to communicate with their teachers about how homework time is going. Homework should not be a source of daily frustration or be so easy as to feel pointless. A good rule of thumb is that assignments should take about 10 minutes times the grade level to complete. Thus, a third grader would expect assignments to be completed in about 30 minutes. If your student is taking much more or less time on a regular basis, please let your teacher know so things can be adjusted.



# Transportation

**Bus Riders** 5<sup>th</sup> grade students are assigned as “safeties” for each bus. 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.*

**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 them.



**Car Riders** 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** - Please send a note with your student if you plan to pick them up from school. All families will receive a numbered card on the first day of school. When picking up after school, place it in your passenger side window. Enter the back parking lot. Stay in a single line next to the curb. Pull all the way forward to the back fence. A staff member will dismiss your student from the building once your number has been identified. Remain in your vehicle and pull away as soon as your student is safely inside. Do not pull around other vehicles.

## Technology Upgrades

This summer, the District began the first phase of a technology refresh plan, which includes removing SMART boards and replacing them with ClearTouch interactive panels. All of our K-3 classrooms now have high definition, flat panel screens that allow teachers to integrate highly engaging and interactive activities into their lesson plans. Over time, similar technology updates will take place in all elementary classrooms.



# POFF PARENT TEACHER ORGANIZATION

## Message From The PTO

On behalf of the Poff Parent Teacher Organization (PTO), I would like to welcome all students, families, and teachers to Poff for the start of the 2023-2024 school year!

If you are not familiar with the PTO, we are a nonprofit organization designed to enrich the experiences of students at Poff by:

1. facilitating communication between students, their families, the school, and the district
2. empowering parents to take an active role in the education of their children;
3. providing resources that support the educational goals of the school and the social and emotional wellbeing of students, teachers, administrators, and staff; and
4. building and strengthening relationships within the Poff community and with the community at large.

We do this by:

1. hosting educational, community-building, and fun events throughout the school year;
2. providing funds to the school for assemblies, experiences, and classroom “extras”;
3. working to connect families and caregivers with the resources they need to navigate the school system successfully; and
4. ensuring that school personnel are supported, recognized, and celebrated.

Every parent is a member of the PTO, but we do ask for financial support (\$20 per family) to help fund our activities throughout the year. This year, we have some exciting things in the works, including our first event, the Back-to-School Bash, which will be held at Poff outdoors from 5 pm until 7:30 pm on August 25, 2023. New this year will be food trucks and community booths! **(Please note that parent supervision is expected and required at this event.)** We will also be working with the school to raise funds to support an exciting new project – more on that soon!

We would love to hear from you and look forward to your participation! Look for some additional information about how to do that at the beginning of the school year. In the meantime, you can find us on [Facebook](#) (if you're new, please answer the membership questions to join the group) or contact me via email at [president.poffpto@gmail.com](mailto:president.poffpto@gmail.com).

See you on August 25<sup>th</sup>!

Briana  
President, Poff PTO

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# POFF ELEMENTARY

2023-2024 Dates and Information



## **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-Hour Delay Schedule**

10:15 – 10:45am Doors Open  
10:45 – 11:00am Homeroom  
3:30pm Dismissal Begins

10:45 – 12:40pm AM Kindergarten  
1:30 – 3:30pm PM Kindergarten

## **School Holidays**

*No school will be held on these dates.*

September 4th  
October 9th  
November 3rd  
November 10th  
November 23rd – 27th  
December 22nd – January 2nd  
January 15th  
February 16th – 19th  
March 15th  
March 28th – April 1st  
May 27th

## **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

## **Early Dismissal Dates**

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

September 15th (F) February 15th (R)  
October 6th (F) March 27th (W)  
November 22nd (W) April 12th (F)  
December 21st (R) May 10th (F)  
January 12th (F)

### **Additional early dismissal dates:**

November 9<sup>th</sup> – 12:45pm – Conferences  
June 6<sup>th</sup> – 11:45am  
June 7<sup>th</sup> – 11:45am – Last Day

## **Contact Information**

*Office phone numbers begin (412) 492 – XXXX*

Principal	Colleen Hannagan	<a href="mailto:hannagan@ht-sd.org">hannagan@ht-sd.org</a>	x6336
Administrative Assistant	Julie Haller	<a href="mailto:haller@ht-sd.org">haller@ht-sd.org</a>	x6335
Nurse	Dawn Gunnett	<a href="mailto:dawn.gunnett@ht-sd.org">dawn.gunnett@ht-sd.org</a>	x6337
Counselor	Ellen Giarrusso	<a href="mailto:ellen.giarrusso@ht-sd.org">ellen.giarrusso@ht-sd.org</a>	x6332
Attendance Line	(412) 486 – 6000, Press 2, then Press 4		