



Welcome to the 2024-2025 School Year!

Welcome to the 2024-2025 school year at Poff Elementary! I am excited to embark on another fantastic year of learning and growth with your children. **School will begin on August 22nd** , and the teachers and I can't wait to see all the bright and eager faces ready to start this new academic journey. This year, we have many exciting programs and activities planned to enhance your student's educational experience. We are also thrilled to welcome several new staff members who bring fresh perspectives and enthusiasm to our school. A special thank you to Mrs. Haller, Mr. Randy, Mr. Chad, and Mr. Jonathan for their hard work and dedication in getting everything ready for the start of the school year. Families, your ongoing support and involvement in the learning journey are greatly appreciated. I thank you in advance for your commitment to Poff and look forward to a wonderful year together! ~ Dr. Hannagan



Homeroom placements are available in Infinite Campus now.

Bussing information will be posted by Friday afternoon.



New Poff Staff

- Mrs. Burns** - 2nd Grade. Mrs. Burns transferred from Wyland Elementary. She has taught in Hampton elementary schools for 22 years.
- Mrs. Camarote** - Special Education and English Language Support. Mrs. Camarote is a Hampton graduate and most recently taught in the North Hills School District.
- Miss Dayton** - Building Substitute. Miss Dayton completed her student teaching, and served as a building substitute, in the Avonworth School District last year.
- Mrs. Lewis** - Paraeducator. Mrs. Lewis is a Certified Nurse Assistant who most recently finished work as a nanny for a child with special needs.
- Miss Rosen** - 3rd Grade Long Term Substitute. Miss Rosen most recently taught in the Riverview School District where she served as a 1st grade teacher.

Portrait of a Talbot

The HTSD Portrait of a Talbot identifies the important skills and mindsets that Hampton students need to be successful. The competencies bolster content knowledge and assure that all students are well-rounded and prepared for life after high school. Poff's teachers will work together this year to embed the competencies into their instructional practices. Students will discuss them during some of their Morning Meetings and will be able to identify when they exhibit them throughout the school day.



First Days of School

August 16th, 9:00am - New Student Orientation K-5

August 22nd - First Day of School 1st - 5th Grades!

9:05am - AM Kdg Orientation (parents & students)

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

August 23rd, 5:00 - 7:30pm - PTO Back to School Bash

August 28th, 6:00pm - Let's Get Acquainted 3-5 (adults only)

August 29th, 6:00pm - Let's Get Acquainted K -2 (adults only)

Into Math

After a two year curriculum investigation that included research, site visits, and two full pilots, the Hampton Township School Board voted to adopt Houghton Mifflin Harcourt's Into Math program. It is an intentional, comprehensive, and inspiring mathematics program for grades K-5 that centers on student growth. Into Math supports students as they develop their conceptual understanding and grow into procedurally fluent mathematicians. According to the publisher, Into Math "gives students opportunities to discover the 'why' behind the 'how' in mathematics. It reshapes the teaching model and enables students to develop deeper understanding and productive perseverance in problem-solving." We are all excited about the new math materials and the learning opportunities they will provide for our students!



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. **Breakfast is provided free of charge for all students.** Students order lunches during morning homeroom. Applications for free or reduced price lunch 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.

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 in September.

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. Please label items with the student's name. A pen and paper are available for this purpose.

Save the Date!

August 23rd, 5:00pm - PTO Back to School Bash

December 20th - Winter Parties

August 28th, 6:00pm - Let's Get Acquainted 3rd-5th

February 13th - Valentine's Parties

August 29th, 6:00pm - Let's Get Acquainted Kdg & 2nd

March 26th - Open House (1,3,5)

September 10th - Student Picture Day

March 27th - Open House (K,2,4)

September 24th - Class Picture Day

May 9th - Project ACES

October 31st - Halloween Parade & Parties

May 15th - Junior Achievement

Day

November 7th & 8th - Conferences

May 20th - Field Day (Rain Date May

22nd)

November 26th - Thankful Luncheon

June 5th - 5th Grade Move Up

Home-School Partnerships

November 27th - Kindergarten Puppet Show

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 Thursday evening and sent via the District's Hampton Headlines email on Friday mornings. 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 7th and 8th 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 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 5th 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 in the back of the building. 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.

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 receive an email from the District with detailed information regarding registration. Questions can be directed to Margieann Green at 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.

1st, 4th, and 5th graders will receive their devices within the first few days of school. All students should bring charged devices daily.



POFF PARENT TEACHER ORGANIZATION

A Message From The PTO

I would like to welcome all students, families, and teachers to Poff for the start of the 2024-2025 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. providing resources that support the educational goals of the school and the social and emotional wellbeing of students, teachers, administrators, and staff; and
3. building and strengthening relationships within the Poff community and with the community at large.

We do this by:

1. hosting fun events for students and their families throughout the school year,
2. providing funds to the school for assemblies, experiences, and classroom “extras,”
3. 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 23, 2024. **(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 our playground initiative!

We would love to hear from you and look forward to your participation! We cannot do anything without the support of our parent volunteers! Look for some additional information about how to do that at the beginning of the school year, and plan to attend our first general membership meeting in late September. In the meantime, you can find us on Facebook (POFF PTO - if you're new, please answer the membership questions to join the group) or contact me via email at president.poffpto@gmail.com.

See you on August 23rd!

Christina Carlin
President, Poff PTO



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 2nd
 October 14th
 November 1st
 November 8th
 November 28th - December 2nd
 December 23rd - January 1st
 January 20th
 February 14th - 17th
 March 14th
 April 17th - April 21st
 May 26th

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 13th (F)	February 13th (R)
October 11th (F)	March 13th (R)
November 27th (W)	April 16th (W)
December 20th (F)	May 9th (F)
January 17th (F)	

Additional early dismissal dates:

November 7th – 12:45pm – Conferences
 June 5th – 11:45am
 June 6th – 11:45am – Last Day

Contact Information

Office phone numbers begin (412) 492 - XXXX

Principal	Colleen Hannagan	hannagan@ht-sd.org	x6336
Administrative Assistant	Julie Haller	haller@ht-sd.org	
x6335			
Nurse	Dawn Gunnett	dawn.gunnett@ht-sd.org	
x6337			
Counselor	Ellen Giarrusso	ellen.giarrusso@ht-sd.org	
x6332			

Attendance Line (412) 486 – 6000, Press 2, then Press 4