



Dear Poff Families,

Welcome to the 2019-2020 school year! We have an exciting year ahead of us. The teachers and I have spent the summer looking at the outcomes from the last school year and coming up with plans to make this year even better. Some of those plans, like how we will structure our monthly data review meetings, will be carried out behind-the-scenes, but their results will be felt in the classroom through improved student learning. Other plans, like a focus on guiding student relationships, will be felt as we emphasize the important role that teamwork plays in all aspects of our lives. We'll be working with students to establish strong bonds both within and outside of their classrooms. The teachers and I will also be working directly with families to assure that students feel the support that is offered to them when everyone is working together on a common goal.

One reason that we will focus on teamwork this year is that our team has continued to grow. Mrs. Haller was busy enrolling 36 new students in grades one through five and 41 new kindergarteners. On our **first day of classes on August 22<sup>nd</sup>**, 336 students will walk through our doors. In addition to our new students, we have also added some additional staff members to our team. Some teachers moved positions within the building or district, but we've also added another contracted teacher and two long-term substitute class-size reduction teachers.

Internally, Mrs. Gillis, who previously taught third grade, has moved down to first grade to fill a new section. She is joined in first grade by Mrs. Leventis (née Ms. Frissora) who replaced Mrs. Milsom's position. Mrs. Milsom has moved up to third grade now that she is back from her year-long educational sabbatical. Mrs. Babka has also switched positions moving from special education to RtII/Reading Support, due to Mrs. Taylor's retirement last June. Additionally Ms. Borst, who taught first grade last year, is moving up to fifth grade to teach science and social studies as a class-size reduction teacher. Mrs. Glogowski has transferred from a Health Office Nurse to the Elementary School Nurse replacing Mrs. Herald who resigned at the end of the school year. Students will know Mrs. Glogowski, because she has been at Poff as a substitute many times over the last few years.

Our new-to-Poff team members include a few teachers who are already acquainted with the District. Mr. Zdinak, who has worked for Hampton since 2003, is moving from the high school to be our new special education teacher. As a former Poff student himself, he is excited to work in his old building and to get back to elementary education. He is joined by another Hampton alum, Mrs. Humbert. Mrs. Humbert will teach third grade. Prior to working at Hampton, she spent six years teaching in Ohio where she worked first as a second and third grade intervention specialist and then as a first grade teacher.

Of course, we also have some new staff members who bring exciting experiences from other places as they join the team. These include Ms. Shaffer, who is filling the vacancy left by Mrs. Parker's retirement. Ms. Shaffer will teach band at the Middle School and Poff. She most recently served as the Band Director for the Cameron County School District. We are also joined by Ms. Phillips, who will teach second grade this year. Prior to working at Poff, Ms. Phillips taught third grade for three years in Centerville, Ohio. Finally, we are joined by Ms. DeMino who will be a Health Office Nurse, replacing Mrs. Huerbin who resigned this summer.

*Cont. on page 2*



Poff Elementary School  
2990 Haberlein Rd  
(412) 492-6335  
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Throughout this school year we will continue to focus on Poff's vision for learning. Students will be challenged to engage deeply with the content and not just memorize facts and figures. They will be asked to put forth the effort and energy that is required when we learn for life, not just for the moment. Students in all grade levels will be asked to work with their classmates to solve problems that are designed to help them remain curious about their world. If all of this sounds like a lot, that's because it is. I expect our students to be mentally tired at the end of their day, because they have been challenged by the work they are doing, but not because they are frustrated with their efforts.

The teachers have spent a lot of time redesigning their lessons to assure that Poff's students are receiving the best education that we can offer them. Our goal is for each student to grow academically over the course of this school year. This requires a lot of work on the part of the educator to collect and analyze student data and then use that information to create lessons that are exciting, relevant, and challenging for students at all levels. We need your help to assure that this process is working. If your student comes home stating that he or she is bored or frustrated, please communicate that directly to the classroom teacher. At Hampton, we are lucky to have many levels of support and enrichment that allow us to make sure each student's needs are met. This system also helps to maintain a high expectation for student learning. Direct communication between families and educators helps us to guarantee that we are doing everything we can to support every student.

Working together as a team of committed families, students, and staff members, I know that we will have an amazing year. Please remember that I am always available if you have questions or concerns throughout the year. I look forward to hearing from you so that we can work together to assure that all students are happy, healthy, and engaged in their learning. Please read on for detailed information about this year.

Yours in Education,

Dr. Hannagan  
Principal

### [Homeroom Assignments](#)

Individual homeroom assignments will be available in the Infinite Campus Parent Portal on August 13th.



### [Bus Transportation Information](#)

Bus transportation information will be available in the Infinite Campus Parent Portal on August 15th.

### [Infinite Campus](#)

Please log in to Infinite Campus to review and update your contact information. This will ensure you do not miss any communications from Poff or the District.

Information about how to access the Portal can be found on the District website in the Quick Links drop down menu.

If you have forgotten your username or password, please contact Karen Wheeler at: [wheeler@ht-sd.org](mailto:wheeler@ht-sd.org) or 412-492-6321 for assistance.



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## Poff Vision Statement

At Poff Elementary 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.



...a fun place to  
play and learn!

## Drop-Off and Pick-Up Procedures

Car riders should be dropped off and picked up at the rear entrance to the building following the procedures below.

**Drop Off:** Please 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 away when he or she is safely on the sidewalk. Continue to follow the curb back to the fence, turning left and exiting out of the lot onto Haberlein Road. The cafeteria doors open promptly at 8:00 and close promptly at 8:30. After 8:30, all students must be dropped off in the front of the building at the main entrance.

**Pick Up:** Please park in a parking space in the rear of the building. Do not park along the curb, as this creates an unsafe situation for people exiting the building. Dismissal will occur at **Door #9** (under the overhang). A clipboard will be available outside for student sign out purposes. Parents/guardians must sign their student(s) out on the clipboard. Students will wait inside the building until they are signed out. A Poff staff member will dismiss students as soon as they have been signed out.

## #BeTheKindKid T-Shirts



We are proud to continue our participation in the #bethekindkid movement for the 2019-2020 school year. We will wear our shirts on Wednesdays along with the rest of the #kindkid community.

Last year the PTO generously purchased shirts for every student in the school. This year, they will purchase shirts for new Kindergarten students and any new student in Grades 1-5. New K-5 students should complete the attached form indicating their t-shirt size.

Returning families who would like to purchase a new t-shirt may do so with the attached form for purchases.

## Water Bottles

Students may have sealed water bottles in class. They are especially encouraged to bring water bottles on days when they have Physical Education class.



## School Visitor and Volunteer Procedures

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

**Volunteers:** Volunteers must have clearances on file for any school activity during which they might work with students without direct supervision by a Poff staff member. This may include field trip chaperones, yearbook photographers, holiday shop or book fair volunteers, and other situations. Clearances are not needed for classroom parties because teachers are providing supervision. Originals must be presented to the office. We will make a copy for our files.

Information about visitor procedures and volunteer clearances can be found under the District tab on our webpage.

## Student Safety

Student safety remains our 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*. Parents will receive additional information regarding the ALICE training in a newsletter later this fall.



## Bus Room and Indoor Recess Activities

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. Bus room and recess are excellent opportunities for students to socialize with friends. With that in mind, students should bring activities that will help them to play with others. *Students are not permitted to use personal or district-issued devices during busroom.*

The following items are **NOT** permitted:

- Slime (homemade or store bought)
- Toys that are weapons or weapon look-alikes
- Cell phones, iPads, iPods, electronic games, or other personal devices

## P.A.W.S.

We will continue to emphasize P.A.W.S for all Poff School Rules. Please review these with your students before the first day of school. Students will also review them with their homeroom teachers and during an all-school assembly on August 23<sup>rd</sup>.

- P. Personal Best - "Be the best you can be."
- A. Act Responsibly - "Be in control of yourself."
- W. Work and Play Safely - "Everywhere"
- S. Show Respect - "...by not bullying."



## Home-School Communication

Poff's weekly newsletter, **Poff Papers**, is published on Thursdays. Be sure to read it to stay up-to-date with all of the events and happenings at Poff. Beginning this year, a direct link to Poff Papers will be emailed weekly via Infinite Campus.



## Save the Date!

Mark your calendars with these opportunities to volunteer or visit us during the school day.

October 31<sup>st</sup> - Halloween Parade & Parties  
November 26<sup>th</sup> - Thankful Luncheon  
December 20<sup>th</sup> - Winter Parties  
February 13<sup>th</sup> - Valentine's Parties  
May 6<sup>th</sup> - Project ACES  
May 15<sup>th</sup> - Junior Achievement Day  
May 19<sup>th</sup> - Field Day (Rain Date - May 21<sup>st</sup>)



## Parent Teacher Organization

The Poff PTO is vital to our school. It is important that your voice is heard as a member of Team Poff and the PTO. Please plan to attend our quarterly meetings, which will be held at 7pm in the cafeteria on the dates below:

September 19<sup>th</sup>  
November 21<sup>st</sup>  
March 19<sup>th</sup>  
May 21<sup>st</sup>

## Volunteer Opportunity

We need your help to provide students with one of their favorite parts of the day. Students love open Studio time and look forward to their grade level's day.

Grade levels use the Studio according to the schedule below:

- \*Monday - Kdg/1<sup>st</sup>
- \*Tuesday - 2<sup>nd</sup>
- \*Wednesday - 3<sup>rd</sup>
- \*Thursday - 4<sup>th</sup>
- \*Friday - 5<sup>th</sup>

Studio volunteers are needed from 7:55 - 8:35am daily. Volunteers are responsible for the supervision of students as they access the Studio for free time from 8:00 - 8:30am. Information about Studio rules and expectations will be provided to volunteers.

Please use [this link](#) to view the available dates and get more detailed information.

<https://www.signupgenius.com/go/4090A4CACAF2BABF49-studio2>



## Parent Teacher Conferences

Parent Teacher Conferences will be held in the afternoon and evening on November 7<sup>th</sup> and in the morning on November 8<sup>th</sup>. Students will have an early dismissal at 12:30pm on November 7<sup>th</sup> and no school on November 8<sup>th</sup>.

Please sign up for a conference time during Let's Get Acquainted Night. These meetings are imperative to the success of each student's school year.



## Wellness - Healthy Snacks

In accordance with District Policy #246 regarding School Wellness, all foods made available during the school day must meet the 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-edible treat. *Students are not permitted to give out candy, including during the Halloween or Valentine's Day parties.* The healthy snack guidelines and non-edible treat options are available in the Handbook for Families with Elementary School Children, which is available on the Poff webpage under Parent Resources.

One non-edible treat option to celebrate your student's birthday is the donation of a book to Poff's library. When a student donates a book, Dr. Hannagan will read it to the class in celebration of the student's special day.



## Recycling in the Cafeteria

This year we will be reminding students of the small ways that they can help protect the environment. One way to do that is by recycling in the cafeteria. Students will be reminded to use the blue bin for plastics and cardboard only. All other trash will go in the gray bins. Again this year we will not offer plastic straws in the cafeteria. Students who are still learning to drink from the milk cartons may request a straw until they are comfortable drinking without one.

## 1:1 Technology

All students in grades 2-5 will have their own District issued device. Students in grades 2 and 3 will have an iPad and students in grades 4 and 5 will have an HP ProBook. Kindergarten and 1<sup>st</sup> graders will have access to shared iPads in their classrooms.

*3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders should bring their District issued device with them on the first day of school.* 4<sup>th</sup> graders should also bring their chargers because they will be exchanging the iPad for an HP ProBook. Newly issued devices for all 2<sup>nd</sup> and 4<sup>th</sup> graders and all new students in grades 3 and 5 will be distributed the week of September 3<sup>rd</sup>. Students in grade 2 will bring their devices home for the first time in January, after their teachers have had time to assure proper care and maintenance skills.

Please note that devices for ALL students in grades 2-5 must be registered annually through the District's [insurance site](#). There, you will either accept or decline insurance for your student's device for the upcoming year. You should have received an email with detailed information regarding registration on August 1<sup>st</sup>. Questions can be directed to Karen Wheeler at [wheeler@ht-sd.org](mailto:wheeler@ht-sd.org).

Parents are also encouraged to review the resources available from [Common Sense Media](#) to help them understand and monitor student technology use.

## Congratulations!

Many congratulations to Miss Frissora on her recent wedding. We are all very happy for the new Mrs. Leventis!





# Poff Papers

08/12/2019

## Regular School Day Schedule

8:00 - 8:30 am School Doors Open  
8:30 am School Day Begins  
3:15 - 3:35 pm Students Dismissed

8:30 - 11:10 am AM Kindergarten  
12:35 - 3:15 pm PM Kindergarten

## 2-hr Delay Schedule

10:00 - 10:30 am School Doors Open  
10:30 am School Day Begins  
3:15 - 3:35 pm Students Dismissed

10:30 am - 12:25 pm AM Kindergarten  
1:15 - 3:15 pm PM Kindergarten

## Early Dismissal Schedule

8:00 - 8:30 am School Doors Open  
8:30 am School Day Begins  
1:30 - 1:50 pm Students Dismissed

8:30 - 10:30 am AM Kindergarten  
11:30am - 1:30 pm PM Kindergarten

## Early Dismissal Dates

September 13, 2019 (F) February 13, 2020 (R)  
October 11, 2019 (F) March 12, 2020 (R)  
November 27, 2019 (W) April 8, 2020 (W)  
December 20, 2019 (F) May 15, 2020 (F)  
January 17, 2020 (F)

## Contact Information

		<u>Email</u>	<u>Ext.</u>
Principal	Colleen Hannagan	<a href="mailto:hannagan@ht-sd.org">hannagan@ht-sd.org</a>	6336
Administrative Assistant	Julie Haller	<a href="mailto:haller@ht-sd.org">haller@ht-sd.org</a>	6335
Nurse	Jamie Glogowski	<a href="mailto:jamie.glogowski@ht-sd.org">jamie.glogowski@ht-sd.org</a>	6337
Counselor K-2	Melissa Maley	<a href="mailto:maley@ht-sd.org">maley@ht-sd.org</a>	6332
Counselor 3-5	Amy Kinney	<a href="mailto:kinney@ht-sd.org">kinney@ht-sd.org</a>	6332
Key Communicator	Alison Sanders	<a href="mailto:keycommunicator.poffpto@gmail.com">keycommunicator.poffpto@gmail.com</a>	

## Upcoming Events

August 16 <sup>th</sup>	1:00pm	New Student Orientation
August 22 <sup>nd</sup>		FIRST DAY OF SCHOOL!
	9:00 - 9:45am	AM Kindergarten Orientation
	10:15 - 11:00am	PM Kindergarten Orientation
August 28 <sup>th</sup>	6:00pm - 7:00pm	Let's Get Acquainted Kdg - 2 <sup>nd</sup>
August 29 <sup>th</sup>	6:00pm - 7:00pm	Let's Get Acquainted 3 <sup>rd</sup> - 5 <sup>th</sup>
August 30 <sup>th</sup>	6:30pm - 8:00pm	PTO Back to School Bash
September 2 <sup>nd</sup>		NO SCHOOL - Labor Day
September 11 <sup>th</sup>		Individual Student Picture Day
September 13 <sup>th</sup>	1:30pm	Early Dismissal
September 19 <sup>th</sup>	7:00pm	PTO Meeting
September 26 <sup>th</sup>		Group Student Picture Day



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Poff School is proud to continue our participation in the #bethekindkid movement for the 2019-2020 school year. We will wear the shirts on **Wednesdays** along with the rest of the #kindkid community. The shirts are sold by JAM Enterprises, a non-profit organization started by students in the Avonworth School District. Read more about

this kindness project here: <https://bethekindkid.net/pages/about-jam>.

Last year the Poff PTO generously purchased shirts for every student in the school. This year, they will purchase shirts for the new Kindergarten students and any students new to Poff in Grades 1-5. Returning students who would like to purchase new shirts may do so on the order form (see back).

Note – Parents and family members are welcome to join us in this #bethekindkid movement by purchasing t-shirts. See the opposite side for order details.

Contact Mrs. Adams ([adamsm@ht-sd.org](mailto:adamsm@ht-sd.org)) with any questions.

### NEW STUDENTS ONLY:

(shirt purchased by the PTO) ☺

Please return by Wednesday, September 4.

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Shirt Size (please circle one)

YS	YM	YL
AS	AM	AL





### RETURNING STUDENTS and/or FAMILY MEMBERS

Poff family members are invited to join the #bethekindkid movement by purchasing T-shirts. Wearing the shirts as a family is a fun way to promote kindness in the Hampton community.

Please fill out the form below and return (*with cash payment or check payable to Poff PTO*) with your child by **Wednesday, September 4**. You may send one form for multiple children in your family.

Student Name(s) \_\_\_\_\_

Teachers (s) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Size	Quantity	Price	Total
YS	x	\$5	
YM	x	\$5	
YL	x	\$5	
AS	x	\$5	
AM	x	\$5	
AL	x	\$5	
AXL	x	\$5	
AXXL	x	\$7	
AXXXL	x	\$9	
Total Amount Due			\$