

THE POST OAK SCHOOL

The
Barkat
Big Picture

A PARENT OVERVIEW OF
THE 2022-2023 SCHOOL YEAR



Up, up...!

Welcome to the 2022–2023 school year! This booklet provides a quick glance at information to help prepare for the year ahead. You can find more detailed topics in the digital Family Handbook on our website.

As always, please read the weekly email we call The Post for any event updates, as well as other important news.

We are grateful your family is a part of this community and are excited for a wonderful year ahead.



Beary the Bearkat says welcome back!



postoakschool

What does that mean? Common Post Oak Abbreviations

ASEP	After-School Enrichment Program	IB	International Baccalaureate
A-Term	April Term	M-Term	March Term
BC	Bissonnet Campus	MDC	Museum District Campus
EL	Elementary	MMUN	Montessori Model United Nations
FD	Full-Day	MS	Middle School
J-Term	January Term	OWL	Our Whole Lives
LE	Lower Elementary	POPA	Post Oak Parent Association (you!)
HD	Half-Day	PRI	Primary
HMI	Houston Montessori Institute	UE	Upper Elementary
HS	High School	YCC	Young Children's Community



LOOKING
FORWARD
to another
WONDERFUL
YEAR!



Communication, Parent Resources, & Other Notes

We appreciate your efforts to stay connected and informed given the volume of data directed at us on any given day. For general school information, refer to the *Family Handbook*, which is updated each summer in the Parent Portal. A printed copy of the full school directory will be available at both front offices.

Website & Parent Portal

The Parent Portal (postoakschool.org/parents) includes news, calendars, links to resources, and the Family Handbook. You can access the portal from the top menu under “Parents” or click the right-hand menu and choose “Parent Portal.” Some pages may be locked to the public, requiring you to sign in. Your user name and password are the same as those for My Backpack.

The Post

Each week we email The Post, a digital newsletter that includes upcoming school events, deadlines for merchandise orders, and special news or notices.

My Backpack

My Backpack™ (MBP) is an online portal to update contact information, register for classes, and more. The *Getting Started with My Backpack User Guide* and login link can be found in the Parent Portal on our website.

If you have any questions about logins or have forgotten your user ID, please contact the Technology Office at 281-822-8063 or tech@postoakschool.org.

Magnus

The school uses Magnus, a web-based system for form management, where parents have continuous access to their child’s health records, as well as the ability to make updates when needed. In addition to health forms, Magnus handles field trip permission slips, handbook acknowledgment forms, and other school-related forms. Our goal is to eliminate paper forms as much as possible and to make it easy for parents to submit the required information online. Please see the the Family Handbook Health & Safety section for more information.

Visitor Registration

The school has implemented Raptor, a visitor registration system that enhances school security by reading visitors’ driver’s licenses, comparing

information to a sex offender database, alerting campus administrators if a match is found, and (assuming no match was made) printing a visitor badge that includes a photo. Raptor provides a consistent system to track visitors while also protecting our students.

All visitors to the school must present a valid state or government-issued photo identification card to the receptionist. If there is no match, the system will print a visitor’s pass, which includes the person’s name, photo, date of visit, and destination within the building. Parents need only to present their ID once, and on subsequent visits their names will be entered manually to create a visitor badge. No additional data will be shared with any outside company or organization.

Parent Education Events

Post Oak offers parent education events to strengthen child-parent-teacher relationships. These programs and speakers focus on Montessori educational principles and practice, parenting skills, and child development issues.

Information about each event is available in The Post. Most of the parent education events offer childcare for current Post Oak Primary and Elementary students. Parents are asked to make reservations in advance online or by contacting the front office—they will be accepted as long as space and staffing allow. The cost of childcare is \$5 per child and will be billed on your monthly statement.

Room Parents

Room parents are part of the Post Oak Parents Association (POPA) leadership team. They are communicators between the teacher or division director and class parents. Room parents help support the work of the teacher in many ways: from shopping to organizing parent volunteers.



Visit the Parent Portal for quick links to My Backpack, Magnus, the Family Handbook, and more.

THE INFORMED POST OAK PARENT

Learn
about what's
happening

DIGITAL

The Post email
Website/Parent Portal
Teachers' newsletters
Post Oak Facebook group
Social media
(Facebook & Instagram)

PUBLICATIONS

Family Calendar
Printed Directory

Find
parenting
support

PARENT EDUCATION EVENTS

Conferences
Parent ed offerings at each level
Sessions with Post Oak counselors
Coffees with the head and directors
Parent OWL meetings
Watch The Post for opportunities!

How
do I ...

Connect
with other
families

Visit the
Parent Portal >
Practical Info
to find a list of topics
from A to Z

COMMUNITY EVENTS

Community Coffee
POPA Welcome Event
Family Fun Day
POPA Community Service Days
POPA Work Days & Coffee Chats
Barkats games
Dads Club Events
Golf Tournament
Book Fair
POPA End-of-Year Party

EVENTS/MEETINGS

Orientations
Parent education events
Transition meetings for next level
Alumni Voices event

Prepare
for what's
to come

Do you have a question but don't know where to go? We want to help. Please call the front office at 713-661-6688 or email frontoffice@postoakschool.org and we will help you find the answer.

Bissonnet Campus | YCC through Grade 6

Please visit the Parent Portal for complete details on arrivals and dismissals.

Regular Arrivals

- Young Children’s Community: at your child’s classroom door on the Avenue B side;
- Primary: at the Peace Circle (no Primary children may be dropped off on the Avenue B side);
- Elementary: Avenue B side or Peace Circle (do not drop off at any other location).

Schedule & Traffic Flow for Arrival

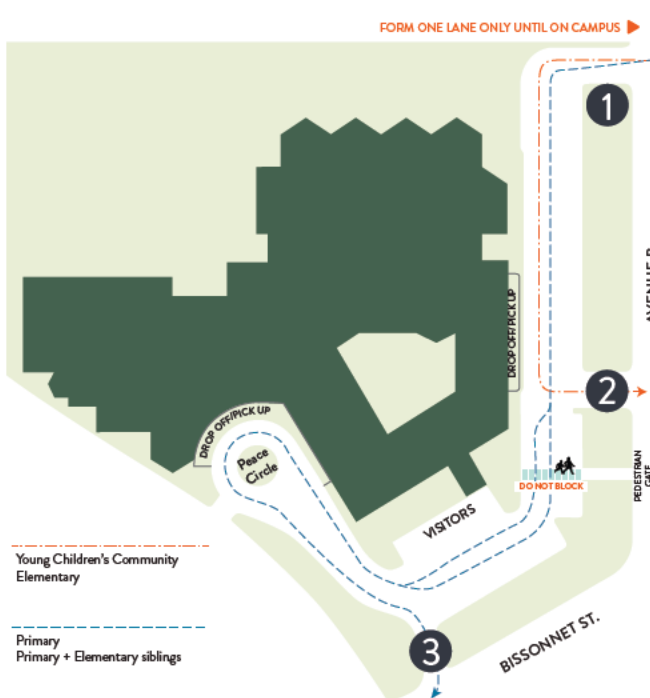
LEVEL	TIME	ENTRY	PICK-UP	EXIT
HDYCC & FDYCC	8:35–8:50	1	Avenue B side	2
YCC Before-Care	7:30–8:10	1	Avenue B side	2
PRI	8:15–8:40	1	Peace Circle	3
PRI Before-Care	7:30–8:10	1	PRI playground gate, Ave B side; escort to class back door	2
LE	8:15–8:30	1	Avenue B side or Peace Circle	2
UE	8:15–8:30	1	Avenue B side or Peace Circle	2

Regular Dismissal

- YCC: at your child’s classroom on the Avenue B side;
- PRI: at the Peace Circle;
- LE: at the Peace Circle or with UE siblings on the Avenue B side or as directed by your child’s teacher;
- UE: Avenue B side or as directed by your child’s teacher.

Schedule & Traffic Flow for Dismissal

LEVEL	TIME	ENTRY	PICK-UP	EXIT
HDYCC	11:35–11:50	1	Avenue B side	2
FDYCC	2:45–3:10	1	Avenue B side	2
YCC After-Care	3:45–5:30	1	Avenue B side	2
HD PRI	12:00–12:15	1	Peace Circle	3
FD PRI	3:00–3:30	1	Peace Circle	3
PRI After-Care	3:45–5:30	1	Avenue B side (playground gate)	2
LE	3:25–3:45	1	Peace Circle	3
UE	3:25–3:45	1	Avenue B side	2
ASEP	per schedule	1	Peace circle	3



Gate 3 is a right turn only exit.

Please do not block the pedestrian crosswalk.

Refrain from using your mobile device while driving on school grounds. Mobile phones may only be used if your car is parked.

Parking on Campus

Park only in designated spaces to allow for unobstructed traffic flow.

Please honor any reserved parking spaces, including those designated “buddy parking” for employees. These employees have volunteered to buddy park in an effort to conserve parking spaces at the school.

AVENUE B TRAVEL IS ONE-LANE ONLY; do not form two lanes—emergency vehicles must be able to pass.

Museum District Campus | Grades 7 through 12

Attendance, Arrival, and Dismissal

The school buildings open at 7:30 a.m. Students may arrive after 7:30 when there will be supervision on campus.

Students are required to be on campus from the beginning of their first commitment of the day until the completion of their last commitment. Students are expected to attend all class commitments, field experiences, school trips, class meetings, sports, activities, and any other required school function.

Middle School Arrival and Dismissal

Advisory groups meet between 8:15 and 8:30 a.m. Plan to arrive as close to 8:15 as possible. Students arriving after 8:30 will be counted tardy.

Before- and After-School Care is offered for Middle School students who need to arrive before 8:15 or stay until 5:00 p.m. This extended care is available most days when school is in session, and on a number of expanded-year contract days when regular classes are not in session. Middle School students may enroll by the year with the Admission Office.

High School Arrival and Dismissal

The High School building is open at 7:30 a.m. Students may arrive after 7:30 when there will be supervision.

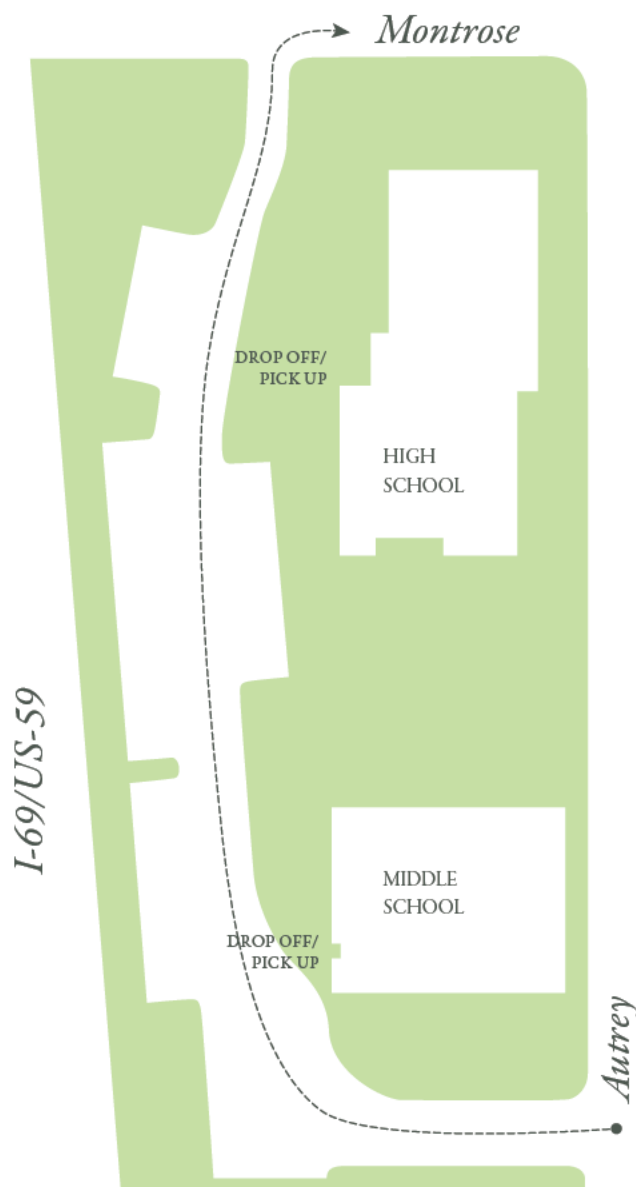
The school day begins at 8:30 a.m. Students should arrive at school by 8:15 a.m. to allow time to prepare for their day. Attendance is taken when classes begin at 8:30 a.m. Students are expected to be present and prepared for class at this time. Students not in class, even if they are on campus, will be counted tardy.

Parking on Campus

As we are a small campus on the edge of a residential area, please be courteous and aware of all local traffic, especially along Autrey Street. The Museum District Campus has a one-way driveway around the buildings to allow for off-street drop-offs and pick-ups. Traffic moves around the buildings clockwise, entering from Autrey Street (south) and exiting on Montrose Boulevard (east). If you are picking up or dropping off your child, please drive along Autrey Street, enter the driveway, and pull around the building to the back door. Do not park your car and leave it in the driving lane. When exiting, please turn right onto Montrose Boulevard (southbound).

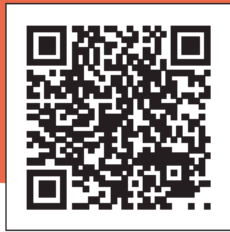
There may be street parking available in front of school-owned properties along Autrey Street. Please note the posted signs in the street indicating where three-hour parking is enforced.

We encourage all visitors to the school to walk, bike, or take the Metro to campus. If you must drive, consider carpooling with another family; use the Student/Parent Directory on My Backpack to make arrangements.



Important Ways to Get Involved

ENGAGE



Engage

Attend parent-teacher conferences, POPA Welcome Cocktails, events, orientations, workshops, and read the weekly Post email to keep up to date on activities.

Volunteer

Help out for one hour or all year long at events or in the classroom. Your gift of time and talent benefits the students in numerous ways. Also look for the POPA Community Service Days to join other families in support of our greater community.

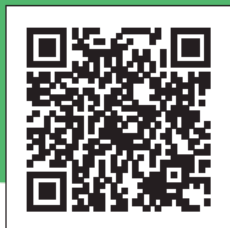
VOLUNTEER



Donate

Your gifts provide the financial stability and flexibility for the school to take advantage of opportunities when they arise. Please participate in all fundraisers at a level that is meaningful for your family. We strive for 100% parent participation in all fundraisers.

DONATE





ENGAGE



Community-Building Events & More

The Post Oak School hosts a variety of events designed to bring families together throughout the school year.

Community Coffee **August 26**

All Post Oak parents (especially new parents) are invited to gather in the Bissonnet Campus gym for refreshments and coffee. This event is a great opportunity to meet Post Oak administration, room parents, and key volunteers—make new friends and catch up with longtime ones.

YCC & PRI Family Social **September 10**

Children enjoy some playground time and parents get to know other YCC or Primary parents!

POPA Welcome Cocktails! **September 13**

Meet and mingle with other parents at this kick-off to the school year (for all parents, trustees, faculty, and staff). This adults-only event includes drinks, light bites, and great company.

Elementary Family Social **September 16**

Elementary students will enjoy some time on their playground while parents will get to know other Elementary parents!

POPA Work Days & Coffee Chats begin in October (Bissonnet Campus only—see dates on next page)

Held most first Fridays starting in October. Join us for the morning work session hosted by our Parents Association chairs to help teachers with small classroom projects. Stay for the coffee chat with one of our division directors to discuss any and all things Montessori. No sign-up required—feel free to drop in!

MDC Parent Social **October 13**

Museum District Campus parents are invited to the adults-only happy hour. Get to know other MS and HS parents!

Family Fun Day **November 5**

This annual event is a long-standing Post Oak tradition that's fun for the whole family. Enjoy the company of your fellow Bearkats with a day of great music, activities, crafts, food trucks, and more! Family Fun Day is a free, Saturday event held at the BC.

Grand Friends Day **November 18**

Grand Friends are invited into the classroom to share time with your child—watch The Post email for updates. Invitations will automatically be mailed to current

grandparents if their address is on file. For friends, other relatives, or grandparents new to Post Oak, please fill out the form on the school's website to provide this information.

MDC Coffeehouses **Oct. 26, Dec. 9, Feb. 10**

Drop by to hear Middle School and High School students share their musical and spoken word performances in this relaxed setting.

Community Service in the Gym **January 16**

MLK Jr. Day is a time of service at Post Oak. There's no school that day, but the gym is open for blanket making to help local non-profits. Watch The Post for other service events during the year.

Dads Club Social & Poker Night **TBD**

This social event raises funds to cover the cost of the spring Family Movie Night event. Whether or not you play poker, be ready for a great night out!

Book Fair **March 25**

This year's Book Fair is a family literacy event in the Bissonnet Campus gym complete with booths, activities, and lots of book fun! Watch The Post for details.

Golf Tournament **April 4**

This spring, Post Oak golfing foursomes and friends, experienced or not, will all have a chance to participate in 18 holes of golf and a variety of games that are sure to get everyone swinging into a good time while also raising funds to support The Post Oak School.

POPA End-of-Year Community Party **May 4**

All Post Oak parents, including our newest community members whose children will start in the fall, are invited to this adults-only social gathering. Join parents, faculty and staff as we raise a glass, thank our many volunteers, honor parents of our graduates, and prepare to wrap up the school year.

Commencement **May 26**

Join us for the commencement of our senior class. All parents, family, alumni, and students are invited as we acknowledge the accomplishment of this class upon the completion of their Post Oak studies.

Save the date

POST OAK PARENTS ASSOCIATION
WELCOME COCKTAILS

Tuesday, September 13, 2022, 6:30–8 p.m.
MUSEUM DISTRICT CAMPUS | 1010 AUTREY ST.

Details and invitations coming in August.
POPA Chairs: Vareen Cunningham, Rhian McKinney, & Sabina Walia



POPA Coffee & Work Days

BC & MDC parents,
grandparents, and friends
are all invited!

It's a great way to meet other Post Oak parents and friends while helping our teachers accomplish a variety of easy-to-do work for their classrooms.

These gatherings generally fall on the first Friday of each month at the Bissonnet Campus. Please join as often as you can!

FALL

Oct. 7
Nov. 4
Dec. 2

SPRING

Jan. 6
Feb. 3
Mar. 3
Apr. 14



VOLUNTEER



Volunteer

Many activities on The Post Oak School calendar simply would not take place without the commitment and hard work of our parent volunteers. Events such as the POPA Welcome Cocktails, Book Fair, Family Fun Day, and Biennial Gala are organized by parent committees under the leadership of the Post Oak Parents Association chairs.

What is POPA?

As a parent of a Post Oak student, you are automatically a member of the Post Oak Parents Association (POPA). POPA organizes many of the community events and activities happening throughout the year. Our POPA chairs encourage all parents to sign up and start volunteering. They are happy to answer any questions about events and volunteer opportunities.

POPA Chairs

Vareen Cunningham P '24 and '26

Rhian McKinney P '19 and '30

Sabina Walia P '31, '33, and '38

Dads Club

The Post Oak Dads Club holds special events such as the annual social to get to know one another and build community. Dads Club contacts are:

Darryll De Vera P '32 & '34

Mike Purcell P '31, '33, & '35

Room Parents & Post Oak Fund Class Captains

These volunteers are also part of the POPA leadership team. For a full list of names and contact information, please see the Parent Portal under Our Community.

Volunteer Opportunities

- ♦ Assist with field trips, special events, plays, and other class projects.
- ♦ Assist with parent education programs.
- ♦ Work on community special events like Family Fun Day.
- ♦ Work in the Bissonnet Campus library, art room, or school office.
- ♦ Assist as an annual fund class captain or with other fundraising projects.
- ♦ Become a Post Oak Parent Ambassador or assist with admissions events and activities.
- ♦ Participate in beautification projects around the school.
- ♦ Introduce elements of your cultural heritage or professional expertise to your child's class. Contact the teacher to discuss your ideas.
- ♦ Serve as a room parent to provide direct support to the classroom teacher. Contact your child's teacher if you are interested.
- ♦ Join other Post Oak families for service projects throughout the Greater Houston area.
- ♦ Sign up to share your alma mater experience with a High School student interested in your school.
- ♦ Sign up to help with lunch for faculty on conference days.

Signing Up Is Easy

Sign up via a link on our website to volunteer for school events or other on-going projects.

POPA Coffee & Work Day (BC): Most first Fridays of the month beginning in October, POPA hosts a work day where BC and MDC parents help teachers with a variety of small tasks. Come for an hour or stay all morning. Your help is always appreciated and you'll get to meet other Post Oak moms, dads, and relatives. Grandparents are welcome!

Speak with your child's teacher about helping in the classroom: chaperoning field trips, cooking with students, helping with class events, bringing in a cultural presentation, becoming a room parent, or volunteering as a class captain for The Post Oak Fund.

Giving

A long-term financial objective of The Post Oak School is to fully cover basic operating expenses through tuition/fee payments and earned income. At the same time, the school engages in fundraising, as do all other non-profits in Houston, to provide both financial stability and flexibility and allow Post Oak to take advantage of opportunities as they arise.

The school has two main unrestricted fundraising programs. One is the Post Oak Annual Fund and the other is the Gala, which happens in alternating years. Money raised through the two major fundraisers supports:

- ♦ the endowment;
- ♦ student financial assistance;
- ♦ teacher training and faculty development (including the sabbatical fund);
- ♦ physical and programmatic enhancements and enrichment;
- ♦ unexpected expenses;
- ♦ capital expenses.

The Post Oak Fund

Post Oak's major annual fundraiser is The Post Oak Fund. These annual gifts are tax-deductible, and payments can be made until May of the giving year. Gifts may also be eligible for matching funds from employers. Reaching 100% parent participation in The Post Oak Fund is important as is reaching our financial goal of \$400,000. Each family is strongly encouraged to give to its ability, and to fulfill pledged commitments.

Biennial Gala

Every other year, Post Oak has a Gala celebration fundraiser hosted by our parents association. This adults-only event includes dinner, dancing, silent and live auctions, and one amazing evening. This is a non-gala school year.

Golf Tournament

In alternating years from our Gala, the school has started a new Golf Tournament tradition! Swing into the groove of this fun spring event and meet some of our High School golf team, all while raising funds for Post Oak.

Book Fair

Help build your child's at-home library through recommended booklists created by our librarian. The school earns a percentage of all sales with funds benefiting the school's library on both campuses. Book Fair will be held in our Bissonnet Campus gym on Saturday, March 25, 2023.

Endowment

To ensure the school's long-term vitality, the board has established an endowment. By design, the corpus of the endowment will remain untouched. Its income is used to support the school's program initiatives and financial assistance. To help build the endowment, a percentage of annual giving goes into that fund. More significant building of the endowment results from major gifts. The school encourages support for the endowment from individuals and foundations, either through outright grants or through planned giving.

Major Gifts Program

The board has established a major gifts program to fund future capital projects and other strategic school needs, both facilities and program-related, and to grow the endowment.

Store Rebate Programs

The school is enrolled in rebate programs operated by Randall's and Lands' End. The more people who participate, the more money the school is able to raise. Visit our website under Give > Ways to Give.

Other Ways of Giving

You can also give to the school through planned giving vehicles, stock, insurance policies, and inclusion in your estate. If you are interested in this method of ensuring your continued support, please contact the Development Office.

All fundraising activities and acknowledgements are managed through the school's Development Office. For more information, please contact Development Director Christina Kopanidis-Cantu at 281-822-8024.

The Post Oak School is a 501(c)(3) non-profit corporation.



DONATE



OUR MISSION

The Post Oak School is a diverse and welcoming Montessori community that honors and guides lifelong learners as they create their own bold pathways in leading purposeful lives.

The
POST OAK
SCHOOL



Bissonnet Campus: 4600 Bissonnet Street, Bellaire, Texas 77401
Phone 713-661-6688 • Fax 713-661-4959

Museum District Campus: 1010 Autrey Street, Houston, Texas 77006
832-538-1988 • Fax 832-538-1926

www.postoakschool.org