

Satori School Parent Handbook 2015-2016



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School Hours/Calendar:

7:45	Earliest Drop-Off time. Student may work quietly in the lunchroom.
8:15	School Day Begins.
8:15	Student marked tardy if not a school.
8:25	Student Assembly/Pledge
3:30	School Day Ends.
3:30-5:30	After School Care
3:45	Latest pick up time. Students remaining at school after 3:45 will be billed \$10 for After School Care regardless of pickup time.

- Please reference the school calendar for information about holidays, early dismissals and conference/report card days. The calendar is emailed to each family at the beginning of the year and **is posted on the website** under the "School Life" section.

Attendance:

Attendance is essential.

- If a student will be absent for the school day, please call the school office by 8:30.
- If a student must leave school early or arrive late due to an appointment, please contact the school office with this information by 8:30. Please make every effort to schedule appointments over breaks or after school.
- For scheduled absences, please notify the teacher in writing or call at least three (3) days prior to the scheduled absence.
- Parents/Guardians will receive a notice if student is absent for ten (10) days.
- Students may be held back a grade if absent for twenty (20) days.
- Students not in attendance by 8:15 are considered tardy. Each tardy will be noted on the report card.
- Students are responsible for work missed.

Drop off and Pick Up/Carpool*:

- A.M. Carpool line enters the parking lot from the south using either the alley or entrance off of 25th (by the car wash)
- Parents are welcome to walk students to their classrooms. If class has begun, please say good-bye to the student before the student enters the classroom.
- P.M. Carpool line enters the parking lot from the north using the Sealy entrance. Students being picked up at 3:30 are ushered down the back stairs using the alley entrance. Parents remain in their cars and teachers bring the children to the car.
- **A parent needing to speak to the teacher should do so before or after the school day or make an appointment.**
- Please refrain from entering the classroom before dismissal. This interrupts last-minute instruction and delays dismissal for others.
- ❖ **Carpool will be subject to change upon the completion of the enlarged playground.*

After School Care:

- After School Care is available daily from 3:30 – 5:30.
- The fee is \$10.
- **Students are billed for the entire time regardless of pick up time.**
- After School Care is billed from the 26th – 25th of each month to facilitate invoicing. The amount billed on the invoice is for the previous month of care.
- Snacks are not provided at After School Care. Please send a snack with your student.
- Student must be picked up promptly at 5:30. **More than two (2) late pick-ups will result in a \$10 fee per child for each late pick up.**

Lunch/Snacks:

- Students need to bring a lunch or can purchase a hot lunch each day. Students also need to bring a morning snack and an afternoon snack if staying for After School Care.
- Lunch Tickets for ten (10) hot lunches may be purchased for \$35 or single lunches purchased for \$3.50. **Make checks payable to “The Kitchen” (not Satori).** The menu is distributed each month and posted on the website.
- If a student is late and is planning to order a hot lunch, **please notify the office no later than 9:00 a.m.**
- The monthly menu is emailed and is also on the school website under the “School Life” section.

- Encourage healthy eating when sending lunches/snacks from home.
- Students are not allowed to leave school premises to purchase lunch without a parent.
- Reasonable effort will be made to contact parent/guardian if a student forgets lunch.
- Lower School students are not permitted to use the microwave.
- Parents are welcome to eat lunch with their child.
- Parent volunteers are needed for lunch and recess duty every Friday to afford classroom teachers valuable planning time. Please be sure to sign up throughout the school year. Sign Up sheets are posted on the bulletin board by the front door and also available through online sign up.

Illness/Medication:

- If your child is too ill to attend school, please notify the teacher or Director.
- Arrange for make-up work if necessary.
- Parents will be notified when a child is ill or injured at school. If the parent is not available, and medical treatment is necessary, the child will be taken to the Emergency Room at UTMB.
- Please let the school know immediately if your child has a **significant allergy** so that we can alert the classroom teacher as well as the parents.
- **Non-Prescription medication** may be dispensed to a child with written permission and directions from the parent/guardian.
- **Prescription medication** will be dispensed only with written orders from the student's doctor. Explicit instructions regarding frequency and dosage must accompany the medication in its original container with the student's name on it.
- All medications will be kept in the front office only.
- **Satori School cannot be held liable for any complications that arise from medications dispensed during school hours.**

Enrollment Contract/Forms:

- **The Enrollment Contract must be signed before any student starts school at Satori.**
- The Enrollment Contract details the financial obligations. Please be sure you read it carefully before signing.
- You may bring your signed Enrollment Contract on the first day of school.
- All forms are available in the office and on the school website.

Security:

- The doors to both the Pre-K classroom and the upstairs building are locked at all times for the safety and security of our students.
- Please understand that you will not be allowed into the building without proper ID if the Satori employee at the door does not know who you are. This minor inconvenience is for the safety of your child.

Communication/Conflict Resolution:

- It is the policy of Satori School that teachers will not access personal cell phones during instructional time or during times when students need monitoring.
- Free periods are available for teachers to check emails, voice mail or text messages.
- **Please do not expect an immediate response during instructional time!**
- If there is an emergency, contact the Director via school phone, cell phone or email.
- If you have a concern that involves your teacher, go directly to the teacher first. If the issue cannot be resolved there, feel free to seek out the Director. If there is still no resolution, the appropriate next step is the board president, then finally the Board of Trustees.

Behavior Management Policy:

- Each teacher will post his/her classroom rules and they will be reviewed with the students at the beginning of the year and reviewed as necessary.
- Continual inability to follow rules will result in a conference with the parent and teacher and/or the Director.
- The goal of Behavior Management at Satori is to encourage students to take responsibility for the choices, while understanding that poor behavior by one impacts the learning of all.
- There are some behaviors that may result in immediate suspension such as causing bodily injury and blatant disregard for authority.

Discipline:

- Discipline will be the responsibility of the classroom teacher. Inappropriate behavior will be documented.
- The Director is available to assist the teacher upon request.
- Suspension of students for up to three (3) days will only occur after all other solutions have been attempted or if the offense is severe.
- Expulsion or suspension for more than three (3) days will be the decision of the Board of Trustees.

- Cell Phone/Tablet Usage:
 - Students with a cellphone must have it placed with the Director until the end of the school day.
 - Students with a tablet must have it turned OFF during the day. It may only be used before/after school, or with the teacher's permission.

Tuition and Fees/Billing Information:

- Tuition payments are **due the first (1st) of each month** starting in August and ending in May.
- Tuition payments received, or held for deposit, after the 10th of the month incur a \$10 Late Fee.
- Invoices are emailed on the 26th of each month to the email address Satori has on file. It is imperative that you update the office if your email changes.
- The Satori finance email is satorifinance@gmail.com. Please be sure you add this address so that your invoice does not go to your spam folder. The Director is copied on each invoice.
- Satori accepts checks, but currently is not set up to handle credit card transactions or Pay Pal tuition/fee payments.
- Please place your check in the black mailbox upstairs next to the parent bulletin board.
- **PLEASE DO NOT PLACE LOOSE CASH in the mailbox or hand cash to the Director at carpool.** If you are making a payment in cash, put it in an envelope and write clearly what it is for. If possible, ask the office for a cash receipt for your records.
- Invoice inquiries can be made to the bookkeeper via the gmail account or to the Director.
- Registration Fees are due each year NLT March 31st to set enrollment for the next year.
- Supply Fees are due July 1st and will be billed in July each year.

Fundraising/Annual Giving:

- There are two yearly fundraisers, Fall Greenery sales and the annual BBQ/Silent Auction.
- **Box Tops for Education:** Please drop these off in the basket located on the little table by the front door upstairs. We make extra cash from these!
- **Kroger/Randall's/Target/AmazonSmile:** Forms to register or re-register will be sent home the first day of school. Please be sure to do this, as these are very simple fundraisers!

- **ANNUAL GIVING** begins in September of each year. This is a traditional campaign that most, if not all, private schools conduct as a way to fund a specific project or goal. Additionally, the percentage of participation is used as a tool in all grant writing. Foundations can be more generous knowing that school parents and employees believe strongly in the institution. Satori has been at 100% two of the past three years. No gift is too small! The campaign ends December 31.

Parent-Teacher Conferences:

- Regular conferences are scheduled in October and in April to discuss academic progress (see school calendar for dates).
- School is not held on these days and all parents are expected to sign up for conferences.
- If/When a parent desires an additional conference, please call, email or send a note to the teacher. **Please do not engage the teacher at the beginning of the day as students are arriving or interrupt a class in progress for an impromptu conversation.**

Field Trips:

- As the purpose of Satori is to provide an environment where children learn with a hands-on, integrated curriculum, field trips are an integral part of that learning experience.
- Parents will be asked to volunteer as drivers/chaperons, however all decisions concerning the schedule, the day's agenda and the placement of students with drivers are left to the discretion of the classroom teacher.
- **Each student must have a current Field Trip Permission slip on file in the office before participation in a field trip.** Permission slip forms are available in the office and on the website under the "Forms" section.

Dress Code:

- Students represent Satori and are expected to dress appropriately.
- Students must wear closed-toe shoes that are secured at the heels. No sandals.
- Tennis shoes must be worn on PE days.
- Spaghetti-strapped tank tops, low-cut shirts and see-through materials are not allowed.
- Clothing with suggestive/offensive logos is prohibited.
- Torsos will be covered at all times. Appropriate underclothing is required.

- Jeans, pants and shorts must be in good condition with no holes or large tears and should be fitted and not hang below the waist.
- Parents will be notified if a student is inappropriately dressed and will be asked to bring a change of clothing.

Books & Breakfast Club:

- Students in grades 2-5 are invited to participate in this club at 7:45 every Wednesday morning.
- Parents take turns bringing breakfast.

Piano Lessons:

- Contact the music teacher for more information:
Laura_cotto@yahoo.com

PTO:

- The PTO oversees all major fundraising activities (Fall Greenery Sales and Annual BBQ/Silent Auction) and room parent activities.
- Meetings are monthly or as needed.
- **All parents are encouraged to actively participate in the Satori PTO.**
- The President for 2015-16 is Lisa Lisinicchia:
llisinicchia@oceanstaroec.com

EMERGENCY PHONE TREE:

Implemented for emergency school closure:

Claire Wilkins calls Board President, then calls:

Mr. Minifri who calls:
Ms. Mullins, Ms. Williams, Ms. Roy

Ms. Roy calls:
Mr. Jesi, Ms. Dean, Mrs. Corbin, Mrs. Watson and Mrs. Cotto

Mrs. Mullins calls PreK/K1 Parents
Mrs. Roy calls Lower School Parents
Mrs. Williams calls Middle School Parents
Mr. Minifri calls Upper School Parents