

# Lone Star Elementary School, MISD

16600 FM 2854 Montgomery, Texas 77316 www.misd.org

Welcome to Lone Star!  
Please use this chart to help you find answers or resources to commonly asked questions.



## Phone Numbers

### LSE Main Line

936-276-4500

### LSE Fax

936-276-4501

### Principal, Dr. Bartlett

936-276-4510

### Asst. Principal, Ms. Freeman

936-276-4518

### Asst. Principal, Ms. Lout

936-276-4514

### Counselor, Ms. Krug

936-276-4508

### Secretary, Ms. Terna

936-276-4511

### Receptionist, Ms. Jilek

936-276-4502

### Nurse, Ms. Lemke

936-276-4509

### Librarian, Ms. Sample

936-276-4525

### LSSP, Ms. Fetters

936-276-4520

### Cafeteria Mgr, Ms. Rios

936-276-4505

### District Office

936-276-2000

### Transportation

936-276-2300

(fax) 936-276-2301

## Lone Star Voice Levels

0 = No Voices

1 = Whisper

2 = Table Talk

3 = Strong Speaker

4 = Outside Fun

## Lunch Visitors

Guests visiting at lunch must bring their license, wait for their V-Soft sticker, and eat lunch with their child at the Visitors' Table in the cafeteria. Parents visiting are not allowed to provide food to students other than their own or to invite friends to sit with them. Students seated at the Visitors' Table must still follow all teacher rules and procedures. Parents, please hug goodbye and exit the cafeteria 5 minutes prior to the end of lunch so your child can join his/her class for dismissal to recess. Guests may not accompany students to recess. \*\*Fathers serving as Watch DOGS may be asked to join the classes and help with recess duty on their day of service.

## Change of Transportation

Change of transportation notes should include student and teacher name. We cannot accept changes over the phone, but parents may fax a note with a copy of their ID. Please fax by 2:00 p.m.

## Transportation Cards

Every student has a card with his/her name on it to use as an "exit ticket" when they leave our building at dismissal time. This helps our staff quickly determine how a child went home (bus, day care, car rider, parent walk-up, etc.) in case there are any questions.

## Birthdays

Every child will receive a treat at the Birthday table during the month of his/her birthday during lunch time. We also have students introduce themselves on the morning announcements. Summer and weekend birthdays will be recognized as well, and everyone will receive a small prize

Please do not send class treats to celebrate your child's birthday. Each teacher has a class directory to help you send invitations as needed instead of passing them out at school.

## Classroom Deliveries of Student Items

Articles that need to be delivered to the classroom can be left at the front desk. We will typically place homework, notes, etc in the teacher's mailbox. We will not deliver items to students that might be disruptive to the classroom learning environment, including balloons, candy baskets, or flowers.

## Attendance

If your child is absent, please send in a note within 48 hours of their return to school. If a doctor's excuse is unavailable, parents should write their own letter. Students arriving after 8:15 are counted tardy unless they have a doctor's excuse.

Parents, please escort your students to the front desk if they arrive late.

## BACKGROUND CHECKS

Adults that want to assist as a Room Parent or volunteer with special events that involve children (Field Day, Field Trips, tutoring, grade level special programs) must have an approved background check on file. Please fill out the form for this even if you are unsure about volunteering! It can take several weeks to process, and we want all parents to have an opportunity to participate.

# Grade Level Master Schedule

Grade	Mon-Thur. Specials/ Teacher Conference	Friday Specials/ Teacher Conference	Lunch	Recess
3 <sup>rd</sup>	8:45-9:40	8:40-9:30	11:50-12:20	12:20-12:50
2 <sup>nd</sup>	9:45-10:40	9:35-10:25	12:25-12:55	12:55-1:25
1 <sup>st</sup>	10:45-11:40	10:30-11:20	1:00-1:30	1:30-2:00
Kdg	1:15-2:10	12:40-1:30	10:40-11:10	11:10-11:40
4 <sup>th</sup>	2:15-3:10	1:35-2:25	11:15-11:45	11:45-12:15

## Specials Rotations by Letters (Each child has a "letter group")

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (repeat every third week)	PE (a)	Art (a)	PE (a)	Art (a)	PE/Art (a)
	PE (b)	Computer (b)	PE (b)	Computer (b)	PE/Computer (b)
	PE (c)	Music (c)	PE (c)	Music (c)	PE/Music (c)
	Art (d)	PE (d)	Art (d)	PE (d)	Art/PE (d)
	Computer (e)	PE (e)	Computer (e)	PE (e)	Computer/PE (e)
	Music (f)	PE (f)	Music (f)	PE (f)	Music/PE (f)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 2 (repeat every third week)	PE (c)	Art (c)	PE (c)	Art (c)	PE/Art (c)
	PE (a)	Computer (a)	PE (a)	Computer (a)	PE/Computer (a)
	PE (b)	Music (b)	PE (b)	Music (b)	PE/Music (b)
	Art (f)	PE (f)	Art (f)	PE (f)	Art/PE (f)
	Computer (d)	PE (d)	Computer (d)	PE (d)	Computer/PE (d)
	Music (e)	PE (e)	Music (e)	PE (e)	Music/PE (e)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3 (repeat every third week)	PE (b)	Art (b)	PE (b)	Art (b)	PE/Art (b)
	PE (c)	Computer (c)	PE (c)	Computer (c)	PE/Computer (c)
	PE (a)	Music (a)	PE (a)	Music (a)	PE/Music (a)
	Art (e)	PE (e)	Art (e)	PE (e)	Art/PE (e)
	Computer (f)	PE (f)	Computer (f)	PE (f)	Computer/PE (f)
	Music (d)	PE (d)	Music (d)	PE (d)	Music/PE (d)

### Stay Informed!

We will send our monthly campus newsletter electronically. If you do not have internet access, please let us know and we will send a paper copy each month with your child.

- Join our email group: [cbartlett@msd.org](mailto:cbartlett@msd.org)
- Text alerts: text @lsepaparents to(469) 518-2635

### Be a Part of PTA!

[www.lsepta.com](http://www.lsepta.com)

President: Carla Isaac  
 VP Programs: Amy Curlee  
 VP Fundraising: Gretchen Williamson  
 Treasurer: Jennifer Harrelson  
 Secretary-Parliamentarian: Katie Burleson