

Frequently Asked Questions

(469) 713-5978 fax (972) 350-9134 <http://polser.lisd.net> [facebook.com/polseres](https://www.facebook.com/polseres) @PolserES

Who should I contact for questions not listed here?

- Polser's front office @ (469) 713-5978
Lisa Phelps, Principal ◇ Heather Casida, Assistant Principal

What are the school hours?

- LISD STEM Academy school hours are 7:45am-3:25pm for grades Kindergarten - 5th grade
- PK AM 7:45-10:50, PK PM 11:50-3:00
- Early release K-5 11:45
- PreK early release AM 7:45-9:45, PM 9:45-11:45

How early can I drop my children off at school?

- The cafeteria doors open at 7:15 and staff members are on duty. Please do not drop off students before 7:15 as they are unsupervised outside of the building. This is a safety concern and we appreciate your cooperation.
- If you are dropping your child off by car in the mornings, please use the drive in the front of the building, stay in one line, and pull all the way forward to the front of the drive, to the "STOP HERE" sign before unloading.
- Do not exit your car at any time in the drop off line.
- PreK parents must park in the front parking lot only and walk their child inside the front door.
- The side drive by the cafeteria is reserved for buses, daycare vans, and special needs children only.

What are the pick-up procedures?

- Car rider identification tags should be hung on your rearview mirror as you pull up into the circle in the front of the building.
- Stay in a single line and pull ALL THE WAY AROUND the circle to the "STOP HERE" sign and we will route your child to you. Do not exit your car at any time in the pick up line.
- Only adults listed in a child's Skyward Family Access account will be allowed to pick up.
- If you must exit your vehicle, please park your car and go to the front office to pick up your child.

Can I park in the driveway during school hours or when I pick up my child?

- No. It is a safety concern for our Pre-K students, 3 & 4 year olds, when they are picked up and dropped off during the day. Please park in a parking space in the front of the building.

When is my child considered late? Can I pick up my child early?

- Your child is considered late if they are not through the front security doors by the 7:45 tardy bell.
- If you wish to pick up your child early, please arrive by 2:30. We cannot hold students in the office prior to parent arrival.

What should I do if my child is absent?

- Please contact our attendance clerk at (469) 713-5978 or polser@lisd.net before 9:00 on the day of the absence if possible.
- Please follow up with a note to the attendance clerk or send a doctor's note with your child upon return.
- Requests for discretionary absence must be requested in writing one week in advance for approval by the principal. Forms may be obtained from the attendance clerk or on our website <https://www.lisd.net/polser>.

What if I need my child to go home a different way?

- You must call the office by 2:00 or put the change in writing and submit it to your child's teacher; otherwise each student will go home the way you indicated at orientation. If your child needs to ride a different bus, submit a note for principal approval.

What is the breakfast/ lunch schedule and what is the price for my child to eat at school?

- Student Breakfast: \$1.25 and is served from 7:20-7:40 a.m.
 - Student Lunch: \$2.60, Visitors/Adults: \$3.50
- | | | |
|-------------------------|-------------------------|--------------------------|
| Kinder 10:30-11:00 | First Grade 11:00-11:30 | Second Grade 11:30-12:00 |
| Third Grade 12:00-12:30 | Fourth Grade 12:30-1:00 | Fifth Grade 1:00-1:30 |
| PK - 11:50-12:20 | | |

Can I come up to school to eat with my child?

- Yes, you may come up and eat with your child during their designated lunch time. You must provide a valid Driver's License and receive a printed visitor's badge first from the office. PK students are allowed visitors on designated days only. Please check with your child's PK teacher.
- You may not eat with or provide food for other children. There is a designated table for lunch visitors.
- Cell phone use is not permitted anywhere in the school, including the cafeteria.
- Only adults listed in Skyward or on the lunch visitor sheet may eat lunch with students.

Can I bring treats for my child's birthday?

- Yes, you may deliver store bought, individual snacks for birthdays. Nothing that requires cutting or sorting is allowed. We hold treats in the office until 2:30 and teachers will distribute to classmates when they are exiting the building. Please do not send balloons or toys for distribution.

When can I call or come visit with my child's teacher?

- We will not interrupt instructional time for teachers to take phone calls but you are welcome to leave a message. Teachers are able to return your call or schedule a conference during their scheduled conference time. Teachers are required to return phone calls within 24 hours.
- You may request a conference with teachers at any time. Teachers are required to extend an invitation to conference once in the fall and again during the spring semester.

Can I come and observe my student in his/her classroom?

- Per LISD Visitor Policy, parents may schedule one 45 minute observation in the classroom every eighteen weeks as long as written permission has been approved by an administrator and a scheduled visit has been pre-arranged at least 24 hours in advance.

What do I do if my child forgets an item needed for school?

- You may drop off a forgotten lunch, homework or needed item in the office. We will put it in the "Responsibility Cubby" for students to pick up. Our office staff will not interrupt the classroom during instructional time to deliver items or messages.

How can I volunteer to help out at Polser Elementary?

- LISD requires each volunteer for on-site help and field trips to complete a Volunteer Background check at <https://lewisvilleisd.volvy.org/> Allow 2-3 weeks to receive approval.

What forms of communication are available for me to keep up with events at Polser ?

- Visit us at <http://polser.lisd.net/>
- Join us on Facebook at Polser Elementary, <https://www.facebook.com/polseres/>
- Follow us on Twitter @PolserES or search #PolserProud
- Teacher newsletters via SchoolWeb link on our home page
- Electronic Newsletters and Skylert Messages from the Principal
- School marquee
- Thursday Newsday Folders