

Welcome to Tom Lea Elementary 2023-2024



TOM LEA

Brave Bulls.

4851 Marcus Uribe
915-230-5450

Student's Name: _____

Teacher's Name: _____

Section: _____ Room # _____

****School Starts at 8:00am and ends at 3:25 pm****

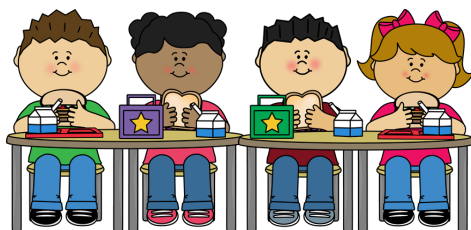


LUNCH/RECESS

20 min. each

*Recess before lunch

PK	10:15-10:55 am
K	10:35-11:15 am
1st	10:55-11:35 am
2nd	11:15-11:55 pm
3rd	11:35-12:15 pm
4th	11:55-12:35 pm
5th	12:15-12:55 pm
AIM	11:35-12:15 pm



Breakfast & Lunch

Every morning, breakfast is served in the classroom from 8:00-8:15 am. Lunch is served in the cafeteria and is a great time for students to have positive peer interactions along with developing time-management & self-care skills. These skills are important to each student's age-level development. Visitors are NOT permitted to join students for lunch during the school week and lunch deliveries are NOT allowed. Students may bring their own lunch with their belongings each morning.

****PARENTS / VISITORS****

For the safety of our students, Tom Lea is a **closed campus**. All visitors must enter through the front doors **ONLY** & present an **ID** before being buzzed in.

Volunteers in Public Schools (VIPS)

Anyone wishing to volunteer for any event or activity on campus must fill out an **annual online volunteer application**. Volunteer Orientation & Training must be attended on campus before a volunteer duty can be assigned. Go to EPISD.org > Community to access the application form or call campus for help.



Drop-Off & Pick Up Procedures

- Parents are **not** allowed on campus during drop-off in the mornings with the exception of the first 3 days of school.
- Mornings, the roundabout at the front of the school may be used for drop-off and traffic flow must remain continuous. NO PARKING at the roundabout for any reason is allowed.
- After school, the roundabout may ONLY be used if you have a **Car Tag** assigned. Ask the office for a Car Tag Application/Agreement if interested. Car Tag service will begin the second week of school and will not be available the first week as tags are issued.
- Parents may drop off or pick up in the back of the school on Stampede. Parents may enter the back gate only at afternoon pick-up but not during morning drop-off. You may park or walk to this back area.
- The Staff Parking Lot may not be utilized for parking or student drop-off at any time.
- Generally, we do not have bus transportation and encourage walking if you are close by campus.



ATTENDANCE****

Every day 
COUNTS! 

- Please call by 10:00 am if your child is going to be out due to illness or has a doctor's appointment; always bring back a doctor's note from appointments.
- Absence Request forms must be submitted if your child will be out > 3 days; forms subject to approval and must be received 10 days prior to requested days.
- Report or submit all information to **Mrs. Kuharik, Attendance Clerk**.

OUR AMAZING OFFICE STAFF****

Mrs. E. Sandoval, Principal | Mrs. Castillo, Secretary to Principal
Mrs. Mohler & Mr. Montes, Assistant Principals
Mrs. Rivera & Mr. Pufal, Counselors | Ms. Patrick, Nurse
Mrs. Saenz, PEIMS | Ms. Kuharik, Attendance | Mrs. Mickler, Parent Engagement
Ms. Claeps & Ms. Guerrero, Office Clerks
Ms. Frye, Cafeteria Manager | Mr. Conway, Head Custodian

STAY CONNECTED****

<https://www.episd.org/tomlea> 



Facebook: TomLea.bravebulls | Twitter: @TomLeaES
Instagram: @tomleaelementary | Class Dojo: Tom Lea Elementary



Teacher Conference & Prep Time

PK	12:25-1:10 pm
K	1:10-1:55 pm
1st	8:15-9:00 am
2nd	10:30-11:15 am
3rd	9:45-10:30 am
4th	9:00-9:45 am
5th	1:55-2:40 pm
AIM	9:45-10:30 am
PE	2:40-3:25 pm