

Welcome to Tom Lea Elementary!

4851 Marcus Uribe
El Paso, TX
79934
(915) 230-5450

We are so glad to have you as our newest Brave Bull. Here is a little information to help you and your family. Visit the Tom Lea website at episd.org/tomlea and click on upcoming events to view the calendar.

Your Teacher's Name is:

Section _____

School starts at 8:00 a.m. and ends at 3:25p.m.
PreK AM 7:50-10:50 PreK PM 12:20-3:20

Lunch Schedule K-2nd Recess First

PreK AM	10:55-11:30	PM	11:50-12:20
Kinder	11:00-11:40		
1 st	11:40-12:20		
2 nd	12:20-1:00		
3 rd /AIM 1	12:20-1:00		
4 th	11:00-11:40		
5 th /AIM 2	11:40-12:20		



Lunch Money

You can use myschoolbucks.com to fund your child's lunch account online using a credit card. You can set up automatic charges, or have the system notify you when your child's account balance is low. You may also come in and pay cash or check to the cafeteria manager. Just check in to the office and get a visitors pass.



The cafeteria opens and breakfast is served at 7:30 a.m. The back gate and playground also open at 7:30 a.m. At 7:55 a.m., a bell will ring for Pre-K to begin and for 3rd -5th to line up on the blacktop with their grade level. K-2nd comes into the building as they arrive and will wait outside their classroom. Teachers will be out at 8:00 a.m. to retrieve their students. In inclement weather, students in 3rd/4th will be permitted to enter the building and will line up outside of their classrooms. 5th grade will line up in the gym. **Release**, Pre-K releases at the front, K-2nd releases to parents on blacktop, 3rd -5th are released from their classroom. Back gate on Stampede opens at 3:25 p.m. for parents. In inclement weather, K-2nd release from their classroom and parents will pick up at the classroom door. 3rd-5th follow normal release and parent may pick them up in the cafeteria.

PE Schedule & Teacher's Conference/Prep Time

5 th /AIM 2	9:00-9:45
3 rd	9:45-10:30
2 nd	10:30-11:15
Kinder	1:10-1:55
1 st	1:55-2:40
4 th /AIM 1	8:15-9:00
PK Prep Only	11:30-12:20 (no PE)



Parents/Visitors

For the safety of our students, Tom Lea is a closed campus. **All visitors must enter through the front doors only, have an ID and are buzzed in.**

Lunchtime is a great opportunity for students to develop skills like time management and self-care. It is also a time of peer interaction, which is important for emotional and psychological development.

We ask that visitors NOT join students for lunch during the week. We have designated **Fridays** for parents/guardians to join their child (ren) for lunch. Just sign in at the office to get a visitor's pass, and there is a special table for students to host their guests.

Celebrating Birthdays



Students are permitted to share a treat with their classmates on their birthday. Please, check with your child's teacher to see if there are any food allergies in the class and make the appropriate accommodations. You can drop off treats in the office no later than 3:00 p.m.

Students are not permitted to have balloons, flowers, or stuffed animals in the classroom. Please, do not bring or have these items delivered to your child.

Meet Our Staff

Our wonderful staff is always here to help with question or concerns you may have. You may reach us at (915) 230-5450 Fax # (915) 821-3665

Principal: Mrs. Casillas

Assistant Principal: Mrs. Mohler

Assistant Principal: Mr. Ureño

Counselor: Ms. Millan

Nurse: Mrs. Gutierrez

Librarian: Mrs. Gailey

Diagnostician: Ms. Bloom

Speech Therapist: Mr. Morales

Secretary to Principal: Ms. Cooper

PEIMS/Attendance Clerk: Ms. Saenz

Parental Engagement: Mrs. Vera

Military Family Liaison: Mrs. Vallez

Cafeteria Manager: Mrs. Frye

Head Custodian: Mr. Conway

Office Assistant: Mrs. Claeps

Office Clerk: Mrs. Guerrero

Attendance

Please call your child in by 10:00 a.m. if they are going to be out sick or have a doctor's appointment. Always bring in a doctor's note if your child has an appointment. We have Absent Request and Block Leave forms you need to fill out if your child will be out more than three days. Please submit these forms in to the office 10 days prior to the scheduled days off.

Tom Lea's Core Values

Be Respectful To self, others and property.

Use kind words and actions. Keep hands, feet, and items to yourself. Be a good listener. Use your inside voice.

Be Responsible Follow directions. Be prepared and on time. Be ready to learn.

Be Safe Walk at all times. Keep hands and feet to yourself.

Be Positive Always put forth your best effort.

Bull Bucks \$\$\$\$

Students earn Bull Bucks as a reward for following the Tom Lea Core Values. Students can spend their Bull Bucks on a variety of activities that are held throughout the month.



Volunteer Information

Anyone wishing to volunteer **must** fill out an online volunteer application. This includes people who may want to attend field trips with their child. The application can take up to two weeks to process so the sooner you get it done the better. Applications must be resubmitted at the beginning of every year. VIPS Online Application Steps:

- Go to www.episd.org
- On the main page look under Community
- Go to Volunteer in Public Schools
- Look to the right and read over the VIPS Handbook and fill out VIPS online application

Those who can, do. Those who can do more, volunteer.

