

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Educational Service Center North

## *Toluca Lake Elementary*

4840 Cahuenga Blvd.  
North Hollywood, CA 91601  
Telephone: (818) 761-3339  
FAX: (818) 761-7197  
<http://toluca.weebly.com>

**John Deasy, PhD.**  
Superintendent Of Schools

**Linda Del Cueto**  
Instructional Area Superintendent

**Carol Reo-Bové**  
Principal

---

January 17, 2013

Dear Toluca Lake Parents and Families,

The safety of our students is a top priority at Toluca Lake Elementary. We plan and prepare for various emergency situations covering fire, earthquake, chemical spill, and dangerous person scenario. In light of the recent events, our safety committee, PTA, and Leadership team have reviewed our safety policies to guarantee that we are doing all that can be done for the safety of your children. The following rules have been decided and approved by all stakeholders and will be enforced on a daily basis:

- **All visitors to our campus will go through the main office at all times.**
- **Visitors will carry proper identification when requesting to go on campus.**
- **Entrance through any other gate is prohibited before and during school hours.**
- **The Valet program must be used to drop off students. The parking lot is for staff only and a traffic ticket will be given to violators of this law.**

We sincerely appreciate your cooperation and support in making our campus a safe, secure place for every stake holder.

Now, I'd like to let you know about some exciting events here at Toluca Lake. Tomorrow, **January 18<sup>th</sup>**, we will celebrate Dr. Martin Luther King Jr.'s Birthday with an assembly on the yard at 1:00. Also, don't forget that there will be no school on the **21<sup>st</sup>** in honor of Dr. King's Birthday.

On **January 22<sup>nd</sup>**, the PTA will hold a very important meeting in the auditorium at 6:00 P.M. They are sponsoring literacy training and there will be lots of information to take with you. They will also discuss safety on our campus. Please come show your support to this important Parent group.

As you know, we have been discussing and emphasizing **good attendance** here at Toluca Lake. We hope that all of you will continue to work with us on getting your child to school everyday so that they can get the best education possible.

On **January 25<sup>th</sup>**, we will be hosting our second annual "Lunch on the Lawn". You will be receiving more information about this wonderful event in next week's parent folder.

On **January 31<sup>st</sup>**, the PTA will be sending you a flyer with information about their upcoming Valentine's Day fund raiser. They will also be selling special cupcakes on February 14<sup>th</sup> so save the date!

## REMINDERS

All students should wear their **Toluca Lake Tee** on **Fridays**. The students are very excited to show their school spirit. These Tee shirts are also very good to wear when your child is on a school sponsored field trip.

All gates close at **7:45** every morning. Breakfast begins at 7:15. The main entrance on Cahuenga Blvd. is set aside for all students to enter the school. Please do not send your child through the office entrance as they will be requested to go back outside to the main entrance.

**VALET program** drop-off:

Be sure your child is ready ahead of time. Have their back-pack, lunch ticket and necessary papers prepared. They need to get out of the car immediately so that the next car can move on down the line. **Please be thoughtful** of your fellow parents.

**On all Tuesdays** until April 16, 2013, we will have early dismissal for all students. On those Tuesdays, school will be out one hour earlier at **1:09** p.m. The early dismissals will allow us to provide instructional planning time and staff development.

Thank you for all of your help and understanding in the important business of educating your children.

Sincerely,

The Administrative Team and Staff of  
Toluca Lake Elementary School