

LOS ANGELES UNIFIED SCHOOL DISTRICT

Educational Service Center North

Toluca Lake Elementary

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Principal

February 2, 2017

Dear Toluca Lake Parents and Families,

We would like to THANK YOU for your amazing support of the Walkathon. Because of your generosity we will once again have the outstanding Garden Ranger instructing our students on the world of plants and gardening next year.

As a reminder, 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. 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, let's discuss some exciting events here at Toluca Lake. From **February 13th to the 17th**, we will once again promote **Spirit Week**. Each day, students will wear something exciting to promote coming to school and having school spirit. A flyer will be sent home to let you know what to wear each day. 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 every day so that they can get the best education possible.

On **January 26th**, our Valentine's Day flyers were sent home. We are hoping the students will be excited to have a way to show their love and appreciation to you and their friends. All items will be delivered on **February 14th**.

On **February 24th**, we will be holding our annual **Black History Program**. An essay contest will be held in conjunction with this celebration. Our PTA will be providing gift cards. Students' who enter the contest and meet the writing criteria will have their names placed in a hat to be chosen for the gift cards. Some will also be published in the Toluca Lake Times! Please join us for this wonderful event. More information will be forthcoming.

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. 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 4, 2017, 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