

LOS ANGELES UNIFIED SCHOOL DISTRICT

*Toluca Lake Elementary*

4840 Cahuenga Blvd.

North Hollywood, CA 91601

OFFICE: (818) 761-3339

FAX: (818) 761-7197

<http://toluca.weebly.com>

**Michelle King**

Superintendent of Schools

**Linda Del Cueto**

Local District Superintendent

**Carol Reo-Bové**

Principal

---

March 16, 2017

Dear Toluca Lake Parents and Families,

At Toluca Lake we have been working very hard to provide a safe and secure place for your boys and girls. We again want to remind all parents that the parking lot is for **staff only** and that a traffic ticket will be issued to all violators. **The security gates** are there to help us with this very dangerous issue. In the morning, the **exit gate will be locked**; this will not allow anyone to pull in and out of the lot. The rules for parking are located in various parts of the lot and have been in force for a number of years. We have also reinforced the fact that the valet program needs to be used to drop students off. Once again the following rules are enforced at our school 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, the exit gate will be locked, and a traffic ticket will be given to violators of this law.**

The students and staff would like to thank you so much for your cooperation in this endeavor.

In conjunction with LAUSD we held our annual emergency drill in order to prepare the children for any type of disaster. It is also very important to talk with your child about what to do at home and where the family would be able to contact each other in case of an emergency. Please be sure that all contact information is updated so that we always are able to get in touch with you. We still have found that some phone numbers are outdated and hope that you will help us by being sure that the latest phone number is on file in the office.

Our **annual** "World's Finest" candy sale was a huge success. This sale benefits our graduating fifth grade boys and girls. They participate in many educational trips throughout the year. . Our upper grade students participate in a variety of field trips and we are also providing at least one for our primary students. All of this would not be possible without your continued support. Thank You.

On **April 10<sup>th</sup>** through **April 14<sup>th</sup>**, we will begin Spring Break. During this time many of our students will be asked to do research for book reports and special projects for classroom presentations. Going with them to the library and/ or museum would be a wonderful way to support them. Please enjoy this special time with your family.

### **REMINDERS & UPCOMING EVENTS**

Please read our **Marquis Sign** at the front of the school for important dates, school closings and other school activities.

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 **7:50** every morning. We still have a few stragglers. If you know that your child is late, please do not drop them off at the Valet drop off or in the **staff parking lot** after 7:50. You will need to park across the street and then walk your child to the main office for a late slip.

**Cesar Chavez Holiday** –

No School – March 31<sup>st</sup>

**Spring Break** –

April 10<sup>th</sup> through April 14<sup>th</sup>

**Smarter Balance Testing**

Grades 3-5, starts April 24<sup>th</sup>

Once again, **Thank You** for all your support.

Sincerely,

The Administrative Team