

LOS ANGELES UNIFIED SCHOOL DISTRICT

*Toluca Lake Elementary*

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**Ramon Cortines**

Superintendent

**Alma Peña-Sánchez**

District 2 Superintendent

**Carol Reo-Bové**

Principal

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November 19, 2009

Dear Toluca Lake Parents and Families,

Thank you for your support of our Halloween Parade. Many students have related to me that it is their favorite holiday of the entire year! Since many of you were a part of that day, it became even more special.

This is also a reminder that **November 25<sup>th</sup>** will be a shortened day with Dismissal at 1:09. On **November 26<sup>th</sup> and 27<sup>th</sup>** we will be celebrating the Thanksgiving Holiday and both days will be holidays with no school as well. Please enjoy these wonderful days with your family and friends.

In light of the many disturbing events that have occurred in various parts of the country we find it necessary to make sure that everyone is clear about the **official Visitor's Policy of Toluca Lake**. First of all, we want you to understand that **all parents** are always welcome to visit our school and we welcome you with open arms. However, in order to provide safety and security for all of our students, there are certain procedures that must be followed before entering the campus and the classroom. The policy is attached to this letter in order for you to review the procedures. It is also posted in the office and on the Parent Board at the entrance to the school. The Parent-Student Handbook distributed at the beginning of the year also has very important information concerning the Parent Involvement Policy starting on page 4. Please have a look at the really informative suggestions for you to do in order to support and work with the school. Once again, thank you for your understanding and cooperation with this very important policy. If you have any questions, do not hesitate to call the office or the Principal in order to discuss your concerns.

On December 7<sup>th</sup> we will begin our Parent conferences for the first semester. The teachers will be sending out schedules for you to sign up and let them know a convenient time for you to come and discuss your child's progress. Conferences will continue for the entire week ending on **December 11th**. Please take advantage of this special time to be able to ask the teacher any questions or concerns you might have about what is happening in the classroom. Also, please make a special effort to come at the agreed upon time because the teachers needs to keep on schedule in order to meet the needs of all the students in the classroom. Remember, **early dismissal at 1:09 every day** for Parent Conferences.

Also during December, the PTA is planning to hold their annual Boutique sale for the students. More information will be coming closer to the starting date of December 14<sup>th</sup> in regards to this event.

Our annual Holiday Program will be held on December 18<sup>th</sup> for the Parents. Please try to set aside some time on this day to see our inspiring and festive program.

We will then celebrate our Winter Break starting on December 21 through January 8, 2010.

### **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 **7:50** 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.

**On all Tuesdays** until April 27<sup>th</sup>, 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