

2023-24 TLE Family Handbook



Welcome to Toluca Lake Elementary! Our Family Handbook is for parents, by parents and here to answer every question you may have. Please contact us if you have any suggestions! [TLE PTA](#)

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School Resources

- [Website](#) - Best place for up-to-date info!
- [Map](#)
- [District Calendar](#)
- [Events Calendar](#)
- [Parent Teacher Association](#)
- [Staff Directory](#)
- District Forms
 - These are filled out at the beginning of each school year. Teachers will distribute hard copies to their students to take home. Below are links to the PDFs should you choose to fill in and return to your teacher via email.
 - [Media Release](#)
 - [Parent Acknowledgment](#)
 - [Responsible Use Party](#)
 - [Student Emergency Release | FORMULARIO ESTUDIANTIL DE INFORMACIÓN PARA EMERGENCIAS](#)
 - [Student Housing Questionnaire | CUESTIONARIO DE VIVIENDA ESTUDIANTIL](#)
- [LAUSD Parent and Community Services](#)
- [Division of Special Education](#)

School Contact Info

- Main office phone: (818) 761-3339 (Ms. Vilma, Ms. Roseann, Ms. Bailey)
- Main office email: rx4222@lausd.net
- Principal Jeffrey Daniel: jdanie2@lausd.net
- Toluca Lake Parent-Teacher Association (PTA): tolucalakepta@gmail.com

Classroom Assignment

- Classroom assignments are posted the last weekday before school starts.
- Assignments are also available via the Parent Portal
 - Open “View Student Details”
 - Open “Menu”
 - Open “Grades”
 - Open “2023-2024 Elementary - Single Track A”
 - If you don't see your child's info please call the school office

The Bell Schedule - 7:50am is the official in-seat start time

- 7:20am: Cahuenga gates open (see [school map](#))
- 7:45am first bell (ALL STUDENTS SHOULD BE ON CAMPUS BY 7:45AM)
- We recommend students arrive no later than 7:45am.
 - Students not in their seat by 7:50 are considered tardy.
- 7:50am-2:13pm (M, W, Th, F)
- 7:50am-1:13pm (Tuesdays)
- Early 1:13pm dismissal every Tuesday
 - Schedule changes, check with teacher/office for first and last early Tuesdays
- Breakfast in the Classroom (BIC) is offered in all classrooms
 - Starts at 7:50am and ends at 8:05am
- Full Bell Schedule available [HERE](#)

Drop off & Pick up Schedules - subject to change.

- **Drop-off - 7:25am - 7:45am**
 - Use the [School Map](#) for reference
 - Student drop-off is on Cahuenga Blvd in front of the Main Gate
 - All grades enter the Main Gate
 - TK & Kinder classes line up just inside the gate
 - 1st-5th grades line up on the yard
 - Families may either drop off their children or walk them to the gate

- If valet works best for you, your child will head directly to their appropriate line-up area.
 - Line-up areas are supervised by TLE employees at all times
 - Students stay on the yard until 7:45am
- When the first bell rings, students line up in the big yard (1st-5th)
 - Teachers meet their students and walk them to their classroom
 - Kinder teachers meet students at gate line up.
 - When the second bell rings, Cahuenga gates close. Class begins. Students not in their seats are considered tardy. Late students will have to enter through the main office.
 - NOTE: Three tardies = one absence
- Late students must enter through the main office
 - Parents CAN NEVER pull into the staff parking lot for late drop off
 - Parents can park in front of school after 7:50am
 - DO NOT STOP OR PARK IN THE RED ZONE!
- **Pick-up**
 - Regular dismissal times are:
 - 2:13pm (M, W, Th, F)
 - 1:13pm (every Tuesday)
 - If your child does NOT attend an after school daycare program, family members may meet their child/ren at the Main Gate or on Kinder yard.
 - Kinder parents meet students at classroom doors **on the Kinder yard.**
 - Teachers will make a visual recognition of a parent/guardian and then release them from the gate.
 - If you arrive late, your child will be escorted to the front office and you will pick them up there.
 - If your child DOES attend an after school daycare program, teachers will release students to the appropriate program when the bell rings.
 - Beyond the Bell - Youth Services (YS)
 - Anytime from dismissal to 6pm
 - Students must be picked up by an approved parent or guardian
 - Beyond the Bell - Youth Development Program (YDP)
 - Students in YDP are expected to stay until at least 5:30 p.m.
 - Students must be signed out by an approved parent or guardian
 - YMCA
 - Anytime from dismissal to 6pm

- Students must be signed out by an approved parent or guardian
- After School Enrichment Classes
 - Parents & guardians will meet their child/ren after class at the cafeteria gate next to the auditorium, or at the auditorium entrance

Valet Rules

- **This is ONLY for morning drop off. If you want to see your child walk to the gate, you must park and walk.**
 - Keep student in car until you've pulled all the way to the front and a volunteer opens your passenger door
 - Volunteer will ensure student gets inside the proper gate
 - Once the student has exited your car, you must immediately exit the valet line. DO NOT wait for your child to enter the gate. If you want to see them through the gate, you must PARK AND WALK.
 - Under NO circumstances can you hold up traffic
 - It's dangerous and inconsiderate to families behind you
 - Cars may not park, even temporarily, in the red areas - ESPECIALLY NEAR THE STAFF PARKING LOT OR IN THE CROSSWALK.
 - It is unsafe for families walking to school
 - It may block a staff member from accessing the school parking lot
 - Do not double park next to the valet line
 - This is dangerous for your child and those in the valet line
 - No U-turns on Cahuenga to enter or exit the valet line
 - Any dangerous or rude behavior and you won't be allowed to use valet moving forward

Pick Up Rules

- Parents/guardians must park and walk to the gate
- Teachers will make a visual recognition of a parent/guardian and then release them
- As soon as your child is secured and it's safe, please pull away from curb
- Please be patient – don't honk or be rude to your fellow parents
- WE DO NOT HAVE VALET SERVICES FOR PICK-UP

Food Allergies & Restrictions

If your child has any food allergies or restrictions please inform the office, nurse and your teacher to ensure accommodations if needed.

School Communications

You'll receive information about important school events in multiple ways. Every student needs to have at least one parent signed up for the [Parent Portal](#) - this gives you access to assignments, grades, and test scores.

- Principal Daniel
 - Sends weekly updates every Sunday evening
 - This will come in the form of a phone call, email, and/or text depending on what you have signed up to receive.
- Thursday Parent Folders
 - Be sure to check your student's backpack on Thursdays for important flyers about events, programs, enrichment offerings, etc. These are to be signed and returned every week.
- PTA
 - Members and non-members receive communication via MailChimp regarding meetings and events.
 - Non-members may opt out of receiving emails
 - [PTA Instagram](#) is also great for info
- Teachers
 - Communication can be via Thursday folder, email, or an app like ClassTag
- Room Parents
 - Communication is usually via email or app
 - Parents may opt out of receiving these messages, but it is a nice way to build community within your child's classroom
 - Organize volunteers
 - Gather funds for supplies
 - Field parent/guardian questions
 - Organize teacher gifts
 - Share pertinent school info

After School Care Programs

New students may sign-up the first day of school. All programs start the first day of school.

- **LAUSD Beyond the Bell**
 - [Youth Development Program \(YDP\)](#): Provides comprehensive after school program services, comprised of three major components, Academic Assistance, Enrichment and Recreation in elementary schools.
 - Includes: time set aside for homework, indoor activities & outdoor play time
 - Free to LAUSD students
 - Enrollment is a lottery

- All current students must sign up for the following year
- Usually a waitlist, sign up early
- For 1st - 5th grade
- Applications available the last week of school directly from the YDP director
- 2:13-6pm (1:13-6pm Tuesdays)
- Students are *required* to stay until at least 5:30pm
- Pick up is at auditorium or auditorium gate
- **Youth Services (YS)**: The goals of the program are to provide wholesome, supervised enrichment, fitness, and other sport activities in safe neighborhood environments.
 - No homework help, all outdoor play
 - Free to LAUSD students
 - For 2nd - 5th grade
 - Applications available the last week of school directly from the YDP director
 - 2:13-6pm (1:13-6pm Tuesdays)
 - No length of stay requirement
 - Pick up is at auditorium or auditorium gate
 - Enrollment is a lottery
 - All current students must sign up for the following year
 - Usually a waitlist, sign up early
- **YMCA**: All about nurturing the child's development by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build self-reliance.
 - Has a dedicated bungalow on campus
 - Homework help provided
 - Outdoor time woven into schedule in 30 minute increments
 - Currently \$450.00 a month
 - Grades TK-5th
 - 2:13-6pm (1:13-6pm Tuesdays)
 - Parents may sign students out any time before 6pm
 - No signing back in once signed out
 - Teacher to student ratio is 1:14
 - Questions: Childcare@ymcala.org
 - Financial aid FA@ymcala.org

School Day Enrichment Classes

Enrichments are subject to change

- District Arts Program

- Visual Arts
 - Each class will have approximately one semester of weekly art class
- PTA Sponsored Programs
 - Music Class
 - For all TLE students
 - Year-round, weekly music instruction with our dedicated Music teacher, Mrs. Walsh
 - Program run by [Education Through Music Los Angeles](#) (ETM-LA)
 - Garden Class
 - For all TLE students
 - 10-12 weekly courses in our school garden
 - Program run by [Enrich-LA](#), with a dedicated Garden Ranger teacher
- School Sponsored Programs
 - STEAM Class
 - Available for 1st - 5th grade
 - Theatre West theater program
 - Weekly theater classes for all grade levels, for approximately 12 weeks/year

After-School Enrichments

- Three sessions: Fall, Winter & Spring
- Classes typically meet for one hour once a week for 6-8 weeks
 - 2:20 - 3:20p
 - 1:20 - 2:20p on Tuesdays
- Schedules & sign up info distributed in the Thursday folder approximately two weeks before each session begins
 - Teacher-led (varies every session)
 - FREE to families
 - Look for signup forms in Thursday folders - classes fill QUICKLY
 - Outside vendor-led (also varies)
 - 50% of cost subsidized by PTA (typically means classes cost about \$8 per week)
 - Past courses have included: cooking, chess, architecture, cartooning, hip hop, astronomy and more!
 - [Out of Bounds](#) Sports & Games program
 - Paid directly to vendor
 - Offered 3 days/week after school year-round

Events Calendar

Events and details are subject to change. Check out [event photos](#).

FALL

- **First Day of School**
 - Students and parents meet the teachers and learn which class they're in, sign up for after school care, learn about the PTA and can purchase Spirit Wear.
- **Back to School Night**
 - Parents get a first-hand look at their child's classroom and work. Food trucks, the PTA Spirit Wear booth and a goodie basket silent auction are also part of the fun.
- **Penny Drive**
 - Students raid their coin banks for pennies that go towards their grade level total. Students bring silver coins to "sabotage" other grade levels. Grade level party prizes awarded. Proceeds fund enrichment and new books for the library.
- **Halloween Trunk or Treat**
 - During the school day. Students who participate can wear their Halloween costume for a school parade on the yard (no weapons, masks, or blood). Trick-or-Treating, a Spooky House, and a photo booth have been part of previous years' Halloween events.

WINTER

- **Family Movie Night**
 - A ticketed family event that is usually held on a Friday evening as the weather cools off. Come and get cozy with our TLE families to watch a family flick. Concessions are sold.
- **Holiday Boutique**
 - Leading up to the winter break, the Parent Center and PTA hold a week-long Holiday Boutique. Items are donated or purchased and range from \$1-15. Students bring a list of people for whom they'd like to buy gifts, and shop with cash during recess or lunch. Volunteers help them shop, and individually wrap and label gifts for the students and drop them off at the student's classroom.
- **Winter Concert**
 - Our Tigers perform a holiday concert for parents and guardians in the auditorium
- **Family Dance Night**
 - A fun community dance party with a theme. Dance, eat, and enjoy spending time with other Tiger Families. A ticketed event and concessions sold.

SPRING

- **Move-a-Thon**

- This is our biggest fundraiser of the year. Students gain pledges from family, friends, neighbors, and businesses to fund our annual school wide Music Program and Garden Program. Students earn different levels of prizes based on their pledges. The day of the Move-a-thon is filled with physical activities and fun focused on celebrating each student's fundraising efforts. Families welcome and food trucks on site.
- **Star Party**
 - Presented by 5th grade teacher Mr. Hagen Smith, this evening event showcases a speaker from JPL/NASA. The Burbank Sidewalk Astronomers also join us with their high-powered telescopes for TLE families to truly enjoy the starry night. Space-related crafts are offered in select classrooms.
- **Earth Day Beautification**
 - Families join our Campus Beautification committee and Toluca Lake Garden Club on a Saturday for a campus clean up. Show us your Green Thumb and help to make our campus beautiful and green!
- **Scholastic Book Fair**
 - Kids shop for books and other fun items during recess and lunch with their teachers or volunteers.
- **Around the World Multicultural Event**
 - Our diverse TLE community is celebrated at this very special evening that has become a beloved tradition. All families are invited to “travel” around the world to learn about the cultures that make up our school. We encourage families to host a table showcasing cultural items and food from their country of origin. Music, dance and poetry performances welcome!
- **Open House**
 - Similar to Back-to-School night; visit your child’s classroom and see all the neat things they’ve been working on! You can also enjoy food trucks, purchase some Spirit Wear and participate in the silent auction.
- **Spring Concert**
 - Another themed concert performed by the Tigers for parents and guardians in the auditorium.

Volunteering

- **PTA Volunteer**
 - Help with an event
 - Join a PTA committee
 - Become a Room Parent
- **Class Volunteer**
 - This is coordinated directly with your teacher
 - You can volunteer to:

- Help with breakfast (K only)
 - Read books
 - General help in the classroom
 - Decorate the classroom
 - Showcase a talent or play an instrument
- School Volunteer
 - This is coordinated directly with the Parent Center Director
 - District Requirements:
 - TB test
 - LAUSD background check
 - LAUSD online application

School Committees

- **SSC**
 - Student Site Council
 - A group of parents, teachers, staff and the principal who develop and monitor the school's achievement plan (SPSA) and Title I budget.
 - Read more about [SSC here](#)
- **ELAC**
 - English Learner Advisory Committee
 - A group of parents that look at data and the overall English learner program at the school. ELAC gives advice and recommendations to SSC.
- **LSLC**
 - Local School Leadership Council
 - A shared decision-making body, composed of elected parents, community members, school personnel, and students. The LSLC works cooperatively to make decisions in four areas of the school program: schedule, events, supplemental supplies and copies.

District Committee

- **CAC**
 - Community Advisory Committee for LAUSD
 - Serves the Superintendent of Schools, the Board of Education and the Executive Director of the Division of Special Education in an advisory role.
 - Recommends priorities to be addressed in the Special Education Local Plan Area (SELPA) for students with exceptional needs and advocates for effective Special Education programs and services for families and students
 - [CAC website](#)
 - [Facebook Page](#)

Special Education

Special education services can include physical, occupational, speech or behavioral therapy; one-on-one help from a tutor or aide; or instruction from special education teachers who are trained to work with students with unique needs.

- [LAUSD Division of Special Education](#)
- [Guide to the Individualized Education Program](#)
- [Individuals with Disabilities Education Act](#)
- [Parents' guide to 504 plans and IEPs: What they are and how they're different](#)
- [A discussion about IEPs](#)

APEIS

- Assistant Principal Elementary Instructional Specialist
- Assists school principal in developing collaborative special education instructional programs and meeting special education compliance obligations, including ensuring that the legal requirements for the IEP process are met.
- TLE APEIS: Judith Jones-Chandler jbj3354@lausd.net

IEP

- Individualized Education Program
- An IEP is a regularly updated document that outlines goals and milestones for students based on their unique abilities.
- IEPs are created by teachers, parents, school administrators, other school staff such as psychologists, and sometimes students themselves. All students in special education have IEPs.
- An IEP focuses on educational benefits, and often includes direct services such as speech or occupational therapy.
- In order to receive any type of services listed on the [LAUSD Division of Special Education](#) site, the student must have an IEP.
- First step is to email a request for an IEP assessment to the principal and/or APEIS.
 - Include all doctor and therapist evaluations in your initial email.
 - The principal and/or APEIS will then schedule the first SSPT
 - [Student Support & Progress Team](#)
 - You should expect to have your first SSPT meeting 30 days from your request.
 - SSPTs include 3 meetings every 4 weeks to complete the assessment.
 - What happens if my IEP request is denied?
 - You may select a 504 Plan (see below)
 - You may contact a Parent Advocate

- Parent Advocates are lawyers who protect and enforce the legal and civil rights of students with disabilities and their families

504 Plan

- A 504 plan is geared toward ensuring a student has equitable access to a learning environment in general education classrooms and includes learning accommodations.
- Accommodations can look like: sitting near the front of the classroom, or using textbooks in formats they can understand, such as audiobooks
- 504 plans are typically available to students with a broader range of disabilities, including attention deficit disorders.
- A team of teachers, specialists and parents determines what accommodations a student receives under their 504 plan.