

LOS ANGELES UNIFIED SCHOOL DISTRICT

Toluca Lake Elementary

4840 Cahuenga Blvd.

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Ramon Cortines

Superintendent

Alma Peña-Sánchez

District 2 Superintendent

Carol Reo-Bové

Principal

November 4, 2010

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 you, as parents, were a part of that day, it became even more special.

This is also a reminder that **November 11th** is Veteran's day and there will be no school on that day. November **19th** will be a shortened day with Dismissal at 1:09. On **November 22nd through the 26th** we will be celebrating the Thanksgiving Holiday with no school as well. Please enjoy these wonderful days with your family and friends.

In light of the many holidays coming up, I need to emphasize the importance of **good attendance**. As parents you are a **vital part** of your student's success at school as well as to their future achievement. You may not know that **attendance** is directly linked to **academic success**. Poor attendance is directly linked to academic failure. This year at Toluca Lake our attendance rate is very low. We as a staff are very concerned. Please be aware of the following strategies to be sure that your child is here on a daily basis:

- Schedule all appointments for you child after school, on weekends or during student's vacation or holidays.
- If the appointment must be made during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day.
- Birthday celebrations can be held over till the weekend. Please do not keep your child at home on their birthday.

As a LEARN school we believe in working together with all stakeholder groups.

Everyone at school looks forward to partnering with you to make sure that your child is successful in school. Please contact us if you are having any difficulties with attendance.

On December 13th 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 17th**. 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, we will celebrate our annual Holiday Program. Parents are invited to the Thursday, December 16th programs. 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 20 through January 7, 2011. Classes will begin on January 10, 2011 and there will be a shortened day on Tuesday, January 11th.

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 May 3, 2011, 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