

**West Hollywood Elementary**

**Lina Palacios, Principal**

6301 Hollywood Blvd.

Hollywood, Florida 33024

Phone: 754-323-7850 • fax: 754-323-7890

[lina.palacios@browardschools.com](mailto:lina.palacios@browardschools.com)

[www.browardschools.com/westhollywood](http://www.browardschools.com/westhollywood)

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August 11, 2023

Dear West Hollywood Parents and Guardians,

I want to welcome you to the start of the 2023-2024 school year. The safety and security of our precious children continues to be of the utmost importance. This letter contains reminders to safety procedures that will continue to be in effect for the 2023-2024 school year to ensure all our students are safe. These procedures are aligned to Broward County School's safety expectations for all campuses.

**Every student and staff member will be given an ID badge that must be worn during school hours.** If your child misplaces their ID badge, they must notify their teacher immediately.

Our school hours are 8:10 am – 2:10 pm. All perimeter gates will be locked throughout the school day. The perimeter gate on 63<sup>rd</sup> Avenue will be open from 7:40-8:15 am for student AM drop off. Breakfast will begin at 7:40 am. If you have any school business such as early child pick-up and/or arrive after the gates are locked, please call the front office at **(754) 323-7850**.

Arrival and dismissal procedures for our walkers and bikers are as follows; if your child walks or rides a bike home alone or with a sibling, he/she will be dismissed through the walking gates. Students who use the Turnpike crossing guard will be escorted by a staff member to the 63<sup>rd</sup> Ave gate. Student walkers and bike riders that use the crossing guard on 64<sup>th</sup> Avenue will be escorted to the walking gates on 64<sup>th</sup> Avenue. Any student walker and/or bike rider that utilizes the crossing guard on 63<sup>rd</sup> Avenue will be escorted to the walking gates on 63<sup>rd</sup> Avenue.

Please ensure your child knows which route they will take home. **If you walk home with your child, please wait in line by the turquoise double doors near 63<sup>rd</sup> avenue and a staff member will call for your child to be escorted through those doors.**

The car loop gate on 63<sup>rd</sup> Avenue will be open for dismissal at 2:05 pm. All students in Voluntary Pre-Kindergarten (VPK), Head Start and K-5<sup>th</sup> grades will be dismissed at 2:10 PM.

If you have a scheduled conference or need to visit the front office, please park in the parking lot available for visitors and call the front office at **754-323-7850** and a front office staff member will assist you. Please refrain from parking in the car loop as this stops the flow of traffic.

Additionally, the 63<sup>rd</sup> Avenue car loop will be the **single point of entry into the campus for all school business**. This includes student car rider am drop-off and pm pick-up, teacher conferences, and early child pick-up. There are available parking spaces for you to park in the visitor parking. Please refrain from parking in the car loop. If you arrive after the perimeter gates are locked, please call the front office at **(754) 323-7850**.

Upon entry to campus, all visitors must be processed through the Raptor Visitor Management System. Please remember to bring a valid government issued ID with you so that you may receive a Raptor visitor pass. This pass will permit you to pick up your child if he/she is sick or you have an emergency for the front office. **No child will be dismissed during the last 30 minutes of the school day (1:40-2:10 pm).**

Emergency drills will be conducted on a regular basis. This includes fire drills, tornado drills, and critical incident drills. We will conduct a Lockdown Drill and a tornado drill within the first two weeks of school. A Lockdown Drill and a Fire Drill will be conducted monthly. Appropriate notice of drills will be communicated to all parents, guardians, students, and staff members.

**Open House/Meet & Greet/Title 1 Meeting** will be on Friday, August 18, 2023. Please adhere to the times based on your student's grade level.

***Grades PreK-2<sup>nd</sup> 5:00-6:00 pm***

***Grades 3<sup>rd</sup>-5<sup>th</sup> 6:00-7:00 pm***

The first day of school is Monday, August 21, 2023. Parents and/or guardians may walk their children to their classes on Monday and Tuesday. Wednesday, August 23, 2023, is Independence Day, all students will walk into the campus on their own.








I'm confident that our continued safety measures will provide an extra layer of security for all students. I ask that you please be patient and understanding as we continue to implement our safety policies and procedures. Please know that this is to ensure all students are safe. If you have any questions or concerns, please call the school at 754-323-7850.

Educationally yours,

*Lina M. Palacios*

Lina M. Palacios, Principal  
West Hollywood Elementary

#### 5 Official Tip Reporting Tools

-  **Anonymous Tip** Submission via [www.Browardschools.com/SecurityTips](http://www.Browardschools.com/SecurityTips)
-  **Call** the District Security Operations Center (DSOC) at **754-321-3500** (reporter can remain anonymous)
-  **Email** to [SecurityTips@Browardschools.com](mailto:SecurityTips@Browardschools.com) (reporter can remain anonymous)
-  **FortifyFL** at [www.GetFortifyFL.com](http://www.GetFortifyFL.com) -**NO DOWNLOAD** Required
-  **SaferWatch** -**DOWNLOAD REQUIRED** a free mobile app that can be used as a mobile duress alarm (available in the Apple Store or Google Play Store)

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