

**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 12, 2024**

Dear West Hollywood Parents and Guardians,

Welcome to the start of the 2024-2025 school year. The safety and security of our students remain our top priority. This letter serves as a reminder of the safety procedures that will be in effect to ensure a secure environment for all. These procedures align with Broward County School's safety expectations for all campuses.

**Safety and Security Measures**

- Every student and staff member will receive an ID badge that must be worn during school hours. In case of a misplaced badge, students should notify their teacher immediately.
- Our school hours are from 8:10 AM to 2:10 PM. All perimeter gates will be locked during school hours. The gate on 63rd Avenue will be open from 7:40 AM to 8:15 AM for student drop-off. Breakfast service begins at 7:40 AM. For any school business, such as early child pick-up after the gates are locked, please contact the front office at (754) 323-7850.

**Arrival and Dismissal Procedures**

- Students who walk or ride bikes home will be dismissed through designated walking gates. Staff members will escort students to the appropriate crossing guard locations based on the routes they use. Please ensure your child is aware of their dismissal route.
- The car loop gate on 63rd Avenue will open for dismissal at 2:05 PM. All students in VPK, Head Start, and grades K-5 will be dismissed at 2:10 PM. Please refrain from parking in the car loop to avoid obstructing traffic flow.

**Visitor Procedures**

- All visitors must enter through the 63rd Avenue car loop, which serves as the single point of entry. Upon arrival, visitors must check in using the Raptor Visitor Management System. A valid

government-issued ID is required to receive a visitor pass, which is necessary for activities such as picking up a child or attending meetings.

### **Emergency Drills**

- Regular emergency drills, including fire, tornado, and critical incident drills, will be conducted. Lockdown drills and fire drills will occur six times a year, with initial drills scheduled within the first two weeks of school. Parents and guardians will be notified in advance.

### **Open House & Meet & Greet**

- Friday, August 9th:
  - **Grades PreK-2nd:** 5:00-6:00 PM
  - **Grades 3rd-5th:** 6:15-7:15 PMWe kindly request that only one parent escorts their child into the campus to adhere to safety and health protocols.

### **First Day of School**

- The first day of school is Monday, August 12, 2025. Parents and guardians may walk their children to their classes on Monday and Tuesday, Wednesday, August 14, 2024, will be "Independence Day," where all students will enter the campus on their own.

We are confident that these safety measures will provide an additional layer of security for all students. We appreciate your patience and understanding as we continue to implement these procedures. Should you have any questions or concerns, please contact the school at (754) 323-7850.

Sincerely,  
Lina M. Palacios  
Principal, West Hollywood Elementary School