



Mission Statement

Mission & Purpose:

Hollywood Schoolhouse knows, values, and encourages fearless curiosity. Through a blended program of innovative academics and structured learning, our diverse community inspires students to be academically strong, artistically proud, physically active, and socially grounded.

Philosophy:

Hollywood Schoolhouse is a community that nurtures, supports, and inspires students throughout their journey in primary education by balancing the best of progressive and traditional instruction. Our focus on academic excellence through a multifaceted curriculum creates students who thrive – with minds nourished, bodies solid, and voices strong.

We are a community of engaged students, passionate educators, bold leaders, and invested parents who celebrate diversity and the everyday accomplishments that mark each individual's growth. We work in concert to instill the joy of learning by providing students a safe place to take risks. At Hollywood Schoolhouse, we measure success not only by our graduates' confidence, poise, and academic strength, but by the truly exceptional citizens they become.

School-wide Student Learning Expectations:

Hollywood Schoolhouse students will be self-directed, lifelong learners who communicate effectively through reading, writing, listening and speaking.

Hollywood Schoolhouse students will be critical thinkers who are able to apply problem-solving skills in a changing society in preparation for their future.

Hollywood Schoolhouse students will be civic-minded contributors who have knowledge of and respect for the global community.

Hollywood Schoolhouse students will apply acquired knowledge and skills to be creative and quality producers.

Parent / School Partnership

Today's complex society has made the task of schools and the role of parents more challenging. Therefore, the Hollywood Schoolhouse recognizes the value of a school / parent partnership on behalf of its students. This partnership is dependent on the support by parents of school policies and actions. The work of the school is quickly weakened when a child feels that his / her parents lack confidence in the school's policies or decisions. In contrast, life's lessons become even stronger when children know that their parents and the school communicate and work together in a supportive manner.

School Hours

The Hollywood Schoolhouse Campus is open Monday through Friday 7:30 a.m. to 6:00 p.m. The Elementary program is ten months in duration, beginning in September and ending in June. Academic hours for the Elementary Program are from 8:20 a.m. to 3:10 p.m. Optional after-school programs are available for Elementary students. After-school begins at 3:10 p.m. and ends at 6:00 p.m.

Attendance Policy

Regular attendance at school is very important. Please help your child develop a commitment to regular school attendance and getting to school on time. If your child is going to be absent, call the school (323) 465-1320 by 8:20a.m. If no one is on campus, an answering machine will record your message.

Tardy Policy

Participation in school events is based on grades, behavior and attendance records.

Please note that excessive tardies and/or absences may severely affect your child's academic progress and/or promotion. The following policies apply regarding late arrival.

- Class begins promptly at 8:20 a.m.
- Adults may not enter the classrooms in the morning.
- Elementary students should enter on the McCadden entrance beginning at 7:30 a.m. Late Elementary students **MUST** enter through the school office on McCadden. Adults may not go past the reception area with a tardy student, as this is disruptive to the classrooms.
- Excused tardies include doctor or dental appointments. Tardy slips will be issued to students the morning that the tardy occurs and will be recorded in the school office.
- Students are responsible for material covered during their absence or period of tardiness.

Our follow-up to repeated tardies is as follows:

3 tardies per trimester – email notification

6 tardies per trimester – letter from school

9 tardies per trimester – meeting with administrator

Illness Policy

Please notify the school when your child has a contagious or communicable condition. Make arrangements for care away from school. If a child is out more than three (3) days with a contagious illness, an "OK" to return to school note from the doctor is needed. A FAX is acceptable. Our school FAX number is (323) 465-1720. The school will send a notice to families should their child be exposed to any contagious or communicable illnesses and/or conditions. When a child becomes ill at school, shows signs of being contagious or has any of the conditions described below, the following applies:

- Parent/Guardian/Emergency contact will be contacted;
- Child will wait in the infirmary; Child must be picked up promptly. Students may not be left in the infirmary for extended periods of time. Make sure to have arrangements planned in advance should your child need to leave school.

Students may not attend school with the following conditions:

- Continuous runny nose;
- Discolored mucus from nose or eyes;
- Profuse cough;
- Fever;
- Communicable or contagious illness
- Diarrhea

Students may not come to school if they have experienced fever or other signs of illness within the previous 24 hours. Students may return to school only when the above listed conditions or illness is no longer present or when a doctor issues authorization for the child to return to school. When illness requires antibiotics or other prescription medicines, **the child must complete at least one full cycle (minimum of 24 hours) of medication before returning to school.**

Monday Morning Pledge

Our job here in school is to learn.

Hopefully we will become lifelong learners.

In that process, we will try to care very much for each other. This day has been given to me fresh and clear, I can either use it or throw it away.

I promise myself that I shall use this day to its fullest, realizing it can never come back again.

I realize that this is my life to use or to throw away. I am the only person who has the power to decide what I will be. I make myself what I am.

I pledge allegiance to the world, to cherish every living thing: to care for earth and sea and air with peace and freedom everywhere!

Lunch Procedures

- **Absolutely NO Gum, Candy, Sodas or Fast Food allowed!**
- It is the commitment of the Hollywood Schoolhouse to provide snacks and lunches that are low in sugar, fat and sodium and are prepared from fresh ingredients.
- When bringing lunch from home: please pack foods that your child likes in the portions your child eats.
- Children are not allowed to share their food because of food allergies. Parents want their children to eat foods they send and the school wants to ensure they are properly nourished.

Cell Phones

Cell phones should not be brought to school.

If students need to bring a cell phone, for any reason, they should be left in the Front Office.

Dress Code Policy

Children must come to school in appropriate clothing to accommodate learning and other school activities. Valuable clothing, jewelry, etc. must remain at home.

- **Rubber soled shoes** are required for all playground activities.
- **Students may not wear** open toed, sling, platform or clog shoes.

- **Hats** may be worn OUTSIDE to provide shade. Hats may never be worn inside the buildings.
- Underwear and socks must always be worn.
- Students are required to wear clothing that covers appropriately (e.g. no short shorts, no mid-riff or half tops, no lingerie showing, no ripped or torn clothing, pants (if applicable) must be held up with a belt.
- A uniform is required for Physical Education (P. E.) class beginning at 3rd Grade.

The Head of School will make final decisions on:

- Appropriate clothing.
- Evaluating a situation and/or the behavior.
- Developing the plan for action.

Medication Administration

Medications will only be given if they are in their original bottle or container. This applies to over the counter, as well as prescription medications. The school's permission form for medications must be filled out and signed for each dose and for any medicine to be given. Medication will not be given if this form is not complete. Over the counter aspirin, or any medication containing aspirin, will not be given under any circumstance. Medication must be kept in the office and never in the student's possession. Should your pediatrician prescribe a medication that contains aspirin, an exception may be made. Daily Medication Permission Forms are located at the Front Office. Students requiring medication on an ongoing basis must complete the necessary forms. Any time a medication or dose of said medication changes, the information must be received in writing.

Lost and Found

Lost and Found articles will be kept on campus and twice monthly parents will be reminded, via E-newsletter, to claim any items. Items will be donated to a local charity at the end of each month. Wallets, jewelry, and other valuable items are kept in the office.

Students should check the “Lost and Found” to recover lost items or to turn in articles that are found. It is important that you:

- Encourage your child to be responsible for his/her personal property.
- Label all personal articles.
- Leave all valuables and money, other than for snack shop, at home.

Student Harassment

The Hollywood Schoolhouse is enriched by the diversity of its members. The school recognizes and respects individual difference in regard to race, gender, ethnicity, national origin, culture, religion, family structure, sexual orientation, financial resources and disability. **Inappropriate behavior, either verbal or physical, acting contrary to the Hollywood Schoolhouse pledge and/or that hurts the self-esteem of others is unacceptable.** This includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or expressions, or discriminatory remarks that occur between two individuals or groups of individuals.

Disciplinary Procedures

The faculty and administration recognize the need to encourage students to adhere to all school behavioral policies. Students will be directed toward accepting responsibility for their actions. Forms of disciplinary action may include a behavior communication notice, parent communication, notation on report card, suspension, disciplinary probation, or dismissal.

A Behavioral Communication form may be issued by any teacher or administrator for any misconduct that is repetitive, disrespectful, destructive or serious and contrary to school standards. These notices serve as a communication to parents and may include a consequence and /or further disciplinary action.

All (K-6) disciplinary probation, suspension, and dismissal decisions are subject to administrative discretion.

Hollywood Schoolhouse teachers and staff handle discipline within their areas in keeping with the established rules for that area. Administration does not get involved with discipline until the staff member either invites their involvement, or sends a student to the office for administrative discipline.

Behavior Policies and Standards

Student conduct must reflect respect for both self and others as well as respect for property. The enrollment contract constitutes an agreement between the school and family. We expect each student to observe the behavioral standards and policies of the Hollywood Schoolhouse.

The following behavior guidelines reflect the conduct expected of a Hollywood Schoolhouse student. The Administration of the school will be the final judge of what is or is not acceptable. Expectations include but are not limited to the following:

Grades K-3 (Lower Elementary)

The disciplinary process in Grades K-3 strives to help students understand, appreciate and respect their responsibility to self, to others, and to the property of others. The procedures involve collaboration and communication with any of the following:

1) teacher, 2) student, 3) parent, 4) psychologist or any other appropriate health professional, 5) administrator, and 6) Head of School.

Disciplinary issues in Grades K-3 may result in any of the following actions: time out, parent contact, behavior communication notice, parent conference, notation on the report card, a prescribed consequence, suspension, behavioral probation, or dismissal.

Grades 4-6 (Upper Elementary)

The process is designed to communicate clearly to students and parents the consequences for student misconduct. The process is targeted primarily at giving clear and unmistakable warning through a sequence of consequences graduated in severity. The general scope of this process for disciplinary action may occur at various levels, including: 1) teacher, 2) student, 3) parent, 4) psychologist or any other appropriate health professional, 5) administrator, and 6) Head of School.

Cheating or Plagiarism

Cheating and plagiarizing are considered serious infractions at the Hollywood Schoolhouse. This conduct will receive a serious response from the Administration. The student will also receive a zero (no credit) for the test, quiz, paper, assignment, or project involved.

Disciplinary Actions

Suspension

It is not possible to describe all conduct which might mandate a suspension. Grounds for suspension may include, but are not limited to, the following:

1. disrespecting the Hollywood Schoolhouse Pledge
2. receiving cumulative Behavior Communication Notices
3. throwing anything on campus, which could cause injury or damage
4. destruction of school property
5. stealing
6. harassing members of the school community
7. fighting or threatening physical violence
8. cheating and plagiarizing

Consequences resulting from suspension may include, but are not limited to the following:

1. The student may not receive make-up work (including tests) for the period of

time covered by any suspension, including in-school suspension.

2. The student may not attend any school function, participate in extracurricular activities, or play school sports for the period designated by the administration.
3. disrespecting the Hollywood
4. continuing disregard for school policy
5. bringing anything on the campus which could cause personal injury or damage to school property

Behavioral Probation

A student will be placed on Behavioral Probation when behavior concerns are ongoing.

Dismissal from the Hollywood Schoolhouse

It is not possible to describe all conduct which might mandate dismissal.

Grounds for dismissal may include, but are not limited to, the following:

1. stealing
2. displaying flagrant acts of disobedience or insubordination
3. possessing or using alcohol or drugs
4. harassing members of the school community

Off-Campus Behavior

We encourage our students to be mindful of their role as representatives of Hollywood Schoolhouse in the community. We expect student conduct off-campus, as well as on-campus, to reflect the philosophy and values that we as a school embrace.

Accident and Emergency Policy

In the event that a child becomes ill or sustains an injury while in the care of school staff, every effort will be made to contact the parent(s) or legal guardian(s). If it is not possible to reach the parent, or the physician named on the ID form, to receive instructions for his/her care, consent is given to any licensed physician and/or surgeon called for or to whom the child is taken for treatment by them, to administer drugs or medicines and to perform such surgical procedures as he shall think the existing emergency requires for the relief of pain and to preserve his/her life and health. These numbers are taken from the emergency information sheet filled out at the time of registration. Please be sure those neighbors and relatives on the emergency information sheet are aware that you have given their numbers as emergency contacts. If at any point during the school year this information should change, please notify the school immediately so that we are able to update your records. In case of an earthquake or other emergency, parents shall immediately report to the Hollywood Schoolhouse to assist teachers and staff and to take their own child home.

Building Guidelines

No gum is allowed on campus or at any school function at any time. No food is to be eaten in the building at any time other than scheduled activities or rainy day recess/lunch.

Class Punctuality

A student must have a pass from a teacher or from the office to enter a class late. It is the student's responsibility to secure the pass.

Guidelines for Parties

Invitations to birthday parties may be passed out at school only if all children in the grade level are invited. Your cooperation is expected.

Homework Policy / Family Trips

Purpose

Homework serves to reinforce classroom activities and learning. It is assigned at all grade levels. Homework places responsibility on students for personalizing the learning process and for learning independently. It enables students to work at their own pace, utilize their own individual learning style/s, and develop a concept of time management. Additionally, parents are able to keep abreast of their child's curriculum endeavors by reviewing assignments at home.

Expectations

Due to the fact that all students learn and strategize their use of time differently, it is impossible to assign a standardized homework time allotment per grade level. Homework throughout the grades may vary from 20 minutes to two hours. It is dependent on many variables. Lower Elementary School homework may consume 20 minutes to one hour. The Upper Elementary School time allotment is approximately 45 minutes to two hours. Each child's unique approach and needs will determine the time spent on homework.

Long term assignments and preparation for tests are to be considered homework assignments. These will help teach time management and organizational skills. Our goal is to help students master subject matter while developing skills that will carry them through their high school and college years. To assist children with their homework assignments, children in grades 1st through 6th are provided with an agenda book. Students are trained to record their assignments daily (including long term assignments). In the Lower Elementary School, the teachers will contact the parents with any homework concerns. In the Upper Elementary School, missing assignments usually receive a zero (no credit). If assignments are repeatedly missing, parents will be notified and the cumulative result will adversely affect the student's final grade.

At all levels, we ask that parents contact the teacher whenever they see their child repeatedly having difficulty with homework assignments.

The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips that result in students missing school. Such absences undermine the ethos of commitment and penalize the student whose work is interrupted, as well as slowing the work of others. Optimal learning takes place during classroom activities. No textbook can take the place of the voice of the teacher. Please think carefully before extending your child's vacation time. Absences due to family trips are unexcused and may have an adverse effect on a student's grade. Parents who take extended trips during school time may be required to provide tutorial support during their child's absence. If your child will be out of school for more than a month they must enroll in another academic institution or have a private tutor. A child who misses 10 days or more of school in a given trimester may receive an incomplete grade for that trimester. In addition, if a student is absent due to illness or an unexcused absence, they may not attend any school events on the day of the absence unless approved by the Head of School.

School Property

Hollywood Schoolhouse expects that all children will respect the property of the School, fellow students, and the faculty and administrators. If a child damages property belonging to the School or another person, he/she should take responsibility for his or her actions. Parents will be financially responsible for any damages or loss caused by their child.

Disaster Plan

Out of State Emergency Contact

In the event that phone lines are down in California or an emergency has our lines jammed, we have established an emergency contact outside of California: **The Little Red Schoolhouse in New York City, (212) 477-5316.** The Little Red Schoolhouse can be called for information, which we will make every effort to convey.

Release of Children/Relocation

Parents shall immediately report to the HSH following a major earthquake or other emergency to assist teachers and staff and to take their own child home. Because of possible safety hazards in the building or the area, it may be necessary to relocate Staff and children to an alternate site. Alternatives include:

- Delongpre Park, on the corner of Delongpre and June, 3 blocks east and 1 block north of the School.
- Enrique Noguera Community Garden (our school garden), on the corner of Fountain and June Street, 3 blocks east of the school.