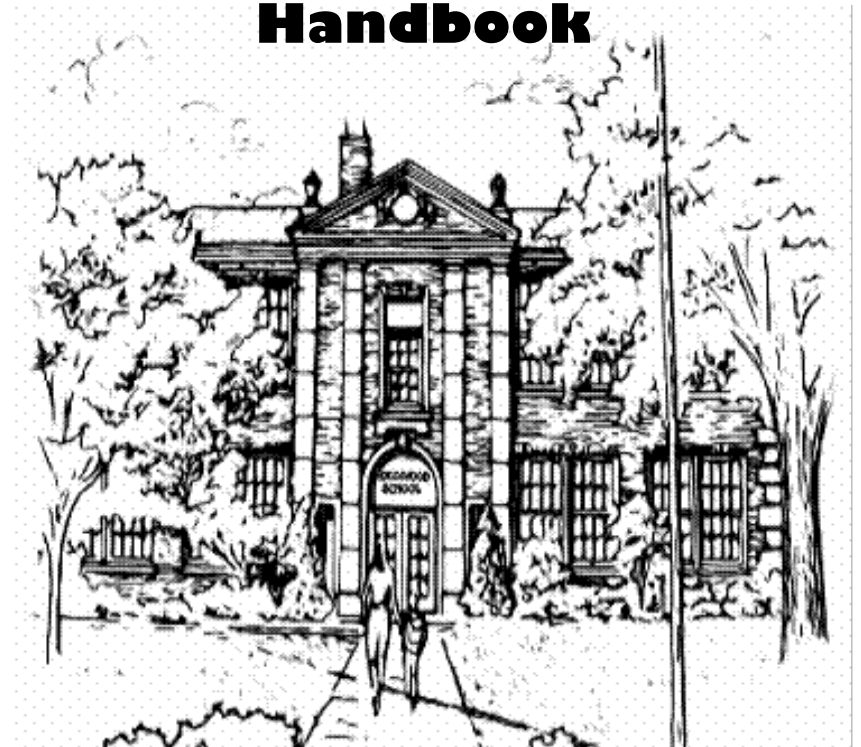


Hollywood School

Frequently Asked Questions

Handbook



Hollywood Elementary School
3423 Hollywood Ave.
Brookfield, IL 60513
708-485-7630

<http://www.district96.org/hollywood/>

<http://hollywoodpta.org/>

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Preface

The Hollywood Staff and Parent Teacher Association welcome you to Hollywood School! This handbook was created collaboratively with the support of the staff at Hollywood School and the PTA. This handbook is designed to address answers to frequently asked questions about Hollywood School procedures, processes, classroom activities, etc. Additional Information is also available in the District 96 Parent Handbook. We are hopeful that this handbook will help new parents make a smooth transition to Hollywood School, as well as serving as a helpful resource to all parents.

I. Starting the School Year

When is kindergarten registration?

Kindergarten Registration typically takes place the first or second week of March. There will be a Kindergarten Information Night the week prior to registration week. A packet of paperwork that outlines all materials required will be handed out at Kindergarten Information Night. Please refer to the district calendar for specific dates.

What materials do I need to register a new student?

If you are enrolling a new student or incoming kindergartner, you will be asked to bring the following original and unaltered documents that display your current address at the time of registration. **Copies will not be accepted.**

1. Certified Birth Certificate
2. Driver's License or State Identification Card
3. Homeowner title, mortgage statement, or apartment lease with landlord's business contact
4. At least three of the following recent items
 - Utility Bills: Phone bill, electric bill, gas bill, water bill, internet bill, cable bill
 - Auto Insurance
 - Homeowners Insurance
 - Credit Card Statement
 - Bank Statement
 - Paycheck Stub
 - Medicaid Statement

Registration forms, as well as health, dental, and eye examination reports are also required. Please reference <http://www.district96.org/resources/10-11-registration-new-student/> for a complete list of registration materials.

What do I need to register a returning student?

Every spring, registration materials will be posted on the District 96 website, for families who have students returning to District 96 for the following school year. To ensure that your child is included on a class list, all registration forms and fees must be received by the date indicated on the website, which is typically early in June. Please reference <http://www.district96.org/resources/10-11-registration-returning-student/> for a complete list of registration materials.

What health examinations are required?

The Illinois School Code specifies that physical examinations are mandatory for children entering ECE, kindergarten, as well as all students new to District 96. A dental examination is required for children entering kindergarten and 2nd grade, as well as all students new to District 96. An eye examination is required for children entering kindergarten, as well as all students new to District 96. These should be provided with registration.

Are there yearly fees that I am required to pay?

Yes, there is a yearly fee that is required for each child at the start of each academic year. The fee varies per grade level and can be found on the District 96 webpage. Please reference <http://www.district96.org/resources/10-11-registration-returning-student/> for a complete list of fees.

What are the school supplies necessary for my child?

Each grade level issues its own school supply lists. This list may change slightly from year to year. Supply lists can be found on the District 96 website at <http://www.district96.org/resources/school-supply-lists-2/>. The PTA offers school supply kits, which contain most of the necessary supplies for each grade level. These kits are available for purchase in the spring.

II. Daily Life

A. Routines

What time does school start?

The entry bell rings at 8:10 a.m. and the tardy bell rings at 8:20. Children not in their classroom at 8:20 a.m. are considered tardy.

What happens if my child gets to school after the last bell?

Students should report to the office and then report to class.

What are the school hours for a typical school day?

AM ECE: 8:45 – 11:15

PM ECE: 12:20 – 2:50

AM Kindergarten: 8:20 – 11:15

Grades 1-5: 8:20 – 3:00

What are the hours for an early release day?

ECE: 8:45 – 11:15

AM Kindergarten: 8:20 – 11:15

Grades 1-5: 8:20 – 11:25

Does Hollywood have the same hours as other district schools and Riverside Brookfield High School?

No. Hollywood's schedule is different from the other district schools to help clear our campus before Riverside Brookfield High School dismissal. Please reference the district Parent Handbook on the district website for more information.

What are the traffic procedures for pick-up and drop-off?

Please use Hollywood Ave. as a one-way, going north, during school hours. Please keep traffic moving by letting kids out quickly at the wide sidewalk north of the crosswalk. The area between the crosswalk and the fire hydrant is the "moving drop off" zone. If you need to get out of your car to assist your children, please pull up beyond the fire hydrant and park. There is no parking on the west side of Hollywood Ave, and no parking in the crosswalk zones. Please adhere to directions from staff members on duty. A detailed traffic map is included in Appendix A, at the end of this handbook.

If I drive my child to school can I park at the curb and wait for the bell to ring?

Yes, but only along the curb north of the gym. The curb space south of the gym needs to remain clear for those dropping off and picking up.

Through what door does my child enter the school?

Students are separated by grades and enter the school through different doors. Please refer to the detailed map at the end of the handbook for more information.

Can students ride bicycles or scooters to and from school?

Students in grades 3-5 are permitted to ride their bicycles to Hollywood School as long as they obey the safety rules, walk the bike while on school grounds, and lock the bike to the bicycle rack. Please refer to the parent handbook for more detailed information. Skateboards, scooters, and roller blades are not permitted on school grounds during the school day.

What if I am running late for pick-up?

Daily and prompt pick-up is highly encouraged. Emergencies do happen, in which case, please inform the school office (708) 485-7630 by 2:55. The teacher will be notified and your child will be sent to the office to be picked up there.

Who is allowed to pick up my child from school?

Parents/guardians or Emergency Contacts (as submitted by the parent/guardian on registration forms) are allowed to pick up a child from school. If your child is going home with anyone other than these individuals, a letter must be sent to the teacher in advance, stating your permission for the child to be sent home with another adult. This also includes all play-dates.

Is outdoor supervision provided before and after school hours?

One staff member and student patrols will be located outside before school, beginning at 8:00, and after school, extending through 3:15. Therefore, no students should be on school grounds before 8:00, or after 3:15 without parent/guardian supervision. Students are not allowed to play on the playground equipment before or after school without parent/guardian supervision.

B. Absences

What if my child needs to enter or leave school other than the scheduled times?

If your child will be late, please try to notify the office by 8:30 a.m. When arriving, please sign him/her in for the day. If your child will be leaving early, please go to the office and sign him/her out. As a courtesy, send a note to your child's teacher that morning so your child will be ready at the office when you arrive to pick him/her up.

What if my child is sick?

If your child will be staying home sick, please notify the office at 485-7630 by 8:30am. You can call 24 hours a day and leave a message on the absence line if the office staff is not available. If your child becomes ill while off school grounds for lunch, please contact the office immediately. This is an important safety measure for your child. Please do not email absences to the office. Reference the district Parent Handbook on the district website for more information.

How do I know if my child is too sick to go school?

Consider keeping your child home if he or she:

- Has a fever 99 degrees or higher
- Has been vomiting
- Has symptoms that prevent him or her from participating in school such as:
 - √ Productive coughing, sneezing
 - √ Headache, body aches, earache
 - √ Sore throat

Reference the Parent Handbook on the district website for more information.

What if my child becomes sick at school?

Your child will be sent to the nurse or, if not available, the office for evaluation. If the student needs to go home, parents or emergency contacts will be contacted to pick up your child. If the student can stay at school, a note describing the nurse's office visit will be sent home.

Can a parent or sibling pick up homework/missed assignments at the end of a day, after a student has been ill?

Yes, when you report your child's absence, please notify the office that you or a sibling would like to pick up your child's homework at the end of the day.

What if my child needs medication during school hours?

Please notify the nurse by completing the appropriate forms found at <http://www.district96.org/resources/nurses-office/>. All medication needs to be stored by the school for student safety. More information can be found in the district Parent Handbook.

What if my child is going to miss school due to vacation or scheduled appointment?

Please notify the school office and the teacher well in advance for a vacation or the morning of an appointment.

Can I pick up homework assignments prior to a vacation?

Because of the nature of the classroom learning experience, it is district policy not to provide textbooks or homework assignments prior to a vacation period during which school is in session. When the student returns from vacation, make-up assignments, which lend themselves to independent work, will be given by the teacher. Normally, a student will be given an amount of time equal to that of the absence to complete assigned make-up work.

C. School Rules

Where can I find information about the school rules and discipline procedures?

Detailed information about rules and discipline procedures can be found in the District 96 Discipline Code, located at <http://www.district96.org/resources/discipline-code-2/>

Are cell phones permitted at school?

Cell phones must remain turned off, and kept in backpacks during school hours. Students are not allowed to use cell phones during school hours. Electronic devices such as Gameboys, PSP, personal iPods, and pagers are disruptive to the educational process and are prohibited in school, on school grounds, or at any school functions.

D. Snacks

Does my child have a snack during the day?

Yes, students in all grades are allowed to have a healthy snack during the day, although students are not required to bring one. Students are also allowed to bring water bottles. Your child's teacher may provide more specifics on a suggested type of water bottle.

What if my child forgets his/her snack?

You may drop it off in the office, with your child's name and grade indicated on the item. This will be delivered to your child's classroom by our office staff. The school does not provide snacks for students and students are not allowed to share, due to safety and food allergies.

Can I send special snacks for the class on my child's birthday?

Parents are asked not to send cake, cookies, toys, or any type of treat on a child's birthday or on holidays throughout the school year. Although the desire to supply these treats may be motivated by a very commendable attitude on the part of the parents, they lead to many obvious difficulties should the practice become general and be repeated many times during the year. Invitations to parties held outside the school may be distributed at school **only** if each child in the class has been invited.

E. Lunch and Recess

When is the lunch/recess time at Hollywood?

Lunch and recess block is from 11:30 to 12:20. The lunch tardy bell rings at 12:30.

Grades 1-2: Recess: 11:30 - 11:55 Lunch: 11:55 - 12:20
Grades 3-5: Lunch: 11:30 - 12:55 Recess: 11:55 - 12:20

Is my child allowed to come home for lunch?

Yes. You must send a note to your child's teacher in the morning if your child is going home for lunch. Children should return to school at 12:20. A child is marked absent for the afternoon if they are not in their classroom by 12:30. A child coming back late from lunch needs to report to the office to be sure they are marked tardy rather than absent. Please try not to send students back earlier than 12:20.

Can my child buy a lunch at school?

Hollywood does not have a daily lunch program. However, the PTA provides an opportunity to purchase a lunch once per week. This program is called "Fun Lunch." Please refer to fun lunch flyers at the beginning of each trimester to sign up for any lunches you wish to purchase.

Can my child buy milk at school?

Students who wish to buy milk at school must purchase a Milk Card. Order forms will be given out at the end of the year to each student in grades K-4. Purchase payment can be made at the end of the school year or at the beginning of the following school year. The price of a milk card is \$2.20 for 22 cartons of milk. Students will present his/her milk card at lunch and the card will be punched for each purchase.

What if my child does not finish his/her lunch?

Students will be encouraged to securely wrap up any uneaten food to take back home. This should help you monitor what is being eaten and what is not.

Is there assigned seating in the lunchroom?

Students sit at tables by grade level.

What happens if my child forgets his/her lunch?

Your child should come to the office to call home as soon as they discover they have forgotten their lunch. Parents/caregivers can then deliver the lunch to the office with the child's name and grade indicated on the item. This will be delivered to your child's classroom by our office staff. This same procedure can be followed for any forgotten items, such as band instruments, homework, glasses, etc.

What do I do if my child has food allergies?

Please notify your child's teacher. A meeting with the nurse to fill out a food allergy action plan will be scheduled, and then the nurse will communicate the necessary information to the lunch/recess personnel.

What happens during outdoor recess?

Children will play on the playground and blacktop unless the wind chill is below 10 degrees. Students need to be wearing snow pants, and have their heads and hands covered to play in the snow. Students who are not appropriately dressed for the snow will play on the blacktop.

What happens during indoor recess?

Each class of students is divided into three groups. Each group is assigned a station (gross motor, creative activities, or board games) for the day. Groups rotate through three different stations on subsequent indoor recess days.

F. After School**Are there after-school activities available?**

Yes, each elementary school offers a variety of after-school activities. A brochure will be available at the beginning of the school year outlining all after-school activities for the school year. Students are invited to participate in after-school activities at any District 96 elementary school. Information on additional after-school activities may also be distributed throughout the year.

Is there a Before or After-School Child Care Program available?

Yes, the Pav YMCA offers a before and after-school child care program for school-aged children. This program is available at every District 96 elementary school. Morning care starts at 6:30am and runs through the start of the school day. Afternoon care begins at the end of the school day and ends at 6:00pm. For more information, call 708-749-0606 or access www.PavYMCA.org.

Is there a Child Care Program available on Early Release Days or Institute Days?

Yes, the Pav YMCA offers *Schools Out Days* on Early Dismissal days, Institute days, legal school holidays, and school breaks. The program will take place if enrollment permits, at the Pav YMCA facility in Berwyn.

G. Communication

How do I receive information from the school?

There are a variety of modes through which you will receive communication. Please reference the District 96 Communication Guide (<http://www.district96.org/resources/communication-guide-09-10/>) to learn the primary and secondary modes of communication for the different types of information delivered.

What is the E-Backpack?

The Wednesday E-Backpack is a way to provide information to Hollywood School parents and students, reduce the amount of paperwork sent home, and help us all to be more environmentally responsible. Information that was previously sent home in your child's backpack is now updated every Wednesday on the E-Backpack. The E-Backpack link is <http://www.district96.org/hollywood/links/>. In the event that hard copies need to be sent home, these will also be sent home on Wednesdays with the oldest student in each family. You will receive an email every Wednesday with a link to the E-Backpack to help remind you to check the latest information.

What is the best way to communicate with my child's teacher?

Depending on the situation, an email, a note in your child's backpack, a phone conversation, or a face-to-face meeting are all appropriate modes of communication. Please consider scheduling a meeting or phone conversation for more in-depth conversations. Telephone calls and emails will be returned within one school day.

How can I send correspondence to the school?

Please clearly label the subject of any correspondence, and send it to school via your child's backpack. It will then be sent to the office and appropriately delivered. This is often referred to as "backpack mail."

How do I find out a staff member's email address?

The majority of staff member's email addresses follow this pattern: last name first initial @ district96.org
For example, John Smith's email would be smithj@district96.org
For a complete listing of email addresses of the Hollywood Staff, please access <http://www.district96.org/hollywood/staff-directory/>

H. Safety

What are the daily security procedures at Hollywood?

Once students enter the building, all doors will be locked from the outside preventing unsupervised access to the building. Students and teachers will be able to exit the building through any door in the event of an emergency. In order to enter the building, parents and visitors must come to the front door, ring the bell, look into the black box, and wait to be identified. A video camera located in the monitoring device transmits a picture of the visitor to the office. Please look at the black box so we can identify you. Once you have been identified, the door will be opened. All visitors must report to the office to sign the visitors' log and receive a visitor's identification badge.

Do students have emergency drills?

Each year the school has fire drills, a tornado drill, a lockdown drill, and a bus safety drill. These drills are designed to prepare students and staff for what to do in the event of an emergency.

Does the district have a Crisis Plan?

Yes, District 96 has worked collaboratively with local authorities to develop a Crisis Plan, which will be followed in the event of an emergency. In the event of an emergency, you will receive an automated mass phone call (School Reach) with a message detailing important information about the event.

Is there a nurse available at school?

Yes, Hollywood has a school nurse. In the event that the nurse is not available, the office staff will assist, should your child become ill or injured. If your child needs medication during the day, see the district Parent Handbook on the district website for guidelines and procedures.

Does the school have an AED?

Yes, the school has an Automated External Defibrillator (AED). The AED is located in the hallway outside of the gym doors. The AED has child and adult pads, and contains an instruction manual.

III. Instructional Programming

Where can I find detailed information about the curriculum?

Curriculum Guides for each grade level are available online at the following link: <http://www.district96.org/resources/curriculum/>
These curriculum guides are handed out and discussed in detail at Fall Parent Night.

How is the academic year structured?

The academic year is divided into three trimesters.

When do student receive report cards?

Students receive a progress report three times each school year. They will receive this report card at the end of each trimester. Students in grades K-3 receive a developmental assessment. Students in grades 4-5 are evaluated on a traditional letter grading scale.

When are Parent/Teacher Conferences?

A full day in November (indicated on the district calendar) is for Parent/Teacher Conferences of ALL students. Students in grades 3-5 are also encouraged to attend this conference. A half-day in October and February (indicated on the district calendar) is for Parent/Teacher Conferences by invitation only. Parents are also welcome to request a conference at any time.

What is the Early Childhood Education Program?

Early Childhood Education is a special education preschool program specifically designed to meet the needs of children between the ages of three and five who have special needs. Students participate in either morning or afternoon classes, with enrollment limited to ten per session. Classes meet Monday through Friday at Hollywood School. This program is offered through District 96, in partnership with the Lagrange Area Department of Special Education.

What is the layout of the kindergarten program?

District 96 offers a half-day kindergarten program, which focuses on the development of the whole child, including the cognitive, physical, social, and emotional development.

What is the KITE Program?

In addition to the regular half-day kindergarten program, District 96 also offers the K.I.T.E program. K.I.T.E. stands for Kindergartners Improving Toward Excellence. The program is designed to provide qualifying students with additional support in acquiring early literacy and math skills. Kindergarten assessment scores are used to determine student qualification for this program. All K.I.T.E. students will attend school for additional mornings/afternoons each week.

What Special Education Services are offered?

The District 96 Special Education program works closely with parents, teachers, and staff members to identify and support children ages 3-14 who are eligible for special education and related services. In order to best meet the needs of *all* students, District 96 works collaboratively with the LaGrange Area Department of Special Education (LADSE) to provide a continuum of educational support services to students who are eligible for special education. Detailed information about the special education program, service providers, and the special education process is available at: <http://www.district96.org/resources/special-education/>.

What is QUEST?

QUEST stands for Questioning, Understanding, Enriching, Synthesizing, and Thinking. QUEST is the name of the elementary school enrichment program for grades 3-5. Students who meet the criteria for the QUEST program receive enrichment instruction in reading and/or math, outside of the regular classroom instruction. The QUEST curriculum is project-based and builds upon the regular classroom curriculum. Additional information can be found in the QUEST brochure, located at <http://www.district96.org/resources/quest-gifted-programs/>.

What is TPI?

TPI stands for Transitional Program of Instruction. This program is designed to provide support to qualifying students in developing English language skills.

IV. Events

What are the “specials” that the students attend?

Students attend art, music, P.E., and library. Special area curricular information for each grade level is included on Curriculum Guides, which are distributed at Fall Parent Night.

Is an instrumental music program offered?

Yes, band and orchestra classes are offered in 5th grade. Please consider donating any used band or orchestra instruments that you may have. Information regarding the instrumental music program will be given at a meeting at Hauser Junior High in September.

Is there a wellness policy?

Yes, the District 96 Wellness Policy is available under article 6:50 of the Board Policy Online Manual. This policy states that at any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness.

How much homework should I expect?

Homework is defined as any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction. As outlined in the Parent Handbook, homework is encouraged at the discretion of the teacher. Homework may be required of all students at all grade levels. The emphasis should be on quality rather than quantity. Teaching responsibility and organization should be a by-product of homework. Homework tasks and assignments may be given for the sole purpose of developing organizational skills and responsibility.

Is there a Summer School program available?

Yes, there is a 3-week session in June, and a 2-week session in August. There are a wide variety of classes offered. Brochures outlining the class offerings and registration process are distributed in the spring.

What is Pre-School Screening?

Pre-school screening is offered to 3, 4, and 5 year olds to help determine if children are progressing at a normal rate of growth for entrance into kindergarten. A team of professionals will assess the child’s vision, hearing, speech and language, gross and fine motor skills, and social development. This typically takes place in late February. Please contact the school office for specific dates.

What is Kindergarten Screening?

In order to best prepare your child for his/her kindergarten experience, the kindergarten teachers will be meeting briefly with each incoming kindergartner in mid-August to assess his/her current knowledge. This is not something that you need to prepare for. It is beneficial for the teachers to have this information in order to best prepare for your child’s individual learning process. You will sign up for a specific date and time at Kindergarten Information Night.

Is there an opportunity to meet other kindergarten students and families before the school year begins?

Yes, a kindergarten picnic takes place in August, typically the day before school starts. This picnic offers a nice opportunity for you to meet other incoming kindergarten students and parents, while enjoying a sack lunch outside of the school. During the summer, incoming kindergarten families will receive more information about this through the PTA.

When is Parent Night/Open House?

Fall Parent Night is for parents only (refer to the district calendar for the specific date). It is dedicated to give an overview of the district curriculum, as well as classroom rules and procedures. This is an opportunity to meet the teaching staff and learn about the academic program. Spring Open House is for parents and children (refer to the district calendar for the specific date). Your child’s work will be on display throughout the classroom. Use this opportunity to visit other classrooms in the building (art, music, gymnasium, etc.).

Are there special events at school?

Special events do take place at Hollywood School for Halloween, Veteran's Day, Winter Holiday, as well as assemblies, Family Nights, Field Day, and much more. Please refer to the district calendar for specific events and dates. In addition, the Hollywood School e-backpack, PTA website, and PTA Feedblitz emails will have continual updates during the school year.

What is clap out?

Clap-out occurs on the last day of school as a way to send the 5th graders on their way to Hauser. All of the students and parents stand in the hallways and outside in front of the school and clap the 5th graders out of Hollywood as they leave the school building. It is a long standing Hollywood tradition.

V. Parent Teacher Association

What is the PTA?

The purpose of the Parent-Teacher Association is to carry on constructive work for better parenthood, better homes, better schools, and better communities. All parents are invited to attend the regular meetings and to become members.

How do I receive information from the PTA?

The PTA often sends out "Feedblitz" emails, containing information about PTA events and activities. To sign up for Feedblitz emails, please go to the PTA website at <http://hollywoodpta.org>. PTA information is also posted on the PTA website, and the Hollywood e-backpack.

When are PTA meetings?

PTA meetings are typically the 2nd Thursday of each month. Please refer to the district calendar for specific dates and times.

Is attendance required at PTA meetings to be a PTA member?

Although attendance at PTA meetings is not required to be a volunteer, it is a wonderful way to learn about new endeavors at Hollywood and hear from our principal, teacher representatives, and/or the District 96 Superintendent.

What activities does the PTA sponsor, and how do I volunteer for a PTA event?

The PTA helps fund and organize a variety of school events. The PTA Committee List includes the activities the PTA plans and funds for the school. The Committee List may be found on the PTA website (www.HollywoodPTA.org), along with information regarding how to volunteer for the various activities.

Where do I buy Hollywood Spirit Wear?

Hollywood School Spirit Wear is available for sale through a PTA fundraiser in the fall. Order information will be sent via E-backpack.

Do the classrooms collect for teacher gifts?

The classroom room parent typically has a collection for the teacher before the Winter Break and at the end of the year. Donations are always strictly voluntary.

What is Wee Deliver?

Wee deliver is a program where students can write, address, and mail letter, cards, or drawings to other Hollywood students, teachers, and staff. Staff members and parents may also participate in the program. After creating and addressing the letter, students will drop it into one of the Wee Deliver Mailboxes at school. Envelopes must be sealed, addressed correctly, and include “postage” (a sticker, rubber stamp, etc). A PTA member will deliver all mail once a month. The Wee Deliver addresses are as follows:

Kindergarten:

Name
123 Guppy Lane
Brookfield, IL 60513

Third Grade:

Name
300 Red Fish Blvd.
Brookfield, IL 60513

First Grade:

Name
100 One Fish Drive
Brookfield, IL 60513

Fourth Grade:

Name
400 Blue Fish Street
Brookfield, IL 60513

Second Grade:

Name
200 Two Fish Lane
Brookfield, IL 60513

Fifth Grade:

Name
500 Big Fish Road
Brookfield, IL 60513

Office (for teachers and staff):

Name
1000 Big Pond Avenue
Brookfield, IL 60513

Appendix A:

Hollywood School Parking Guidelines

If you have any questions or concerns
please contact Ms. Keller: 485-7630

