



Los Angeles Unified School District  
**West Hollywood Elementary School**  
970 North Hammond Street, West Hollywood, CA 90069  
Telephone: (310) 274-5313 Fax: (310) 858-8139



**Peter Pannell**  
Principal

**Elvira Sandoval**  
Asst. Principal  
Elementary Instruction Specialist

August 10, 2017

## West Hollywood Elementary School 2017-2018

### **Go To The Source**

All stakeholders at West Hollywood Elementary School are encouraged to go directly *to the source* in order to receive the appropriate information and resolve all matters. All parties are encouraged to be respectful and know that West Hollywood provides the utmost integrity, honesty, and truth when giving information. It is our goal to answer all inquires in a timely manner. If you wish to schedule an appointment with the Principal, please contact Ovsanna in the main office.

### Administration

All school administration, instruction, school communication, and operational matters  
Peter Pannell

### Office

Registration, health, appointments (teacher/classroom and Principal), attendance, and messaging to staff  
Ovsanna & Ruby

### Intervention & Special Programs

English Language Learners, intervention strategies, district assessments, textbooks & instructional supplies  
Miguel Navarro

### Special Education & 504 Plan

Assistant Principal and Resource Specialist  
Elvira Sandoval & Mark Rowell

### Instructional Staff (teachers)

All specific questions regarding individual students, homework, class assignments, and assessments.

### Friends of West Hollywood Elementary (FOWHE)

Fundraising

\*NOTE: 4<sup>th</sup> grade students go to the state capitol each year. Parents are solely responsible for the cost of this 1-day instructional field trip. The field trip is voluntary.

5<sup>th</sup> grade students go to Catalina Island for a 3-day (weekend) field trip. Parents are solely responsible for the cost of this 3-day instructional field trip. The field trip is voluntary.

The cost of both trips will be provided to you at the start of each school year (financial assistance maybe available).

### After School Programs

STAR – Paloma 310-738-3723

Youth Services (YS) Alejandra 310-515-3010, 323-499-7517

LA's Best – Fredrick 213-745-1900

### **Code of Conduct**

WE need and appreciate each person who gives his or her time to better each student's life at WeHo and the world at large. WE respect your time and value your expertise. When you volunteer, there is an expectation that you will attend each committee meeting (in person) and contribute by being an active listener, a respectful participant, and team player.

### School Committees

School Site Council – School Governance

FOWHE -- Fundraising

Room Parents – Classroom Communications

Enrichments – Instructional and social student experiences