



# WESTSIDE

## Education & Career Center

# Adult Education

## *Learning Never Ends*

### Main Locations

**Fairfax Campus**  
7850 Melrose Avenue  
Los Angeles 90046  
Tel: (323) 370-1040

**University Campus**  
11800 Texas Avenue  
West LA 90025  
Tel: (310) 914-3565

**Hamilton Campus**  
2955 S. Robertson Blvd.  
LA 90034  
Tel: (310) 280-1536

**West Hollywood  
Community Center**  
Plummer Park  
7377 Santa Monica Blvd.  
West Hollywood 90048  
Tel: (213) 500-6955

**Parking and Security**  
*Free parking is available at the main locations during class time. Security officers are on duty during school hours.*

**Most classes have open enrollment. Join at any time.**

### Questions?

Call  
**(323) 370-1040**  
or  
**(310) 914-3565**



Division of Adult and Career Education  
Los Angeles Unified School District



# Spring Session

February 8, 2010 - June 25, 2010

[westsideadultschool.org](http://westsideadultschool.org)

# English as a Second Language & Citizenship

Westside ECC offers all levels of ESL. Lessons focus on daily living skills and effective communication in an English-speaking environment. Placement tests are given to students before enrollment. No registration or class fee. New books are available for sale. Student Body Card: \$2. A photo I.D. is available for \$8. No documentation required.



## Daytime Classes

**Brockton Elem. School** 1309 Armacost Ave., LA, 90025  
ESL Beginning, Monday-Thursday, 8:15-11:45 am *Babysitting is available during class time.*

**Fairfax Senior Citizens Center**  
7929 Melrose Ave., LA, 90046 (1 block east of Fairfax Ave.)  
ESL Beginning/Inter., Monday-Thursday, 8:30-11:45 am

**Nora Sterry Elem. School** 1730 Corinth Ave., West LA, 90025  
ESL Beginning, Monday-Thursday, 8:30-11:45 am

**Crescent Heights El. School** 1661 S. Crescent Heights Blvd., 90035  
ESL Beginning, M,W, & Th, 12:15-2:15 pm and T, 11:20 am - 1:20 pm

**Felicia Mahood Senior Center** 11338 Santa Monica Blvd., L.A. 90025  
ESL Beginning, M & Th, 8:30 am - 12:00 pm  
ESL Beginning, W, 9:00 am - 12:00 pm

**Park La Brea**  
Enter Park La Brea on Hauser between 3rd & 6th Streets. Ask for map to Tower 35, 351 South Fuller Avenue, L.A. (Classroom is downstairs in the **Adult Education Hall**).  
ESL Intermediate, Monday-Thursday, 9 am-12:15 pm  
ESL Beginning, Monday-Thursday, 12:45-3:30 pm  
ESL Conversation (Intermediate), Friday, 9 am-12:15 pm  
ESL Conversation (Low/High), Friday, 12:45-3:30 pm

**Richland Elem. School** 11562 Richland Ave. LA 90064  
ESL Beginning, Monday-Thursday, 8:15-10:45 am

**Robertson Recreation Center**  
1641 Preuss Rd., (at Robertson) Los Angeles, CA 90035 • (310) 278-83  
ESL Beginning/Intermediate., Monday-Thursday, 10:00 am - 1:00 pm

**Shenandoah Family Literacy Center**  
2450 Shenandoah St. LA, 90034 • (310) 815-9569  
All Levels of ESL, Monday-Thursday, 8 am-11:15 am & 11:45 am - 1:45 pm

**Sinai Temple** 11400 Wilshire Blvd., L.A. 90024  
ESL Beg High/Inter. Low, T & Th, 9:00-11:00 am

**UCLA Village** 3200 Sawtelle Blvd., LA 90064  
ESL Intermediate & ESL Adv. w/TOEFL Preparation Component,  
Mon., Tues. & Thurs., 9 am-1 pm

**University Campus**  
University High School, 11800 Texas Ave., West LA 90025  
ESL Conversation, Tuesday, Wednesday, & Thursday, 3:15-5:15 pm  
ESL Computer Lab, Monday, Tuesday & Wednesday: 3:15-6:30 pm

**West Hollywood Community Center** (213) 500-6955  
Plummer Park, 7377 Santa Monica Blvd., West Hollywood (at Martel Street)  
All Levels of ESL, Monday-Thursday, 9-11:45 am & 12:00-2:45 pm  
ESL Advanced w/TOEFL Prep. Component, Monday-Thursday, 9-11:45 am  
ESL Advanced w/TOEFL Prep. Component, Mon-Thurs, 11:45 am-3:30 pm  
ESL Conversation (Intermediate), Monday-Thursday, 3:00-4:00 pm

**Westwood Recreation Center** 1350 S. Sepulveda Blvd., LA  
ESL Intermediate, Monday-Friday, 9 am-1 pm

## Evening Classes

**Fairfax Campus** (323) 370-1040  
Fairfax High School, 7850 Melrose Ave., LA 90046 (corner of Fairfax Ave.)  
All Levels of ESL, Monday-Thursday, 6-9:15 pm

**Hamilton Campus** (310) 280-1536  
Hamilton High School, 2955 S. Robertson Blvd. LA, 90034  
All Levels of ESL, Monday-Thursday, 6-9:15 pm

**University Campus** (310) 914-3565  
University High School, 11800 Texas Ave., West LA 90025  
All Levels of ESL, Monday-Thursday, 6-9:15 pm

## Citizenship

**West Hollywood Community Center**  
Plummer Park, 7377 Santa Monica Blvd., West Hollywood (Enter at Martel)  
Friday, 9 am-12 noon

**Hamilton Campus** (310) 280-1536  
Hamilton High School, 2955 S. Robertson Blvd. LA, 90034  
Tuesday, 5:30-9:15 pm

**University Campus** (310) 914-3565  
University High School, 11800 Texas Ave., West LA 90025  
Wednesday, 5:30-9:15 pm

## Study English at Home

### Distance Learning



This home study program is designed for adults who cannot attend ESL or Citizenship classes on a regular basis. Students meet once a week with an instructor to review progress, collect new worksheets, and exchange CD/video cassettes. • **West Hollywood Community Center**, Monday-Thursday, 9:45-11:45 am • **Hamilton Campus**, Tuesday, 5-9:15 pm • **Fairfax Campus**, Monday, 5-9:15 pm • **University Campus**, Wednesday, 5-9:15 pm, Saturday 8:30-11:30 am • **Shenandoah Elementary School**, Monday-Thursday, 2:00-3:00 pm.

## Saturday Classes

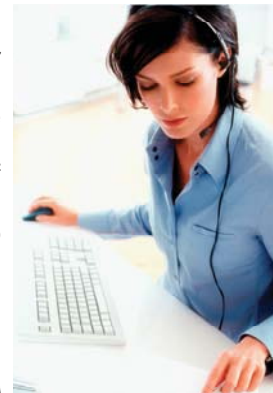
**University Campus** (310) 914-3565  
11800 Texas Avenue, West Los Angeles, CA 90025  
**ESL Intermediate Conversation**  
Saturday, 8:30-11:30 am

## Computer Assisted Learning

### For ESL Students

This course is especially designed for adult students who are studying English as a Second Language (ESL). With the assistance of an experienced instructor, students are exposed to a variety of commercially available educational software, such as *Rosetta Stone*, to enhance and accelerate their learning.

**Monday-Wednesday,**  
**3:15-6:30 pm**  
**University Campus,** 11800 Texas Ave., LA  
90025 (310) 914-3565





# High School Diploma/GED

## Discover new ways to earn a diploma/GED, make up credits, or graduate faster.

**Our Academic program can play an important role in continuing your education!** Adult School classes allow students to enroll in and receive credit for academic courses required for the High School Diploma and/or GED. No need to wait for the new semester to start; enroll anytime. There are classes that fit your schedule: weekdays, evenings and Saturdays. Come in and see a counselor today. All students must take a placement test before enrolling. Concurrently enrolled high school students may also enroll with permission of their high school counselor and parents. We offer these types of classes:



### Individualized Instruction Lab

- Self-paced, based on a contract.
- No homework--all work is done in the classroom.
- Credit earned when contract is completed.
- Labs are open 14-21 hours per week during the afternoon and evening.
- Qualified and experienced instructors and teaching assistants are available in each lab to assist students.

Call the numbers below for more information.

**Open Enrollment**  
Join at any time.



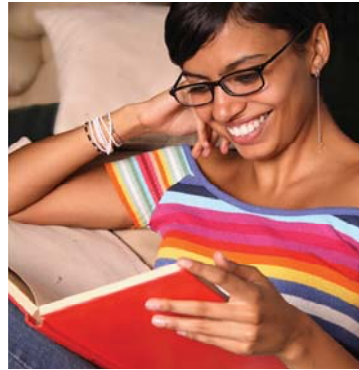
### Adult Independent (Home) Study

- For those that work well on their own and prefer the flexibility of completing work at home.
- Students meet with an instructor once a week.
- Self-paced, based on a contract.
- Credit earned when contract is completed.

Call the numbers below for more information.

### Counseling and Guidance Services

Guidance counselors are available at the sites listed below. Students may receive assistance in transcript evaluation, program planning and educational guidance. Call to make an appointment.



### Reading Lab

This course is designed for students who need to build their literacy skills. Students will learn the tools necessary to improve their reading speed and vocabulary. Students work individually, in small groups and as a class.

Class is held at the University Campus from 6-9:15 pm, Monday-Thursday

### Monday afternoon & Saturday Art Class for High School Students

Earn 5 credits. No Fee. High school students may enroll in adult school courses with the approval of their high school counselor and a parent or guardian if under 18 years of age. Instructor: S. Gonzales. The Art Center is located in the basement of Building 50, 432 South Curson Avenue. For information call the center at (323) 549-5498.



### Teacher Directed Class

These classes are taught at our University campus. Classes meet two evenings per week for 12 weeks. Student must start at the beginning of the term. Please call (310) 914-3565 for classes and start dates.

### Parent Education (Distance Learning)

Earn up to 15 high school elective credits in **Parent Education**. Students meet weekly with an instructor to review progress and collect new materials. Individual appointments are available with instructors most afternoons and evenings.

Call the numbers below for more information.

# Personal Interest

## Art Courses

### Park La Brea Art Center

The Art Center is located in the basement of Building 50, 432 South Curson Avenue. For information call the center at (323) 549-5498. Registration \$20 per semester, Student Body Card: \$2 per year. Seniors over 60 years of age are exempt from paying registration Fees. Class/Materials Fees are not exempt. Non-seniors pay a one-time registration Fee of \$20 per semester, no matter how many classes they take. Register in class.



#### Art Fundamentals/ Drawing

Monday, 4:45-9:00 pm

Wednesday and Thursday, 1:30-4:30 pm

Class Fee: \$20.00 per semester.

#### Watercolor

Wednesday & Thursday, 8:45 am- 1 pm

Class Fee: \$20.00 per semester.

#### Printmaking Fundamentals

Friday, 9:45 am-2 pm

Monday, 11:45 am-4:00 pm

Class Fee: \$30.00 per semester.

#### Open Studio/Art Forum: Do Your Own Thing

Saturday, 9:45 am-2 pm, Class Fee: \$20.00 per semester.

#### Monday Afternoon & Saturday Art Class for High School Students

Earn 5 credits. No fee. High school students may enroll in adult school courses with the approval of their high school counselor and a parent or guardian if under 18 years of age. *Instructor: S. Gonzales. The Art Center is located in the basement of Building 50, 432 South Curson Avenue. For information call the center at (323) 549-5498.*

## World Issues

#### Historical And Current Perspectives

This course encourages the examination of current world issues in the light of historical influences. Instruction includes: investigation into and discussion of local and national events; international events; economical and the global market; the arts, sports, and entertainment; science and technology; religion; and people and life styles. Students utilize a variety of modalities, including: reading, listening to and watching media reporting, documentaries, books, interviews, and personal recollections.

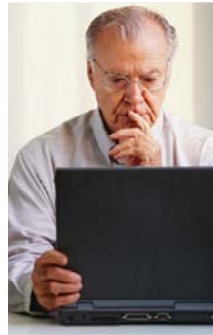
Student Body Card: \$2, Class Fee: \$10.00 per semester.



Thursday, 1-3:30 pm

University Synagogue, 11960 Sunset Blvd., West LA, 90049  
(between Bundy and Barrington) (310) 472-1255

## Mental Fitness



### Memory Enhancement

A recent scientific study has shown that proper stimulation can lead to a rejuvenated brain! We are holding classes using the program proven in the study to help you improve your brain health. Classes feature the Posit Science Brain Fitness Program, an easy-to-use computer-based training program that strengthens and sharpens your brain. This training program has been proven to result in a 10 year improvement in memory, a 131% increase in brain speed, and

improvements in the daily lives of 75% of study participants. Your brain will thank you. Class Fee: \$15.00, Student Body Card: \$2.

Monday & Wednesday, 1:00-3:00 pm

Plummer Park, West Hollywood Community Center, Computer Lab,  
7377 Santa Monica Blvd., West Hollywood (at Martel Street) Free parking

## Commercial Acting



This course provides older adults with the fundamental skills necessary to pursue another career in the field of commercial acting. Included are the fundamentals of acting for commercials, the tools of commercial acting, presentation of self in the interview/audition process, an exploration of related careers as well as the opportunity for students to apply competencies learned in this course by performing in industry and community showcases. Reg. Fee: \$20. (Seniors over 60 do not pay Registration Fee.)

Class Fee: \$20.00 per semester. Student Body Card: \$2.

Monday, 1:30-4 pm & Wednesday, 9:30 am-12 noon

Felicia Mahood Senior Center, 11338 Santa Monica Blvd., LA, 90025

Thursday, 1:30-4 pm

Pan Pacific Senior Activity Center, 141 S. Gardner St. LA 90036

## Family History



### Personal Recollections

This course presents step-by-step techniques in reviewing and recording recollections from one's life as a legacy for children and grandchildren, and as a personal record of one's growth and experience. Class Fee: \$20.00 per semester. (No registration Fee for those over 60 years of age.) Student Body Card: \$2.

Wednesday, 2-4:30 pm,

Simon Weisenthal Library, 1399 South Roxbury Dr. LA 90035 (at Pico). For more information, call (310) 272-7604 or (310) 914-3565.

# Older Adult Fitness

## Exercise



This physical fitness course is designed for older adults and offers instruction in movement to maintain and increase range of motion, build muscular strength, and enhance coordination and balance. The course provides exercises that contribute to sound physical, mental, and emotional well-being. No Registration Fee for seniors. Class Fee: \$24 per year. Student Body Card: \$2.

### Barrington Park

338 S. Barrington Avenue. LA 90049  
Thursday, 10:15 am-12:15 pm

### Felicia Mahood Senior Center

11338 Santa Monica Blvd. LA, 90025 (at Corinth)  
Tuesday, 9:30-11:30 am  
Wednesday, 1:00-3:00 pm

### Freda Mohr Center

330 North Fairfax Ave., LA, 90036  
Monday, 3:30-5 pm  
Thursday, 12:30-2 pm

### Pacific Palisades Presbyterian Church

15821 Sunset Blvd., Pacific Palisades 90272  
Tuesday & Thursday, 1-3 pm

### Pan Pacific Senior Activity Center

141 S. Gardner St., LA 90036 (Next to the Fairfax Branch Library)  
Monday & Thursday, 10:30 am-12:30 pm  
Tuesday, 9-11:30 am  
Wednesday, 10 am-12 noon  
Thursday, 2:30-4:00 pm  
Friday, 12-1:30 pm

### Stoner Park

1835 Stoner Ave., LA 90025  
Mon., Wed., & Friday, 8:45-10:45 am  
Tuesday & Thursday, 8:30-10 am  
Monday, 1:00-3:00 pm  
Monday & Friday, 11 am-12:30 pm (Chair Aerobics Class)

**United Methodist Church** 10497 Wilshire Blvd., West LA 90024  
Thursday, 9-11 am

### West Hollywood Park Auditorium

647 N. San Vicente Blvd., W. Hollywood 90069 (Across from the Pacific Design Center)  
Monday, 10 am-12 noon  
Thursday, 2:30-4:00 pm

## Aquatics

### Park La Brea

Meridian Swim Club. 5810 West 6th Street, LA 90036 (Stop at Security kiosk for pass and directions. (Starts in November.)

Friday, 9-10:30 am

Instructor: M. Medina

Wednesday, 7-8:30 pm

Instructor: M. Medina



### West Hollywood Park Pool

647 N. San Vicente Blvd., West Hollywood 90069

(Across from the Pacific Design Center)

Monday & Wednesday, 2-3:30 pm

Registration Fee: \$20.00, Class Fee: \$10.00 Student Body Card: \$2.00

## Tai Chi

Principles of Chi Gong/Tai Chi. This course is designed for the older adult and offers instruction in the principles of chi gong and tai chi to maintain and increase flexibility, muscle tone, breathing capacity, and enhance coordination and balance. This course provides exercises that are flowing, smooth and gentle on the body and contribute to sound physical, mental and emotional well-being. No Registration Fee. Class Fee: \$24.00 per year. Student Body Card: \$2. Instructor: Matt Rand



### Felicia Mahood Senior Center

11338 Santa Monica Blvd. LA, 90025 (at Corinth)  
Monday, 12:30-2:30 pm

## Yoga

Principles of Yoga. This course is designed for the older adult and offers instruction in the principles of yoga to maintain and increase flexibility, muscle tone, breathing capacity, and enhance coordination and balance. This course provides exercises that are modified yoga asanas that contribute to sound physical, mental and emotional well-being. Class Fee: \$24.00 per year.

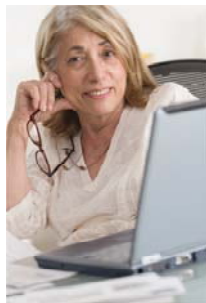


### University Synagogue

11960 Sunset Blvd., West LA, 90049 (between Bundy and Barrington) (310) 472-1255  
Tuesday & Thursday, 10:15 am-12:15 pm

Stoner Park, Monday, 1-3 pm & Felicia Mahood, W, 1-3 pm

# Computers



## Computer Literacy

This course is especially designed for the adult learner who is an absolute beginner or would like to just brush up on some beginning skills. Students will get familiar with the Windows XP operating system and learn computer basics including: word processing, jump drives, saving and opening documents. *Registration Fee: \$20. (Seniors 60 years and over do not*

*pay a registration Fee.) Class Fee: \$23. Student Body Card: \$2.*

**Monday & Wednesday, 9-11 am**

**Park La Brea**, Enter Park La Brea on 3rd Street or 6th St. Stop at Security Gate and ask for map to Tower 36, 350 South Fuller Avenue, L.A. (Classroom is downstairs in Computer Hall).

**Monday & Wednesday, 3:30-5:30 pm**

**Monday & Wednesday, 6:00-9:15 pm**

**Saturday, 8:30-11:30 am (Bilingual)**

**University Campus**, 11800 Texas Ave., LA 90025



## Introduction to MS Office

Explore the basics of this powerful suite of programs including MS Word, MS Excel and MS Powerpoint. Students will learn the fundamentals of word processing, spread sheets and slide presentation. *Registration Fee: \$20. (Seniors 60 years and over do not pay a registration Fee.) Class Fee: \$30. Student Body Card: \$2. Preregistration required for this class.*

**Monday & Wed. 9 am-12:15 pm**

**Plummer Park**, Computer Lab at Plummer Park, 7377 Santa Monica Blvd., West Hollywood (at Martel)

## Internet and E-mail

Students will learn how to search the Internet for anything and find out about new social trends such as blogging, Myspace, Facebook and Twitter. Students will also study E-mail, create accounts and learn important safety issues regarding the use of electronic mail. *Registration Fee: \$20. (Seniors 60 years and over do not pay a registration Fee.) Class Fee: \$30. Student Body Card: \$2.*

**Tuesday & Thursday 9 am-12:15 pm**

**Plummer Park**, Computer Lab at Plummer Park, 7377 Santa Monica Blvd., West Hollywood (at Martel)

## MS Office Intermediate

Explore more advanced uses of this powerful suite of programs including MS Word, MS Excel and MS Powerpoint. *Registration Fee: \$20. (Seniors 60 years and over do not pay a registration Fee.) Class Fee: \$30. Student Body Card: \$2.*

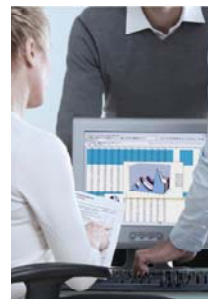
**Tuesday, 12:30-3:00 pm**

**Thursday, 12:30-3:45 pm**

**Plummer Park**, Computer Lab, 7377 Santa Monica Blvd., West Hollywood (at Martel)

## Computer Operator: Software Applications

This competency-based course prepares students to operate computer equipment, operating systems, and advanced techniques to allow integration of files and documents, to combine files from different applications (Microsoft Office 2007) and to solve problems associated with program integration and importing of files. Introduction to word processing, graphics, data base management, and electronic spreadsheets. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. Prerequisites: Enrollment requires proficiency in computer applications. *Class Fee: \$23. Registration Fee: \$ 20. Student Body Card: \$2. Textbook: Required.*



**Tuesday & Thursday, 9 am-12 noon**

**Park La Brea**, Enter Park La Brea on Hauser between 3<sup>rd</sup> and 6<sup>th</sup> Streets. Stop at Security Gate and ask for map to Tower 36, 350 South Fuller Avenue, L.A. (Classroom is downstairs in Computer Hall).

## Computer Operator 1/: Foundations

This competency-based course is the first in a sequence of five designed for computer operation. It provides students with technical instruction and practical experience in basic computer operation and keyboarding. It includes an orientation, workplace safety, resource management, business math, and employability skills. Emphasis is placed on the computer and its parts, keyboarding, computer operating systems, internet service providers (ISP), browsers, search engines, internet applications, email, computer ethics and security, and virus and spyware protection. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. *Class Fee: \$23.00 Registration Fee: \$ 20.00. Student Body Card: \$2.00*

**Monday - Thursday, 3:15 - 5:45 pm**

**Monday - Thursday, 6:15 - 9:15 pm**

**Fairfax High School Campus**

7850 Melrose Avenue, L.A. 90046

## Open Computer Lab

Do you need a little extra help with your computer? This is an "open" lab where students are encouraged to practice on their own, but with the personal assistance of a computer instructor. Students enrolled in other computer classes do not pay any additional Fees. New students under 60 years of age pay a \$10 registration Fee.

**Friday, 9 am-12 noon**

**Plummer Park**, Computer Lab, 7377 Santa Monica Blvd., West Hollywood 90048 (at Martel Street) Three hours of free parking.

# Vocational Courses

## Cook Trainee: Food Preparation Class

**Hands-On Job Training.** Prepare for entry-level food service employment in restaurants, schools, and hospitals. Assistance with job placement upon completion of course will be provided. Identify and practice the current sanitation and safety regulations and skills needed to earn the Food Handlers Certificate. Learn proper use of various kitchen equipment used in food service. Registration: \$20.00 Class Fee: \$45.00. Student Body Card: \$2.00. Open enrollment. For information, call (310) 914-3565.



**Tuesday-Friday, 8 am-2:30 pm**

**Veterans Administration**, Food & Nutrition Building 300, 11301 Wilshire Blvd., Los Angeles, CA 90073

## Chef Assistant-- Food Service Management Class

Study the **SERVSAFE ESSENTIALS COURSE** to test for certification with the National Restaurant Association. Earn your **FOOD HANDLERS CERTIFICATE** with the County of Los Angeles. Learn the basics of catering, food presentation and garnishing. Hands on training. Assistance with job placement upon completion of 360-hour course. Registration: \$20. Class Fee: \$25. Student Body Card: \$2. Open enrollment. For information, call (310) 914-3565.

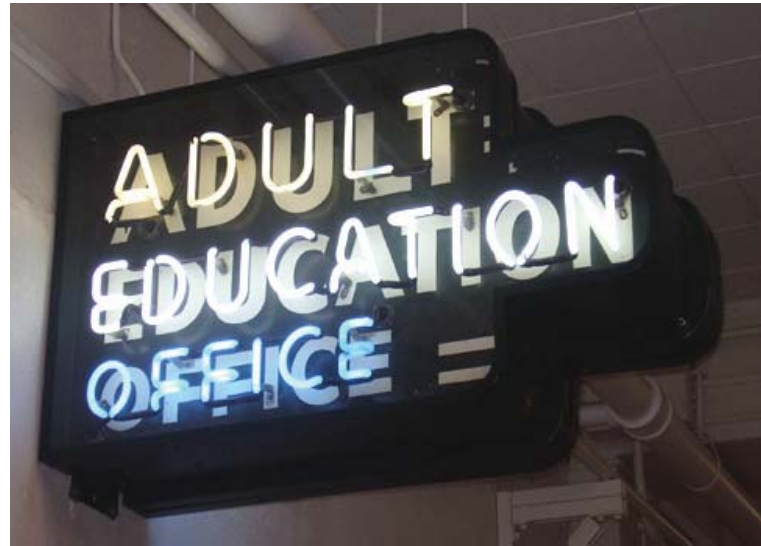


**Monday, 8 am-1:30 pm**

**Veterans Administration**, Food & Nutrition Building 300, 11301 Wilshire Blvd., Los Angeles, CA 90073

### Class Fees

As a result of the California state budget crisis and its consequent effect on the Los Angeles Unified School District, Class Fees have been increased. Registration and Class Fees are provided with each course description. Students who are 60 years of age or older as well as those receiving public assistance are exempt from paying Registration Fees.



## Writing for Radio, TV, and Motion Pictures

This course includes special techniques of writing for radio, television, and motion pictures. The course explores practical analysis of the elementary ingredients of scripting form, structure, dramatic theory, character development, news writing, and marketing. Registration: \$20. Class Fee: \$33. Student Body Card: \$2.



**Monday, 6:15-9:30 pm**

**Plummer Park, West Hollywood Community Center**, 7377 Santa Monica Blvd., West Hollywood (at Martel Street) Three hours free parking.

# Parent Education

## Child Observation (Formerly Mommy & Me)

This course provides students (parents) the opportunity to study the preschool child (toddler thru preschool) through participation, observation and discussion. The growth, development and needs of preschoolers are covered through a shared creative experience of music, art, stories, and play. The class provides age appropriate activities so that your child can practice emerging skills while socializing with other children and adults. As a parent of a young child, you will have an opportunity to meet other parents to share knowledge, experience, support and friendship. Parents and their children participate. No Registration Fee. Class Fee: \$10, Student Body Card: \$2.

**Tuesday and Wednesday, 11 am - 2:15 pm**

**Park La Brea, Aerobics Center**, 351 S. Fuller Ave., L.A.). Tower 35 (Basement)



# Mission Statements

## Los Angeles Unified School District



The teachers, administrators, and staff of the Los Angeles Unified School District believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential.

## Division of Adult and Career Education



We are an adult and occupational education system whose mission is to provide the diverse population we serve with quality, lifelong educational opportunities, that will empower each student to contribute to, and benefit from, an ever-changing society.

## Westside Education & Career Center



Westside Education & Career Center, serving the residents of Hollywood, West Hollywood and West Los Angeles, is an educational complex that provides its students with academic, English as a Second Language, career preparation, and personal growth classes to meet their individual goals and contribute to the betterment of society. We value lifelong learners, effective communicators, involved members of society, and persons of character, and emphasize these qualities throughout our school.

## Expected Schoolwide Learning Results (ESLRs)

*Our students are expected to become*

**Lifelong Learners**  
*who continue to learn,*

**Effective Communicators**  
*who express themselves  
and understand others,*  
*and*

**Involved Members of Society**  
*who make positive contributions  
to their community.*

# General Information

**Office Hours Fairfax Campus:** Monday-Thursday, 8 am-9 pm and Friday, 8 am-4 pm;  
**University Campus:** Monday-Thursday, 8 am-9 pm and Friday, 8 am-4 pm; and **Hamilton Campus:** 1-9 pm, Monday-Thursday.

### Who Can Enroll

Adults, 18 years or older; Concurrently enrolled students in grades 9-12 with written permission of parents and day and adult school counselors.

### How to Register

Westside Adult School maintains an OPEN ENROLLMENT POLICY. Students may enroll at any time if space permits and the students meet the prerequisites for the course. Waiting lists will be established when classes are full. Enrollment must be confirmed at the first class meeting, otherwise vacancies may be filled immediately from the waiting list.

### Registration Fees

A one-time registration Fee is \$20 per semester (no matter how many courses you take) is collected at the time of enrollment. Registration is not complete until all Fees have been paid and can only be refunded prior to the third class session following enrollment. Refunds are subject to a \$10 drop Fee per transaction. No refunds can be given without a receipt. Students registering during the last four weeks of a term may attend the same course the following term without paying additional registration or class materials Fees.

### Exemptions from Registration Fees

Classes: Citizenship, Elementary Subjects, English as a Second Language, some classes for older adults, Handicapped and Parent Education classes. Individuals: Concurrently enrolled high school students, High School Diploma Plus Students, senior citizens (60 years or older), retired LAUSD Board employees, handicapped persons, and students demonstrating evidence of certain public assistance. A written request and appropriate verification is required to receive an exemption.

### Class Materials Fees

Certain classes are subject to a nominal Materials Fee for special supplies.

### Student Identification Card

A student body card is \$2. It is payable at the time of registration. A photo I.D. is available for \$8.

### Cancellation of Classes and Disclaimer

The administration reserves the right to cancel any class if there is insufficient funding provided by the State of California, or insufficient numbers of students are enrolled, or if the average attendance falls below the number required by the Los Angeles Unified School District. This schedule is subject to change upon action of the State of California and the Los Angeles Unified School District. There may be a Registration Fee charged for classes in certain subject areas. Classes will continue only if attendance and budget permit.

### Sexual Harassment Policy

District policy explicitly prohibits discrimination and sexual harassment of any kind. Copies of pertinent policies and Uniform Complaint procedures are available in the Adult School Offices.

### Public Notification of Nondiscrimination

Los Angeles Unified School District does not discriminate on the basis of race, color, national origin, gender (including sexual harassment), physical or mental disability, or age in any of its policies, procedures, or practices, in compliance with federal civil rights laws: Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of the 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, Title II (pertaining to disability, and the Age Discrimination Act of 1975. (State laws and District policies further provide that the District does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, medical condition (cancer related), political belief or affiliation, or in retaliation.) District Coordinator for Title VI, Title IX and Section 504: Office of Compliance, 333 S. Beaudry Ave., Los Angeles, CA 90051.

### Uniform Complaint Process

The Los Angeles Unified School District has a uniform complaint process as required in the Code of Regulation, Title 5, Sections 4600-4671. A copy of the policy is posted in the adult school office. The policy provides for mediation or investigation, presentation of information relevant to the complaint, follow-up, and remedies or appeals as appropriate.

### Teacher Applicants

A California teaching credential is required for all instructors. Teachers are hired at the local school. Candidates may submit a resume, cover letter and a copy of their credential to: Principal, Westside ECC, 7850 Melrose Ave., LA, CA 90046 or FAX it (323) 370-1055.

### Administrative Staff

Jim Chacon, Principal  
Tom Hunt, Assistant Principal, Operations  
Ray Millette, Assistant Principal, Operations  
Tom Dronoy, Assistant Principal, Counseling Services  
Velinda Fulton, Administrative Assistant