



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 Branch

Plummer Park,
7377 Santa Monica Blvd.
West Hollywood 90048
Tel: (323) 500-6955

Parking and Security

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

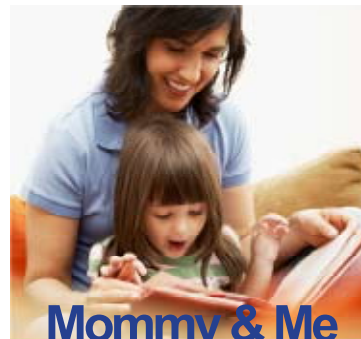
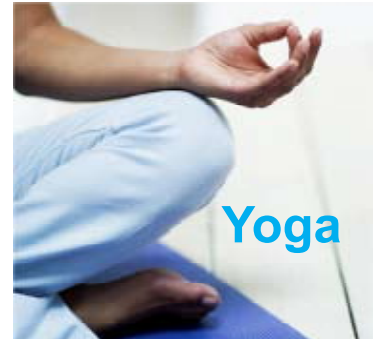
**Open enrollment.
Join at any time.**

Questions?

Call
(323) 370-1040
OR
(310) 914-3565



Division of Adult and Career Education
Los Angeles Unified School District



Fall Session

September 00 - January 00, 2010

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 \$6. No documentation required.

Daytime Classes

Brockton Elem. School 1309 Armacost Ave., LA, CA 90025
ESL Beginning level, Monday-Thursday, 8:15-11:45 am *Baby sitting 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, 8:30-12:15 am

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

Park La Brea
Enter Park La Brea on 3rd Street or 6th Street. Ask for map to Tower 35, 351 South Fuller Avenue, L.A. (Classroom is downstairs in the Adult Education Hall).
ESL Intermediate High, Monday-Thursday, 9 am-12:15 pm,
ESL Intermediate Low, Monday-Thursday, 12:45-3:30 pm,
ESL Conversation (Beginning), Friday, 9 am-12:15 pm
ESL Conversation (Intermediate), Friday, 12:45-3:30 pm
Baby sitting is available from 9 am-12 noon.

Richland Elem. School 11562 Richland Ave. LA 90064
ESL Intermediate, Monday-Thursday, 8:30-11 am
ESL Beginning Low, Monday-Thursday, 11:30-2 pm

Robertson Recreation Center
1641 Preuss Rd., (at Robertson) Los Angeles, CA 90035 • (310) 202-4565
ESL Begin/Low Inter., Monday-Thursday, 10-1 pm

Shenandoah Family Literacy Center
2450 Shenandoah St. LA, 90034 • (310) 815-9569
All Levels of ESL, Monday-Thursday, 8 am-12:15 pm

UCLA Village 3200 Sawtelle Blvd., LA 90064, Instructor: J. Ruskin
ESL Inter. High & TOEFL Preparation, Mon., Tues. & Thurs., 9 am-1 pm

University Campus
University High School, 11800 Texas Ave., West LA 90025.
ESL Conversation, Tuesday & Thursday, 3:15-5:45 pm
ESL Computer Lab, Monday-Thursday: 3:15-6 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
TOEFL Preparation, Monday-Thursday, 9-11:45 am
TOEFL Preparation, Monday-Thursday, 11:45 am-3:30 pm
ESL Conversation (Intermediate), Monday-Thursday, 3:30-4:30 pm

Westwood Recreation Center 1350 S. Sepulveda Blvd., LA
ESL Intermediate High, 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

Fairfax Campus (323) 370-1040
Fairfax High School, 7850 Melrose Avenue, Los Angeles 90046 (corner of Fairfax Ave.)
Monday, 6-9:15 pm

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. Call to make an appointment:
West Hollywood Community Center, Monday-Thursday, 9:45-11:45 am (323) 500-6955 • **Hamilton Campus**, Monday, 5-9:15 pm • **Fairfax Campus**, Tuesday, 5-9:15 pm • **University Campus**, Wednesday, 5-9:15 pm • **Shenandoah Elem. School**, Monday-Thursday, 2-3 pm

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 the Rosetta Stone, to enhance and accelerate their learning. No registration or class fee. Student body card: \$2. No documentation is required to join the class.



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



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 Saturday mornings. 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:

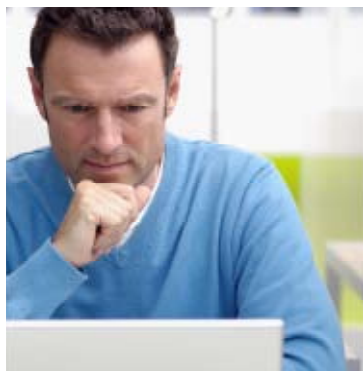


Individualized Instruction Lab

- Self-paced, based on a contract.
- No homework--all work is done in the classroom.
- Credit earned when contract is completed.
- Labs are open 15-20 hours per week during the afternoon, evening, and on Saturday.
- Qualified and experienced instructor and teaching assistants are available in each lab to assist students.

Call the numbers below to make an appointment.

**Open Enrollment
Join at any time.**



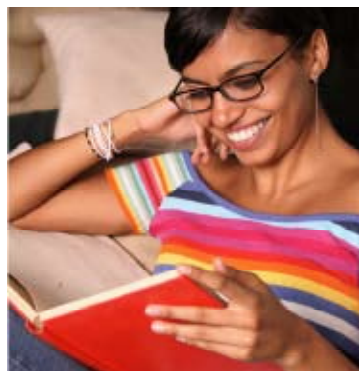
Adult Independent (Home) Study

- 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 to make an appointment.

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

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 (Home Study)

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 to make an appointment.

Westside Education & Career Center, Division of Adult and Career Education, LAUSD

Fairfax Campus: (323) 370-1040 • Hamilton Campus: (310) 280-1536 • University Campus: (310) 914-3565 • Palisades Campus: (310) 230-6661

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, Class fee: \$15, Student Body Fee: \$2 per semester. **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.

Drawing

Monday, 3:45-9 pm, Instructor: Sybil Gonzales

Stained Glass

Thursday, 2:15-5:30 pm, Instructor: S. Gonzales

Printmaking Fundamentals

Friday, 8:45 am-2 pm, Instructor: Sybil Gonzales

Oil Painting

Thursday, 9:45-2 pm, Instructor: Sybil Gonzales

Open Studio: Do Your Own Thing

Saturday, 9:45 am-3 pm, Instructor: Sybil Gonzales



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.

No fee. Voluntary Student Body Card: \$2. Instructor: Larry Butler

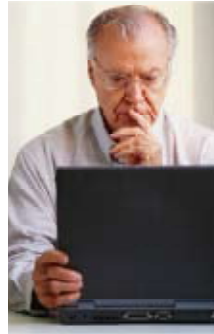
Thursday, 1-3 pm
University Synagogue

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. No registration or class fee. Student Body card: \$2.

Tuesday, Wednesday & Thursday, 1-3:30 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: \$10.

Student Body Card: \$2. Instructor: Adrienne Omansky

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

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

Thursday, 1-4 pm

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

Family History

Personal Recollections

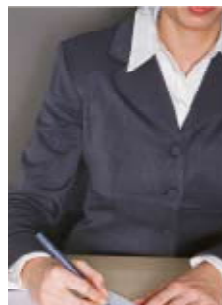
This course presents step-by-step techniques in reviewing and recording recollections from one's life as a legacy for children and grandchildren, and as a personal record of one's growth and experience. Registration Fee: \$10. (No registration fee for those over 60 years of age.) Student body card: \$2.

Instructor: J. Shelburne

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 the older adult 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. Class fee: \$12 per year. Voluntary Student Body Card: \$2.

Barrington Park

338 S. Barrington Avenue. LA 90025

Thursday, 10:15 am-12:15 pm, Instructor: M. Nepomnaschy

Felicia Mahood Senior Center

11338 Santa Monica Blvd. LA, 90025 (at Corinth)

Tuesday, 9:30-11:30 am, Instructor: D. Eisele

Freda Mohr Center 330 North Fairfax Ave., LA, 90036

Monday, 3:30-5 pm, Instructor: M. Medina

Thursday, 1-2:30 pm, Instructor: M. Medina

Pacific Palisades Presbyterian Church

15821 Sunset Blvd. Pacific Palisades 90272

Tuesday & Thursday, 1-3 pm, Instructor: M. Nepomnaschy

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, Instructor: D. Eisele

Tuesday, 9-10:30 am, Instructor: M. Medina

Wednesday, 10 am-12 noon, Instructor: M. Medina

Friday, 12-1:30 pm, Instructor: M. Medina

Plummer Park

Fiesta Hall, 7377 Santa Monica Blvd., West Hollywood (Enter at Martel.)

Thursday, 2:30-4 pm, Instructor: M. Medina

Stoner Park 1835 Stoner Ave., LA

Mon., Wed., & Friday, 8:45-10:45 am, Instructor: M. Nepomnaschy

Tuesday & Thursday, 8:30-10 am, Instructor: M. Nepomnaschy

Monday & Friday, 11 am-12:30 pm, Instructor: M. Nepomnaschy

Monday & Wed., 1-3 pm, Instructor: M. Nepomnaschy

United Methodist Church 10497 Wilshire Blvd., West LA 90024

Thursday, 9-11 am, Instructor: A. Omansky

West Hollywood Park Auditorium

647 N. San Vicente Blvd., W. Hollywood 90069 (Across from the Pacific Design Center)

Monday, 10 am-12 noon, Instructor: M. Medina

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, 10-11:30 am,

Instructor: M. Medina

Wednesday, 7-8:30 pm,

Instructor: M. Medina



The Friday and Wednesday classes will be temporarily held at the West Hollywood Park Pool until renovations to the Park La Brea Pool are completed in mid March, 2009.

West Hollywood Park Pool

647 N. San Vicente Blvd., West Hollywood 90069

(Across from the Pacific Design Center)

Monday & Wednesday, 2-3:30 pm, Instructor: M. Medina

Tai Chi

Principals 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: \$12 per year. Voluntary 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

Wednesday, 10 am-12 noon

Yoga

Principals 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.



University Synagogue

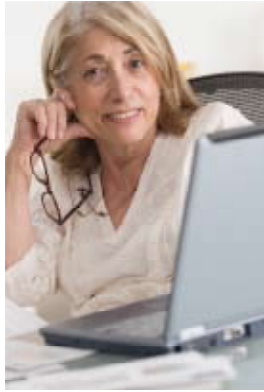
11960 Sunset Blvd., West LA, 90049 (between Bundy and Barrington) (310) 472-1255

Tuesday 10:15 am-12:15 pm

Instructor: Monica Nepomnaschy

Computers

Computer Literacy



This course is especially designed for the adult learner who is an absolute beginner or who 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: \$18. 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, 3:15-5:15 pm

Monday & Wednesday, 6-9:15 pm

University Campus, 11800 Texas Ave., LA 90025 Phone: (310) 914-3565

Understanding Computers for Beginners



This course is especially designed for the **older learner** who is an absolute beginner or who 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.

(Beginning) Monday & Wednesday, 9 am-11:45 pm

(Beginning) Tuesday & Thursday, 9 am-12:15 pm

(Intermediate) Tuesday & Thursday, 12-2:45 pm

(Intermediate) Tuesday & Thursday, 3:30-6 pm

Plummer Park, Classes are held in the Computer Lab at Plummer Park, 7377 Santa Monica Blvd., West Hollywood (at Martel)

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 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

West Hollywood Community Center Computer lab, 7377 Santa Monica Blvd., West Hollywood 90048 (at Martel Street) Three hours of free parking.

IC3 Certification Preparation

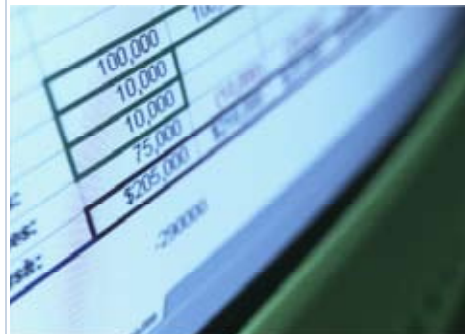


This competency-based course is designed to provide students with competencies for successful entry level employment in fields requiring basic computer usage. This course prepares the student for IC3 Certification. The course will cover computing fundamentals, generic program functions in Microsoft Excel, Word and PowerPoint and Living Online. 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. Course Number: 21-01-53. Class Fee: \$XX.XX. Registration Fee: \$ 20.00. Student Body Fee: \$2.00. Textbook: A Comprehensive Guide to IC3, 3rd Edition, Connie Morrison and Dolores J. Wells. 2010

Tuesday & Thursday, 9 am-12 noon

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).

Computer Operator: Spreadsheets



Learn how to maximize Excel's analytical and functional capabilities of Microsoft Excel 2007. With Microsoft Excel you will be able to consolidate, analyze and report financial information. Learn these advanced techniques and become more of value to

your organization. Master advanced features such as charting; Pivot Tables, Macros, build links between files. Prerequisites: Successful completion of Keyboarding or demonstrated proficiency in typing. Knowledge of computer applications. Course Number: 21-04-74. Class Fee: \$XX.XX. Registration Fee: \$ 20.00. Student Body Fee: \$2.00. Textbook: TBD

Tuesday & Thursday, 12:30-3:30 pm

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).

Vocational Courses

Cook Trainee--Food Preparation Class

Prepare for entry-level food service employment in restaurants, school, 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. **Hands-On Job Training.** Registration: \$20. Class fee: \$30. Voluntary student body fee: \$2. Open enrollment. *Instructor: Carrie Johnson.* For information, call (310) 210-2086.



Tuesdays-Friday, 8 am-1:30 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: \$15. Voluntary student body card: \$2. Open enrollment. Call (310) 210-2086 for information. *Instructor: Carrie Johnson*

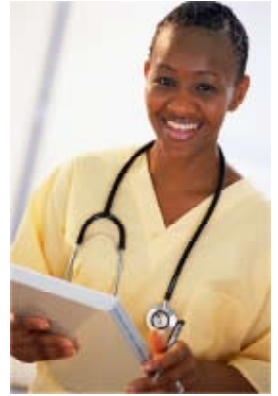


Mondays, 8 am-12:30 pm

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

Medical Coding

This course includes...



**Monday & Wednesday,
4:30-7 pm**

Veterans Administration,

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: \$230. Student body card: \$2. *Instructor: J. Shelburne*



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

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. Reg. Fee. Class fee: \$10, Student Body Card: \$2. *Instructor: Erika Zavala*

Tuesday, 10:45 am-12:45 pm & Wednesday, 11 am-2:15 pm

Park La Brea Aerobics Center, 351 S. Fuller, LA (basement).



General Information

Office Hours Fairfax Campus: Monday-Thursday, 9 am-9 pm and Friday, 8 am-4 pm;
University Campus: Monday-Thursday, 9 am-9 pm and Friday, 8 am-4 pm; Saturday,
8:30 am-12:30 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 voluntary student body card is \$2. It is payable at the time of registration. A photo I.D. is available for \$6.

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 Paul Hamel, Westside CAS, 7850 Melrose Ave., LA, CA 90046 or FAX it (323) 370-1040.

_____, Principal

_____, Assistant Principal, Operations

Ray Millette, Assistant Principal, Operations

_____, Assistant Principal, Counseling Services

Velinda Fulton, Administrative Assistant