



# COMMUNITY HANDBOOK 2020-2021



Artwork by Hope Mothersbaugh, VA '20

L.A. County High School for the Arts  
5151 State University Dr., Building #20  
Los Angeles, CA 90032

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## OUR MISSION STATEMENT

LACHSA provides and preserves a unique space for diverse, young artists to learn, create, and thrive, inspiring them to discover who they are, their place in the world, and how their creative passion benefits humanity.

\* \* \*

## EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR)

### A S P I R E

#### **A** CADEMIC AND ARTISTIC EXCELLENCE

All students will be given an academic foundation that can adequately prepare them for a higher level of education

All students will become self-sufficient and be able to determine realistic and vocational choices.

#### **S** OCIAL RESPONSIBILITY

All students will develop skills and professionalism in their chosen art form and an understanding and respect for other areas of art

#### **P** REPARATION FOR GLOBAL CITIZENSHIP

All students will develop respect and tolerance for diversity and will demonstrate appropriate methods of conflict resolution

All students will develop technological proficiency and an understanding of the application of technology to their academic and artistic endeavors

#### **I** NTEGRITY

All students will make informed choices and will accept responsibility for their actions

#### **R** IGOR

All students will meet or exceed the statewide standards in their academic classes

#### **E** FFECTIVE COMMUNICATION

All students will effectively communicate through traditional means of oral and written expressions and through their art

## ADMINISTRATION, FACULTY, AND STAFF

### ADMINISTRATION

|                |                            |
|----------------|----------------------------|
| John Lawler    | <i>Principal</i>           |
| Natalie Spevak | <i>Assistant Principal</i> |
| Tina Vartanian | <i>Assistant Principal</i> |

### STUDENT SUPPORT

|                    |                                                              |
|--------------------|--------------------------------------------------------------|
| Princess Broussard | <i>Counselor (9<sup>th</sup> and 10<sup>th</sup> grade)</i>  |
| Irma Dilullo       | <i>Counselor (11<sup>th</sup> and 12<sup>th</sup> grade)</i> |
| Natalie DiLullo    | <i>Counselor</i>                                             |
| Lowell Goodsell    | <i>Resource Specialist</i>                                   |
| Diane Pawar        | <i>Resource Specialist</i>                                   |
| Marion Candia      | <i>School Psychologist</i>                                   |

### LACHSA OFFICE OF COMMUNITY ENGAGEMENT AND ADMISSIONS

|                |                                                |
|----------------|------------------------------------------------|
| Jonathan Dhauw | <i>Community Outreach, Marketing Associate</i> |
| Felicia Cain   | <i>Admissions, Enrollment</i>                  |

### OFFICE STAFF

|                 |                                        |
|-----------------|----------------------------------------|
| Mona Garcia     | <i>School Administrative Secretary</i> |
| Mino Nhek       | <i>Accountant</i>                      |
| Paulette Miller | <i>Senior School Clerk</i>             |
| Donna Jones     | <i>School Nurse</i>                    |

### CAROLINE'S LOFT / ANTONOVICH AMPHITHEATRE

|              |                                       |
|--------------|---------------------------------------|
| Zakk Eginton | <i>Theatre Facilities Coordinator</i> |
|--------------|---------------------------------------|

### ACADEMIC FACULTY

#### English

Giovanni Boskovich  
Greg Brown  
Laura McNamara  
Barry Pohlmann

#### Foreign Language

Lidia Hill  
Emily Rogers  
Myriam Van Zeebroeck

#### Science

John Freeman  
Cosmin Ion  
Irene Liu

#### Mathematics

Mary Cholko  
Danny Trieu  
Kimberly Won

#### Social Studies

Jessica De La O  
John Rodriguez  
Beatrice Rulli

#### Physical Education

Ray Alcala

#### Advisory / Student Support

Jerry Freedman

## ARTS FACULTY

### Cinematic Arts

Drew McClellan, *chair*  
 Grant Babbitt  
 Darren Dalton  
 Kevin DeKimpe  
 Stephen Gibbler  
 Greg Grano  
 Chaz Hall  
 Grace Hana  
 Farial Khan

### Dance

Cynthia Morales, *chair*  
 Hai Cohen  
 Asha di Ningrat  
 Fiona Eddy  
 Yuka Fukuda  
 Robyn Gardenhire  
 Alexa Kershner  
 Wendy Lawson  
 Anindo Marshall  
 Cindy Ricalde

### Music

Robert Powers, *chair*  
 Patricia Bass  
 Alexander Blake  
 Lawrence Blake  
 Aleta Braxton  
 H. Dornell Carr  
 Francisco Castillo  
 Kenny Dennis  
 Charles Fernandez  
 Nelly Ghazarian  
 Helen Goode-Castro  
 Lawrence Grey  
 Suzanna Guzman  
 Alex Hahn  
 Fung Ho  
 Chris Hunter  
 Chase Kroesche  
 Susan Larson  
 Bryan Lipps  
 Edwin Livingston  
 Alan Mautner  
 Danielle Ondarza  
 Daniel Rotem  
 Nina Serova

### Musical Theatre

Erica Robson, *chair*  
 Allison Andreas  
 Lois Hunter  
 Cassie Nickols

### Theatre

Lois Hunter, *chair*  
 Allison Andreas  
 Devon Armstrong  
 Elizabeth Dennehy  
 Corey Dorris  
 Christopher Fairbanks  
 Jeremy Guskin  
 Alex Robert Holmes  
 Armand Jahangiri  
 Kevin Kane  
 Israel Lopez  
 Brit Middleton  
 Nick Mizrahi  
 Tuffet Schmelzle  
 Elisa Surmont  
 Susie Tanner  
 Patricia Tripp  
 Kimiko Warner-Turner

### Visual Arts

Barry Markowitz, *co-chair*  
 Liz Young, *co-chair*  
 Sandra Rodriguez  
 Josh Callaghan  
 Brian Cooper  
 Ismael de Anda III  
 Michael Dopp  
 Melissa Ferrari  
 Alejandro Gehry  
 Raghubir Kintisch  
 Diana Madriaga  
 Wendy Markowitz  
 Susan Mogul  
 Elyse Pastel  
 Atilio Pernisco  
 Marianne Sadowski  
 Lena Sands  
 David Sotelo  
 Nathan Wolf  
 Bert Wood

## WHO TO CONTACT WHEN...

LACHSA can be an overwhelming place. With close to 150 faculty and staff, this list is meant to help students and families decide to whom you should go for help and important information.

### **Admissions Questions**

Felicia Cain  
*lachs\_a\_admissions@laco.e.edu*

### **Attendance**

Mona Garcia  
*garcia\_mona@laco.e.edu*

### **Free & Reduced Lunch Program**

Paulette Miller  
*miller\_paulette@laco.e.edu*

### **Classroom Questions**

Please contact your arts/academic teacher

### **Arts Department Questions / Event Information**

#### **Cinematic Arts:**

Drew McClellan  
*mccllellan\_drew@laco.e.edu*

#### **Dance:**

Cynthia Morales  
*morales\_cynthia@laco.e.edu*

#### **Music:**

Robert Powers  
*powers\_robert@laco.e.edu*

#### **Musical Theatre:**

Erica Robson  
*robson\_eric@laco.e.edu*

#### **Theatre:**

Lois Hunter  
*hunter\_lois@laco.e.edu*

### **Visual Arts:**

Barry Markowitz  
*markowitz\_barry@laco.e.edu*

Liz Young  
*young\_liz@laco.e.edu*

Sandra Rodriguez  
*rodriguez\_sandrap@laco.e.edu*

### **Academics / Grading / Counseling / AERIES**

Princess Broussard  
*broussard\_princess@laco.e.edu*

Irma Dilullo  
*dilullo\_irma@laco.e.edu*

### **Student Support / Behavior / Mediation**

Natalie Spevak  
*spevak\_natalie@laco.e.edu*

Tina Vartanian  
*vartanian\_tina@laco.e.edu*

### **Finances / Checks / Payments**

Mino Nhek - *nhek\_mino@laco.e.edu*

### **Communications / Outreach / Student Recognition**

Jonathan Dhauw -  
*lachs\_a\_outreach@laco.e.edu*

### **Fundraising**

Jeffrey Dollinger / LACHSA Foundation

### **Medical Concerns**

Donna Jones

## TELEPHONE DIRECTORY

**WEBSITE** – [www.lachsa.net](http://www.lachsa.net)

**Main Office** – 323-343-2550

**Fax** – 323-343-2549

|                                                                 |              |
|-----------------------------------------------------------------|--------------|
| John Lawler, <i>principal</i> .....                             | 323-343-2550 |
| Natalie Spevak, <i>assistant principal</i> .....                | 323-343-2563 |
| Tina Vartanian, <i>assistant principal</i> .....                | 323-343-2711 |
| Princess Broussard, <i>counselor (grades 9 &amp; 10)</i> .....  | 323-343-2564 |
| Irma Dilullo, <i>counselor (grades 11 &amp; 12)</i> .....       | 323-343-5251 |
| Marion Candia, <i>school psychologist</i> .....                 | 323-343-2551 |
| Lowell Goodsell, <i>resource specialist</i> .....               | 323-343-2551 |
| Mona Garcia, <i>school administrative secretary</i> .....       | 323-343-2598 |
| Paulette Miller, <i>senior school clerk</i> .....               | 323-343-2550 |
| Jonathan Dhauw, <i>community outreach &amp; marketing</i> ..... | 323-343-2565 |
| Mino Nhek, <i>Accountant</i> .....                              | 323-343-2556 |
| Felicia Cain, <i>admissions &amp; alumni relations</i> .....    | 323-343-2566 |
| Donna Jones, <i>school nurse</i> .....                          | 323-343-2554 |

### ARTS DEPARTMENTS

|                                                                  |              |
|------------------------------------------------------------------|--------------|
| Drew McClellan, <i>cinematic arts department</i> .....           | 323-343-2479 |
| Cynthia Morales, <i>dance department</i> .....                   | 323-343-5123 |
| Robert Powers, <i>music department</i> .....                     | 323-343-2659 |
| Erica Robson, <i>musical theatre department</i> .....            | 323-343-6365 |
| Lois Hunter, <i>theatre department</i> .....                     | 323-343-6579 |
| Barry Markowitz & Liz Young, <i>visual arts department</i> ..... | 323-343-2559 |

### LACHSA FOUNDATION

|                                                    |              |
|----------------------------------------------------|--------------|
| Jeffrey Dollinger, <i>executive director</i> ..... | 213-225-7586 |
| Alicia Byer, <i>development associate</i> .....    | 213-225-7584 |

### LACOE ADMINISTRATION

|                                                                  |              |
|------------------------------------------------------------------|--------------|
| Debra Duardo, M.S.W., Ed.d., <i>superintendent</i> .....         | 562-922-6400 |
| Maricela Ramirez, <i>chief educational program officer</i> ..... | 562-803-8301 |
| Jason Hasty, <i>director, Division of Pupil Services</i> .....   | 562-803-8451 |

**EMERGENCY**

Campus Police ..... 323-343-3700

**ACADEMIC FACULTY**

Ray Alcala, *Physical Education* ..... alcala\_ray@lacoed.edu  
 Greg Brown, *English* ..... brown\_gregory@lacoed.edu  
 Giovanni Boskovich.....boskovich\_giovanni@lacoed.edu  
 Mary Cholko, *Mathematics*..... cholko\_mary@lacoed.edu  
 Jessica De La O, *Social Studies* ..... delao\_jessica@lacoed.edu  
 Jerry Freedman, *Advisory / Support* ..... freedman\_jerry@lacoed.edu  
 John Freeman, *Science* ..... freeman\_john@lacoed.edu  
 Lidia Hill, *Spanish*..... hill\_lidia@lacoed.edu  
 Cosmin Ion, *Science* ..... ion\_cosmin@lacoed.edu  
 Irene Liu, *Science* ..... liu\_irene@lacoed.edu  
 Laura McNamara, *English*..... mcnamara\_laura@lacoed.edu  
 Barry Pohlmann, *English*..... pohlmann\_barry@lacoed.edu  
 John Rodriguez, *Social Studies*..... rodriguez\_john@lacoed.edu  
 Emily Rogers, *Spanish / ASB Advisor*..... rogers\_emily@lacoed.edu  
 Beatrice Rulli, *Social Studies* ..... rulli\_beatrice@lacoed.edu  
 Danny Trieu, *Mathematics* ..... trieu\_danny@lacoed.edu  
 Myriam Van Zeebroeck, *French* ..... vanzeebroeck\_myriam@lacoed.edu  
 Kimberly Won, *Mathematics*..... won\_kimberly@lacoed.edu

**ARTS FACULTY**

Contact arts teachers directly through the specific art department chair. Arts faculty can also be reached via email by going to LACHSA → About Us → Staff Directory and clicking the link to email individual teachers.



## **DAILY BELL SCHEDULE 2020 – 2021**

Subject to change to accommodate online instruction

### **MONDAY & WEDNESDAY**

|           |                     |
|-----------|---------------------|
| Period 1  | 8:00 am – 9:25 am   |
| Nutrition | 9:25 am – 9:35 am   |
| Period 2  | 9:40 am – 11:05 am  |
| Period 3  | 11:10 am – 12:35 pm |
| Lunch     | 12:35 pm – 1:20 pm  |
| Arts      | 1:20 pm – 4:00 pm   |

### **TUESDAY & THURSDAY**

|           |                     |
|-----------|---------------------|
| Period 4  | 8:00 am – 9:25 am   |
| Nutrition | 9:25 am – 9:35 am   |
| Period 5  | 9:40 am – 11:05 am  |
| Period 6  | 11:10 am – 12:35 pm |
| Lunch     | 12:35 pm – 1:20 pm  |
| Arts      | 1:20 pm – 4:00 pm   |

### **FRIDAY**

Our day begins at 10:00 a.m. each Friday to allow time for faculty professional development.  
(Friday classes alternate each week: Periods 1, 2, 3 and Periods 4, 5, 6)

|               |                     |
|---------------|---------------------|
| Period 1 or 4 | 10:00 am – 11:05 am |
| Nutrition     | 11:05 am – 11:15 am |
| Period 2 or 5 | 11:20 am – 12:25 pm |
| Period 3 or 6 | 12:30 pm – 1:35 pm  |
| Lunch         | 1:35 pm – 2:05 pm   |
| Arts          | 2:10 pm – 4:00 pm   |

## **OBSERVED HOLIDAYS AND VACATIONS**

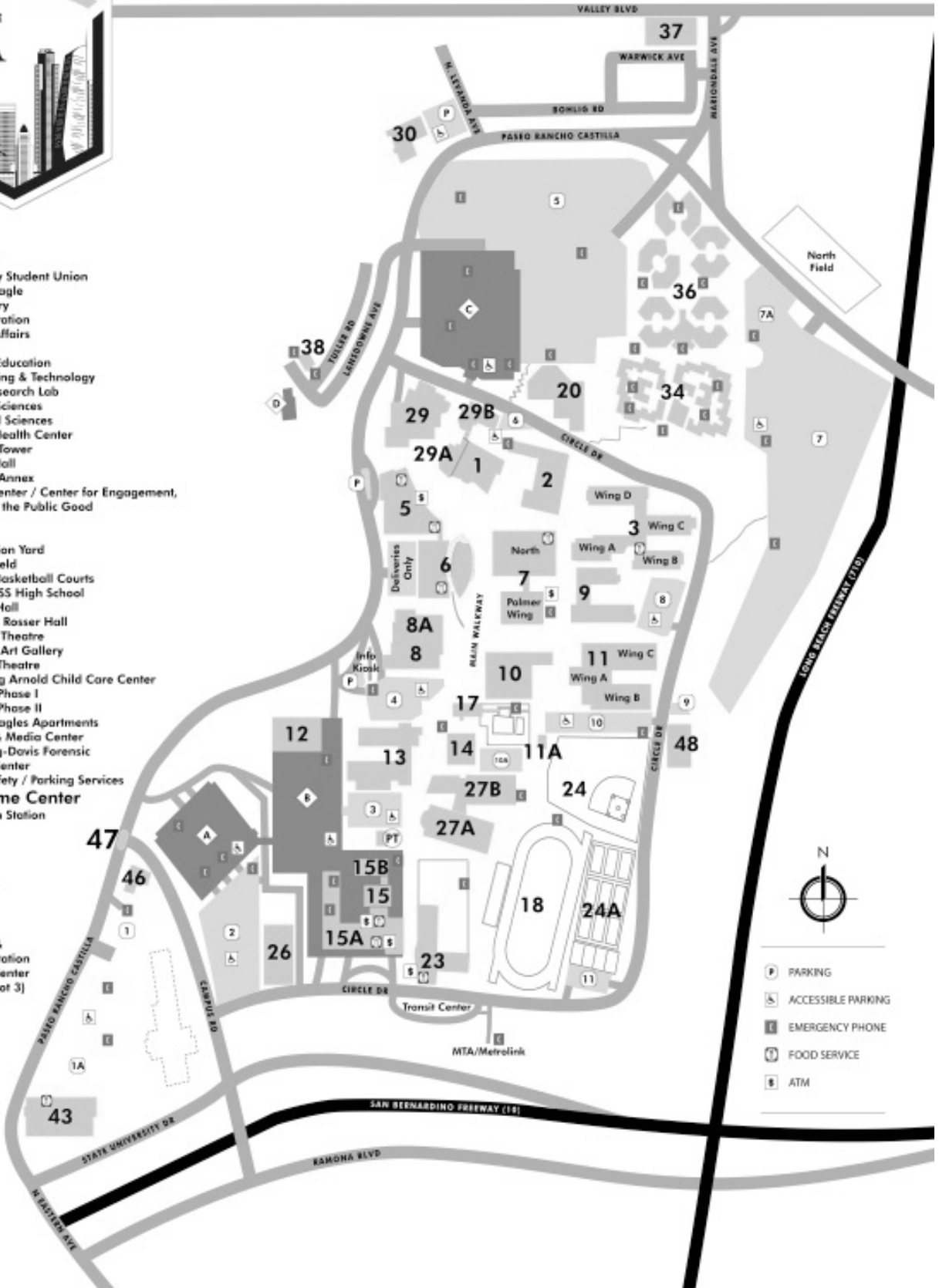
|                                |                                                 |
|--------------------------------|-------------------------------------------------|
| <b>LABOR DAY</b>               | Monday, September 7, 2020                       |
| <b>VETERAN'S DAY</b>           | Wednesday, November 11, 2020                    |
| <b>THANKSGIVING BREAK</b>      | Monday, November 23 - Friday, November 27, 2020 |
| <b>WINTER BREAK</b>            | Monday, December 21, - Friday, January 8, 2021  |
| <b>MARTIN LUTHER KING, JR.</b> | Monday, January 18, 2021                        |
| <b>PRESIDENT'S DAY WEEKEND</b> | Friday, February 12 – Monday, February 15, 2021 |
| <b>SPRING BREAK</b>            | Monday, March 29 – Friday, April 2, 2021        |
| <b>MEMORIAL DAY</b>            | Monday, May 31, 2021                            |



- 1 Theatre
- 2 Music
- 3 King Hall
- 5 University Student Union
- 6 Golden Eagle
- 7 JFK Library
- 8 Administration
- 8A Student Affairs
- 9 Fine Arts
- 10 Physical Education
- 11 Engineering & Technology
- 11A NASA Research Lab
- 12 Physical Sciences
- 13 Biological Sciences
- 14 Student Health Center
- 15 Simpson Tower
- 15A Salazar Hall
- 15B Simpson Annex
- 17 Career Center / Center for Engagement, Service & the Public Good
- 18 Stadium
- 20 LACHSA
- 23 Corporation Yard
- 24 Reeder Field
- 24A Tennis / Basketball Courts
- 26 Stern MASS High School
- 27A Lo Kretz Hall
- 27B James M. Rosser Hall
- 29 Luckman Theatre
- 29A Luckman Art Gallery
- 29B Intimate Theatre
- 30 Anna Bing Arnold Child Care Center
- 34 Housing Phase I
- 36 Housing Phase II
- 37 Golden Eagles Apartments
- 38 TV, Film & Media Center
- 43 Hertzberg-Davis Forensic Science Center
- 46 Public Safety / Parking Services
- 47 Welcome Center
- 48 Hydrogen Station

**PARKING:**

- ◇ Structure
- Lot
- PT Parking & Transportation Service Center (next to Lot 3)



N

- P PARKING
- ♿ ACCESSIBLE PARKING
- ☎ EMERGENCY PHONE
- 🍽 FOOD SERVICE
- 🏧 ATM

## ATTENDANCE POLICY

LACHSA is a school of choice. Student success in school is directly tied to attendance. Satisfactory attendance is an absolute requirement in both the academic and art classes.

California Education Code 48293 requires the parent to ensure their child attends school. LACHSA requires parents to submit a signed parent note within three (3) school days of the student's absence to clear attendance.

Responsibility for attending class is also with each student. Continued or habitual truancy will result in returning the student to the district of residency.

LACHSA receives funding from the State of California for students who are present at school.

### ABSENCES

If a student is absent from class, an Absence Verification form must be submitted within three (3) school days:

- Absence Verification forms can be obtained in the main office or on the LACHSA website at LACHSA.net, under the Parent Portal tab on the right side of the home page.
- Completed forms, **signed by a legal parent or guardian**, must be returned to the main office or emailed to Garcia\_Mona@lacoed.edu **no later than three (3) school days** after the last date of absence.
- Please note, after three (3) school days, uncleared absences will remain as unexcused absences permanently.

### *Excused Absences*

Section 48205 of the California Education Code, provides that, when verified, the following absences are excused absences:

1. **Illness** – A doctor's note is required for absences of more than three (3) consecutive days and may follow the required Absence Verification Form due within three (3) school days from the student's absence.
  - Failure to submit a doctor's note will result in the issuance of an unexcused absence.
  - If a student has been absent due to illness nine (9) or more times in a semester, a medical note is required to excuse any additional absences due to illness. See Education Code 60901 regarding chronic absences.
2. **Quarantine** – By a health officer
3. **Medical** – including dental or optometric appointments (a note from a medical provider must be attached to the student's absence form).
4. **Funeral service** – For member of immediate family – one (1) day in state, three (3) days outside California
5. **Religious Reasons** – Holiday or ceremony
6. **College visits/tours/interviews/auditions** – Two weeks prior to your absence, you must submit your absence form and attach a copy of your letter or email confirmation(s) from the

university for your audition, tour, or interview. You will submit this information to the absence verification form submission box in the main office.

- College visits and auditions cannot exceed five (5) consecutive school days or ten (10) full school days per school year.
- College visits, tours, interviews, and auditions may not conflict with any LACHSA performance that the student is expected to participate in. LACHSA's performances take precedence over college/university visits and auditions.
- It is the student's responsibility to make necessary arrangements with their teachers to obtain and complete make-up work in advance.

## 7. Court Appearances

8. **Professional Opportunities and Obligations** – Absences relating to professional job opportunities must be pre-approved by the LACHSA administration and must not exceed 5 consecutive days annually. A student who holds a permit for working in the entertainment industry is permitted a maximum of 5 absences per school year, up to 5 consecutive days each (Ed Code 48225.5).

**Reminder: All absences must be cleared within 3 school days of the student's absence.**

### ***Unexcused Absences***

Examples of unexcused absences include, but are not limited to, car trouble, traffic, driver's license or permit test, personal problems, vacation during school days, taking care of a family member, babysitting, going to work with a parent or family member.

### ***Assignments Missed due to Absence***

For excused absences, California Education Code 48205 (b) states: "A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence."

In compliance with the above California Education Code, LACOE Board Policy 6154 is as follows: Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**For all absences due to school-related activities, work must be turned in or extensions must be arranged with teachers prior to the absence.** Teachers may elect to give equivalent work, but not necessarily identical assignments given to classmates who were present the day of the student's absence.

**Absences due to professional opportunities and obligations must have prior approval from the administration and arts chair.** A student who holds a permit for working in the entertainment industry is permitted a maximum of five (5) absences per school year, up to five consecutive days for each job (Education Code 48225.5).

**All students attending college tours, interviews, or auditions must have their absences excused prior to the scheduled absence.** To receive full credit for makeup assignments, the following steps must be taken:

1. Obtain an official letter from the college or university, indicating your scheduled tour(s), interview(s), or audition(s)
2. Fill out LACHSA Absence Verification form and complete. Only signatures from legal parents or guardians will be accepted.
3. Email the official letter and absence verification form to Garcia\_mona@lacoed.edu
4. An administrator will review and approve, or if deemed necessary, deny your request. Please follow up the day after you have submitted the request if you have questions.
5. Check in with your teacher(s) to ensure you have and understand all assignments and due dates.

It is each teacher's discretion whether or not an unexcused student is allowed to make up any missed work.

## **TARDIES**

School begins each morning promptly at 8:00 am. At that time, all teachers will lock their doors, take attendance and then admit tardy students into the classroom. The faculty and staff of LACHSA believe that being on time to class is one of the most important factors in maximizing learning. Arriving to ANY class after the bell has rung will be considered a tardy and teachers will record the attendance accordingly.

If you arrive to class late, report directly to your class.

Students who are tardy to any class period are subject to consequences from their teacher, including missing a warm-up assignment, a lowered citizenship grade, and a refusal to accept homework or other assignments. Late assignments are not counted as on-time.

If you arrive to school or class thirty (30) or more minutes late, you will be marked absent. If you are less than 30 minutes late, you will be marked tardy. In either case, report directly to your class; do not report to the Main Office.

In the case of online instruction, if a student is late due to internet connectivity or other technology issues, please contact the teacher immediately.

If a student is tardy, an automated phone call will be made at home each time.

## PARENT NOTIFICATION FOR ABSENCES

In accordance with Education Code 48260, it is the responsibility of the parent/guardian to ensure their student attends school. Multiple absences can cause a student to fall behind in course content. When absences are not excused by the parent/guardian, as explained above, unexcused absences will be documented as follows:

| Unexcused Absences       | Consequence                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Every absence            | Automated phone call home<br>Grade may be impacted (see Effect of Unexcused Absence on Grade)                                                                                        |
| Two unexcused absences   | Parent should check the parent portal and review policy for clearing absences in the Handbook<br>Teacher must notify parent if student's grade is impacted due to unexcused absences |
| Three unexcused absences | Student is classified excessively absent and a habitual truant<br>Notification via mail of designation as a truant                                                                   |
| Four unexcused absences  | Teacher/Arts Chair conference with parent/student<br>Student may be placed on probation (see pg. 52)                                                                                 |

A student with chronic or excessive absences is defined by AR 5113.1 and Education Code 60901 to be a student who is absent on 10 percent or more of the schooldays in the school year. Any student with excessive absences may be involuntarily transferred to their district of residence.

## TRUANCY

If you are absent from class without a valid excuse for any period of time during the school day or any full day, or you leave campus during school hours without administrative or designee approval, you will receive a truancy. Work or tests missed as a result of a truancy may not be made up.

A student subject to full-time compulsory education who is absent from school without a valid excuse **three (3) full days in one school year**, or who is tardy for **any 30-minute period during the school day without a valid excuse on three (3) occasions** is considered a truant according to state law.

## EFFECT OF UNEXCUSED ABSENCES ON GRADES

In accordance with Board Policy 5121, LACHSA teachers may issue a failing semester grade to a student because of excessive unexcused absences. Teachers will identify their policy regarding unexcused absences in their syllabus at the start of the year or semester. When a student reaches the number of unexcused absences defined as excessive in board policy, the student and parent/guardian shall again be notified of LACOE's policy regarding excessive unexcused absences.

At LACHSA, a teacher may issue a failing grade to a student if they have unexcused absences for more than ten percent of the course periods in a given semester as follows:

### **Course meets 1 time per week**

Two (2) unexcused absences in a semester is excessive. When a student earns two unexcused absences, a teacher must notify the parent/guardian that if a student earns a third unexcused absence, a failing grade may be issued for the semester.

### **Course meets 2 times per week**

Four (4) unexcused absences in a semester is excessive. When a student earns four unexcused absences, a teacher must notify the parent/guardian that if a student earns a fifth unexcused absence, a failing grade may be issued for the semester.

### **Course meets 2-3 times per week (Periods 1-6)**

Five (5) unexcused absences in a semester is excessive. When a student earns five unexcused absences, a teacher must notify the parent/guardian that if a student earns a sixth unexcused absence, a failing grade may be issued for the semester.

## PERMISSION TO LEAVE SCHOOL DURING THE SCHOOL DAY

LACHSA is a closed campus (LACOE Board Policy 5112.5-open/closed campus). The LACHSA campus boundary encompasses the LACHSA building and surrounding grounds. The food court at CSULA may only be utilized during lunch hours and before or after school. Unauthorized areas include, but are not limited to, being in trees, bushes, rooftops, parking lots, loading docks, stairwells /9when not used to travel to and from class), streets, and parts of the campus that are not directly related to LACHSA classes or instruction.

No student is to leave campus at any time during the school day or during school activities without approval from the Main Office. Early release from school for a medical or dental appointment must be pre-arranged. You must bring a parent-signed note to the Main Office **before school or during nutrition** to obtain an Early Dismissal form. When it is time to leave school, you must present the Early Dismissal form to your teacher and sign out at the Main Office before leaving campus. **Failure to do so will result in a truancy.**

**No student may be released from school without parent approval.** Students who are ill must also obtain parent permission from the Main Office and are required to sign out prior to leaving LACHSA. **Failure to do so will result in a truancy.**

**Please note:** You may not leave campus during the school day for school-related activities without a teacher or administrator present.

## READING YOUR ATTENDANCE REPORT

You are responsible for checking your attendance on the parent portal. Attendance reports contain the school days of the week with the class periods for each particular day.

The following codes are used to denote the attendance:

|                               |                                    |                                       |
|-------------------------------|------------------------------------|---------------------------------------|
| <b>I</b> = Illness            | <b>S</b> = Suspension              | <b>V</b> = School Activity            |
| <b>J</b> = Justified Tardy    | <b>T</b> = Tardy                   | <b>X</b> = Doctor/Dental appointments |
| <b>O</b> = Other than illness | <b>U&amp;A</b> = unexcused absence |                                       |
| <b>R</b> = Truancy            |                                    |                                       |

If you believe your attendance report is incorrect, check immediately with the Main Office.

## COLLEGE VISITS/AUDITIONS

Trips to visit colleges must be scheduled during LACHSA's vacation periods, where possible, including Thanksgiving break. Where this is not possible, prior arrangements and approval from Administration must be secured. College auditions require an official notice from the institution stating date and time of audition. Print this written confirmation and staple to LACHSA's attendance form. Bring this form to Administration two weeks prior to the college audition/visit. College visits and auditions should not exceed five (5) days. Students must not schedule visits or auditions opposite LACHSA performances. LACHSA's performances take precedence over college/university visits and auditions. College visits/auditions are only granted to juniors and seniors.

## MEDICAL AND DENTAL APPOINTMENTS

Medical and dental appointments should be scheduled before or after school hours whenever possible. The Friday morning late start time is ideal for the scheduling of these appointments.

## LEAVING SCHOOL FOR SCHOOL-RELATED ACTIVITIES

Educational field trips are considered a valuable part of the curriculum. Before a student may participate in a school-sponsored trip, the school must obtain a Parent Consent for Field Trip and Medication Authorization form (see page 17). In addition, whenever a trip involves water activities, the parent/guardian must provide specific approval and waiver for their student to participate.

Faculty must get written permission from both their department chair and the administration prior to taking students on any field trip. Faculty is responsible for submitting a field trip form to the administration and complete the field trip checklist prior to the trip (see page 18).

All persons making the field trip or excursion shall be deemed to have waived all claims against LACOE or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip excursion. All parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims (Education Code 35330). **Note:** Please see Parent Consent for Field Trip and Medical Authorization form (next page).

## STUDENT TRANSPORTATION

Minors who have a provisional driver's license are prohibited from transporting individuals under the age of 20 without supervision from a licensed driver, unless the passenger is an immediate family member (California Vehicle Code section 12814.6(b)). A student with a learner's permit may not transport another student if they are not an immediate family member.





**Los Angeles County  
Office of Education**

Leading Educators • Supporting Students • Serving Communities

Educational Programs  
**Parent Consent for Field Trip and  
Medical Authorization**

Your child is invited to participate in a school-sponsored field trip. Participation in this field trip is voluntary, but you must give permission before your child may go. If you do not give permission, your child will remain at school for the regular day and continue academic work there unless, of course, the trip takes place during non-school time such as weekends and vacations.

**PART I - Parent Consent for Field Trip**

My child (named below) can participate in the field trip specified below on the date(s) given.

|                                                  |           |                                                             |                                                             |
|--------------------------------------------------|-----------|-------------------------------------------------------------|-------------------------------------------------------------|
| LAST NAME, FIRST NAME, MIDDLE INITIAL OF STUDENT |           |                                                             |                                                             |
| NAME OF SCHOOL                                   |           |                                                             |                                                             |
| FIELD TRIP TO (LOCATION)                         |           |                                                             |                                                             |
| FIELD TRIP DATE(S)                               | DEPARTURE | <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. | RETURN                                                      |
|                                                  |           |                                                             | <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. |

**Lunch**

Student will be at school during lunch.  Student should bring sack lunch without liquid.  Other; \_\_\_\_\_

**Method of Transportation**

|                                  |                                     |                                                                     |                                       |
|----------------------------------|-------------------------------------|---------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Walking | <input type="checkbox"/> School Bus | PRIVATE VEHICLE DRIVEN BY:                                          | <input type="checkbox"/> Other; _____ |
|                                  |                                     | <input type="checkbox"/> Teacher <input type="checkbox"/> Volunteer |                                       |

**PART II - Medical Authorization**

In the event of an accident or illness, I hereby grant permission to the Los Angeles County Office of Education personnel to authorize first aid to my son/daughter. In addition, in the event of an emergency, if reasonable attempts to contact those named parents or guardian prove unsuccessful, I hereby give consent to transport my son/daughter to the emergency medical department of the nearest hospital. If his/her physician (Dr. \_\_\_\_\_) at (phone# \_\_\_\_\_) cannot be contacted, medical treatment deemed necessary by an attending licensed physician or dentist may be administered.

I understand that the County Office provides accident insurance to some students which may pay part or all of such medical or hospital costs; however, all costs incurred for such treatment shall be my primary responsibility.

Check here if special instructions regarding medical treatment are on file in the school.

|                                                                 |                                      |
|-----------------------------------------------------------------|--------------------------------------|
| FIRST AND LAST NAME OF PARENT, GUARDIAN, OR PARTICIPATING ADULT | HOME TELEPHONE NUMBER<br>(    )      |
| ADDRESS (NUMBER, STREET, APT. NO., CITY AND ZIP CODE)           |                                      |
| BUSINESS TELEPHONE NUMBER<br>(    )                             | EMERGENCY TELEPHONE NUMBER<br>(    ) |

I give my permission for the field trip, emergency medical treatment and agree to direct my child to cooperate and conform to directions and instructions of school personnel in charge of the activity.

|                    |             |
|--------------------|-------------|
| APPROVAL SIGNATURE | DATE SIGNED |
|--------------------|-------------|

This is a legal document and you are free to obtain a lawyer's advice at your own expense before signing it. you may not, however, change the language of this form, and any additions or deletions you make to this permission are void.

**Parents Please Note: California State Education Code, Section 35330 in part provides: All persons making the field trip are deemed to waive, relinquish and hold harmless all claims against the State of California, the Los Angeles County Office of Education including its Board of education, officers, employees, agents, volunteers and representative for injury, accident, illness, or death, occurring during or by reason of the field trip. If the field trip is outside the state of California, all adults participating in the field trip and all parents or guardians of students taking the out-of-state field trip are required to sign this statement waiving such claims.**

FORM NO. 501-607 Rev. 09-02-2005



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

**Educational Programs  
School-Sponsored Trips Checklist**

**School:** \_\_\_\_\_

**Field Trip Location:** \_\_\_\_\_ **Travel Dates:** \_\_\_\_\_

*Directions: Complete, and sign. Attach to all requests for school –sponsored trips. Thank you.*

|                                                                                                                                                                                                                                  | Yes | No | Notes |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------|
| Have all <i>Parent Consent for Field Trip and Medical Authorization</i> forms been received?<br><b>(Attach forms)</b>                                                                                                            |     |    |       |
| Have you verified and prepared for any participants with personal medical conditions, medications, requirements, restrictions, IEP or 504 related accommodations?                                                                |     |    |       |
| Have you verified that all emergency contact information is current?                                                                                                                                                             |     |    |       |
| Have you scheduled a pre-trip meeting to review trip details, logistics, roles, responsibilities, concerns, and questions?                                                                                                       |     |    |       |
| Have you limited participation of non-LACOE staff?                                                                                                                                                                               |     |    |       |
| Have you ensured adequate supervision?<br><i>A 10:1 student/chaperone ratio is appropriate for most trips; however, this ratio should be increased to 5:1 for heavily crowded trips, and 1:1 for students with special needs</i> |     |    |       |
| Do you have a daily student itinerary?<br><b>(Attach itinerary)</b>                                                                                                                                                              |     |    |       |
| Do you know which students are assigned to which chaperones?<br><b>(Attach chaperone assignments)</b>                                                                                                                            |     |    |       |
| Is there a plan for overnight accommodations for each student (ensuring they are separated)?<br><b>(Attach plan for overnight accommodations)</b>                                                                                |     |    |       |

**Signature of Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## COMMUNICATION WITH PARENTS

### FACULTY/STAFF RESPONSE TIME

As our families come from all across Los Angeles County we understand the importance of maintaining effective communication. Our commitment to our families is to **respond to all communication within 48 hours (or two working days)**. We are able to communicate with families by phone, email or in-person. All faculty and staff email contact information can be accessed through our website [www.lachsa.net](http://www.lachsa.net) under the “About Us” tab.

### PARENT TEACHER CONFERENCES

Parent Teacher Conferences are a special time for parents to meet with Academic Teachers and Arts Chairs to discuss students’ progress with the curriculum. During these meetings, parents may ask questions about how a student is doing in a class, what the student’s areas of growth are, and any areas of concern. We encourage parents to review student’s grades and attendance on the Parent Portal prior to the conference, as the visit with each teacher will be limited to 10 minutes. If a parent feels they need more than 10 minutes to discuss a student’s progress with a teacher, please email the teacher to schedule a longer appointment.

Conferences will be held later in the Fall Semester. Please check the calendar on our website, [lachsa.net](http://lachsa.net), for any changes or updates to dates and times. Only arts classes will be held on these days.

Parents are encouraged to attend the Arts Departments Parent Teacher meetings held during the first two months of the school year. During these meetings, parents will be able to discuss students’ progress with regards to the arts curriculum. Arts Chairs and teachers will be present. Please check the calendar on our website for updates on specific dates and times.

### COFFEE WITH THE PRINCIPAL

Coffee with the Principal is a series of forums hosted by the principal before and after school to provide parents with an opportunity for receiving information and engaging in conversation. These gatherings are an effective way for LACHSA administration to hear the concerns of parents and communicate important information about the direction of the school.

### LACHSA PARENT PORTAL

As part of our continuing efforts to provide information regarding your student’s progress and status, parents may view information regarding their students from our school database using the LACHSA AERIES.net Portal. Through our secure server (online) you will be able to view your student’s demographic data, grades, transcripts (unofficial), attendance records, class schedule, progress toward completion of graduation requirements, and emergency contact information. Access to the LACHSA AERIES.net Portal sign-in screen is through the AERIES.net Portal tab under the Parent Section of the LACHSA website. Please review the “Grade Policy” in the handbook for details on how often the portal will be updated.

### ONLINE POSTING OF ASSIGNMENTS

Arts and academic teachers are expected to post all graded assignments (both classwork and homework) to their LACHSA homework/classwork website prior to or during the class in which the work is assigned. All postings must include the points possible, grading rubric, any handout attachments, and clear instructions for student completion. If the assignment is a recurring assignment (such as a lab in Science), teachers may direct students to refer to the “Lab Grading Rubric” on their website, and provide a link to the rubric. Names or titles given to assignments on a teacher’s website should directly correspond to the titles listed in the grade book.

## INSTRUCTIONS TO ACCESS THE LACHSA PARENT PORTAL

The following information is required prior to creating a LACHSA Parent Portal account. This information was mailed home to new students in August. If you did not get this information in the mail, please email [LACHSA\\_info@lacoed.edu](mailto:LACHSA_info@lacoed.edu) to obtain the required codes.

### Valid Email Account

**Student Permanent Identification number** – a unique number assigned to each student, available from the Main Office.

**Valid Area Code & Telephone Number** – Visit your school to set up an account if you do not have a telephone number

**Verification Code** – a random code containing numbers and uppercase letters, provided in the letter.

## STEP-BY-STEP INSTRUCTIONS

### Step 1 - Logging On

Access to the LACHSA AERIES.net Portal sign-in screen is through the AERIES.net Portal tab on the [www.lachsa.net](http://www.lachsa.net) web page under the Parents Menu.

Create a New Account with your email address and a password you create. You will be required to change your password after you log on to the LACHSA AERIES.net Portal for the first time. Passwords are required to be changed every two months thereafter.

### Step 2 - Accessing Student Information

Once logged in you will be given access to a number of tabbed choices including Student Info, Attendance and Grades. A link to "Options" to *Change Password* and *Logout* is located toward the top right of the screen.

**Please note:** All information is current. You will be able to view or print any of the information.

**Please note:** Transcripts printed from the LACHSA AERIES.net Portal are unofficial and will not be accepted by other schools or colleges. For additional information and interpretation of transcripts please request a transcript via Parchment.com (LA County High School for the Arts) or contact your student's counselor.

### Step 3 - Logging Out

LACHSA AERIES.net Portal will automatically log you out after 20 minutes of inactivity. It is imperative that you log out and close the Internet browser when you have finished using the LACHSA AERIES.net Portal on a public computer (any non-home computer). Failing to close the Internet browser may make your student's personal record available to users who use the computer after you. They may be able to view and/or print out information contained in your student's personal record.

If you have difficulty accessing your account please contact [LACHSA\\_info@lacoed.edu](mailto:LACHSA_info@lacoed.edu). Thank you. We hope that this additional access will be helpful to you and to your student.

## **COLLEGE CENTER AND COUNSELING SERVICES**

### **COLLEGE CENTER**

LACHSA's counselors provide students with personalized guidance services including educational planning, college planning, study and organizational skills, school-related issues, and social/personal concerns. Students are encouraged to discuss their future plans with their counselor and their art department chair to ensure that they will not only meet the high school graduation requirements, but also the requirements necessary for collegiate, technical, or vocational training after high school.

### **MANDATED REPORTERS**

All LACHSA employees are required to report suspected child abuse in accordance with California Penal Code 1165.7. Other matters told to the counselors by students in confidence will be kept confidential. Students also have access to a school psychologist provided by the Los Angeles County Office of Education, and may receive counseling from Cal State LA staff as well. Referrals to outside counseling may be obtained from LACHSA's counselors.

### **TRANSCRIPTS**

Request for transcripts may be ordered online at [parchment.com](http://parchment.com). Please review how to request transcripts by visiting [lachs.net/transcripts](http://lachs.net/transcripts).

### **COLLEGE APPLICATIONS**

Part of our counselors' responsibilities is to provide expert assistance to our students and families throughout the college application process. This may include advisement, assistance with applications, and writing of letters of recommendation.

### **COURSE REQUESTS AND SCHEDULE CHANGE REQUESTS**

In Spring each year, current LACHSA students will submit online course requests and complete the Course Request Form. Based on these course requests, LACHSA builds a master schedule and works to schedule each student into the courses they wish to take. In the event a student is unable to enroll in a course due to a course conflict, please contact the student's counselor to discuss alternate options.

For every course a student drops, a student must add a course in its place. You may request to add or drop a class in the first three (3) weeks of a semester by completing an Add/Drop form. The form must be signed by a legal parent or guardian and must be submitted to the box outside the main office. Counselors can approve course request additions or drops during the first three weeks of a semester based on course availability. Any request to drop a class after the third week of a semester will require approval from LACHSA Administration.

In accordance with LACOE Board Policy 5121, a student who drops a course during the first six (6) weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six (6) weeks of the grading period shall receive an "F" grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

### **FEE WAIVERS**

Students must return the completed "Request for Fee Waiver Application" in order to be eligible for fee waivers for college exams and applications. The applications identify students and families

who are eligible for fee waivers for standardized exams and free/reduced cost meals. Any student wishing to request a fee waiver for the August SAT test date should request the waiver before July 1<sup>st</sup>.

## **WITHDRAWAL FROM LACHSA**

If you will be transferring from LACHSA, you must allow a full school day for the withdrawal procedure to take place. You must deliver to the Main Office a signed and dated letter from your parent requesting to be withdrawn from LACHSA on the specified date. This letter must include the name, address, and telephone number for the school of which you plan to transfer. You must clean out your locker, return all books and all materials to the teachers, obtain teacher's signatures and the present grade for each class on the withdrawal card, and obtain a zero-balance receipt from Cal State LA's Library. The completed withdrawal card must be returned to the Main Office where you will receive a copy of the withdrawal card with the transferring grades. You will also receive a copy of your immunization record to present with the withdrawal card to the new school. The official transcript will not be sent to the new school until that school makes a formal request in writing. If there are any questions, please see your counselor.

When a student withdraws from LACHSA, the student will forfeit his/her seat. If the student who has withdrawn desires to return to LACHSA, the student may have to audition and may be admitted provided the enrollment for the academic classes are not full. Any student requesting a return to LACHSA must be earning a minimum GPA of 2.0 at their current school, with no failing grades, and must submit an official transcript prior to reenrollment.

## **TESTING AT LACHSA**

### **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS SYSTEM**

On January 1, 2014, California Education Code Section 60640 established the California Assessment of Student Performance and Progress (CAASPP) system. The CAASPP – CalEdFacts Web page provides a more detailed overview of the system at [www.cde.ca.gov/ta/tg/ai/cefcaaspp.asp](http://www.cde.ca.gov/ta/tg/ai/cefcaaspp.asp). All students in Grade 11 are expected to take part in the CAASPP in English and Mathematics. All students in Grade 10 are expected to take part in the California Science Test (CAST).

### **PSAT: MANDATORY FOR ALL FRESHMEN AND SOPHOMORES**

The Preliminary Scholastic Assessment Test (PSAT) will be given in October on campus for all 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students. All LACHSA freshmen, sophomores and juniors are required to take the PSAT-National Merit Scholarship Qualifying Test (PSAT-NMSQT) offered in October each year. The PSAT- NMSQT is usually a good indicator of how the student will perform on the SAT I and scholastic qualifying tests. Students who score exceptionally high may qualify for the National Merit Scholarship Program or other financial aid programs.

### **SAT/SAT II/ACT**

By spring of the junior year, students should take the SAT Reasoning Exam, which includes a required essay OR the ACT (with optional writing). The exam can be retaken. Seniors can test in the fall and winter. Seniors should check college admission materials, which indicate when ACT/SAT Reasoning Exams must be completed. Most colleges will accept the higher composite scores. A copy of the test schedule can be obtained in the counseling office.

Freshmen and sophomores are also encouraged to take the SAT Subject Tests after they have taken a course that prepares them for the specific exam, i.e. biology, foreign language. Detailed descriptions of the testing program are available from the counseling staff.



All students who apply for admission to the University of California **must** submit the following test scores:

Students must take the ACT with Writing or the SAT by December of the final year of secondary/high school. UC's use only the highest scores from a single sitting for admission consideration. Students applying for admission to the fall term must take these tests no later than December of their final year of secondary/high school, preferably earlier, to ensure that their application receives prompt and full consideration.

SAT Subject Tests are not required for admission. Students may submit Subject Test scores if they wish to showcase academic mastery, just as scores on Advanced Placement tests show ability and subject mastery. Specific SAT Subject Tests may be recommended for competitive majors on some campuses to demonstrate subject proficiency.

Seniors applying for college admission to the fall term should take these tests no later than December of their senior year, preferably earlier, to ensure that their application receives prompt and full consideration. Test date schedules are available at [www.collegeboard.org](http://www.collegeboard.org) and [www.actstudent.org](http://www.actstudent.org). Students should check with the school of their choice to confirm that school's specific admissions requirements.

## **ELPAC**

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) transitioned from the California English Language Development Test (CELDT) to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP. Please see the California Department of Education website for additional information: <https://www.cde.ca.gov/ta/tg/ep/>

## **FITNESSGRAM**

Physical Fitness Testing for students in California schools is the FITNESSGRAM. The main goal of the test is to help students in starting life-long habits of regular physical activity. Students in grades 5, 7, and 9 are required to take the test, which is administered between February and May. Although two-years of physical education classes are required as part of the high school graduation requirements, students are required to be enrolled in physical fitness classes until they have passed the FITNESS test.

## **TESTING ACCOMMODATIONS**

Please contact your student's counselor if your student has a disability and will require accommodation for state testing, the PSAT, SAT or ACT. Testing accommodations should be requested at least three (3) months prior to the testing date.

## **TESTING WAIVERS**

Students that qualify for a testing fee waiver for the ACT or SAT should contact their school counselor at least one (1) week prior to signing up for the test to obtain paperwork needed.

## LACHSA ACADEMIC COURSE OFFERINGS AND GRADUATION PLANNER

Students will not be promoted in a Subject without passing the previous core course

| UC A-G Requirements                                                                                                                                                                                                                          | 9 <sup>th</sup> Grade                                                                                               | 10 <sup>th</sup> Grade                                                                                                                                             | 11 <sup>th</sup> Grade                                                                                                                                                                                            | 12 <sup>th</sup> Grade                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Social Science (3 years required for graduation)</b>                                                                                                                                                                                      |                                                                                                                     |                                                                                                                                                                    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                     |
| <b>History/social science (“a”)</b> – Three years, including one year of world history, cultures and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics. |                                                                                                                     | World History<br>AP World History*<br>(A or better in 9 <sup>th</sup> grade English)                                                                               | US History<br>AP US History*<br>(A in World History or A/B in AP World History)                                                                                                                                   | Economics (1 semester)<br>and<br>Government (1 semester)<br>AP Government*<br>(A in US History or A/B in APUSH)                                                                                                                     |
| <b>English (4 years required for graduation)</b>                                                                                                                                                                                             |                                                                                                                     |                                                                                                                                                                    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                     |
| <b>English (“b”)</b> – Four years of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.                                                | English 9                                                                                                           | English 10<br>Honors English 10*<br>(A in 9 <sup>th</sup> grade English)                                                                                           | English 11<br>AP English Language*<br>(A in 10 <sup>th</sup> grade English or A/B in Honors English 10)                                                                                                           | English 12<br>AP English Literature*<br>(A in 11 <sup>th</sup> grade English or A/B in AP English Language)                                                                                                                         |
| <b>Mathematics (2 years required for graduation)</b>                                                                                                                                                                                         |                                                                                                                     |                                                                                                                                                                    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                     |
| <b>Mathematics (“c”)</b> – Three years of college-preparatory mathematics that include or integrate the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.                                           | Algebra I<br>Geometry<br>Algebra II*<br>(Completion of Geometry)<br>Algebra II Honors*<br>(B or better in Geometry) | Geometry<br>Algebra II*<br>(Completion of Geometry)<br>Algebra II Honors*<br>(B or better in Geometry)<br>Trig/Math Analysis*<br>(Recommend B or better in Alg II) | Algebra II*<br>(Completion of Geometry)<br>Algebra II Honors*<br>(B or better in Geometry)<br>Trig/Math Analysis*<br>(Recommend B or better in Algebra II)<br>Calculus AB*<br>(B or better in Trig/Math Analysis) | Trig/Math Analysis*<br>(B or better in Alg II or H Alg II)<br>Probability/Statistics*<br>(C or better in Alg II or H Alg II)<br>Calculus AB*<br>(B or better in Trig/Math Analysis)<br>Calculus BC*<br>(B or better in Calculus AB) |
| <b>Science (2 years required for graduation)</b>                                                                                                                                                                                             |                                                                                                                     |                                                                                                                                                                    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                     |
| <b>Laboratory science (“d”)</b> – Two years of lab science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics. One year of life science and one year of physical science required.   | Biology (life)                                                                                                      | Biology (life)<br>Chemistry*<br>(physical)<br>(Completion of Geometry and Bio)                                                                                     | Chemistry*<br>(physical)<br>(Completion of Geometry and Bio)<br>Physics* (physical)<br>(Completion of Algebra II and Chem)<br>AP Biology* (life)<br>(B or better in Algebra II, Chemistry and Biology)            | Physics* (physical)<br>(Completion of Algebra II and Chem)<br>AP Biology* (life)<br>(B or better in Algebra II, Chemistry and Biology)                                                                                              |



| UC A-G Requirements                                                                                                                                                                                                                                                                                                                                  | 9 <sup>th</sup> Grade                                               | 10 <sup>th</sup> Grade                                                                                         | 11 <sup>th</sup> Grade                                                                                                                                                                                                                                                                                           | 12 <sup>th</sup> Grade                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Foreign Language (2 years required for graduation)</b>                                                                                                                                                                                                                                                                                            |                                                                     |                                                                                                                |                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                  |
| <b><u>Language other than English ("e")</u></b> – <i>Two years of the same language other than English or equivalent to the second-level of high school instruction.</i>                                                                                                                                                                             | Spanish (Level 1 & 2)<br>French (Level 1 & 2)                       | Spanish (Level 2 & 3)<br>French (Level 2 & 3)                                                                  | Spanish (Level 3 & 4)<br>French (Level 3 & 4)                                                                                                                                                                                                                                                                    | Spanish (Level 4)<br>French (Level 4)                                                                                                                                                                                                                                                                            |
| <b>Physical Education (2 years required for graduation)</b>                                                                                                                                                                                                                                                                                          |                                                                     |                                                                                                                |                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                      | PE Course 1<br>PE Dance 1<br>(Dancers only)                         | PE Course 2<br>PE Dance 2<br>(Dancers only)                                                                    |                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                  |
| <b>Electives</b>                                                                                                                                                                                                                                                                                                                                     |                                                                     |                                                                                                                |                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                  |
| <b><u>Visual and performing arts ("f")</u></b> – <i>One year chosen from dance, drama/theater, music or visual art.</i><br><br><b><u>College-preparatory elective ("g")</u></b> – <i>One year chosen from the "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely in the elective area.</i> | Art and Society<br>Study Hall<br>(Dancers in lieu of Period 1-6 PE) | Beginning Film<br>Beginning Piano<br>Yearbook<br>Musical Theatre<br>Production**<br>Leadership**<br>Study Hall | Home Study<br>(3.0 GPA or higher)<br>Beginning Film<br>Advanced Film*<br>(Completion of Beginning Film)<br>Beginning Piano<br>Intermediate Piano*<br>(Completion of Beginning Piano)<br>Yearbook**<br>Musical Theatre<br>Wkshp**<br>Musical Theatre<br>Production**<br>Encompass**<br>Leadership**<br>Study Hall | Home Study<br>(3.0 GPA or higher)<br>Beginning Film<br>Advanced Film*<br>(Completion of Beginning Film)<br>Beginning Piano<br>Intermediate Piano*<br>(Completion of Beginning Piano)<br>Yearbook**<br>Musical Theatre<br>Wkshp**<br>Musical Theatre<br>Production**<br>Encompass**<br>Leadership**<br>Study Hall |

\* Successful completion of pre-requisites required for course enrollment and for any Honors/AP courses, student and parent must sign the Honors/AP Contract

\*\* An audition or application or election is required for course enrollment in these courses – you may sign up for the course, but enrollment in the course will be dependent on successful audition or application or election.

## **LACHSA GRADUATION REQUIREMENTS (225 credits)\*\***

- 4 years English
- 3 years Social Science
- 2 years Lab Science – Biological and Physical science
- 2 years Language Other than English – must be same language for both years
- 2 years Math – (must pass Algebra I)
- 2 years Physical Education
- 2 years Foreign Language (2 consecutive years in the same language)
- 1 year – Visual and Performing Arts (VAPA) Electives (65 credits)

\* All courses must be UC approved.

## **Cal State/UC ADMISSION REQUIREMENTS (recommended)**

- 4 years English
- 3 years Social Science
- 2 years Lab Science – 1 Biological, 1 Physical (UC – 3 years recommended)
- 3 years Math – Algebra I, Geometry, Algebra 2 (UC – 4 years recommended)
- 2 years Language Other than English – (same language) (UC – 3 years recommended)
- 1 year – VAPA
- 1 year – UC approved elective

Required a-g courses must be completed with a grade of “C” or better to meet college entrance requirements. The grade of “D” will meet LACHSA Graduation Requirements, but not college entrance requirements. The grade of “F” will not meet LACHSA Graduation Requirements.

All LACHSA Graduation Requirements must be completed in High School. Course work completed in 8<sup>th</sup> grade may count towards UC Admission requirements, but it will not count towards LACHSA graduation requirements.

## **GRADUATION**

In accordance with LACOE Board Policy 5127, High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying Los Angeles County Office of Education (LACOE) standards, and passing any required assessments. The Los Angeles County Board of Education believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

## **COMMENCEMENT/DIPLOMA**

Successful completion of all graduation requirements is a requirement, a real accomplishment, and signals a milestone achievement for our graduates. In accordance with Board Policy 5127, students from LACHSA who have earned either a diploma or a Certificate of High School Curriculum Completion will be eligible to participate in commencement.

Participation in commencement is a privilege, not a given right. Students who complete the graduation requirements for LACHSA (*see Requirements for Graduation from LACHSA above*) will be eligible for a diploma and participation in the commencement ceremony. However, any senior who demonstrates a chronic attendance or tardy problem and/or shows cause to be placed on attendance, academic, discipline or arts probation (or violates a probation) during the second semester of their senior year may lose the privilege of participating in commencement exercises.

Participation in the commencement ceremony also requires participation in related rehearsals. Students who do not attend the graduation rehearsals in their entirety may forfeit the privilege of participating in commencement ceremony.

**Any student opting to graduate early must spend a minimum of two years at LACHSA to receive a LACHSA diploma.**

The diploma, transcripts and grades will be withheld if a student fails to return property of the school including locks, textbooks, supplemental books/materials, CSF/Leadership stoles, CSULA library books/videos, or fails to pay for outstanding fees or school obligations. Parents and students can and should regularly check their AERIES.net portal and the Fee/Fine page to review any obligations.

### **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

LACHSA's process for determining the valedictorian will be in accordance with LACOE Board Policy 5127, Graduation Ceremonies and Activities. In addition, LACHSA's selection process is not subject to an appeal process.

The following criteria will be used to select LACHSA's valedictorian and salutarian:

- The valedictorian and salutarian are selected based on the highest and second highest cumulative GPA respectively.
- LACHSA students must be enrolled at LACHSA for a minimum of three years.
- The GPA calculation includes 9th-12th grade classes through the end of Semester 1 of the senior year.
- LACHSA will include grades completed at another school or online in the GPA calculation if and only if LACHSA offers that class. This is to prevent any unfair advantage in the GPA calculation from taking advanced courses not available to LACHSA students.
- It is possible to have multiple valedictorians and/or salutarians due to ties in GPA. In the case of multiple valedictorians tying and being selected, there will be no selection of a salutarian.



## ONLINE CLASS, COLLEGE COURSEWORK, & SUMMER SCHOOL

Before signing up for an online or summer school course, students must submit an Authorization Form and receive approval from a LACHSA Counselor. If the student does not receive approval prior to registering for the course, the course may not be approved and it may not count towards the student's GPA, graduation requirements, or be placed on a LACHSA transcript.

### LACHSA approves summer school for the following reasons:

- It allows students to move faster in a content area – allowing them to take a higher-level course in their junior or senior year that they may not currently be on track to take
- Allows students to recover credit from a course in which they earned a D or F. **Repeated courses to improve an “F” must be completed before start of the next school year or the student will not be promoted to the next course.**
- Other reasons are considered on a case-by-case basis by LACHSA Counselors or Administration.
- Summer and other external classes may not be taken in lieu of offered LACHSA courses.

### What school/course should I pick?

- Go to [lachsa.net/courses](http://lachsa.net/courses) and the online/summer school tab for a list of approved schools. We always recommend you look at local summer programs as a first option for summer classes, online programs as a second option, and colleges as a third.
- If you have any questions about which course to select to fulfill a specific requirement, please see the LACHSA counselors.

### How do I get approval from LACHSA?

1. Complete the Authorization Form and attach a COURSE DESCRIPTION of the course you intend to take.
2. Turn in the Authorization Form and Course Description to your LACHSA counselor. It is recommended that Forms be submitted to LACHSA counselors in late February or early March for summer school. Registration for most summer programs begins in April (some as early as March) and spots fill up quickly.
3. Wait for confirmation from your LACHSA counselor before registering for your summer classes.

### What type of credit will I earn on my LACHSA transcript?

- For a course that has been approved by the LACHSA Counselor and is a course offered at LACHSA, the course and grade will be placed on the student's transcript and the course will be counted towards the student's GPA once an official transcript is received by the Counselor.
- For a course that has not been approved by the LACHSA Counselor or is not a course offered at LACHSA, the course and the grade will not be placed on the student's LACHSA transcript. The course will not be counted towards the student's GPA. Students may submit this coursework directly to the college or university for which they are applying.

## Reminders

- If you are taking an online course and are completing the work in the summer, you will need to order your final exam by August 1 so that you can take your final exam with your counselor when you return to school mid-August. If the course is an online course and you are completing the work during the school year, you will need to plan to order your final exam in early May so that you can take the exam at LACHSA in June with your Counselor as a proctor.
- You must **submit an official transcript** to your counselor after the course is completed so that your official LACHSA transcript may be updated.

## Please direct any questions regarding summer school to your counselor:

- 9<sup>th</sup> and 10<sup>th</sup> grade – Princess Broussard – [Broussard\\_princess@lacoed.edu](mailto:Broussard_princess@lacoed.edu)
- 11<sup>th</sup> and 12<sup>th</sup> grade – Irma DiLullo – [Dilullo\\_Irma@lacoed.edu](mailto:Dilullo_Irma@lacoed.edu)



## GRADING POLICY

In accordance with LACOE Board Policy 5121, teacher shall base a student's grades on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

**ACADEMIC COURSES ONLY:** As part of planning for each course, teachers will determine the types of work that constitute the basis of the grade for a given course. Graded work can be, but is not limited to, various forms of written assessments, projects, lab reports, outlines, presentations, or reflections. Teachers have the discretion on distribution of weights/points for each category or assignment, which contributes to a student's overall course grade. The teacher will provide the student with a clear explanation as to how the work will be graded at the time the work is assigned. This explanation can be provided to the student in written form i.e.: a grading rubric or verbally reviewed in class.

Any work requiring a submission deadline will be posted to the online system, by the end of the work day, but every effort will be made to post by the end of period. **There should be at least one graded assignment per week in each academic class.** Teachers understand the importance of providing meaningful feedback for student learning. Teachers will utilize a variety of ways to provide feedback, i.e. verbal or written. Teachers will strive to enter grades to assignments within 5 days of submission (except for larger-than-typical work such as extended reports, research papers, etc., which would be graded and posted no later than 10 school days. To better support students, teachers will provide a notice via Aeries grading system of a missing assignment/project within 5 days of submission deadline.

In accordance with LACOE Board Policy 5121, if a student is failing a course, the teacher shall arrange a conference with or shall make a written report to the parent/guardian. Excessive unexcused absences may lead to a failing grade due to missing instructional time.

Every 4.5 weeks academic teachers will issue overall student grades in accordance with the LACHSA grading scale.

|    |                 |   |            |    |            |
|----|-----------------|---|------------|----|------------|
| A+ | 97 - 100%       | A | 93 - 96.9% | A- | 90 - 92.9% |
| B+ | 87 - 89.9%      | B | 83 - 86.9% | B- | 80 - 82.9% |
| C+ | 77 - 79.9%      | C | 73 - 76.9% | C- | 70 - 72.9% |
| D+ | 67 - 69.9%      | D | 63 - 66.9% | D- | 60 - 62.9% |
| F  | 59.9% and below | I | Incomplete | P  | Pass       |

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F (Board Policy 5121). It is the LACHSA policy for the six make up weeks to be defined as "six weeks school is in session" as teachers will not be able to support students during summer or holiday breaks.

If a student or parent feels as though an incomplete should be issued, please contact the student's teacher and/or counselor to discuss your concerns. If a teacher has issued an incomplete grade to a student, they must reach out to the student and parent and hold a conference to discuss a plan for work to be made up. The plan must include due dates for work and a method for the student to contact the teacher should questions arise. All parents and students are expected to review grade books on the AERIES.net Portal weekly.



A Pass grade shall be issued if a student earns a 60% or above in a Pass/Fail course. At the start of the course, the syllabus will identify the course as a pass/fail course. In addition, at the start of the first semester, some arts courses will issue a pass or fail grade for the 4.5-week grading period as they will not yet have had an opportunity to meet with the student more than two to three times and will need additional time to assess mastery in accordance with the grading scale.

## GRADE POINT AVERAGE

In accordance with LACOE Board Policy 5121, the County Superintendent or designee may as needed calculate a student's GPA using the grade points assigned to each letter grade in accordance with regulation. For grades 4-12, grades for achievement shall be reported for each grading period as follows:

|   |           |                           |                  |
|---|-----------|---------------------------|------------------|
| A | (90-100%) | Outstanding Achievement   | 4.0 grade points |
| B | (80-89%)  | Above Average Achievement | 3.0 grade points |
| C | (70-79%)  | Average Achievement       | 2.0 grade points |
| D | (60-69%)  | Below Average Achievement | 1.0 grade points |
| F | (0-59%)   | Little or No Achievement  | 0 grade points   |
| I |           | Incomplete                | 0 grade points   |

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

|   |           |                           |                  |
|---|-----------|---------------------------|------------------|
| A | (90-100%) | Outstanding Achievement   | 5.0 grade points |
| B | (80-89%)  | Above Average Achievement | 4.0 grade points |
| C | (70-79%)  | Average Achievement       | 3.0 grade points |



## ASSESSMENT MAKEUP

**Friday, start time 8am (students that arrive after 8:10am will not be admitted)**

**Directions:** If a student has an excused absence the day of an assessment or test, they are expected to attend the Assessment Make Up on Friday morning from 8am to 9:30am. The teacher of the course will complete this form and provide one copy to the student and submit to the test proctor. Students should know that the assessment make up will cover similar content to the assessment given in class, but it may not be the same assessment. For shorter quizzes or assessment, student should plan to attend office hours (academics) or check in with their teacher (arts) to make up the work.

### TEACHER COMPLETE:

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Period: \_\_\_\_\_ Course: \_\_\_\_\_

Name of assessment: \_\_\_\_\_

Date assessment was administered in class: \_\_\_\_\_

Date make-up must be complete: \_\_\_\_\_

\*Make up date must include at least two Friday dates after the student has returned from their absence so they have time to plan and study for their assessment make up. Students that have been absent for one week or more and/or have multiple assessments to make up should contact their teachers or counselor for assistance in requesting assessment make up extensions.

Should students use any of the following materials on this test?

Calculator \_\_\_ Scratch Paper \_\_\_ Textbook \_\_\_ Notes \_\_\_ Other (explain) \_\_\_\_\_

Any additional instructions not included on test worksheet (all instructions should be on assessment to include a list of any materials the student may use during the assessment):

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### **Student Complete and Read on the day of the Exam:**

I agree that I have completed this assessment on my own and have not used any unauthorized notes or materials during the test to gain an unfair advantage.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note from Student to Teacher (optional):

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**Note for student:** To earn credit for this exam, your absence on the day of the exam must be excused. Please make sure you submit your Absence Clearance Form to the main office within three days of your absence.



## GRADE CHANGES

At LACHSA we believe that our grading should be fair and transparent for our students and families. If questions arise about any grading please do not hesitate to bring these to the teacher first. If in fact an error was made, the teacher may correct the error (in the Grade Book) or the teacher will fill out a grade change form and submit it to the student's counselor (for Semester/Transcript Grades). All corrections must be made in the grading period following the grading period in which the error occurred. For example, if an error occurred on the first semester report card, you have until the end of the second semester of the school year to verify the grade change was completed.

In accordance with state law, only the teacher may change a grade, not an administrator or counselor.

## WORK HABITS AND CITIZENSHIP

Progress Report grades will be issued every 4.5 weeks and will be available for review on the Parent Portal.

In addition to a letter grade, a grade for citizenship and work habits will be included on the student's progress report for each course of enrollment. Parents and students should review these grades in an effort to identify areas for improvement that will likely also improve a student's overall letter grade in the course.

Students earning Unsatisfactory Citizenship or Work Habits marks may not be able to participate in extracurricular activities (including field trips) and may be placed on probation. Parents/Guardians are recommended to reach out directly to teachers to discuss any unsatisfactory remarks.

| <b>Mark</b>                  | <b>Citizenship</b><br>On time to class, respectful of others, takes care of school property, displays integrity | <b>Work Habits</b><br>Participates, comes prepared, engaged in curriculum, completes work |
|------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Outstanding (O)</b>       | Always (90-100%)                                                                                                | Always (90-100%)                                                                          |
| <b>Satisfactory (S)</b>      | Most of the Time (70-89%)                                                                                       | Most of the Time (70-89%)                                                                 |
| <b>Needs Improvement (N)</b> | Sometimes (50-69%)                                                                                              | Sometimes (50-69%)                                                                        |
| <b>Unsatisfactory (U)</b>    | Rarely (less than 50%)                                                                                          | Rarely (less than 50%)                                                                    |

## REPORT CARDS AND TRANSCRIPTS

According to LACOE Board Policy 7220, report cards are mailed home at the end of each semester. 4.5 week, 9 week, and 13.5 week grades are available on the AERIES.net parent portal at [www.lachsa.net](http://www.lachsa.net) → Parent → Parent Portal.

**Unofficial transcripts** can be viewed on the Parent Portal under the Grades Tab. **Official transcripts** can be requested by following the instructions at [lachsa.net/transcripts](http://lachsa.net/transcripts) to create a Parchment account.

## 2020 – 2021 GRADING WINDOW DATES

### Semester 1

| Term | Grading Period | Window opens for teachers to begin to input | Gradebooks Close<br>Last day student may submit work for grading period | Grades Due @ 11:59pm | Available on Portal for Parents/Students |
|------|----------------|---------------------------------------------|-------------------------------------------------------------------------|----------------------|------------------------------------------|
| 1    | 4.5 week*      | September 11                                | September 11                                                            | September 17**       | September 19                             |
| 2    | 9 week         | October 9                                   | October 9                                                               | October 15           | October 17                               |
| 3    | 13.5 week      | November 6                                  | November 6                                                              | November 12          | November 14                              |
| 4    | Semester 1     | December 4                                  | Arts: Dec 11<br>Academics: Dec 18*<br>*exception is finals              | January 12           | January 14                               |

\*\* 4.5 week grade for ARTS ONLY may be Pass / Fail or Letter Grade

### Semester 2

| Term | Grading Period        | Window Opens for teachers to begin to input | Gradebooks Close<br>Last day student may submit work for grading period | Grades Due @ 11:59pm         | Available on Portal for Parents/Students |
|------|-----------------------|---------------------------------------------|-------------------------------------------------------------------------|------------------------------|------------------------------------------|
| 5    | 4.5 week              | January 31                                  | January 31                                                              | February 6                   | February 8                               |
| 6    | 9 week                | March 6                                     | March 6                                                                 | March 12                     | March 14                                 |
| 7    | 13.5 week             | April 17                                    | April 17                                                                | April 23                     | April 25                                 |
| 8    | Seniors Semester 2    | May 15                                      | Arts: 5/22<br>Academics: 5/22*<br>*exception is finals                  | Arts: 5/29<br>Academics: 6/2 | June 6                                   |
| 8    | Underclass Semester 2 | May 15                                      | Arts: 5/22<br>Academics: 5/29*<br>*exception is finals                  | Arts: 5/29<br>Academics: 6/4 | June 6                                   |

## OFFICE HOURS

All academic faculty will hold office hours to assist and support LACHSA students. Office hours will occur on Monday and Tuesday from 12:35pm – 1:00pm, and Wednesday mornings 7:30am – 7:55am. Office hours provide time for students to receive individual attention, make up tests and assessments, and seek additional support from their teachers in English, Math, Social Studies, Science, Physical Education and World Languages. Teachers that only teach part time may only be available one morning a week. Please review the syllabi of part time teachers for information regarding office hours.

## HELPFUL HINTS FOR STUDENTS

- *Utilize your time well. Ensure you allow enough time to ask questions and process the information given to you.*
- *Be prepared; bring a list of prepared questions.*
- *Take good notes.*
- *Don't wait until you have a problem before you meet with your instructor.*

## MANDATORY OFFICE HOURS FOR STUDENTS EARNING A “D” OR “F”

If a student earns a “D” or “F” in any academic class, they are required to meet with their teacher during office hours for the next 4.5 weeks or until the next progress report is issued. If the student's grade improves at the next progress report (by earning a “C” or better) they do not need to attend office hours. Students earning a “D” or “F” or who are in jeopardy of not graduating may also be assigned to attend an advisory class in lieu of their Friday arts elective.



## LACHSA TEAMS

### ADMINISTRATIVE TEAM

|                |                     |
|----------------|---------------------|
| John Lawler    | Principal           |
| Natalie Spevak | Assistant Principal |
| Tina Vartanian | Assistant Principal |

### SHARED DECISION-MAKING COUNCIL

Shared decision-making is a joint planning and problem-solving process that provides stakeholders a voice in decisions that affect student success and the school environment in accordance with LACOE Board Policy 2250.

The Shared Decision-Making Council (SDMC) is composed of representatives of LACEA teachers, school administration, SEIU, the Parent Association, student leadership, and senior program specialists. As such, it is the only committee that represents the entire LACHSA community.

The SDMC meets monthly to address issues within its scope of authority:

- Decision-making on some budgets (lottery, grants, discretionary funds, staff development)
- Input on school-wide initiatives
- Decision-making on some staff development activities, to be aligned with school-wide goals
- Input on the staff selection process
- Input on calendar/waiver
- Input on the selection of administrative designees
- Decision-making on individual faculty/staff professional development
- Prioritizing stakeholders' concerns and giving feedback to the leadership team

### Positions

Chair  
 Principal  
 Accountant  
 LACEA Representatives  
 Arts Chairs (2)  
 Parent Association Representative  
 Associated Student Body (ASB) Representative  
 SEIU Representative

## STUDENT SUPPORT TEAM

The Student Support Team is comprised of the assistant principal, academic counselors, school psychologist and resource specialist. This team convenes regularly to proactively address support for students who are facing academic, personal, behavioral, disciplinary, and other challenges to their success at LACHSA. This team does not serve as a policy-making entity, but serves to advise the administration, teachers and parents on best ways to support students.

|                    |                     |              |                               |
|--------------------|---------------------|--------------|-------------------------------|
| Tina Vartanian     | Assistant Principal | 323-343-2711 | vartanian_tina@lacoed.edu     |
| Princess Broussard | Counselor           | 323-343-2564 | broussard_princess@lacoed.edu |
| Irma Dilullo       | Counselor           | 323-343-5251 | dilullo_irma@lacoed.edu       |
| Marion Candia      | School Psychologist | 323-343-2551 | candia_marion@lacoed.edu      |
| Lowell Goodsell    | Resource Specialist | 323-343-2551 | goodsell_lowell@lacoed.edu    |
| Diane Pawar        | Resource Specialist | 323-343-2551 | pawar_diane@lacoed.edu        |

## STUDENTS IN NEED OF ADDITIONAL SUPPORT OR WHO ARE IN CRISIS

Any student who is experiencing social, academic, family or any other crisis is encouraged to speak with any faculty/staff member at LACHSA and to contact one of the Student Support Team members.

Another important support for teens can be safe, secure, support phone lines that can help see them through a crisis. **TEEN LINE**, a confidential, non-profit peer hotline and community outreach program is available toll free at 1-800-852-8336.

## SUICIDE PREVENTION HOT-LINES: 1-800-SUICIDE or 1-800-273-TALK

## ARTS TEAM

Arts Team represents the heads of each of the six arts departments: music, dance, theatre, visual arts, cinematic arts, and musical theatre, as well as additional support staff members. This team discusses arts departmental collaboration and coordination, school-wide arts policy, budget and program considerations, and a host of other important matters that affect the arts programs.

### Members

|                 |                                                    |
|-----------------|----------------------------------------------------|
| John Lawler     | Principal                                          |
| Natalie Spevak  | Assistant Principal                                |
| Drew McClellan  | Cinematic Arts Department Chair                    |
| Cynthia Morales | Dance Department Chair                             |
| Robert Powers   | Music Department Chair                             |
| Erica Robson    | Musical Theatre Department Chair                   |
| Lois Hunter     | Theatre Department Chair                           |
| Barry Markowitz | Visual Arts Department                             |
| Liz Young       | Visual Arts Department                             |
| Zakk Eginton    | Theatre Operations Coordinator, Technical Director |
| Jonathan Dhauw  | Community Outreach Associate                       |

## STUDENT CODE OF CONDUCT

### MAINTAINING ENROLLMENT IN LACHSA

It is a privilege to attend LACHSA. Therefore, students are expected to be outstanding ambassadors for LACHSA at all times. Since LACHSA is situated on a college campus, students must act more mature and respectful than the typical high school student. They are also expected to maintain good attendance and behavior and be present daily on time to each class with all the appropriate learning materials; be prepared to participate in a positive manner in the day's lessons; demonstrate concern and respect for all others in the classroom, including their property; cooperate with the teachers and follow directions given; receive permission and a signed, dated, and timed hall pass from the teacher before being allowed to leave the classroom; use appropriate language (no profanity) at all times; present work representative of their creative abilities, avoiding cheating and plagiarism; refrain from bringing such items as toys, balls, electronic game devices, laser pointers, pets, markers, etching devices, spray cans, etc. to school, and refrain from running, riding or skating on campus.

To ensure a successful tenure at LACHSA, careful attention to student's progress is monitored through their academic and arts classes as well as their behavior and attendance.

### Academics and Arts

Students who fall below a 2.0 GPA or receive a "D" or "F" in any course will be placed on probation. LACHSA staff will provide interventions and support for the struggling student and to help the student to improve. Students having difficulty maintaining a passing grade in a course should see their teacher, counselor and/or academic dean immediately for academic advisement. Students will have one semester to improve their GPA and/or eliminate any "F" grades. Students who fail to meet the minimum academic standards are at risk of an involuntary transfer to their home school district. Students may also be recommended for an involuntary transfer to their home school district for not upholding the artistic, work habit, and citizenship standards of their arts departments.

### Attendance (LACOE Board Policy 5113)

It is imperative that excused absences are immediately cleared. Please review the Attendance Policy (page 12).

### Student Conduct

A student found to be in violation of the Student Code of Conduct may be placed on probation. For more information, see the "Problem Behavior and Levels of Response Matrix" chart on pages 45-52.

**Please note:** Students can be placed on probation through varied criteria; however, there is only one probation status. A student who earns probation because of his or her low achievement in arts one semester and because of his or her low achievement in academics a second semester will still earn two semesters of probation.

## **DISCIPLINE (LACOE Board Policies 7400, 7410, 7420, 7430)**

Rules of discipline apply during school hours, at school activities and performances, and to and from school. Misbehavior (including on buses or trains) may result in the loss of privileges and could jeopardize our campus location, not to mention the safety of our students and staff. Cal State LA reserves the right to enforce its rules and regulations when LACHSA students are on campus.

LACHSA's goal is to ensure that all students are supported in their developmental progress toward becoming responsible members of society. When students are struggling with following the CA Education Code, LACOE's Board Policies, Cal State LA's policies, or LACHSA's Code of Conduct policies, our faculty, staff, and administration will provide support and consequences. Students who violate CA Education Code 48900 will be subject to suspensions. Cal State LA, campus police may also issue a citation and/or an arrest when students' behavior is in violation of campus policy. Continued disregard to LACHSA policies may result in a dismissal from LACHSA.

Please note, in accordance with CSU Executive Order 1108, CSULA and LACHSA are a complete smoke and tobacco free campus. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including, but not limited to, e-cigarettes, vapor devices, and other like products are prohibited on all CSULA and LACHSA grounds.

### **Students please note:**

- Pocket knives, knitting needles, or other sharp objects that could be used as a weapon may not be brought to school, along with matches, lighters or anything else that could start a fire. Visual Arts students must receive permission from their instructors to carry specific implements for classroom work.
- Areas off-limits to LACHSA students on campus include, but are not limited to, buildings and areas of campus that LACHSA does not use, parking lots, rooftops, loading docks, basements, stairwells that do not lead to our classrooms, trees, and bushes.
- Students are not allowed to hang out in the parking lots before and after school and during lunchtime. If a student needs to retrieve an item from his or her car during school hours, permission to go to the parking lot must be given by the Main Office. Students are to quickly enter and leave the parking lots before and after school daily.

In accordance with CA Education Code 48900, students may be suspended by the principal for the following actions:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a

person, another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

## PROBLEM BEHAVIOR AND LEVELS OF RESPONSE MATRIX

The level of consequences to be imposed will take into consideration the severity of the offense, the age and past disciplinary record, attendance, and academic history of the student. School officials have the right to look at extenuating circumstances when imposing consequence.

| Problem Behavior                                                                                                                                                                                                                                                                                                                                                                             | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Required Law Enforcement Notification |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------------------------------------|
| <b>Attendance Issues</b> <ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Truancy</li> <li>• Excessive absences</li> </ul>                                                                                                                                                                                                                                                      | •       | •       | •       | •       |         |                                       |
| <b>Bullying</b> ( <i>EC 48900r; EC 48900q, EC 48900r</i> ) <ul style="list-style-type: none"> <li>• Engaged in act of bullying, including, but not limited to, bullying committed by means of an electronic act</li> <li>• Engaged in, or attempted to engage in, hazing as defined in law</li> <li>• Distribution of physical or electronic bullying or cyber bullying materials</li> </ul> | •       | •       | •       | •       |         |                                       |



| Problem Behavior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Required Law Enforcement Notification |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------------------------------------|
| <b>Contraband – Controlled Substances</b><br><i>(EC 48900c, d, j, and p)</i> <ul style="list-style-type: none"> <li>• Possession, use, administering, or under the influence of a controlled substance</li> <li>• Possessed, offered, arranged, or negotiated to sell any drug paraphernalia</li> <li>• Offering or selling a controlled substance</li> <li>• Offered, arranged to sell, negotiated to sell, or sold prescription drugs</li> <li>• Offered, arranged or negotiated to sell a controlled substance and then provided a replica substance</li> </ul> |         |         | •       | •       | •       | •                                     |
| <b>Contraband – Alcohol and Intoxicants</b><br><i>(EC 48900c)</i> <ul style="list-style-type: none"> <li>• Possession or under the influence of an alcohol beverage or intoxicant</li> <li>• Using, selling, or furnishing alcohol or an intoxicant of any kind</li> </ul>                                                                                                                                                                                                                                                                                         |         |         | •       | •       | •       | •                                     |
| <b>Contraband – Weapons</b><br><i>(48900b, m; 48915c(1)-(2); (5))</i> <ul style="list-style-type: none"> <li>• Possession or selling of a firearm or an imitation firearm</li> <li>• Possession or selling a knife or dangerous objects</li> <li>• Brandishing a knife</li> <li>• Possessing or using an explosive (e.g. firecracker) as defined in federal law</li> </ul>                                                                                                                                                                                         |         |         | •       | •       | •       | •                                     |
| <b>Contraband – Other Items</b> <ul style="list-style-type: none"> <li>• Use of over-the-counter or prescription medicine in a manner other and prescribed by physician</li> <li>• Possession, sale, or distribution of unauthorized goods</li> <li>• Possession, sale, or distribution of cigarettes or other tobacco products</li> <li>• Possession of paraphernalia for tobacco use includes, but is not limited to e-cigarettes, vaporizers, or rolling papers</li> </ul>                                                                                      | •       | •       | •       | •       | •       | •                                     |

| Problem Behavior                                                                                                                                                                                                                                                                                                                                                                                   | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Required Law Enforcement Notification |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------------------------------------|
| <p><b>Disruption/Defiance (48900k)</b><br/> <i>Disruption of school activities or willfully defying the authority of teachers, administrators, school officials, or other school personnel in the performance of their duties:</i></p> <ul style="list-style-type: none"> <li>• Minor disruption/defiance</li> </ul>                                                                               | •       | •       | •       |         |         |                                       |
| <ul style="list-style-type: none"> <li>• Major disruption</li> </ul>                                                                                                                                                                                                                                                                                                                               |         |         | •       | •       | •       |                                       |
| <p><b>Dress Code (EC 48900k)</b></p> <ul style="list-style-type: none"> <li>• Wearing clothing that does not fit within dress code guidelines as outlined in handbook.</li> <li>• Not wearing clothing as outlined in school dress code (no shoes, no pants, no shirt, etc.)</li> <li>• Wearing clothing that does not fit within dress code causing a disruption to school environment</li> </ul> | •       | •       | •       |         |         |                                       |
| <p><b>Harassment (EC 48900k, o)</b></p> <ul style="list-style-type: none"> <li>• Harassing, intimidating, threatening a pupil or school personnel with actual or expected effects of:             <ol style="list-style-type: none"> <li>1. Disrupting class</li> <li>2. Creating disorder,</li> <li>3. Creating an intimidating or hostile educational environment</li> </ol> </li> </ul>         |         | •       | •       | •       | •       |                                       |

| Problem Behavior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Required Law Enforcement Notification |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------------------------------------|
| <p><b>Lying/Academic Dishonesty</b></p> <ul style="list-style-type: none"> <li>• Lying to get self or others out of trouble</li> <li>• Lying to get another person(s) in trouble (<i>EC 48900k</i>)</li> <li>• Cheating or plagiarism of schoolwork/homework</li> <li>• Forging signatures on school documents</li> <li>• Attempt to access or possession of stolen assessments either electronically or hardcopy</li> <li>• Distribution of assessments or portions of assessments or assignments for the purpose of helping someone else copy or cheat</li> </ul> | •       | •       | •       | •       |         |                                       |
| <p><b>Physical Aggression/Assault</b><br/>(<i>48900a(1)-(2), t; 48915a(1)(A);(E)</i>)</p> <ul style="list-style-type: none"> <li>• Minor physical aggression without injury</li> <li>• Mutual fight (with moderate, little, or no injury)</li> <li>• Unintentional, incidental physical contact with another student or school personnel</li> </ul>                                                                                                                                                                                                                 | •       | •       | •       |         |         |                                       |
| <ul style="list-style-type: none"> <li>• Attack on student, causing or attempting to cause physical injury</li> <li>• Aids or abets in the infliction or attempted physical injury to another person</li> <li>• Willful use of violence upon another person except in self defense</li> <li>• Causing serious injury to another person</li> <li>• Intentional assault or battery upon school personnel</li> </ul>                                                                                                                                                   |         |         | •       | •       | •       | •                                     |

| Problem Behavior                                                                                                                                                                                                                                                                                                                                                                                                                                             | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Required Law Enforcement Notification |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------------------------------------|
| <b>Property Misuse/Damage (48900f)</b> <ul style="list-style-type: none"> <li>• Littering on campus</li> <li>• Minor or accidental damage</li> </ul>                                                                                                                                                                                                                                                                                                         | •       | •       | •       |         |         |                                       |
| <ul style="list-style-type: none"> <li>• Attempting or causing damage to school property</li> <li>• Breaking and entering school property</li> <li>• Set fire to property</li> </ul>                                                                                                                                                                                                                                                                         |         |         | •       | •       | •       | •                                     |
| <b>Stealing/Possessing Stolen Property (EC 48900e, g, l; 48915a(1)(D))</b> <ul style="list-style-type: none"> <li>• Attempted/stole school or private property</li> <li>• Knowingly possess stolen property</li> <li>• Knowing received stolen school or private property</li> <li>• Attempting or committing robbery or extortion</li> </ul>                                                                                                                |         |         | •       | •       | •       | •                                     |
| <b>Verbal and Written Threats/Intimidation (EC 48900k, o, i, q)</b> <ul style="list-style-type: none"> <li>• Yelling or using aggressive language</li> <li>• Minor name calling or teasing, whether written or verbal</li> </ul>                                                                                                                                                                                                                             | •       | •       | •       |         |         |                                       |
| <ul style="list-style-type: none"> <li>• Committed an obscene act or engaged in habitual profanity or vulgarity</li> <li>• Threatening to cause an act of hate violence</li> <li>• Threatening to cause personal injury</li> <li>• Making terroristic threats against other person or school, whether written or verbal</li> <li>• Harassed, threatened or intimidated a student who is a complaining witness in a school disciplinary proceeding</li> </ul> |         | •       | •       | •       | •       | •                                     |

| Problem Behavior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Required Law Enforcement Notification |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------------------------------------|
| <p><b>Technology Violation</b> (<i>EC 48900k, r</i>)</p> <ul style="list-style-type: none"> <li>• Violation of school rules regarding technology found in the district's "Acceptable Use Agreement"</li> <li>• Using district/school technology without permission</li> <li>• Use of electronic devices, during school hours, including cell phones, iPads, etc., without permission.</li> </ul>                                                                                                                                                  | •       | •       | •       |         |         |                                       |
| <ul style="list-style-type: none"> <li>• Cyber bullying (see Bullying)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         | •       | •       | •       | •       |                                       |
| <p><b>Hate Violence/Bigotry</b> (<i>EC 48900i</i>)<br/> <i>Hostility toward a person's real or perceived disability, gender, race, nationality, religion, sexual orientation causing physical or emotional harm, or property damage.</i></p> <ul style="list-style-type: none"> <li>• Making offensive comments, intent to harm (racial, sexual, etc.)</li> <li>• Fighting motivated by race or hate-related matters</li> <li>• Causing or threatening violence hate-motivated</li> <li>• Vandalism or graffiti that is hate-motivated</li> </ul> |         |         | •       | •       | •       | •                                     |
| <p><b>Other Behavior Violations</b></p> <ul style="list-style-type: none"> <li>• Sexual/Obscene Acts on Campus</li> <li>• Gambling</li> <li>• Off campus without permission</li> <li>• Reckless driving</li> <li>• Riding Skateboards or bikes in unauthorized areas on campus to include inside buildings and on walkways</li> <li>• Possession of items not allowed and that are not necessarily paraphernalia or weapons</li> <li>• LACHSA dress code violation</li> <li>• See LACOE Board Policy 5132.</li> </ul>                             | •       | •       | •       | •       | •       | •                                     |

| <b>Levels of Disciplinary Responses and Consequences</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 1</b>                                           | <p>These consequences aim to teach correct behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies.</p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Reminders and redirection</li> <li>• Teacher/student conference</li> <li>• Contact Parent/Guardian</li> <li>• Verbal or written apology</li> <li>• Loss of privileges</li> </ul>                                                                                                                                                                                                                |
| <b>Level 2</b>                                           | <p>These consequences are used in response to an office discipline referral; aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</p> <p><b>Possible Consequence:</b></p> <ul style="list-style-type: none"> <li>• Any Level 1 consequences</li> <li>• Conference with student</li> <li>• Removal from class to office</li> <li>• Reprimand by Administrator/Counselor</li> </ul>                                                                                                                                                                                           |
| <b>Level 3</b>                                           | <p>These consequences involve short-term removal of a student from the school environment due to the severity of the behavior or because Level 1 and Level 2 consequences have failed to bring about proper conduct. Level 1 and 2 interventions may still be applied in addition to those listed in Level 3.</p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Any lower-level consequences</li> <li>• Suspension from school</li> <li>• Possible Behavioral Intervention Plan</li> <li>• Referral to support staff (Counselor, Psychologist, Nurse, etc.)</li> </ul>                           |
| <b>Level 4</b>                                           | <p>These Consequences involve the removal of the student from the school environment due to the severity of the behavior or because Level 1, 2, or 3 consequences have failed to bring about proper conduct. These consequences focus on protecting the safety of the school community and ending self-destructive and/or dangerous behavior. Levels 1, 2, and 3 consequences may still be applied, if applicable.</p> <p><b>Possible Consequences:</b></p> <ul style="list-style-type: none"> <li>• Any lower-level consequences</li> <li>• Possible Involuntary Transfer in accordance with LACOE Board Policy 5144</li> </ul> |
| <b>Level 5</b>                                           | <p>Mandatory removal from school and transfer back to home district for acts as specified in the California Education Code.</p> <p><b>Required Consequences:</b></p> <ul style="list-style-type: none"> <li>• Required Law Enforcement notification</li> <li>• Parent/Guardian notification</li> <li>• Suspension from school</li> <li>• Possible Involuntary Transfer in accordance with LACOE Board Policy 5144</li> </ul>                                                                                                                                                                                                     |

Note: In accordance with LACOE Board Policy 5144, a student receiving one or more probation per semester, or two probations per year, could result in an involuntary transfer to the student's district of residence.

## PROBATION POLICY

### Probation Procedures:

Students will be placed on probation at the end of any semester for any of the "infractions" outlined below. Within a given semester, students may be identified for committing multiple infractions, which are added together in determining their probation and return-to-district status.

### Infractions:

- GPA for academic classes falls below 2.0 (calculated without arts or electives included)
- 1 D or F in any arts class
- 1 or more behavior infraction(s)
- 5 unexcused absences (period or full day) Aeries codes for "unexcused" absences:
  - U = Unexcused
  - A = Unverified
  - R = Truancy

### Behavior Infractions Defined:

Behavior infractions are defined as any serious action such as breaking the law, bullying, disruption of instruction or school events, use of drugs, alcohol, or nicotine-related products, or any act that could merit suspension under current policy. A behavior infraction can also be defined as any pattern of less-serious offenses that continues after multiple interventions and supports have already been made. Such offenses may include any of the infractions listed in the Community Handbook, including cell phone misuse, conflict with a student, excessive talking, inappropriate comments, disrespect to a teacher or adult, leaving class without permission, failing to follow procedures, failure to show up to a required meeting, cheating or plagiarism, or any similar offenses or combination thereof.

### Interventions and Consequences:

When a student is placed on probation, they may receive counseling, work or behavior contracts, tutoring, or any combination of supports and other interventions. Students who are placed on probation from any combination of infractions (academic, arts, attendance, behavior) will be transferred to their home district if they accrue the following:

- Four (4) total infractions in any single year
- Six (6) total infractions by the end of their 10th grade year
- Seven (7) total infractions by the end of their 11th grade year

Seniors will be held to the same standards, but will sign a "Senior Contract" that outlines expectations, and lists consequences such as exclusion from senior activities, prom, grad night, or the graduation ceremony. Serious infractions can result in immediate expulsion or returning the student to their home district.

**\*Please note, this policy is under review, and an updated policy will be shared in the fall semester. The policy below is currently in effect until the adoption of our new policy.**

Despite the term, probation is a mechanism to identify students in need of additional support to become successful, not as a tool for punishment. While success is not always achieved, the students' interests are at the root of our probation policy. LACHSA uses four criteria to determine probation eligibility (see below). When a student is identified for any category of probation the following steps are taken.

A meeting is held with the student, parents, faculty, academic department chair (when necessary), arts chair, the student's counselor and an administrator to identify the issues. At the meeting an action plan for student support is created and signed.

Following the meeting, a copy of the signed contract is sent to the parents to address all issues discussed.

### **CRITERIA FOR PROBATION:**

#### **Unsatisfactory Achievement in Academics**

Any student will be placed on the probation if they earn any single grade of D or F in any academic class, or falls below a 2.0 grade point average.

#### **Unsatisfactory Achievement in the Arts**

Any student will be placed on probation, if they earn a single grade of D or F in any arts class. Students may also be recommended for arts probation for any infraction of arts department standards, final decision will be with the administration.

#### **Poor Attendance**

Any student with excessive unexcused absences or tardies from school may be placed on probation.

#### **Poor Behavior**

Any student that violates school rules or policy may be placed on probation. Any student that is suspended from school will be placed on behavior probation.

### **TERMS OF PROBATION**

Students earn probation status at the end of a semester, based on their achievement and behavior. Each student is then expected to follow an Action Plan crafted in a probation meeting. If the Action Plan is successful and the student raises his or her grades to above a 2.0, and does not earn a single D or F in an academic or arts class, and the student maintains good attendance and behavior, the student will be removed from probation.

### **INTERVENTION AND CONSEQUENCES FOR ALL STUDENTS**

If, after completing one semester of probation, a student earns a second semester of probation, they may be involuntarily transferred at the end of the school year.

LACHSA staff will provide intervention support for students to succeed. Interventions will include but are not limited to: student, parent, and teacher conferences, tutoring and office hours, student-  
LACHSA Community Handbook 2020-2021  
[www.lachsa.net](http://www.lachsa.net)



created goals, student and counselor check-in meetings, monitoring of student progress by administration, arts chairs, and counselors, and progress reports to students and parents.

In the second semester, students who are not progressing will be notified of a possible involuntary transfer to their home school district. Grounds for Involuntary Transfer back to the District of Residence include the following:

1. The student commits an act of misconduct enumerated in Education Code 48900, 48900.2, 48900.3, 48900.4, and 48900.7.
2. Students who commit a mandatory expellable offense enumerated in Education Code Section 48915(c).
3. The student is habitually truant or absent and the interventions specified in Policy have failed to bring about student improvement.
4. For students attending a specialized LACOE school, additional grounds for involuntary transfer include failure to pass arts probation, behavior probation, attendance probation, or academic probation.

A final decision will be determined by the administration of an Involuntary Transfer to the home school district by late April/early June of each year. Additional information around the process for Involuntary Transfer can be found in LACOE Board Policy 5144.1.

Any student who violates the terms of probation may be involuntarily transferred to his or her home school district. On such occasions, the student, parent, counselor, arts chair, and an administrator will meet to discuss the violation and initiate the involuntary transfer in accordance with LACOE Board Policy 5144.1.–Please review the Board Policy for specific information regarding Due Process for Involuntary Transfers.



## ACADEMIC AND PERSONAL HONESTY CODE

Integrity is highly valued at LACHSA. Truth is the ultimate goal in democratic education. Honesty is essential to successful education. Cheating is the most destructive action in the academic world. Cheating undermines the academic process, shatters student integrity and destroys the trust necessary to teacher/student relationships. The cynical or unprepared student who seeks a dishonest advantage over fellow students is not only self-defeating, but affects others if not confronted and stopped.

Our Academic Honesty Policy addresses issues of cheating, plagiarism, theft, alteration of materials, and test avoidance. All students and parents sign the policy at the beginning of the school year to demonstrate their commitment to honesty and integrity. LACHSA students and staff will uphold the highest moral and ethical standards. Theft of (or unauthorized use of) student possessions will not be tolerated. Theft is a criminal matter and will be treated as such. Our campus is a place for safety and respect for all. Promptly report all incidents to a staff member so that we may deal with each problem in a quick, consistent and rational manner.

### **Acts of Academic Dishonesty which will not be tolerated at LACHSA are:**

- **Cheating on Tests:** Any intentional giving or use of external assistance relating to an examination, test or quiz without permission of the teacher. Parents will be contacted by the instructor or the student during class time.
- **Unauthorized use of technology devices during a test.**
- **Unauthorized Collaboration:** Intentional collaboration (copying) an assignment between a student and another person is considered dishonest. Both or all students involved will be subject to lowered academic and citizenship grades, and parents will be contacted.
- **Plagiarism:** All students are expected to complete their own work and assignments. Plagiarism constitutes any intentional use of another's ideas, words, or works as one's own. Plagiarism includes the misuse of material and the work of another student. It also includes downloading information directly from the Internet and computer and turning it in as a report. Plagiarism can result in earning a failing grade on the assignment, lowering of a citizenship grade, and relinquishing of technology privileges. Additionally, any student guilty of plagiarism may receive a zero grade on the assignment. The zero will not be dropped and that grade will be averaged in for the grading period.
- **Theft or Alteration of Materials:** A student guilty of stealing or altering test materials, calculators, books, computer tapes/disks, or other course materials from teachers, the Library/Media Center, office, or another student will be subject to being dropped from the class with an "F/U" for the semester and suspension from school.
- **Test Avoidance:** If a student develops a pattern of test avoidance, the parents will be notified. At the teacher's discretion, any further absences may result in a forfeit of the make-up policy.
- **Pressure for Unsubstantiated Grade Change:** Student and parent requests or demands for a raise in a course grade will not be considered, unless such request is based on clerical error.

## TECHNOLOGY POLICIES FOR STUDENTS

Students are expected to abide by the LACOE and Cal State LA technology policies:

- Acceptable Use of Technology Agreement for Students Enrolled at LACHSA
- Parent/Guardian Permission Form for Minors Students

LACHSA, in conjunction with Cal State LA, provides access to a wealth of technological resources for the educational advancement of the LACHSA community. In the online environment, our actions reach far beyond the walls of the school, and the consequences of these actions may have far-reaching effects. Responsible use of all technology and social media dictates that members of the community should not engage in any activity that does not reflect well on them or this institution, or violate education code, rules/regulations of Cal State LA, and LACOE.

### EXPECTATIONS

1. Access to the LACHSA network is a privilege intended to facilitate education, school-related communication, research, and other school business. LACHSA reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of LACOE and Cal State LA policies.
2. All users are responsible for appropriate use of the LACHSA technological resources, which include: computer network, labs, telephone and email.
3. All computers and personal electronic devices (including laptops, iPads, iPods, MP3 players, cell phones, smart phones, etc.) owned by individual members of the community and used on school grounds are subject to this policy.
4. Users should keep their passwords secure and never share their passwords with others. If someone tampers with your account, you could be held accountable.
5. Illegal activities utilizing the LACHSA School network—such as downloading music / films without paying; drug or alcohol related activities; threatening the safety of another; vandalism; gambling; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; are strictly forbidden.

### SOCIAL MEDIA GUIDELINES

LACHSA recognizes the rights of students who want to participate in online social networking. Our guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. LACHSA students should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the School's policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, personal use, we expect you to keep these guidelines in mind.

- Social media venues are public and information can be shared beyond your control. Be conscious and responsible of what you post online, as you will leave a long-lasting impression on many different audiences. Do not post or link anything (photos, videos, web pages) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
- Electronic Communication between LACHSA students and staff should be aligned through [lachsa.net](http://lachsa.net) and or educational links / blogs that teachers have provided to support student learning. Students should not send a "friend request" through a private social network website to a LACHSA staff member.

- If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful.
- Only accept social network invitations from people you know. Online stalkers and identity thieves are a real threat. Never share personal information.
- Do not misrepresent yourself by using someone else's identity.
- Cyber bullying is considered an act of harassment and bullying and may result in loss of school computer privileges and/or suspension from school.
- Use of LACHSA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific LACHSA activity or event, you may do so only by means of a link to the official school website: [www.lachsa.net](http://www.lachsa.net)

## **CYBERBULLYING**

Cyberbullying is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter to harass, threaten or intimidate someone. Cyber bullying is often done by children and adolescents, who have increasingly early access to computers and the Internet. In Cyber Bullying a bully can hide behind a pseudonymous user name, hiding his or her true identity. This secrecy makes it difficult to trace the source and encourages bullies to behave more aggressively than they might in a situation where they were identified.

Because the use of mobile and online communications has grown so rapidly and the crime is relatively new, many jurisdictions are deliberating over cyberbullying laws. However, existing laws against personal threats and harassment cover the crime. LACHSA is taking steps to increase not only awareness but to provide intervention in support of our students' well-being. Presentations on Cyber Bullying are scheduled in the fall for LACHSA students, teachers and our parents.

## **RESPONSIBLE USE OF THE LACHSA NETWORK**

1. Engaging in any activity that threatens the integrity of LACHSA is prohibited. Physical or electronic tampering with computer resources is not permitted. Unauthorized or inappropriate access to password-protected data, intentionally damaging computers, technology peripherals or computer networks is subject to disciplinary action. Suspected abuse of network systems should be reported immediately to an administrator.
2. Users must not attempt to fix, re-configure, disconnect, or relocate any of the School's equipment, including data or voice jacks, printers, wireless access points, peripherals, classroom computers and projectors, etc. Please contact the LACHSA office.
3. Online entertainment activities such as video game playing, video and audio streaming, and instant messaging compete with academic uses of network resources and are prohibited on school or personally owned equipment in the libraries, computer labs, and classrooms without teacher permission. After the school day is concluded (4:00 p.m.), when using their personal electronic devices, students should prioritize their academic responsibilities above recreational interests, abiding by the spirit of this policy.
4. Users will respect all copyright, trademark, and other laws governing intellectual property. No software may be installed, copied, or used on School equipment except as permitted by law. All software license provisions must be strictly adhered to.
5. Use of LACHSA's network for personal purposes, commercial purposes, advertising, personal profit, unauthorized fundraising, or political lobbying/campaigning is prohibited.
6. All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and avoid violating or infringing the intellectual property rights of others.



### Acceptable Use of Technology Agreement For Student Enrolled in LACOE Programs or Activities



**Print Full Name of Student**

**Name of LACOE Site**

I hereby acknowledge that I understand the Los Angeles County Office of Education student policy regarding acceptable use of technology, Los Angeles County Office of Education Policy 7250, and I agree to the following:

1. I will take responsibility to avoid unacceptable or inappropriate use of LACOE technological resources, as defined in Policy 7250;
2. I will ask my teacher or other LACOE staff prior to accessing material that may be unacceptable or inappropriate as defined in Policy 7250;
3. I will NOT use LACOE technological resources to access harmful matter, as defined in Policy 7250;
4. I will NOT use LACOE technological resources to infringe on the copyright of another;
5. I will NOT use LACOE technological resources to plagiarize any work, in part or in whole, that I am assigned to create myself as part of the LACOE program or activity I am enrolled in;
6. I will NOT use LACOE technological resources to access and/or distribute personal, private or confidential information I am not authorized to access;
7. I will NOT use LACOE technological resources to advertise products or services;
8. I will NOT use LACOE technological resources to lobby for votes;
9. I will NOT use LACOE technological resources to send or receive discriminatory messages;
10. I will NOT use LACOE technological resources to create or copy a computer virus and place it on the network;
11. I will NOT use LACOE technological resources to send or receive messages using someone else's user name and address or make it appear as if someone else sent or received the message.
12. I will NOT use LACOE technological resources to avoid, try to avoid, or help someone else avoid charges or fees;
13. I will NOT use LACOE technological resources to tamper, interfere with, damage, or use without permission any lawfully created computer data or computer system, including security systems;
14. I will NOT use LACOE technological resources in a way that is inconsistent with LACOE policies, procedures, rules and regulations.

I further understand that LACOE reserves the right to monitor my use of LACOE technological resources and I should not expect privacy in my use of LACOE technological resources. I also understand that if I violate any of the above-listed conditions, I may face suspension or revocation of technology use privileges, disciplinary action, and/or legal action.

**Signature of Student**

**Date Signed**

**Signature of Parent or Guardian**

**Date Signed**

**Signature of LACOE Staff**

**Date Signed**

*Form No. 201-027 (01-12-99)*



# JOHN F. KENNEDY MEMORIAL LIBRARY

## Library Borrowing Account Application

### Personal information *(All contact information is required)*

|                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| First name                                                                                                                                                                                                                                                                                                                                                                                    | Last name                                                                                          | Borrower Card Number                                                               |
| Parent/guardian's name                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                    | For patrons under 18: all of the following information should be for the guardian. |
| Email address                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                    |
| Address                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                    |                                                                                    |
| City/State                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                    | Zip code                                                                           |
| Phone number                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    | Department                                                                         |
| <b>Type of account you are applying for (select one)</b>                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |                                                                                    |
| <b>Courtesy Memberships</b>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |                                                                                    |
| <input type="checkbox"/> <b>Alumni</b> <i>(must have card from Alumni Association )</i>                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> <b>LACHSA patron</b>                                                      |                                                                                    |
| <input type="checkbox"/> <b>Emeriti faculty</b> <i>(must have supporting documentation )</i>                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> <b>Stern MASS patron</b>                                                  |                                                                                    |
| <input type="checkbox"/> <b>Reciprocal borrower</b> <i>(list school and role ):</i>                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> <b>Other LA County School patron</b><br><i>(list school &amp; role ):</i> |                                                                                    |
| <input type="checkbox"/> <b>Other account type</b> <i>(must confirm with Library staff ):</i>                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                    |
| <b>Other Memberships</b>                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |                                                                                    |
| <input type="checkbox"/> <b>Community Borrower (\$35 )</b> <i>Fee may be paid in cash, check, or money order</i>                                                                                                                                                                                                                                                                              |                                                                                                    |                                                                                    |
| <b>Government ID type &amp; number:</b>                                                                                                                                                                                                                                                                                                                                                       |                                                                                                    |                                                                                    |
| <b>Acceptance of responsibility (read and sign)</b>                                                                                                                                                                                                                                                                                                                                           |                                                                                                    |                                                                                    |
| I accept responsibility for all materials checked out to my library borrowing account. I understand that the library charges late fees and replacement bills for unreturned items and I agree to promptly pay all charges or they may be sent to a Collections Agency. I agree to observe all library rules and to notify the library of any changes to my personal information listed above. |                                                                                                    |                                                                                    |
| Signature of applicant OR parent/guardian:                                                                                                                                                                                                                                                                                                                                                    |                                                                                                    |                                                                                    |
| <b>Office use only</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                    |                                                                                    |
| Account created by:                                                                                                                                                                                                                                                                                                                                                                           | Scanned by:                                                                                        | Today's date                                                                       |

## OTHER USEFUL INFORMATION

### CELL PHONES AND OTHER ELECTRONIC DEVICES

According to California law, schools are permitted to regulate the possession of cell phones and electronic devices. While we understand the importance of cell phones and electronic devices in providing access to research, tools for time and life management, and socializing, they can also be a hindrance to learning. A preponderance of data outlines the extent of adolescent cell phone use, and indicates many harmful effects.

- A 2015 survey of 2,658 13- to 18-year-olds shows that they use an average of nine hours per day of entertainment media, which does not include screen time in school or screen time for homework.
- Cell phones in schools can have a negative impact on students' academic performance. In one study, students who were not using their mobile phones wrote down 62% more information in their notes, took more detailed notes, were able to recall more detailed information from the lecture, and scored a full letter grade and a half higher on a multiple choice test than those students who were actively using their mobile phones.
- Cell phone use among students, including the mere presence of a phone, can negatively impact academic performance.
- Excessive cell phone use can negatively affect the emotional wellbeing of students, and even trigger clinical-level depression.
- Overuse exposes students harmful interactions such as cyberbullying, shaming, ostracizing, sexting, and more.

We are not anti-technology at LACHSA. We *are* pro-wellness and pro-academic achievement. For these reasons, our cell phone policy and consequences are as follows:

- Students may bring phones and devices to school, as long as they are turned off and stored away during instructional time.
- Students may not use phones or devices during instructional time, even with headphones or earbuds.
- A teacher may, at their discretion, allow limited use of devices. If so, this will be clearly stated.
- If a cell phone is observed by staff during instructional time, the following consequences will occur, documented and monitored in Aeries:
  - 1<sup>st</sup> time: Teacher takes device and student may recover it after class.
  - 2<sup>nd</sup> time: Teacher takes device and turns it in to the office. Student may recover it after arts period or the following morning.
  - 3<sup>rd</sup> time: Teacher takes device and turns it in to the office. A parent must come to the office to claim it.
  - 4<sup>th</sup> time: Student placed on **Behavior Probation** for the semester.

Note: Neither LACHSA nor any teachers are responsible for lost or stolen phones, devices, or other personal items of value.

## DRESS CODE

The expression of one's style, especially in high school, is something LACHSA supports and celebrates. At the same time, there are other factors to consider when dressing for school. LACHSA Dress Code is guided by three important principals:

**Safety:** Something is always under construction at LACHSA and CSULA (sets, art projects, etc.) and hazardous materials are present and used for instructional and other purposes. What we wear can help ensure a safer environment.

**Professionalism:** LACHSA wants all students to be prepared for expectations employers make of the workforce. While there are valid arguments to be made that this is not equitable, it is a fact of life. Even in casual workplaces, there is a level of expectation that dress is appropriate. "The dress code at Google, Facebook, and other informal tech companies is very similar to a university dress code. The most formal attire is similar to what a professor might wear: a button-down shirt and slacks. The least formal attire is athletic wear." (TechLady.Haus, July 17, 2019)

**A welcoming environment:** We want all students and staff to feel welcome and safe at LACHSA, and not have school become an uncomfortable learning environment. When staff or students in any way feel their educational setting is being negatively impacted due to dress code violations, we need to intervene. The Federal Title IX statute may come into play, and we want to support the protections it provides.

For these reasons, the following guidelines shall apply to all regular school activities.

- 1) Shoes must be worn at all times. The only exceptions to this rule are: a) as instructed by a faculty member for class participation (if this occurs, students must put shoes on prior to exiting the classroom), or b) while the student is in the act of changing into a uniform or attire for a class in the locker room.
- 2) Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia that are crude, vulgar, profane or sexually suggestive, that bear drug, alcohol or tobacco imagery or branding, or that advocate racial, ethnic or religious prejudice.
- 3) Clothing must sufficiently conceal all bare skin from below the armpits and above the mid-thigh. Tops must be supported above the shoulder.
- 4) Hair shall be clean and good hygiene maintained. Hair may not be sprayed by any coloring that would drip when wet.

These dress code policies are enforced during all classes, performances and school activities, including Halloween and school dances. Students failing to dress appropriately will be asked to change and their parent/guardian will be notified. Repeated violation of the dress code may result in the student being placed on behavior probation.

## SAFETY

Students are reminded of the importance of safety and the need to be aware of their surroundings. Students should attempt to never travel alone on campus, always in pairs or groups. Any student concerned about walking alone on campus should contact the Cal State La Eagle Patrol. Cameras monitor both the Cal State LA campus and the LACHSA building at all times, but one can never be too careful.



## CAL STATE LA EAGLE PATROL

Although Cal State LA has its own police station and is considered the safest of the CA state university campuses, you should use the buddy system and never be alone on campus. Cal State LA Eagle Patrol personnel may be called (323-343-3700) to escort you anytime during the day. Please program this number in a cell phone. If you are staying late for rehearsals or performances and your parents do not arrive on time to pick you up, you must wait at the Campus Police Station and have your parents pick you up there.

## PARKING AND PICKUP AT CAL STATE LA

### Student Drop Off / Pick-Up

All students should only be dropped off or picked up at LACHSA in the “Student Drop Off” Zone in front of the LACHSA Building First Floor. There is no other acceptable location for drop-off/pick-up. Leaving a car unoccupied at the curb, idling at any location other than the designated pick-up zone, or parking in any parking space without a permit is not allowed and could result in citation.

Any driver who wants to exit their vehicle must park in a legal Cal State LA parking space and purchase a parking pass at the yellow kiosk. Parking without a permit, even for a very short time, is cause for citation.

### Parking

Primary parking for LACHSA visitors and events is on the top level of Parking Structure C, or in Parking Lot 5. The fenced parking area in front of the LACHSA Building First Floor is part of Parking Lot 5 and the same rules apply. All visitors to LACHSA / attendees of events must purchase a parking ticket at the yellow kiosk, prior to leaving their cars.

Spillover parking may be found in Parking Lot 7.

### Parking Costs are:

|                                         |        |
|-----------------------------------------|--------|
| 1 hour (Lot 4A and Student Union Only)  | \$2.00 |
| 4 1/2 hours (Student Structures & Lots) | \$4.00 |
| All Day (Student Structures & Lots)     | \$8.00 |
| Motorcycle/Moped (Lot 4A)               | \$2.00 |

Daily permits must be displayed face-up on the driver's side dash with the valid date/time shown. Failure to display your permit correctly may be plausible cause for citation.

For enrolled LACHSA students: a current valid Cal State LA parking permit or a daily parking pass must be properly displayed and visible on the rear-view mirror of the vehicle or placed face up on the driver's side dash. Expired permits and/or daily parking permits must be removed before displaying a current permit. Note: Expiration dates are printed on each permit and it must be visible. Quarter and Annual permits may be purchased at the Parking & Transportation Service Center (P&T), located south of Lot 3.

All parking lots are off limits to LACHSA students during the school day, including during nutrition and lunch. Students are reminded to retrieve all materials, clothing, and textbooks that may be needed from their cars prior to entering the LACHSA building in the morning, as they will not have the opportunity to return to their cars later in the day. All students are offered lockers at the beginning of the school year to store whatever they may need to access during the school day.

## FOOD SERVICES

You may use the university food services available on campus in the Golden Eagle Food Court, Starbucks, the bookstore, and vending machines; however, the cost is higher than most school cafeterias. You may wish to bring something from home to eat at nutrition or lunch.

You are expected to clean up your eating area before going to class. Failure to do so will result in disciplinary consequences and/or the site becoming off-limits to LACHSA students. LACHSA is not responsible for money lost in vending machines—there is a number to call for assistance on the machine. **NO FOOD OR DRINKS (except bottled water) ARE ALLOWED IN CLASSROOMS OR BUILDINGS.** All food and drinks must be consumed outside or at an eating facility. Violation of this rule will result in disciplinary consequences.

## ID CARDS

LACHSA and Cal State LA require each student to obtain a student ID card from Cal State LA's One Card Office (on 2<sup>nd</sup> floor or the Golden Eagle). The cost of the card is \$5.00. LACHSA will purchase the first ID for every LACHSA student and the card is good for the entire time the student is enrolled at LACHSA. Students are responsible for replacing the card if it is lost or stolen. You must carry your ID card with you at all times and show the card to all school officials or MTA/Metrolink officials when requested. The ID card allows LACHSA students to use Cal State LA facilities including the libraries and Health Center. Lost or stolen cards must be reported immediately to LACHSA's Main Office and to Cal State LA's Library, and the card must be replaced by purchasing a new card.

## LOCKERS

Available lockers are loaned to students for their use during LACHSA's school year. LACHSA ASSUMES NO RESPONSIBILITY FOR MATERIALS OR VALUABLES LEFT IN LOCKERS. Do not leave anything valuable in the locker. If assigned a locker, you must care for it, and empty and clean it out at the end of the year. Students are not allowed to switch lockers without first informing the Main Office. If you do not need a locker, please notify the Main Office so it may be assigned to someone else. LACHSA staff maintains the right to inspect locker contents at any time.

## LOST AND FOUND

You are reminded not to bring valuables to school. All belongings should be in your possession at all times or secured in a locker. Keep a watchful eye out and don't bring any item to school (i.e. Laptop or MP3 player) that you would be upset to lose. If an item is lost, check first in the classroom and with the teacher, then with the Main Office and Assistant Principal, and finally with Campus Police at the north end of Lot 1. Found items are to be turned in immediately to the Main Office. **LACHSA assumes no responsibility for personal items being lost or stolen.**

## MEDICATION

Students requiring any non-prescription medication at school must bring the Medication at School form to the school Nurse, along with the medication. The medication will be held in the main office and dispensed by the school nurse or other designated LACHSA staff member based on the dose on the medication bottle and based on the instructions written on the medication at school form.

## IMMUNIZATIONS

California schools are required to check immunization records for all new student admissions from TK - 12th grade. The following vaccinations are required: diphtheria, pertussis (whooping cough), tetanus, (DTP, DTaP, Tdap) poliomyelitis, measles, mumps, rubella (MMR), hepatitis B, varicella (chickenpox), haemophilus influenza type b, and any others deemed appropriate by the California

Department of Public Health. Immunization records of new entrants shall be reviewed periodically and LACHSA shall prohibit from further attendance any student admitted who failed to obtain the required immunizations within the time limits allowed, unless the student has a medical exemption under HSC Section 120370, until the student has been fully immunized.

## TEXTBOOKS

Textbooks and other supplementary books and materials are provided, but you and your parents are responsible for lost or damaged books. There is a replacement fee per book if lost. It is your responsibility to return all books and materials to the appropriate teachers when withdrawing from courses or when the teachers collect them. It is also your responsibility to return all Cal State LA library books and to pay for late fines. Failure to return all books (or school property) or to pay for lost books and/or library fines will result in the holding of report cards, diplomas, and transcripts until you clear all obligations.

## EVACUATION AND EMERGENCIES

### LACHSA Community Directions:

In the event of an emergency (i.e. fire, earthquake, bomb threat, etc.), students on the first floor of the main LACHSA building are to evacuate with their teacher to Parking Lot 5, while students on the second floor will be led to the loading dock of the Luckman Theatre. If the emergency occurs between classes, during nutrition or lunch, or before school, students are to report to their previous period teacher in their respective evacuation zone. After school, they are to report to their arts department chair in Lot 5. Once at the evacuation zone, students will stand at the designated letter/number assigned to their teacher and stay in place until they are released to leave. Teachers stand in front of class so attendance can be taken quickly and the staff can quickly find each class.

Due to the multi-story layout of the LACHSA building, and in the event Lot 5 is inaccessible, students will be directed to a secondary evacuation, at the loading dock area of the Luckman Fine Arts Complex located on the northwest corner of Paseo Rancho Castilla and Circle Drive.

Students are not to use their cell phones unless instructed to do so, and are not to leave campus unless they are released by the administration. Parents are not to enter the drop-off loop at the south end of Lot 5. Students will be released to parents as quickly as possible. Students not released to parents will remain with their teacher at the field until Cal State LA says we may go back into the classrooms. Cal State LA campus security, food services, and the Health Center will be mobilized to serve our students and staff. Be prepared. Have an alternate plan for transportation home and a local alternate “home” just in case.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **ASSOCIATED STUDENT BODY (ASB)**

### **CLUBS, ASB, AND LEADERSHIP**

LACHSA has an Associated Study Body (ASB) Leadership Class for the purpose of providing a method for governing the student body; providing members of the student body with a variety of artistic, cultural and social activities; school/service clubs, and to serve as a vehicle for student input in the formation of school policy. Student body elections are held in the spring of each year to elect ASB Officers, Class Officers, and Arts Reps for the following school year.

The purpose of the ASB is to encourage a high standard of scholarship, promote order and discipline, boost morale, foster cooperation between the administration, staff and student body, initiate and supervise all student activities, and inspire loyalty to LACHSA. ASB provides students the opportunity to participate in the planning and execution of activities, and to learn constructive leadership procedures. Students are encouraged to actively take part in the decision-making process that concerns and affects them. The hope is that participation will be in areas of service to others, as well as “fun activities.” Staff is also encouraged to become involved in the activities.

School clubs must be ASB approved. All clubs must have copies of their constitution and rosters on file in the Main Office. Clubs must submit fundraising requests and receive approval from ASB prior to conducting fundraisers. The annual Club Fair where you can meet club members and learn about each club will be held in September. No fundraisers or student events are permitted without the approval of the ASB advisor or LACHSA administration.

Club Rush is held in the fall of each school year where students sign up for membership in as many clubs as they wish. Students interested in starting a club must see the Leadership Advisor for instructions. Club meeting times and locations are determined by the staff advisor and club president.

### **FUNDRAISING**

All fundraising efforts, either on campus or off campus, must be approved by ASB prior to the fundraising event. As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and programs, and this practice is also permissible as long as the raising of funds is voluntary. A student who is asked to but does not raise funds may not be denied participation in an educational activity. A requirement to raise funds in order to participate, even if there is no mandated amount to be raised, is the same as requiring a fee.

The prohibition on the requirement for an individual student to raise money is to be distinguished from a requirement to attend a fundraising event as an element of participation in an activity, in the same way attendance at practices, games, rehearsals or performances are an expected aspect of participation. For example, expecting the members of a vocal ensemble to attend a fundraising concert that is on its calendar of events does not violate the “free school” guarantee, so long as attendance is the only requirement. Another example is when members of an athletic team are expected to help out with a fundraising sale at a Back to School Night or Open House – just as a coach can expect players to attend practices and games, he/she can expect players to attend a fundraising event as long as the requirement is to attend rather than to raise money as a condition of participation in the activity or program.

The LACHSA Foundation and Fund Arts Now are the two organizations with LACOE authority to fundraise on behalf of LACHSA. The Parent Association’s fundraising efforts are through the LACHSA Foundation. All other fundraising efforts must be pre-approved by the Associated Student Body (ASB). Parents who fundraise on behalf of a specific department must work within the LACHSA Foundation’s Parent Fundraising Council or with FAN.

## **LACHSA FOUNDATION (LA County High School for the Arts Foundation)**

### **HISTORY / BACKGROUND**

The LACHSA Foundation was formed in 1984 by a group of concerned citizens, led by the late Caroline Leonetti Ahmanson and Supervisor Michael Antonovich, in response to the dismantling arts education in Los Angeles County's public schools due to shifts in public funding policy. Fearing that entire generations of artists would be left behind, the Foundation provided the leadership which led to the establishment of Los Angeles County High School for the Arts (LACHSA) on the campus of California State University Los Angeles in 1985. In partnership with Los Angeles County Office of Education (LACOE), The LACHSA Foundation is a 501(c)3 nonprofit organization established to raise money for the arts programming at LACHSA in order to bridge the gap between available funding for arts programs and the actual cost of running LACHSA's conservatory style programs

### **MISSION / ROLE**

The LACHSA Foundation (aka Los Angeles County High School for the Arts Foundation) is a 501(C)3 nonprofit organization that was founded as the primary fundraising resource for the arts programming at LACHSA. Through grants, individual fundraising campaigns, The Annual Appeal, and special events, the LACHSA Foundation Board and staff raise over \$800,000 per year for the 1pm-4pm arts programming at LACHSA, in addition to additional fundraising for capital, production and afterschool arts program needs. In addition, The LACHSA Foundation works closely with Fund Arts Now (FAN), Parent Association, the LACHSA community and LACHSA administration to support and provide guidance for all fundraising efforts at LACHSA that keep our LACHSA stars shining bright! Visit our website at [www.lachsafoundation.org](http://www.lachsafoundation.org) to learn more!

### **FUNDRAISING**

The LACHSA Foundation staff and board raise charitable revenue through Foundation and Corporate grants, major gifts, individual donors, the Annual Appeal and endowments. The LACHSA Foundation actively works with the Parent Fundraising Committee, Fund Arts Now (FAN), LACOE, and LACHSA Administration to secure and surpass a yearly commitment established with Principal Lawler. Aware that the most meaningful experience to inspire donors happens every day at LACHSA, you will often see LACHSA and the LACHSA Foundation staff hosting guests and foundation representatives during the school day and at productions throughout the year.

### **FUNDRAISING VOLUNTEERS**

The LACHSA Foundation relies heavily on volunteers to meet its goals and is grateful for the work that volunteers do to help advance the mission to support LACHSA! There are many ways to get involved including:

- To the best of one's ability, make a charitable contribution to the Annual Appeal
- Contact your employer to initiate a matching gift, when applicable
- Be willing to engage or help engage one's contacts to support LACHSA, underwrite productions, and introduce sponsorships
- Volunteer during fundraising campaigns as a parent advocate
- Participate in Fundraising Workshops
- Contact Development Associate Alicia Byer, to offer any specialized skills, particularly in grant-writing, social media, marketing or administrative assistance at [aheadley@lachsafoundation.org](mailto:aheadley@lachsafoundation.org) or 213-225-7584

## LACHSA FOUNDATION BOARD OF DIRECTORS

### Officers:

Co-President: Vivian Rescalvo, *LACHSA Alumni Parent, Veronica Perez Associates*  
 Co-President: Stella Jeong, *LACHSA Alumni Parent, Community Leader*  
 Secretary: Kate Beyda, *LACHSA Alumni Parent, Warner Brothers/New Line Cinema*

### Members:

Lynn Alvarez, *LACHSA Parent, VP LA Board of Recreation and Park Commissioners*  
 David Angelo, *LACHSA Parent, David & Goliath*  
 Mark Deetjen, *LACHSA Parent, BUZZR | Fremantle Media*  
 Elizabeth Dennehy, *Actress, LACHSA Parent & Faculty*  
 Maral Donoyan, *LACHSA Alumni Parent, Parent Association President*  
 Marla Garlin, *LACHSA Parent*  
 Lois Hunter, *LACHSA Theatre Chair*  
 Anne Jacoby, *LACHSA Alumna, Resource Global Professionals*  
 Melina Kanakaredes, *LACHSA Parent, Actor*  
 John Lawler, *LACHSA Principal, LACHSA Parent*  
 Kate Leach, *LACHSA Parent*  
 Johanna Metzger, *LACHSA Alumni Parent, Gulla Jonsdottir Architecture + Design*  
 Sam Newman, *LACHSA Parent, Sidley Austin LLP*  
 Melinda Stahl Nix, *LACHSA Parent*  
 Angela Alvarado Rosa, *LACHSA Parent, Producer/Director*  
 Constance St. John, *LACHSA Alumni Parent, Nonprofit Leader*  
 Jonathan Zager, *LACHSA Parent, Producer*

### LACOE Liaison

James Cross, *LACOE Board of Education Member*

### Trustees for Life:

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 Edward Kantor, M.D. *Otolaryngologist*  
 Marcia Wilson Hobbs, *Beverly Hills Courier Publishing, LLC*

### Founders:

Michael D. Antonovich, *Los Angeles County Supervisor, Fifth District*  
 Caroline Leonetti Ahmanson, *1918 - 2005*

## LACHSA FOUNDATION STAFF

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Please visit the LACHSA Foundation online at [www.lachsafoundation.org](http://www.lachsafoundation.org) for more information or to make an online donation to support arts programs at LACHSA.

## **LACHSA PARENT ASSOCIATION**

### **MISSION**

The purpose of the LACHSA Parent Association is to support the objectives of LACHSA by:

- Establishing and maintaining a close working relationship among LACHSA's parents, teachers, staff, administration and community.
- Supporting the Principal's mission on matters relating to the individual arts departments as well as the academic program.
- Informing and promoting school-wide activities and events to the parent body and the general public.
- Assisting in the fundraising efforts of the Parent Association and the LACHSA Foundation which support LACHSA.
- Providing support through coordination of volunteer programs for any official school activities, such as the College Fair, graduation, teacher appreciation, auditions and other events that require community support.
- Sponsoring, promoting and facilitating programs of interest to the LACHSA community.
- Coordinating communications with the parent community.

### **PARENT ASSOCIATION POSITIONS**

**Parent Association Contact:** [LACHSAparentassociation@gmail.com](mailto:LACHSAparentassociation@gmail.com)

#### **OFFICERS**

**President**  
**Vice President**  
**Secretary**  
**Treasurer**

#### **DEPARTMENT REPS (up to two representatives per department)**

**Cinematic Arts Representatives**  
**Dance Representatives**  
**Music Representatives**  
**Musical Theatre Representative**  
**Theater Representatives**  
**Visual Arts Representatives**

#### **GRADE LEVEL REPS**

**9th Grade Representative**  
**10th Grade Representative**  
**11th Grade Representative**  
**12th Grade Representative**

**General/Ad Hoc Representative**



## LACHSA'S OFFICE OF COMMUNITY ENGAGEMENT

LACHSA's Office of Community Engagement incorporates our recruitment, admissions, alumni, and outreach activities as well as other ongoing initiatives in the greater Los Angeles community. As one of the premier arts schools in the United States, LACHSA has a responsibility to actively engage with schools, arts institutions, arts non-profits, and community centers to improve the landscape for arts education. This office has generated excitement among new audiences and helped raise our profile as a leader in arts education.

### A COMMITMENT TO EQUITY AND ACCESS

As a public school, LACHSA is dedicated to providing equitable access to all communities of Los Angeles, regardless of race, ethnicity, socioeconomic status, gender, sexuality or ability status. LACHSA undergoes continuous programming to connect with underrepresented communities to reduce the barriers to access for LACHSA. The Equity and Inclusion Task Force- an advisory committee composed of local nonprofits, government agencies, LACHSA staff, parents and community members- convened in 2019 to develop recommendations on enhancing LACHSA's outreach efforts, and will be publishing its findings later this year.

Some of LACHSA's initiatives have included:

- Take Part in Art
- LACHSA On the Road
- LACHSA Lunchtime @ Grand Park
- Attendance to various High School Nights throughout the County

### OUTREACH

LACHSA students have the opportunity to engage with the local community through a variety of performance opportunities. As a proud partner of many nonprofits, performing spaces, and public schools across Los Angeles County, LACHSA gives back to the city and spreads art wherever possible. Past performance opportunities included:

- Take Part in Art: Through grant funding, this program offered grades K-12 the opportunity to experience their first opera, first ballet, first symphony concert by providing free bus transportation to free performances by LACHSA award winning students.
- LACHSA On the Road brings the magic of LACHSA into the community through vocal, dance, instrumental performances offered at no charge. LACHSA visual arts and dance students partnered with the Music Center's Very Special Arts Festival to engage students with special needs from throughout LA County. During Spring, in partnership with the Music Center of Los Angeles County, LACHSA offered weekly lunchtime concerts at Grand Park in downtown L.A. where park-goers enjoyed performances by various LACHSA ensembles.

### ALUMNI RELATIONS

LACHSA cultivates its ongoing dialogue with alumni through the LACHSA Alumni Association as well as the LACHSA Alumni Network. The Alumni Association, in conjunction with the Alumni Network, hosts a number of alumni events throughout the year taking place at LACHSA on the campus of California State University, Los Angeles as well as at various venues throughout the country. LACHSA Alumni events include receptions, alumni art shows, the Distinguished Alumni Series, a yearly Alumni Panel, the Alumni Commencement Speaker, as well as other special events. The LACHSA Alumni Network coordinates the Joe Gatto Memorial Scholarship and the Monthly Newsletter.

## LACHSA ACADEMIC COURSE DESCRIPTIONS

### **SOCIAL STUDIES**

3 years required for graduation  
3 years required for UC A-G requirements

#### **World History – Grade 10**

***Length of course: 1 year***

World History is based on the California Content Standards for History/Social Science: World History. Students study the major turning points that shaped the modern world, from early Greek and Roman times to the present. Students trace the rise of democratic ideas and develop an understanding of the historical roots of current world issues. Students develop an understanding of current world issues and relate them to historical, geographic, political, economic and cultural contexts.

#### **AP World History – Grade 10**

***Length of course: 1 year***

***Prerequisite: A or B in 8<sup>th</sup> Grade History Course.***

This is an advanced course in History/Social Science: World History. Students study the major turning points that shaped the modern world, from early Greek and Roman times to the present. Students trace the rise of democratic ideas and develop an understanding of the historical roots of current world issues. Students develop an understanding of current world issues and relate them to historical, geographic, political, economic and cultural contexts. This is an advanced course that emphasizes research, writing and discussion.

#### **U.S. History – Grade 11**

***Length of course: 1 year***

***Prerequisite: Completion of World History***

U.S. History is based on the California Content Standards for History/Social Science: U.S. History. The course offers students a thorough understanding of modern American history and traces the development of the United States from the Spanish-American War to the present. Students review the significant factors responsible for the emergence of the United States as a major world leader. Students examine the major turning points in American history in the 20th century.

#### **AP U.S. History – Grade 11**

***Length of course: 1 year***

***Prerequisite: A or B in Modern World History or AP World History***

AP U.S. History meets the California Content Standards for History/Social Science: U.S. History. While preparing students for the AP exam in United States History, this course engages students in a detailed study of American history from its earliest origins to the present day. Emphasis is placed on understanding themes, cause/effect relationships, and broad examinations of social, political, cultural and economic issues that have shaped our nation. This is an advanced course that emphasizes research, writing and discussion.

#### **American Government – Grade 12**

***Length of course: 1 semester***

***Prerequisite: Completion of US History***

American Government is based on the California Content Standards for History/Social Science: American Government. This course is an in-depth study of the principles of American democracy. The course focuses on the institution, processes, politics, and policies that are critical to federal, state, and local government. Students learn the importance and responsibility of citizenship. They examine America's role in the global community and the American political, social, economic, and legal systems.

## **AP American Government – Grade 12**

***Length of course: 1 semester***

***Prerequisite: A or B in AP US History or US History***

This is an advanced course in History/Social Science: American Government that is based on the California Content Standards for American Government. Students undertake a thorough examination of the United States Constitution, fundamental rights, the political system, and major governmental institutions. Students engage in critical analysis of contemporary political events and are encouraged to become involved in both social and political institutions. Students enrolled in this class must take a semester of economics in addition to this course.

## **Economics – Grade 12**

***Length of course: 1 semester***

***Prerequisite: Completion of US History***

Economics is based on the California Content Standards for History/Social Science: Economics. This course focuses on fundamental national and international economic concepts such as scarcity, financial literacy, productivity, economic systems, economic institutions and incentives, stock market, supply and demand, competition and market structure, income distribution, and the role of government. This course emphasizes international trade, factors that create poverty and wealth, inflation and deflation, and government and big business fiscal and monetary policies.

## **ENGLISH**

4 years required for graduation

4 years required for UC A-G requirements

### **English 9 – Grade 9**

***Length of course: 1 year***

LACHSA English curriculum emphasizes foundation work in English/Language Arts skills in the first two years. Students in English 9 will complete readings in a variety of genres, including novels, short stories, and a Shakespeare play, emphasizing comprehension of elements of plot, character and theme. Students will also complete basic multi-paragraph expository essays as they recognize the role of theses, topic sentences, paragraph form, and introductions and conclusions in supporting written arguments. Students will build their ability to recognize the relevance of the details they read to answering specific questions about works, working from the level of individual facts to paragraphs, and ultimately, full-length essays.

### **English 10 – Grade 10**

***Length of course: 1 year***

***Prerequisite: Completion of English 9***

The first semester of English 10 builds on the skills developed in the English 9 course. Students will take notes, outline, and write frequently as they practice making meaning from specific passages in their reading and interpreting their possible significance. The second semester of English 10 provides an opportunity for students to make choices about how to best apply their developing writing skills with increased expectations on the volume and depth of readings from a variety of world literature sources. Students explore the connections between a variety of cultural and historical contexts and their own experiences as they draw on both literary and theatrical techniques in an interdisciplinary effort to identify larger themes and implications of texts they read.

### **Honors English 10 – Grade 10**

***Length of course: 1 year***

***Prerequisite: A or B in 9<sup>th</sup> grade English***

In addition to the curriculum in English 10, the honors sections provide prepared and interested students with an accelerated pace, more challenging workload, and more independent writing challenges which push students to master concepts quickly and immediately put them to use in writing about works studied, and subjecting their work to regular public sharing and whole-class critiques. Students in honors sections tend to write longer assignments, engage in greater depth of independent revision, and complete more advanced challenges in mastering specific skills of standard written English.

**English 11 – Grade 11*****Length of course: 1 year******Prerequisite: Completion of English 10***

The English 11 course focuses on American literature and builds on the skills developed in English 9 and English 10. Students will read text for details, using those text details in written responses to literature. They will build vocabulary and fluency in English language conventions from their exposure to a variety of styles of literature. In addition, students will create expository essays around coherent, specific thesis statements, which students support with quoted and well-explained text. They will also complete at least one research paper.

**AP English Language and Composition (AP English 11) – Grade 11*****Length of course: 1 year******Prerequisite: A or B in 10<sup>th</sup> grade English***

In addition to the work outlined in English 11, AP English 11 places a much greater emphasis on independent text analysis, especially stylistic analysis of prose non-fiction and rhetorical strategies. Students will master college-level grammar and language skills including sentence combining, a broad range of sentence types, use of context-specific transition sentences and phrases, and expanded introductions and conclusions. As a tie-in with the concurrent AP US History class, students will complete regular detailed summary essays of self-selected opinionated articles on topics of their choosing. Students will complete at least 10 writing assignments per semester as they practice their skills.

**English 12 – Grade 12*****Length of course: 1 year******Prerequisite: Completion of English 11***

The English 12 course focuses on British literature: Students will read text for details, using those text details in written responses to literature. Students will continue to build vocabulary and fluency in English language conventions from their exposure to poetry, drama, and novels. In addition, students will create expository essays around coherent, specific thesis statements, which students will support with quoted and well-explained text. They will also complete at least one research paper.

**AP Literature and Composition (AP English 12) – Grade 12*****Length of course: 1 year******Recommended Prerequisite: A or B in 11<sup>th</sup> grade English***

In addition to the work outlined in English 12, students will read at least 4 novels or plays each semester. There will be a much greater emphasis on analysis, especially an in-depth poetry analysis. Students will review to mastery specific college-level grammar and language skills including sentence combining, a broad range of sentence types, use of context-specific transition sentences and phrases, and expanded introductions and conclusions. Finally, through a final 4-week research project, students will learn to narrow a research question, then outline and complete a clearly organized 6-8 page informative report, using university databases and other scholarly sources.

**MATHEMATICS**

2 years required for graduation

3 years required for UC A-G requirements

**Algebra I – Grades 9*****Length of course: 1 year***

Algebra I is based on the California Content Standards for grades 8-12. This course covers the fundamental properties of the real number system. Topics include algebraic expressions, exponents, linear equations and inequalities, functions and function notation, graphs of linear and quadratic functions, radical equations, ratio and proportion and the quadratic formula.

**Geometry – Grades 9-10*****Length of course: 1 year******Prerequisite: Completion of Algebra I***

Geometry is based on the California Content Standards. Geometry is the study of points, lines and areas in a single plane, and includes some extension into three-dimensional space. Emphasis is also placed on creating a consistent set of axioms and using deductive reasoning to write proofs and derive theorems. Students need to have a strong foundation in algebraic concepts.

**Algebra II – Grades 9–11*****Length of course: 1 year******Recommended Prerequisite: C or better in Geometry***

Algebra II is based on the California Content Standards for High School Algebra II. Algebra II and expands the mathematical content and concepts of Algebra I and Geometry. Students who master Algebra II gain experience with algebraic solutions of problems in various content areas, including the solution of systems of quadratic equations, logarithmic and exponential functions, the binomial theorem, the complex number system, conic sections, probability, sequences and an introduction to trigonometry.

**Honors Algebra II – Grades 9-11*****Length of course: 1 year******Recommended Prerequisite: A or B in Geometry and Algebra I***

This rigorous honors-level course is based on the California Content Standards for High School Algebra II, but includes more trigonometry and analytical geometry.

**Trigonometry and Math Analysis – Grades 9–12*****Length of course: 1 year******Recommended Prerequisite: B or better in Algebra II***

This course is based on the California Content Standards and prepares the student for calculus. Topics covered include: an in-depth study of all elementary functions, their inverse functions, conic sections, parametric functions, matrices and determinants, higher degree polynomial functions, logarithmic and exponential functions, sequences and series, math induction, and trigonometry.

**Probability and Statistics – Grade 12*****Length of course: 1 year******Recommended Prerequisite: Completion of Algebra II***

This advanced elective course is based on the California Content Standards and is fashioned as an alternative to the Calculus track (i.e., H Algebra 2, Trigonometry, Mathematical Analysis, AP Calculus AB). Probability and Statistics covers counting methods, (probability) independent events, rules for addition, multiplication and complementation, finite sample spaces, conditional probability, discrete and continuous random variables, binomial, exponential and normal distributions; (statistics) measures of central tendency by mean, median, mode, and measures of distribution by variance and standard deviation, normal distributions, organization of data by frequency tables, histograms, stem-and-leaf displays, and box-and-whisker plots. Probability and Statistics is an introduction to the study of probability, interpretation of data, and fundamental statistical problem solving. Mastery of this discipline will provide students with a solid foundation in probability and facility in processing statistical information.

**AP Calculus A/B – Grades 10–12*****Length of course: 1 year******Recommended Prerequisite: B or better in Trig/Analysis***

This course is based on the California Content Standards and is an advanced college-level course that prepares students for the AP Calculus AB exam and covers the beginning of calculus. It includes the study of functions, limits, continuity and differentiation rules for elementary, trigonometry, logarithmic and exponential functions. Applications of the derivative are covered extensively and an introduction to the definite integral and integration is also included. This course emphasizes a multi representational approach to calculus, with concepts, results and problems being expressed graphically, numerically, analytically and verbally. The connections between these representations also are important.

## SCIENCE

2 years required for graduation (one year of life science, one year of physical science)

2 years required for UC A-G requirements (1 year of life science, 1 year of physical science)

### **Biology – Grade 9-10**

***Meets graduation requirement for a life science.***

***Length of course: 1 year***

Biology is a life science course based on the California Content Standards for Science. This course fulfills both the college laboratory science requirement and the high school life science graduation requirement. Subjects covered include ecology, cellular biology, genetics, and evolution. Students are expected to develop scientific thinking; a reasoned approach to problem solving and an understanding of the role biology plays in daily lives.

### **Chemistry – Grade 10-11**

***Meets graduation requirement for a physical science.***

***Length of course: 1 year***

***Recommended Prerequisite: C or better in Geometry***

Chemistry is a physical science course based on the California Content Standards for Science. This course fulfills both the college laboratory science requirement and the high school physical science graduation requirement. Topics include atomic structure, nomenclature, bond formation, chemical reactions, gases, reaction rates, thermodynamics, and metric calculations.

### **Physics – Grade 11-12**

***Meets graduation requirement for a physical science.***

***Length of course: 1 year*** ***Recommended Prerequisite: C or better in Algebra II or Honors Algebra II***

Physics A/B is a physical science course based on the California Content Standards for Science. This course is designed for students wishing to fulfill both the college laboratory science requirement and high school graduation requirement. Topics covered include energy, forces, motion and matter at a college preparatory level of analysis. Laboratory activities are designed to lead to discovery and appreciation of concepts in these areas.

### **AP Biology – Grade 12**

***Meets graduation requirements for a life science.***

***Length of Course: 1 year***

***Prerequisite: B or better in Algebra II, Chemistry, and Biology***

The AP Biology course is designed to be the equivalent of a college introductory biology course. AP Biology differs from regular Biology with respect to the textbook used, the range and depth of topics covered, the kind of laboratory work done, and the time and effort required by the students. It aims to provide students with the conceptual framework, factual knowledge, and analytical skills necessary to deal critically with the rapidly changing science of biology.

## FOREIGN LANGUAGE

2 years of the same language required for graduation

2 years of the same language required for UC A-G

### **Spanish I – Grade 9**

***Length of course: 1 year***

This course offers a methodical presentation of the fundamental structure of the language. Students develop foundational listening, speaking, reading, and writing skills.

### **Spanish II - Grade 9-10**

***Length of course: 1 year***

***Prerequisite: Successful completion of Spanish I***

This course provides instruction in more complex grammar and more advanced oral and written expression in the language.

**Spanish III - Grade 10-11*****Length of course: 1 year******Prerequisite: Successful completion of Spanish II***

This course continues to develop proficiency skills in writing, reading, and speaking, along with the introduction of literature.

**Spanish IV - Grade 11-12*****Length of course: 1 year******Prerequisite: Successful completion of Spanish III***

This course continues a more in-depth coverage of culture and Spanish Literature by presenting more advanced vocabulary, grammatical concepts, writing, and conversational skills. All grammatical concepts are thoroughly reviewed and expanded, and students will be applying these to writing compositions. Reading strategies and fundamentals of formal composition are introduced in conjunction with level-appropriate literary selections. The Spanish IV class is conducted almost exclusively in Spanish. Students are expected to have acquired strong oral communication skills prior to the study of Spanish IV through practice with designated partners, other classmates, and teachers.

**French I - Grade 9*****Length of course: 1 year***

French 1 introduces the students to basic vocabulary and fundamental sentence structures in the present and past. Pronunciation, grammar, and everyday vocabulary are stressed as indispensable tools for comprehension and expression. French and Francophone values, customs, culture, and everyday life are also highlighted.

**French II - Grade 9-10*****Length of course: 1 year******Prerequisite: Successful completion of French I***

This course continues with basic vocabulary and fundamental sentence structure and grammar while emphasizing idiomatic construction and expression. Simplified authentic readings, oral discussion and conversation are based on current real-life topics appropriate to the students' age and experience and that of their peers in Francophone communities. Students are encouraged not only to compare but also to understand that cultural practices are products of culture and to gain a wider understanding of the meaning and value of culture and how this applies to language.

**French III – Grade 10-11*****Length of course: 1 year******Prerequisite: Successful completion of French II***

This course provides an opportunity to acquire intermediate fluency in spoken French with emphasis on natural, colloquial usage and the development of analytical reading and writing skills. A variety of authentic audio, video and written texts are included. Students will listen to songs, narrations of newspaper and magazine articles, dictations, news reports, movie reviews, and other types of sound recordings. It emphasizes the use of set-up phrases, idiomatic expressions, correct pronunciation and intonation, development of useful vocabulary, and ability to communicate without hesitation in a given situation as well as the careful construction of written expression and the use of limited language skills to effectively read authentic documents requiring fluency. Speaking activities include role-plays, oral reports, speeches and picture story telling.

**French IV - Grade 11-12*****Length of course: 1 year******Prerequisite: Successful completion of French III***

This course encourages student fluency in spoken and written French. The emphasis is on reading for analysis and written expression. Written texts include literature and newspaper and magazine articles. Students will develop speaking skills through verbal interaction with classmates and the instructor. Speaking activities continue to include role-plays, oral reports, speeches, and picture story telling. Writing a variety of compositions, answering essay questions on assignments and tests, and journal writing will enhance writing skills.

## **PHYSICAL EDUCATION**

2 years required for graduation

### **Physical Education Course 1 and Physical Education Dance 1 (for dance majors only) – A requirement for graduation • Length of course: 1 year**

Physical Education 1 A/B is based on the Physical Education Content Standards for California Schools and meets the requirements of the California Code of Regulations, Section 10060, as instruction is provided in all areas of physical education. Students demonstrate knowledge of the mechanics of body movements and competency in motor skills for at least one activity in each area of physical education (aquatics, gymnastics/tumbling, rhythms/dance, combatives/personal safety, and individual, dual, and team sports). Activities that meet the criteria for a given area are selected based on the needs and restrictions of the instructional setting. The course emphasizes physical fitness and the effects of physical activity on dynamic health as students prepare for the mandated state physical fitness assessment (FitnessGram).

### **Physical Education Course 2 and Physical Education Dance 2 (for dance majors only) – Length of course: 1 year** *Prerequisite: Physical Education Course 1*

Physical Education 2 A/B is based on the Physical Education Content Standards for California Schools and meets the requirements of the California Code of Regulations, Section 10060, as instruction is provided in all areas of physical education. Students demonstrate competency in motor skills for at least one activity in each area of physical education (aquatics, gymnastics/tumbling, rhythms/dance, combatives/personal safety, and individual, dual, and team sports). Activities meeting the criteria for a given area are selected based on the needs and restrictions of the instructional setting. The course emphasizes physical fitness and the effects of physical activity on dynamic health. Students are given the opportunity to improve fitness test scores for the state physical fitness assessment (FitnessGram). Students demonstrate knowledge of the psychological/sociological concepts, principles and strategies that apply to physical fitness.

## **ELECTIVE COURSE OFFERINGS (Periods 1-6)**

### **Media Production 101 – Grade 10-12**

Media Production 101 combines theory and hands-on practice with the goal of building foundational production skills. In this class, students will create several short form productions while honing basic skills of visual story telling. Students will learn methods and techniques to aid them in transforming written words into motion pictures. This course is designed to teach students fundamental and technical skills of single camera, digital cinema production. This will include script analysis, storytelling and inspiration methods, script and shot list breakdowns, directing actors, camera angles, exploration of light, color, and sound, and editing/post-production techniques.

### **Adv. Media Production – Grade 11-12**

Advanced Media Production is a production lab in which students work to produce individual and group projects. Students will receive on-the-job training throughout the duration of their narrative projects, such as the “silent film” and the “short narrative”. Throughout the course, students will enhance technical skills in the areas of: screenwriting techniques, visual storytelling (storyboards), lighting, audio, shot composition, sound design, and editing. Students will learn hard skills necessary to obtain production jobs in the media production industry, including, but not limited to: producer, director, art director, camera operator, assistant camera, audio technician, director of photography, script supervisor, and editor.



**Beginning Piano – Grade 10-12*****Length of course: 1 year***

This course focuses on teaching non-piano majors basic piano skills. Students work at their own pace in a workshop setting. The course is designed to teach the concepts and fundamentals needed to perform on the piano. It will increase musical understanding beyond just reading notes by teaching students a vocabulary of chords and keys, accompaniment patterns, and improvisational techniques.

**Intermediate Piano – Grade 11-12*****Length of course: 1 year******Prerequisite: completion of Basic Piano***

This course focuses on teaching non-piano majors intermediate piano skills. Students work at their own pace in a workshop setting. Students will continue working on fundamentals learned in Basic Piano. Students will develop good practice habits and learn techniques to increase the muscular agility and flexibility of their hands. We will delve into music at its source, find out how music is constructed, and discover the composers and history behind the music.

**Leadership (ASB) - Grade 9-12*****Length of course: 1 year******Prerequisite: Students must get elected into position.***

This course emphasizes and supports the development of leadership skills and habits by providing opportunities for students to plan, coordinate, and implement school activities. Student body officers, arts department representatives, and student reps to SDMC assume significant leadership roles in the school community.

**Yearbook - Grade 9-12*****Length of course: 1 year***

Students work under the guidance of a faculty advisor to plan and create the student yearbook. The yearbook course offers students total involvement in the production of the school yearbook. Activities include: advertising, layout planning, photography, copy writing, and proofing. Students enrolled in yearbook complete various spreads and assignments and copy edit. They master advanced layout and design of desktop publishing, digital imagery and photo placement.

**Home Study – Grade 11-12*****Length of course: 1 year. This is a no-credit course******Requirements: Must maintain a 3.0 GPA and be a student in good standing***

Home Study allows Junior and Senior students in good standing to have an independent study hall period at home prior to the start of their school day. During this time, students must remain off campus. Parents and students are required to sign the home study contract and return it during Summer Registration in August.

**Study Hall – Grades 9-12*****Length of course: 1 year. This is a no-credit course***

A quiet supervised time on campus for students to work on course work.

**Advisory Period – Grades 9-10*****Length of course: 1 year. This is a no-credit course***

This class will offer a space for supplemental learning in areas such as social-emotional learning, digital citizenship/safe use of social media, health and life skills, testing, college readiness and applications, SAT/ACT test prep, announcements, presentations, assemblies, and more. This mandatory course for 9<sup>th</sup> and 10<sup>th</sup> grade students allows for time dedicated for all of the above. An advisory teacher will track homework, help students stay organized, and provide additional supports. Time may be allotted for study and homework, as in a study hall.

### **Musical Theatre Production – Grades 10-12**

***Length of course: 1 semester***

***Prerequisite: acceptance through audition***

*Note: This course does not count toward the credits required for Physical Education*

Musical Theatre Production is open to students in all Arts Departments Grades 10-12. The Musical Theatre Department presents two musicals a year, one in December and one in May. Musical Theatre Production is an integration of spirited vocals, energized dancing and dramatic acting. The Musical Theatre Production class is interdisciplinary and designed to produce selected musical theatre experiences integrating the Arts areas of Dance, Music, Theatre, Visual Arts and Cinematic Arts. Production aspects include training in voice (speaking and singing), acting, movement and dance, stressing performance techniques. Each semester culminates in a fully staged production. Students are exposed to professional standards and training by professionals in the industry to enhance skill building as preparation for further education and careers in the field of musical theatre performance. Acceptance into the Musical Theatre Production is based on auditions held on a show-by-show basis. All LACHSA students are eligible to audition, with the exception of 9th grade students. Students accepted into the Musical Theatre Production Class must enroll in the class for both periods 5 and 6. Also, additional weekend rehearsals may be required.

### **Encompass (Service Learning) – Grade 11-12**

***Length of course: 1 year***

***Prerequisite: acceptance through audition***

*Community Service Credit is awarded upon course completion.*

Encompass is an elective class offered through a community partnership between LACHSA and Encompass. Encompass is a non-profit organization that uses the arts and facilitated dialogue to reduce prejudice and conflict among youth. The instructors are ENCOMPASS staff members. Service learning combines community service with classroom instruction, engaging students in critical, reflective thinking and encouraging personal and civic responsibility. Service learning programs involve students in activities that address community needs while developing their academic skills and commitment to community service. The Encompass class focuses on helping to create safer and more inclusive schools in Southern California. The primary service project uses live theater to train teachers and administrators. Training topics include racial-bias, gender-bias and homophobia in the classroom. Other projects involve creating educational videos and using improvisational theater to train students in conflict resolution. The class is open to juniors and seniors who are skilled in acting, visual arts and/or filmmaking and are interested in exploring the issues Encompass addresses. Open to all majors.



# CINEMATIC ARTS DEPARTMENT

## OVERVIEW

The Cinematic Arts Department was founded in 2012 and has quickly evolved into the top High School Cinematic Arts program in the country. The cutting-edge curriculum is enhanced by professional experts who serve on the faculty and instruct with high-end, professional grade camera, audio and post-production equipment licensed and provided by Sony, Canon, RED, Adobe and Final Draft.

Alumni from the LACHSA Cinematic Arts Department are currently matriculating at USC, UCLA, UC- BERKELEY, NYU, UNIVERSITY OF MICHIGAN, PARSONS SCHOOL OF DESIGN, and THE ART INSTITUTE OF CHICAGO, as well as many other top colleges and universities.

The Cinematic Arts Department offers school-wide elective classes in beginning and advanced Media Production to students in all arts disciplines within LACHSA. Any student with a passion and desire to increase their knowledge, understanding and practical skills of visual storytelling is encouraged to enroll in morning Cinematic Arts classes (Media Production 101 & Advanced Media Production) with the intention of expanding their artistic knowledge and talents. Students use state-of-the-art technologies in camera, lighting, and sound equipment, as well as industry standard post-production editing and color grading software. Moreover, students are given the opportunity to develop and deepen their filmmaking skills through the department's unique vertical and horizontal integration of curriculum, thus ensuring that each consecutive year within the program enhances and expands their knowledge.

## VISION AND MISSION

*The LACHSA Cinematic Arts Department's vision is to train the next generation of visual storytellers, content creators, media innovators and digital disruptors.*

*The mission of the Cinematic Arts Department is to expose students to a broad and complex curriculum over the course of four years that ranges from film theory and critical studies to practical, technical instruction by industry experts. The curriculum will give students practical, hands-on experience and offers in-depth exposure to the constantly evolving media entertainment industry.*

**9<sup>th</sup> Grade**

- Intro to Sound
- Cinematography
- Intro to Directing I
- Screenwriting
- Music Videos

**10<sup>th</sup> Grade**

- Directing II
- Media Analysis
- New Media
- Photography
- Global Producing

**11<sup>th</sup> Grade**

- Production
- Directing III
- Advanced Screenwriting
- Screenwriting
- Producing

**12<sup>th</sup> Grade**

- Thesis Prep
- Advanced Cinematography
- Pitch Prep
- College Prep
- Cinematic Arts Master Class

**DEPARTMENT OUTCOMES****Artistic Mastery: *Acquired skills that are inherent to the medium***

- Differentiate between the 3 phases of production (pre-production, production and post-production).
- Produce digital video projects as groups and as individuals.
- Build a shooting script and schedule in developing a detailed plan for production.
- Estimate how much time it will take to shoot an entire project or individual scenes.
- Break down screenplays in preparation for production (props, locations, wardrobe, actors, set design, art direction).
- Gain on the job training in film production.
- Demonstrate strong leadership skills as a director, producer, assistant director, or director of photography.
- Nurture actors through the creative process of performance in the film.

- Convert the raw footage of a digital video project into a finalized master cut.
- Integrate music and sound effects in creating the final sound mix of a film.

**Creative Expression: *Creating, performing, and participating***

- Generate original thoughts and ideas to be written in a screenplay.
- Create story outlines for potential film projects.
- Transform the written word into a visual film.
- Combine creative ideas of group members to expand the depth of story in film.
- Write and rewrite original or adapted story concepts for film production.
- Develop director's vision through the creation of shooting scripts and storyboards.
- Strengthen director's ability to lead a crew creatively in support of their vision.
- Demonstrate strong leadership and directing skills throughout the production of a film.

**Historical/Contemporary and Cultural Context: *Understanding historical contributions and cultural dimensions per art discipline***

- Build an understanding of the history of cinema and the advancement of technology.
- Discover distinctions between the various styles and genres of filmmaking.

**Aesthetic Valuing: *Reflect, analyze and assess work***

- Apply filmmaking terminology on set based on vocabulary learned in class.
- Interpret the director's meaning in assembling their digital video project.
- Compare and contrast the original script with the director's vision.
- Critique the structure, story, and pacing of each new film cut.

**Connection/Collaboration/Application: *Connecting and applying what is learned in a given art form to learning in other art forms, subject areas, and careers***

- Collaborate as team members working toward a common production goal.
- Discuss, plan, and problem solve a production schedule to ensure structure and organization.
- Cast a film project with actors that best portray the characters described in the screenplay.
- Work in a variety of roles through the production of a film (Assistant Director, Script supervisor, boom operator, etc.).
- Divide up responsibilities between various crew members and reorganize when necessary.

## EVENTS

### **64 Hour Film Festival (September)**

The 64 Hour Film Festival is a contest in which teams of filmmakers are assigned a genre, a character, a prop, and a line of dialogue, and have 64 hours to create a short film containing those elements. During the 64-hour period, students are expected to complete all phases of production: pre-production, production, and post-production.

### **Cinema Scare Night (October)**

Cinema Scare Night explores all areas of the scary movie genre. Most of the films screened are made over the summer and incorporate many of the talented students at LACHSA. This event takes place the Friday before Halloween, so dress up and participate. We'll see you there!

### **MoonDance Film Festival (May)**

In May, the Film Department hosts the MoonDance Film Festival and Award Ceremony which enables students to premiere their work for public audiences and receive recognition for their achievements. This is a competitive film festival and is open to all LACHSA students

### **Cinematic Arts Senior Showcase (May)**

This event is dedicated to the screening of the cinematic arts thesis projects. This year brings the first graduating class from the Cinematic Arts Department. This showcase will serve as the culmination of their four years of work.

## POLICIES

### **Classroom Etiquette**

- Attendance – It is imperative that you attend all class meetings (especially shoot dates). Film is a collaborative art, and if someone is absent, the entire team (production crew) is let down. All LACHSA attendance policies will be strictly enforced.
- Absences – In the event of an absence, you must inform the instructor ahead of time.
- Due Dates – Due dates (or delivery dates) must be met. This is a professional environment, and excuses will not be tolerated. Late assignments will result in grade deduction as the instructor sees fit.
- Props/Costumes – Students must bring their props and costumes to all shoot dates. Do not take your costumes home in between shoot dates.
- Leaving the Classroom – Students must get approval from their instructor before leaving the classroom for any reason.
-

- Cell Phones – The use of cell phones is strictly prohibited. All phones must be turned off and put away during class time.
- Talking – There is absolutely no talking (side conversations) during lectures, discussions, presentations, or screenings. Please respect your instructor and fellow classmates.

### **Editing Room Protocol**

Priority – Editing station priority goes to students with the closest upcoming due date. Computer availability is limited and you may have to share your time with other students.

Loitering – Please do not be in the editing room without a purpose. Due to the lack of space, we ask that students who do not have immediate business in the editing room refrain from loitering.

Internet – The use of Internet in the editing room is prohibited. Any preparations for class work involving the Internet (ex: downloading music for your film project) cannot be done in the editing room, and should be done prior to class time.

Printing – Students will not be allowed to print anything in the editing room. This includes any Film assignments, which should be printed prior to class time.

Food/Drink – Due to the expensive and delicate nature of our equipment, no food or drink (even bottled water) is allowed in the editing room at any time.

Personal Belongings – Once again, due to the lack of space, please leave all personal belongings in the classroom (or in your locker if working outside of class time) before entering the editing room.

Guests – Do not invite friends or guests without permission from the editing room staff.

Cell Phones – No cell phone use (even texting) is allowed in the editing room for any reason.

Language – Please refrain from inappropriate language in the classrooms and on set.

### **Project Regulations**

Outside Projects – Cameras, computers, and production equipment cannot be used for other class projects or any outside projects at any time. This would include videos for foreign language and physics classes.

Film Content – Because we want all of our students' films to be appropriate for film festivals, college applications, and promotional materials, the following content regulations will be enforced: the use of **profanity** in any student projects is not allowed; student projects must not have strong **violent** visuals or themes; any explicit **drug** use is prohibited. Overall, whether it is written in a script or displayed on video, it is the teacher that decides what material is acceptable

## EXPECTATIONS

### **Passion**

We in the Cinematic Arts Department all agree that, with its profound ability to influence, captivate, and inspire an audience, film is the most remarkable form of storytelling created thus far. We strongly encourage our students to share our passion. Whether students are aspiring filmmakers, avid movie-goers, or just curious about the world of filmmaking, our program is designed to spark their interests and, in turn, develop the next generation of great storytellers.

### **Professionalism**

In the Cinematic Arts Department, we are all working professionals, and will treat our students as such. We expect our students to take their work seriously, complete their assignments on time and to the best of their ability, and have a positive and professional attitude. We stress this aspect of our program to best prepare our students for future professions in the film industry.

### **Attitude**

Due to the structure of the Cinematic Arts courses, it is absolutely necessary for all classroom rules and behavior expectations to be observed and adhered to in every situation. Students must treat the rehearsal time, production set, and editing room with the same conduct as a classroom. This will ensure a safe and productive environment with room for growth and exploration.

### **Collaboration**

Perhaps one of the most collaborative arts, filmmaking is a team effort – dependent on every member in order to succeed. As there are numerous people relying on one another, it is imperative that everyone gives every project their full attention and effort. We are all artists; however, occasional compromises must be made in this business in order to produce great films. Working easily with others is the start of a great reputation – a necessity in this industry.

### **Organization**

It is important to get organized and stay organized in the chaotic world of film. We expect our students to keep a “production notebook” with their scripts, shot lists, costume/prop lists, class notes, production schedules, etc. in order to not fall behind. Organization is a quality that is valued highly in any profession and is not to be taken lightly.

### **Communication**

Although filmmaking is a visual medium, those visions must be verbally communicated in order to be properly executed. It is extremely important that our students learn how to be effective communicators when attempting to convey artistic ideas to their cast and crew.

\*Please note that our program services over 250 students and equipment/computer time is extremely limited. Please plan ahead to ensure enough time to complete your projects by their due date.



**MORNING ELECTIVE CLASSES****Media Production 101**

Media Production 101 combines theory and hands-on practice with the goal of building foundational production skills. In this class, students will create several short form productions while honing basic skills of visual story telling. Students will learn methods and techniques to aid them in transforming written words into motion pictures. This course is designed to teach students fundamental and technical skills of single camera, digital cinema production. This will include script analysis, storytelling and inspiration methods, script and shot list breakdowns, directing actors, camera angles, exploration of light, color, and sound, and editing/post-production techniques.

**Adv. Media Production**

Course Description: Advanced Media Production is a production lab in which students work to produce individual and group projects. Students will receive on-the-job training throughout the duration of their narrative projects, such as the “silent film” and the “short narrative”. Throughout the course, students will enhance technical skills in the areas of: screenwriting techniques, visual storytelling (storyboards), lighting, audio, shot composition, sound design, and editing. Students will learn hard skills necessary to obtain production jobs in the media production industry, including, but not limited to: producer, director, art director, camera operator, assistant camera, audio technician, director of photography, script supervisor, and editor.

**AFTERNOON ARTS****1st Year****Intro to Sound I**

Students will learn concepts, theories, and skills in capturing audio for cinema. Students will learn how to work with different departments within a production to get the best audio possible from each scenario. Students will receive on-the-job training through the repetition of varying scenarios in the field. We will briefly study the science of acoustics and the art of recording. This will be a part of our two (2) exams throughout the year. Throughout the course, students will use Logic X and be exposed to digital recording techniques, composition skills, as well as how to collaborate and realize a director’s vision.

**Cinematography I**

Students will explore the language of the camera and learn to utilize and control the visual elements of: composition, lighting, tone, color and camera movement. Students will become intimately familiar with the Cinematic Arts Department’s equipment including, cameras, lenses and additional camera supports. Students will study the work of accomplished cinematographers and be introduced to techniques used by directors of photography designed to heighten audience experience and engagement as well as enhance the emotional resonance of visual storytelling.

**Intro to Directing I**

Students will study the styles and techniques of influential directors and acting coaches through film analysis and scene work with the goal of creating and executing strong performances aligned with one’s directorial vision. The art of directing will be broken down into script analysis,

performance preparation and planning, on set communication with crew members and actors, and post production communication with editors, sound designers and composers.

### **Screenwriting I**

Screenwriting I is designed to develop the beginning story-tellers voice through idea development, the creation of log lines, synopsis', and pitching and execution of a short form screenplay. Format and structure will be explored by examining existing screenplays and how they translate to the screen. Objectives will include meeting the student's commitment to festival submission.

### **Music Videos I**

Students will learn concepts, theories, and skills in curating music for cinema. They will achieve this goal by creating a working cinematic score through the development of integral communication skills and by swapping between the roles of composer and director. In addition, students will learn about music videos, musicals, visual albums, and other forms of art combining music and motion pictures. Students will receive on-the-job training throughout the production of their projects with the repetition of production tasks and procedures and access to their own music station. We will briefly study the history of music for cinema in order to understand the important musical scores that have shaped today's movies. Throughout the course, students will use Logic X to be exposed to digital recording techniques, composition skills, as well as how to collaborate and realize a director's vision.

## **2nd Year**

### **CA Directing 2**

Students will work with professional actors and participate in conversations with casting directors in order to gain increased understanding of character development, acting/directing techniques and the casting process. Students will learn the intricacies of breaking down a script and learn effective methods to properly communicate with actors with the goal of enhancing their ability to successfully articulate and execute their directorial vision.

### **Media Analysis 2**

This course will use current and classic Films, TV shows and both short and long form media programs to study, examine and dissect story, characters (protagonist vs antagonist), story structure, use of visual style, cinematography, editing, music, sound effects and CGI. Starting with script readings (when available) and the viewing of the final produced product. This will create an environment where students can openly discuss and analyze Cinema, TV and media content from and critical and theoretical perspective. This course will deepen student knowledge of the production process, from conception to completion, and enhance students' understanding of the necessary elements that make popular and successful content media work.

### **New Media 2**

Students will work in groups to create short form content for the Cinematic Arts Department's social media and online platforms including, Vimeo, YouTube, Instagram and Sound Cloud pages. Instructional videos, and content that highlights social and pop culture commentary will be produced to share knowledge as well as develop and increase online engagement and viral presence.

### **Photography 2**

This course consists of hands-on practice with the department's high-end cameras and production equipment. This is a required course that will deepen students' confidence and awareness when handling and utilizing equipment and provide and in-depth overview proper procedures and on-set safety measures. The course will focus heavily on peer critiques and reviews, class readings,

technical seminars, and informal lectures on photographic histories and contemporary practices, with an emphasis on the history and contemporary use of digital photography.

### **Global Producing 2**

Global Producing is a class that encompasses all aspects of producing and how to produce for all forms of the cinematic experience. From traditional producing that involves Films and TV, to producing in the modern era with Digital Video Content, VR, and Content Producing. Global Producing analyzes all forms of producing and how to approach them as creators. Global Producing will also focus on the universal fundamentals such as budgeting, scheduling, logistics handling, team management, packaging, business, law, marketing and creative storytelling. Furthermore, Global Producing will also focus on philosophical and theoretical approaches to producing that will lay a foundation to allow the Producer to be able to produce in a rapidly changing cinematic landscape. Upon completion of the course students should be able to gain the understanding of how a producer approaches all types of projects and then take action to perform duties as a professional Producer.

### **3rd Year**

#### **Production 3**

Production III will guide students through all phases of production from conception to completion on their short film submissions to the various Cinematic Arts Film Festivals. This lab style class will provide students with the opportunity to collaborate with one another under the guidance and tutelage of their instructor. The course will incorporate peer reviews and critiques on script development, dailies, and rough cuts of students' short films with the goal of enhancing and refining students' visual storytelling abilities.

#### **CA Directing 3**

Students will continue the process of working with professional actors and participate in conversations with casting directors in order to gain increased understanding of character development, acting/directing techniques and the casting process. Students will learn advanced techniques and effective methods of communicating with actors with the goal of enhancing their ability to successfully articulate and execute their directorial vision.

#### **Advanced Screenwriting 3**

Third year screenwriting students will begin to explore the full-length screenplay, structure paradigms, developing subtext in dialogue and character development. Additional focus will be on the rewrite process to integrate notes and raise the level of execution. Lab time and one-on-one sessions will be included to allow guidance for festival projects.

#### **Screenwriting 3**

Students will learn screenwriting techniques for creating original and adapted theatrical scripts. This course will focus on group discussions, peer critiques, constructive criticism, and table reads with an emphasis on narrative story structure. Students will explore tools for inspiration when battling writer's block, as well as gain repetitive practice in the re-writing process while incorporating script notes.

#### **Producing 3**

This course presents an overview of the real-world aspects of producing as practiced in the various sectors of the entertainment industry from pre-production through post-production. The class will simulate different scenarios a producer deals with throughout their career. Topics will include: Content Creation, pitching and selling ideas, creating a pitch deck, interactions with crew members, on-set etiquette, on-set paperwork, securing locations, permits, insurance, and funding, script breakdown and scheduling using Movie Magic, budgeting, post-production

logistics, submitting into festivals and Production Booklets (creative and logistic). Upon completion of the course, students should be able to understand various stages of production, from the creative aspect to the logistics. Students should understand all of the paperwork necessary for pre-production as well as demonstrate knowledge of Movie Magic Budgeting and Scheduling. Students will be required to create a production book demonstrating their ability to produce a short film of their own.

## **4th Year**

### **Thesis Prep 4**

Thesis Prep 4 will offer one-on-one and class exercises as well as lab time for 4th-year students to develop and refine their thesis projects. Idea development will focus on original ideas as well as adapting existing IP into screenplay format and aid in the pre-production, filming, and post-production processes. Class interaction will include live readings and class discussion to help in using feedback constructively.

### **Advanced Cinematography 4**

Students will continue to explore the language of the camera and deepen their control and utilization of the visual elements of: composition, lighting, tone, color and camera movement. Students will increase their familiarity and practice with the Cinematic Arts Department's equipment including, cameras, lenses and additional camera supports. Students will study the work of accomplished cinematographers and be introduced to techniques used by directors of photography designed to heighten audience experience and engagement as well as enhance the emotional resonance of visual storytelling.

### **Pitch Prep 4**

Students will continue hone screenwriting techniques for creating original and adapted theatrical scripts, while also mastering the art of verbally pitching their ideas. This course will focus on group discussions, peer critiques, constructive criticism, and table reads with an emphasis on narrative story structure. Students will explore various methods for creating and organizing pitch materials with the goal of getting their work financed or "greenlit".

### **College Prep 4**

The first semester of this course is designed to support, advise and assist seniors as they organize, prepare and compile all of the elements required for college applications, including, but not limited to, letters of recommendations, essays, reels and short film portfolios. The second semester of this course will be a lab class that will aid and advise students in the best practices in transitioning from high school to college, as well as highlight and explore methods to increase professional advancement, such as internships, mentorships and networking opportunities.

### **Cinematic Arts Master Class 4**

This lecture/workshop style class is the LACHSA Cinematic Arts Department's version of "Inside the Actors' Studio". This course will provide students with the rare opportunity to intimately converse and learn from industry professionals in a candid, Q & A format. Depending on the guest, students will have the opportunity to have their worked critiqued and have feedback provided by visiting professionals.

# DANCE DEPARTMENT

## OVERVIEW

Dance is a universal language, a powerful art form that requires tremendous discipline and offers great rewards. Students will learn that a deep commitment to study in dance provides growth in the individual's physical, emotional and spiritual well-being, enhances confidence, communication and a strong sense of community.

LACHSA Dance Department offers an intensive pre-professional, conservatory-type training program with a concentration on foundational dance techniques, experience with classic and contemporary dance repertory, diverse dance forms and creative expression through performance opportunities and choreography studies and production. The four years of training include the areas of ballet and foundational modern dance techniques, jazz dance, world dance forms, diverse contemporary genres, dance history, dance health and injury prevention, classic and contemporary repertory, improvisation, partnering, composition, and world dance forms. The program emphasizes respect, safety, discipline, skills, techniques, and intellectual development in an inspirational environment. The training prepares students to enter directly into university, conservatory or college dance programs and professional careers in dance.

With regard to authority and policy, students must be seen and heard within a mutually respectful environment established by the faculty. It is imperative that students are given a firm but supportive environment where clarity and consistency are the guide for promoting student achievement and well-being. The teacher is a mentor who sustains the momentum of the class and engages the students to understand and fulfill their potential through the power of dance.

## VISION AND MISSION

*The LACHSA dancer will demonstrate creativity, compassion and humanity in their artistry and in their lives.*

*The Dance Department's mission is to provide a pre-conservatory program that prepares and inspires students to be their best. We inform and guide emerging dance artists to establish strong foundational skills and to think critically. We help dancers understand their responsibility as artists in society and as advocates for positive change.*

**FOUR YEAR COURSE OF STUDY***(Courses may not be offered every year)*

Dance majors are required to take four years of Ballet Technique, Ballet Repertoire and Foundational Modern Dance Techniques. Freshmen and sophomores study Horton Modern, juniors and seniors study Graham Modern. Juniors and seniors take Choreography/Exploration and have the opportunity to produce their choreographic works. On Fridays, freshmen take one semester of Flamenco and one semester of Jazz Dance, sophomores take one semester of Jazz Dance and one semester of Ballet Technique, juniors and seniors take an elective class of their choice.

**9<sup>th</sup> Grade**

- Ballet 1
- Ballet Repertoire 1
- Modern Horton Technique 1
- Modern Dunham Technique 1
- Flamenco (1st semester)
- Jazz Dance/Ballet Tech (2nd semester)

**10<sup>th</sup> Grade – Satisfactory completion of Level 1 and Placement Audition**

- Ballet 2
- Ballet Repertoire 2
- Modern Horton Technique 2
- Modern Dunham Technique 2
- Jazz Dance (1st semester)
- Ballet Technique (2nd semester)

**11<sup>th</sup> Grade – Satisfactory completion of Level 2 and Placement Audition**

- Adv. Ballet 3
- Adv. Ballet Repertoire 3
- Modern Graham Technique 3
- Choreography/Exploration 3
- Friday elective choice

**12<sup>th</sup> Grade – Satisfactory completion of Level 3 and Placement Audition**

- Adv. Ballet 4
- Adv. Contemporary Ballet Repertoire 4
- Modern Graham Technique 4
- Choreography/Exploration 4
- Friday elective choice

## DEPARTMENT OUTCOMES

Based on the California Visual and Performing Arts Standards, Dance majors will:

*Creating:* Take risks to discover a personal voice to communicate artistic intent in diverse dance forms during daily classes, rehearsals, performances and dance composition work.

*Performing:* Use the broadest range of movement in classic, contemporary and traditional dance forms for artistic and expressive clarity.

*Responding:* Analyze and interpret how the elements of dance contribute to artistic expression across different genres, styles or cultural movement practices. Find meaning or artistic intent through study, performance and reflection.

*Connecting:* Study, analyze and perform dance repertoire that communicates the ideas and perspectives of the culture and historical setting from which the work originated and demonstrate its present and personal relevance.

## POLICIES

All Dance students are expected to comply with all policies and procedures of the LACHSA Student Code of Conduct.

### **Grading**

LACHSA Standard Grading Policy.

All students are expected to earn an “A” or “B” in all Dance classes reflecting good attendance, excellent work ethic, participation and commitment to the program. Any student who receives a grade of “D” or “F” in a dance class will be placed on Arts Probation, (see below). Please check the individual teachers’ class syllabus for specific grading procedure regarding points/percentages.

### **Attendance**

For in home, “Shelter-in-Place” online dance classes, students and parents must be committed to prepare the best learning environment possible for serious dance training: a quiet, safe space, ideally indoors with room to move. Required computers may be checked out at school for use at home.

The first session dance class begins promptly at 1:20 p.m. and ends at 2:40 p.m. The 2<sup>nd</sup> session begins promptly at 2:45 and ends at 4:00 p.m. Tardiness and leaving class early are not acceptable. To avoid this, please make all counselor, doctor and work-related appointments either before or after this valuable time. Please see the LACHSA Attendance Policy for more information on how unexcused absences may affect grades.

Roll is taken at 1:20 p.m. and again at 2:45 by your classroom teacher. Once attendance has been taken, any students entering the class will be marked tardy. *It is up to the teacher’s discretion*

*whether to allow participation in the class activity.* Students who do not participate must take notes in class as directed by the teacher.

Add here: With “Shelter-in-Place” online dance classes, all students will communicate with their teachers via Google Classroom and/or LACOE email as per teacher request. If a student is unable to log on to internet for Zoom dance class meetings, they must immediately notify their teacher to avoid an unexcused absence or tardy. If the internet doesn’t work, students will have a plan B assignment to complete instead of actual class participation.

### **Make-Up Assignments**

If a student has an excused absence, a teacher may give a make-up assignment in order to receive full credit for the missed class. Make-up assignments are due on the week after the student returns to class. A student must meet all criteria for the assignment in order to get full credit for the missed class.

### **Excused Tardy**

If a student is detained by a teacher or a counselor, taking a test, or has a legitimate reason for being late, they must bring a signed note to the dance teacher. The note must state the date, time and be signed by the responsible staff member. Student will dress and participate or take class as directed by the teacher.

### **Unexcused Tardy**

An unexcused tardy is not tolerated. Please see the Attendance Policy for more information on the consequences of unexcused tardiness.

### **Sitting Out and Observing Class**

If a student is not feeling well and/or has a written medical excuse from a parent or doctor, please report this to the Dance Dept. Chair via email before attending class. It is understood that sitting out is something that sometimes cannot be avoided due to illness or a medical injury.

The procedure for sitting out is as follows:

- Dress in required dance attire.
- Write a detailed observation of the class progression and the teacher’s comments on a paper form as requested by the teacher.
- Turn in the written observation to the teacher at the end of class.

### **Leaving Early**

Leaving early for auditions or outside dance classes is not acceptable. Please do your best to make all doctor/dentist appointments and counselor meetings before or after dance classes.



If a student must leave early, they must abide by the following procedures:

- Report to the Dance Dept. Chair by 1:00 p.m. with an early dismissal slip from the Attendance Office.
- Show the early dismissal slip to the classroom teacher before dance class begins.
- Dress and take class if the teacher requests or sit out and take notes as instructed.

### **Injury and Illness**

If a dancer is seriously injured and cannot participate in class for an extended period, a doctor's note is required stating:

- The injury diagnosis
- What the student can and cannot execute
- Length of recovery
- The prescribed treatment

Before class starts:

Email the doctor's note to the Dance Dept. Chair. This will be placed in student's file. Take the doctor's note to the dance teacher before class starts each day of excuse.

The actual physical aspect of dance cannot be made up. However, students are allowed to turn in make-up assignments to help keep their grade up. It is the student's responsibility to ask the teacher for make-up assignments.

### **Illness**

Depending on how you're feeling, dancing can make you feel better. If a student feels ill and thinks they are unable to dance, the student will be encouraged to do the warm up. If the student still feels ill, they may sit out of class. When necessary, the student will be sent to the nurse's office.

### **Locks/Locker Requirement Policy**

All dance majors are required to bring locks to all dance classes and use the lockers provided to store *all* belongings during the entire arts period only. Students will share lockers. Students will remove all belongings and locks at the end of class. Only water bottles and extra, form-fitting dance attire to keep muscles warm when air-conditioning is on, are allowed in dance studios.

### **Journals**

All dance majors are required to have a personal Dance Journal available at all class meetings and to notate reflections on class lessons, progress and rehearsals.

## Arts Probation in Dance

Dancers may be placed on Arts Probation, (a one-semester probation) for a variety of reasons. During this time, a student is explicitly supervised and monitored for purposes of assessing the student's behavioral conduct. While on Arts Probation, failure to comply with terms set forth by the Dance Chair and the LACHSA administration may result in the involuntary transfer of the student to his or her home school district. It is up to the discretion of the Dance Department if students on Arts Probation are allowed to participate in school programs and performances.

See the LACHSA Probation Policy for details on infractions that may lead to Probation.

## Rehearsals

Rehearsing and learning repertory is a privilege and an opportunity to grow artistically under careful guidance from Master teachers. Some rehearsals will occur during second session repertory classes, within the school day before 4:00 p.m. with LACHSA dance teachers.

Other repertory set and rehearsed with guest artists require auditions which will extend into the after-school time through 6:30 p.m. The opportunity to learn and perform demanding classic and new choreography with guest artists and LACHSA dance teachers requires a commitment to many hours of after-school rehearsals.

Students will be informed ahead of time regarding the requirements, (auditions, rehearsals, performances, etc.) for these opportunities through the Dance portal in the LACHSA website, the Dance bulletin board and during "Company Call" monthly Dance Department meetings.

Dancers who are cast in these pieces will receive a contract immediately after the audition, which delineates dates and times of commitment for after school rehearsals and behavioral expectations. The contract must be signed by students and parents/guardians and returned the following day to the Dance Dept. Chair at the beginning of rehearsal. Conflicts will be discussed and accommodated on an individual basis. Breaking the rehearsal contract can result in dismissal from the rehearsal process and performance.

Students cast in repertoire with guest artists must plan to be available to rehearse for two to three weeks of Monday – Friday rehearsals that last through 6:30 p.m. and for occasional follow up rehearsals. Students in repertory rehearsals during class time for any performances, (i.e. Winter Dance Offerings, Spring Concert, Composition Concerts), have the same expectations as after school rehearsals regarding attendance, protocol and participation.

Add: With "Shelter-in-Place" online learning, students will be required to submit requested dance footage by specific deadlines to facilitate dance film editing for final virtual dance concert projects. If a student does not meet the required specifications and deadlines, their participation in final dance film edits will not be possible.

Students are directed to never walk alone to their cars, bus, Uber or train at night. To be safe, in case of emergency, program the Campus Police phone number into your cell phone: **323-343-3700**. During after school, evening rehearsals, students are supervised by LACHSA staff. Students requiring pick up must remain with a staff member until picked up by a parent/guardian.

If a student is not picked up in a timely manner, he/she will be taken to the university campus police who will contact the parent/guardian.

### **Performances**

Performing is a privilege and an opportunity to demonstrate the culmination of students' learning in technique and repertory classes or after school rehearsals. All students will perform at CSULA campus in Winter Dance Offerings in December and in our Spring Dance Concert in mid-April at an off-campus theater. All students and parents will sign a Performance Contract delineating schedule requirements and expectations of professional protocol and work ethic. Performance Contracts will be returned promptly to dance teachers. Breaking the Performance Contract can result in dismissal from the performance.

Additional performance opportunities include Junior and Senior Dance Composition Concerts, Dance Composition and Interdisciplinary Arts Concerts, collaborations with other arts departments, academic class projects, Outreach concerts and Musical Theater.

During evening performances, (at LACHSA site or off-site theater), all students must sign in and sign out. All students must remain with the supervising adult until their parent/guardians arrive. We ask that all parents/guardians be considerate and pick up their child on time. Students not picked up in a timely manner will be referred to Campus police/Police who will contact the parents/guardians. Students are not allowed to drive other students to school events.

Failure to participate in a performance due to a conflict of schedule will result in a reduced grade in the related technique or repertory class. Only a written excuse by the parent/guardian citing a family emergency, illness or death will justify a student's absence from the performance. If a student has a long-term illness and/or injury which affects their ability to perform, they will be provided with the requisite homework and special projects to make up for their participation. This will avoid consequences in their final grade.

### **Emergencies**

If an emergency occurs during rehearsal of performance, please contact the Dance Department Chair immediately via email or call the Dance Office at 323-343-5123 and leave a message with the date and time of the call. If during school hours, notify the Dance Office AND call the school's main office. After school emergencies, call campus police, 323-343-3700.

### **Leadership and Community Service**

Opportunities for students to engage in leadership and/or community service will be available throughout the school year. Within the first month, students will be encouraged to apply for the class representative positions, two per class level. These class representatives will be chosen by dance teachers and Dance Department Chair to serve as leaders and advocates for their class. Dancers who demonstrate excellent dance protocol, participation and responsibility will be

considered. Class Representatives will meet with the Dance Department Chair at least twice a month during lunch to communicate concerns, ideas and plan for upcoming events. Any class Representative who is put on LACHSA probation in the Dance Department will be replaced. Dancers are also encouraged to participate in LACHSA leadership opportunities.

Community service will be available through partnerships, outreaches and activities for dancers in good academic standing with excellent citizenship. Only dancers who are cast in specific repertory will be selected to represent LACHSA in local and national dance conferences. Other leadership and community service opportunities may be developed throughout the year with the guidance/approval from the Dance Department Chair. Leadership and community service experiences build effective and responsible citizens.

## EXPECTATIONS

Dance Students are expected to:

- Be respectful to your teacher, guest artists and peers at all times.
- Maintain a humble and inquisitive approach to your work.
- Demonstrate consistent respect to the dance space and the dance art.
- Maintain a consistent positive attitude and work ethic.
- Independent practice always pertains to the work and is teacher-guided.
- Always arrive on time and ready to take class, learn and progress.
- Be prepared with correct dance attire, hair off the neck securely fastened, no jewelry or long nails.
- No street shoes in studios or use of socks in class.
- Bring your lock and lock **all** of your belongings in your locker.
- Bring your journal to class and Journal your lessons and progress in all dance classes.
- Always have an extra set of appropriate dance wear.
- No gum, food or drinks, (except water) in the dance studios and changing areas.
- Maintain an "A" or "B" in all dance classes with exceptional or satisfactory Work Ethic and Citizenship grades.
- Maintain silence in class, do not disrupt class with conversation.
- Never leave class early unless a parent or guardian provides a note in advance and your teacher excuses you.
- Never use vulgar language.
- If you are ill or injured, immediately inform the teacher and email the Department Chair.
- Never sit out unless ill or injured *with a written excuse* from parent/doctors and teacher's ok.
- Never play music in the dance studios or changing areas.
- Cell phones will be locked in lockers at all times and are not allowed in the dance studios.
- No photographing or videotaping in changing areas or in the dance studios.
- Address your teacher first then the Dept. Chair in private about concerns that could affect your ability in class.
- Always be positive and respectful with your intentions in your process and your work.

- We are guests of Cal State LA, and must take care of the dance facilities, which include the studios, restrooms, changing areas and hallways.
- Be quiet as you walk through the hallways, college classes are in session. The King Hall roof (and any other rooftop) is completely off limits.

### **Communication**

Parents are encouraged to contact individual dance faculty if there are any questions or concerns. All teachers are available after 1:00 pm for conferencing with students or parents. Please contact the teacher directly via email. All faculty email addresses list the teacher's last name\_firstname@lacoedu. The email for the Dance Chair is morales\_cynthia@lacoedu. If after speaking to the teacher you have further questions, please contact the Dance Department Chair. Parent orientation and dance meetings August and Parent Conferences in October are excellent opportunities to communicate with dance staff. We also encourage visits to our classes. The Dance Department has various ways for consistent communication:

- Week at a Glance - daily class schedules, events and changes a week at a time (lachsane)
- Year at a Glance - events occurring throughout the year (lachsane)
- lachsane.com - information for students, parents and LACHSA Dance community
- The best way to reach the Department Chair and teachers is through email.
- Dance Student reps. meet with the chair regularly to share ideas and concerns.
- Dance Department Chair meets with parents on a one-on-one basis when requested.
- Parent-Teacher Conferences in October are a good time to meet with the Chair.
- Dance Department Chair publishes a monthly newsletter with department highlights.
- Dance Parent reps. and Parent Council reps. meet with the department chair regularly to share ideas, and plan events and dance department support groups.
- The Dance Parent reps. communicate department information regularly via email.
- Other social media platforms are used to publicize upcoming events.
- The Dance bulletin board on the 2<sup>nd</sup> floor of LACHSA building posts auditions, rehearsals, Master class and community dance events/intensives/scholarships, etc.

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Other leadership and community service opportunities may be developed throughout the year with the guidance/approval from the Dance Department Chair. Leadership and community service experiences build effective and responsible citizens.

## **COURSE DESCRIPTIONS**

*(Courses may not be offered every year)*

### **Ballet 1**

This course is for all Freshmen dance majors. Students are instilled with the fundamentals of ballet class protocol and expectations, core strength, correct alignment and a basic command of ballet vocabulary. Class emphasizes a rigorous exploration of coordination, musicality, and movement in small and large groups. Students improve in confidence and self-expression through increasingly challenging ballet technique. Students will be exposed to injury prevention, ballet history and significant, current ballet artists.

### **Intermediate Ballet 2**

This course is for all Sophomores who have successfully completed Ballet 1. Students will continue to build core strength, flexibility, correct alignment and increased command of more challenging ballet vocabulary. Class incorporates more complex movement combinations with a focus on increased control, agility and artistic expression through ballet technique. Students will gain a deeper understanding of how ballet has evolved throughout history and impacts the current dance culture.

### **Advanced Ballet 3**

This course is for all Juniors who have successfully completed Ballet 2. Students increase their ability for artistic, self-expression through a deeper understanding of the of core body strength as it connects to increased coordination, agility, stamina, versatility and confidence. Class emphasizes more physically demanding and musically complex movement combinations, small and large group movement patterns. Students achieve a deeper understanding of musicality and personal artistic choices for increased personal expression through ballet technique. Students will learn about the diverse cultural and social influences in ballet throughout history and within current culture.

### **Advanced Ballet 4**

This course is for all Seniors who have successfully completed Advanced Ballet 3. Students are challenged with more demanding combinations that require increased agility, coordination, stamina and artistic interpretation. Students continue to deepen their understanding of musicality and personal artistic choices for increased nuanced expression through ballet technique. Students will learn about the evolving, diverse demands and influence of ballet dance artists on historical and contemporary society.

### **Modern 1**

This course is for all Freshmen dance majors. Whether an emphasis on the modern dance techniques of Horton or Dunham, this introductory class will focus dance class protocol, achieving sustained control, refinement and movement versatility. This class will increase confidence and self-expression through movement possibilities within these modern dance vocabularies. Students will be exposed to health and wellness for the dancer, the historical and cultural foundations of these modern dance forms, and their influence on current dance culture.

### **Modern 2**

This course is for Sophomores who have successfully completed Modern 1. Whether an emphasis on the modern dance styles of Dunham or Horton technique, this class will emphasize

increased physical control and self-expression through a deeper understanding of the connection between efficiency, strength, musicality and movement versatility within these modern dance vocabularies. Students will achieve a deeper understanding of the historical world dance influences on these modern dance forms and their impact on centuries of dance culture through the present.

### **Modern 3**

This course is for Juniors who have successfully completed Modern 2. With a focus in Graham technique, this class will emphasize correct alignment for efficiency of movement, increased confidence, artistic self-expression and exposure to historical foundations of this form. Students will be challenged with movement that incorporates more complex musicality, emphasizing the unique use of weight, spiral, contraction, center of gravity, line and space. Students will be exposed to the historical and diverse cultural foundations of this modern dance form and its impact on current dance culture.

### **Advanced Modern 4**

This course is for Seniors who have successfully completed Modern 3. With a focus on Graham technique at a more advanced level, this class will emphasize a deeper understanding of how strong technique facilitates the dancer's ability for freedom of self-expression and development of personal artistry through movement as a soloist and in ensembles. Students will achieve a deeper understanding of the classic repertory and influence of this modern form throughout the 20<sup>th</sup> and 21<sup>st</sup> centuries.

### **Ballet Repertory 1**

This course is for Freshmen and Sophomores dance majors. Students are introduced to classical ballet repertory that includes ballet character dance, demi-pointe, beginning pointe for girls, variations for boys and girls and partnering. Dancers will learn to incorporate the unique stylistic demands of classical ballet repertory. Placement will be determined through teachers' assessment at the beginning of the year.

### **Ballet Repertory 2**

This course is for Freshmen and Sophomores. Students will learn challenging classical ballet repertory with demi-pointe, pointe for girls, variations for boys and girls and partnering. Dancers will gain a deeper understanding of the unique stylistic and technical demands of expression through classical ballet repertory. Placement will be determined through teachers' assessment at the beginning of the year.

### **Ballet Repertory 3**

This course is for Juniors. Students will learn more challenging ballet repertory that incorporates the unique and stylistic demands of classical and contemporary ballet. Studies will include demi-pointe, pointe work for girls, men's and women's variations, partnering and ensemble work. Musicality and a focus on personal, artistic interpretation is emphasized.

### **Contemporary Ballet Repertory 4**

This course is for Seniors. Students will deepen their understanding of the increased technical and artistic demands of ballet repertory with an emphasis on contemporary ballet repertory. Students are expected to interpret repertory with musicality and increased artistry. Opportunities will include performance of classic contemporary ballet repertory and performance with live accompaniment.

### **Choreography/Exploration 3 (Junior Composition)**

Junior dance majors will study the principals of dance composition to include exploration of expression through movement with an emphasis on intent, dynamic use of space, physicality, aesthetic choice and artistic statement. Students will explore choreographic styles and movements throughout the 20<sup>th</sup> and 21<sup>st</sup> centuries. Students will develop solos and group movement studies throughout the year in preparation for outreach performances and culminate with choreography and performance in the Junior Dance Composition Concert.

#### **Choreography/Exploration 4 (Senior Composition)**

Senior dance majors will continue study of the principals for dance composition as they prepare solos, performance quality and group works for auditions. Seniors will focus on preparation for college/conservatory and professional demands. Students will explore current artistic movements in choreography and concert dance. Students will develop choreographic studies throughout the year in preparation for outreach performances and culminate with choreography and performance in the Senior Dance Composition Concert and LACHSA Graduation performances.

#### **Flamenco and Latino Dance Forms (Required for Freshmen) (1 semester)**

*This is a required one-semester course for Freshmen, 1<sup>st</sup> semester only, open to upper class dance majors if space permits.* This course explores technique and personal expression through the art of Flamenco and Latino Dance Forms. Emphasis is on musicality, strength, grace, coordination, technique and personal artistry. Students learn Flamenco through study of the cante (song), palo (rhythm), braseo (arms and upper body), palmas (handclaps) and zapateado (footwork). Students are exposed to culture and historical influences inherent in the Spanish and Latino dance forms which include Salsa, Merengue, Bachata, Cumbia, etc. This course may be taken more than once as an elective.

#### **Ballet Technique (Fridays elective -Fall and Spring semesters) (1 semester)**

This is a one-semester elective course for sophomores, juniors and seniors offered during the Friday, elective arts period. Students will continue to build strength, flexibility, agility and stamina through increasingly demanding ballet technique. Classes will include ballet variations, pointe for girls and partnering skills. This course may be taken more than once as an elective.

#### **Jazz Dance (Required for Freshmen) (1 semester)**

*This is a required course for Freshmen, 2<sup>nd</sup> semester only. It is open to 10<sup>th</sup> - 12<sup>th</sup> grade dance majors Fall and Spring if space permits.* This course explores classic and contemporary jazz styles as incorporated in concert and commercial realm. Technique is strengthened with thorough warm ups emphasizing correct alignment, isolations, musicality and complex rhythmic patterns. Students explore personal expression through dance, incorporating various jazz and contemporary idioms. This course may be taken more than once.



# MUSIC DEPARTMENT

## OVERVIEW

The music curriculum at the Los Angeles County High School for the Arts offers all students the opportunity to receive music theory (classical and jazz) training from music fundamentals to advanced harmony, perform in large and small ensembles (instrumental and vocal) and study music technology. Each ensemble performs in public concerts three times a year, including the annual Music Gala in February, which features all large ensembles. The Opera Workshop presents a musical and grand opera each year. Please see the Performance Calendar for more information.

## VISION AND MISSION

LACHSA Music Department will be recognized as an elite music program that prepares students for top conservatory and college programs. The mission of the LACHSA Music Department is to provide students highly specialized and rigorous musical training, fostering an appreciation for the arts, guiding them on their journey towards graduation and post-graduation studies as future performers and arts advocates.

## FOUR YEAR COURSE OF STUDY

*(Courses may not be offered every year)*

### VOCAL MUSIC

#### 9<sup>th</sup> Grade

Concert Choir

Music Fundamentals

Vocal Fundamentals (May audition into Opera or Vocal Jazz instead)

Sight Singing

#### 10<sup>th</sup> Grade

Concert Choir or Vocal Ensemble

Vocal Theory

One Tuesday/Thursday Course (Music Tech, Opera, Vocal Jazz or remedial)

A Friday elective of your choosing in any department

#### 11<sup>th</sup> Grade

Vocal Ensemble

Vocal Theory

One Tuesday /Thursday Course (Music Tech, Opera, Vocal Jazz or remedial)

A Friday elective of your choosing in any department

#### 12<sup>th</sup> Grade

Vocal Ensemble

Vocal Theory

One Tuesday and Thursday Course (Music Tech, Opera, Vocal Jazz or remedial)

A Friday elective of your choosing in any department

## INSTRUMENTAL MUSIC

### 9<sup>th</sup> Grade

#### Classical

String /Wind Ensemble  
Theory Course  
Orchestra  
Chamber Strings/ Winds

#### Jazz

Lab Band or Jazz Ensemble (Aud.)  
Theory Course  
Reading Ensemble  
Jazz Combo (Aud.) or Jazz Improv

#### Piano

Piano Class  
Theory Course  
Chamber Piano

### 10<sup>th</sup> Grade

#### Classical

String/ Wind Ensemble  
Theory or Orchestration  
Orchestra\*  
Chamber Strings/ Winds\*

#### Jazz

Lab Band or Jazz Ensemble (Aud.)  
Theory or Orchestration  
Reading Ensemble or Orchestra  
Jazz Combo (Aud.) or Jazz Improv

#### Piano

Piano Class  
Theory or Orchestration  
Chamber Piano

### 11<sup>th</sup> Grade

#### Classical

String/ Wind Ensemble  
Theory or Orchestration  
Orchestra\*  
Chamber Strings/ Winds\*

#### Jazz

Lab Band or Jazz Ensemble (Aud.)  
Theory or Orchestration  
Reading Ensemble or Orchestra  
Jazz Combo (Aud.) or Jazz Improv\*

#### Piano

Piano Class  
Theory or Orchestration  
Chamber Piano\*

### 12<sup>th</sup> Grade

#### Classical

String/ Wind Ensemble  
Theory or Orchestration  
Orchestra\*  
Chamber Strings/ Winds\*

#### Jazz

Lab Band or Jazz Ensemble (Aud.)  
Theory or Orchestration  
Reading Ensemble or Orchestra  
Jazz Combo (Aud.) or Jazz Improv\*

#### Piano

Piano Class  
Theory or Orchestration  
Chamber Piano\*

\*10<sup>th</sup>-12<sup>th</sup> grade instrumentalists may have the opportunity to take non-instrumental music courses, such as **Music Tech, Song Writing, Opera, Gospel Choir, Vocal Jazz or Internship** in place of Orchestra or Chamber groups if there is available space in that class. Approval is on a case-by-case situation at the approval of the arts chair, and in some courses by successful audition only.

## DEPARTMENT OUTCOMES

Outcome 1: The ability to hear, identify and work with the elements of music (melody, harmony, rhythm, form, texture and timbre) in sound and notation.

Outcome 2: Performance skills appropriate to the student's needs and goals, including competence in sight reading and realizing a variety of musical styles.

Outcome 3: The ability to collaborate effectively in a variety of situations and settings and communicate with other musicians.

## POLICIES

### **Attendance and Readiness**

Classes start promptly at 1:20 p.m. and end at 4:00 p.m. Be physically present and mentally and emotionally ready to work. Expect to begin work at 1:20.

Students should make all appointments and interviews outside of class time.

If a student leaves class without permission, they may be asked not to continue in class activities.

Students should use the rest room and take care of other business before or after class.

Students are responsible for all material whether or not they are present. It is the student's responsibility to find out what was missed.

### **Grading**

LACHSA Standard Grading Policy.

### **Arts Probation**

Please see the LACHSA Probation Policy.

### **Absences due to college auditions**

Please review the LACHSA School Policy regarding College Auditions. Pre-Approval is required from the Music Chair and LACHSA Administration two weeks in advance. No student will be excused from a required LACHSA event to perform with an outside group or for college visits.

## **EXPECTATIONS**

### **Working Professionally**

The Music Department is a place for the growth and development of your work as a musician and creative artist. We ask that you contribute to the creation of this environment for our work with you with positive energy and commitment:

- Come to every class ready to work.
- Commit yourself to being present from the first moment you enter the room. Full concentration and commitment is expected at all times.
- Work for yourself and your fellow students. Your presence is important to this experience.
- If you are going to be late or if you must miss a class because of illness, PLEASE email the Music Office at [castro\\_dan@lacoed.edu](mailto:castro_dan@lacoed.edu).
- Students will not be allowed to leave class to respond to cell phone messages. Cell phones must be turned off and put in backpacks. All phone calls must be made on the student's own time.
- Remember you are not in competition with anyone.
- Make an appointment for a conference with teachers if you have any questions or need assistance in your studies or training.
- Make an appointment immediately to see Dr. Castro if you feel you are being treated unfairly by any LACHSA or Cal State LA staff member or any fellow student(s).

### **Attendance and Participation**

It is important that students are in class everyday actively participating and involved in the process. The study of music is not learned from a book but from an atmosphere where students actively participate in the creative learning process.

### **Growth and Commitment**

A student's improvement in technique as well as in performance is an important component of evaluation. This includes both intellectual and emotional growth. A musician's commitment to music and to the program and the discipline required of that commitment are of the greatest importance.

### **Performance and Rehearsal**

A Music Department calendar is distributed to each student and is on the main LACHSA website. Each student is expected to keep a calendar with all their performances and rehearsals listed. No student will be excused from a required LACHSA event to perform with an outside group or for college visits. While most rehearsals occur as part of class activity, some require after-school and/or weekend time. Students will be required to make up all missed assignments and rehearsals if their absence has been "excused" by the main office.

### **Communication**

Parents are encouraged to contact the Music Department if there are any questions regarding our training program or the progress of their student's work. Please call at 323-343-2659 or contact us at [castro\\_dan@lacoedu](mailto:castro_dan@lacoedu).

**VOCAL MUSIC****Vocal Ensemble**

*Prerequisite: Concert Choir and concurrent enrollment in Theory 1 or higher*

This advanced ensemble explores the musical styles of choral literature including Pre-Baroque, Classical, Romantic, and Contemporary. Students study the characteristics of each style as it applies to their vocal performance and incorporate fundamental vocal techniques and exercises studied in class. Students are also required to listen to recordings of artists who have influenced the growth of the choral and voice literature. All students will be required to remain proficient on their voice and work on building their music reading skills. All students are required to be enrolled in Theory. Full participation is a requirement of this course.

**Gospel Choir**

*Prerequisite: Successful Audition*

This advance ensemble sings a variety of gospel literature for mixed choir, from spirituals to contemporary gospel. Emphasis is placed on style, form, blend, intonation, independence of parts, as well as accompanied and a capella singing. The ensemble is given the opportunity to showcase its work through various public performances at school and around the city. Students will be required to sing a jury selection demonstrating their advance placement.

**Concert Choir**

This ensemble is designed for the vocal musician. Students study the characteristics of each style as it applies to their vocal performance and incorporate fundamental vocal techniques and exercises studied in class. Students are also required to listen to recordings of artists who have influenced the growth of the choral and voice literature. All students will be required to remain proficient on their voice and work on building their music reading skills. All students are required to be enrolled in Theory. Full participation is a requirement of this course.

**Opera Workshop**

*Prerequisite: Successful Audition*

This course offers advance preparation in performance of a fully staged "Grand Opera and a musical theatre production. Along the way, students acquire technical skills necessary to pursue a singing career. The Opera Workshop at LACHSA offers gifted young singers the opportunity to pursue their careers and love of opera in a supportive and creative environment. The training prepares students for the professional arena and to continue mastering their art through college and university education. An advance jury exam will be given at the end of each semester.

**Vocal Jazz Ensemble**

*Prerequisite: Successful Audition*

This course offers extensive study in the jazz idiom at an advanced level, stressing vocal technique and audience communication. Singers must be skilled musicians, capable of performing contemporary harmonies. Improvisational skills and microphone technique required. The schedule may include tour and recording sessions, as well as participation in competitive and noncompetitive choral festivals. Extra rehearsal time required.

**Voice Fundamentals**

This course is a correlated study of the fundamentals of vocal performance through the development of critical listening, musical literacy, stage etiquette, foreign language diction and accurate execution of vocal technique. Performance techniques include the development of proficiency in singing beginning level literature in Italian, French, German, and English.

## **INSTRUMENTAL MUSIC**

### **Jazz Combos**

Prerequisite: Successful Audition each semester

This course trains students in the presentation of traditional and contemporary small group jazz. Students selected for jazz combos 2 will improvise at an advance high school level. The Jazz Combo 2 focuses on preparing material for jazz performances such as concerts and festivals. In this endeavor, students are generally self-directed (with some guidance from the instructor) and are responsible for creating their own program and composing much of their material.

### **Jazz Ensemble**

Prerequisite: Successful Audition each semester

This course trains students in the presentation of traditional and contemporary big band jazz. This advanced ensemble focuses on music of an advance to professional level of difficulty and the various styles associated with big band jazz, improvisation, and sight-reading. A jury/barrier exam is required at the end of each semester.

### **Lab Band**

Lab Band is a small ensemble focusing on improvisation and jazz articulation. This ensemble is designed for the jazz instrumentalist who wishes to strengthen his/her improvisation skills. Students study the characteristics of various jazz styles as they apply to a small group setting. Students also are required to listen to recordings of artists who have influenced the growth of the jazz literature. All students will be required to remain proficient on their instrument and work on building their music reading and improvisation skills. The class will perform at two school concerts and all students are required to be enrolled in Jazz Theory 1 or 2.

### **Orchestra**

This course explores the musical styles of the traditional orchestral literature ranging from Baroque to Contemporary through performance and regular rehearsal. Students also are required to listen to recordings of major orchestras that have influenced the growth of music. All students are required to perform at an advance level on their instrument. The ensemble performs at four to six concerts and two festivals. Each student will be required to perform a jury exam at the end of each semester.

### **Piano Ensembles**

This course focuses on preparation and performance of representative works from the piano literature for four, six, eight and ten hands along with a chamber music repertoire. This ensemble explores musical styles including Pre-Baroque, Classical, Romantic and Contemporary. Students perform in three concerts and are assigned to the most advance chamber groups. Each student will be required to perform a jury exam at the end of each semester.

### **Chamber Strings**

This course focuses on preparation and public performance of representative works for the string instrumentalist. Students study the major chamber music literature of the respective instruments. Emphasis is on the materials most frequently used in developing skills and techniques for successful auditioning. Each student will be required to perform a jury exam at the end of each semester.

**String Ensemble**

This course focuses on preparation and public performance of representative works from the string literature, including chamber music. Performances are on- and off-campus. The course initiates instrumentalists to a broad spectrum of string literature and develops students' sight-reading abilities. Each student will be required to perform a jury exam at the end of each semester.

**Woodwind Ensembles**

This course focuses on preparation and public performance of representative works for the wind instrumentalist. Performances are on- and off-campus. This ensemble explores the musical styles of wind chamber literature, including Pre-Baroque, Classical, Romantic, and Contemporary. Each student will be required to perform a jury exam at the end of each semester.

**NON-PERFORMANCE MUSIC CLASSES****Jazz Theory 1-3**

**1:** This course covers the fundamentals of music crucial to the study of jazz. The course covers jazz notation, intervals, major and minor key signatures, scales, modes, jazz chord symbols, transposition of all major jazz instruments, basic chord progressions, analysis of standard jazz repertoire, transcription of songs and solos for analysis.

**2:** This course covers the basic elements of jazz harmony, including chords, jazz harmony, diminish scales and analysis of jazz standards and traditional forms.

**3:** This course covers the advance elements of jazz harmony, including altered chords, modal harmony, upper structure triads, diminish scales, analysis of advanced jazz standards and analysis of records and their importance in tradition, transcriptions, and composition/arranging.

**Music Fundamentals**

This course is designed to cover the fundamentals of music. The course covers music notation, intervals, major and minor key signatures, scales, chords, cadences and seventh chords along with melodic and rhythmic dictation and sight singing.

**Music Technology 1**

This course offers an introduction to the techniques, equipment and software used in creating and recording music. Topics covered include recording, digital sound editing, MIDI sequencing, sound design, and music notation software.

**Music Technology 2**

*Prerequisite: Music Technology 1* - This course offers an advance study to the techniques, equipment and software used in creating and recording music. Topics covered include recording, digital sound editing, MIDI sequencing, sound design, and music notation software. Students will be required to compose an original song in the Teckwrks concert during the spring.

**Music Theory 1**

This course covers rudimentary theory, first species counterpoint in two voices, and an introduction to four-part harmony and analysis of secondary dominants and diatonic chords.

**Music Theory 2**

This course covers the study of first, second, third, and fourth species counterpoint in two voices, four-part diatonic harmony, melodic and rhythmic figuration, and harmonic analysis of all chromatic chords and form in tonal music.



**Music Theory 3**

This class covers dissonance and chromaticism in four-part harmony, analysis of tonal music and study of 20th century music techniques.

**Vocal Theory 1**

This class is required of vocal students. This course reviews and builds upon the foundation established in Music Fundamentals and focuses on more challenging sight singing and dictation (melodic and rhythmic). Students develop the ability to recognize and sing all chromatic intervals, triads, 7<sup>th</sup> chords and their inversions.

**Vocal Theory 2**

The purpose of this course is to develop skills that will provide lifelong tools for every kind of serious musician. They are: Sight Singing: the skill which enables you to hear musical notation internally, and Ear Training: the skill that enables you to perceive what is happening in music as you hear it. Sight-singing skills will be developed as you perform short examples of rhythms and melodies using a metronome and moveable “do” solfege syllables. Ear-training skills will be developed in listening drills and dictation of rhythms, intervals, melodies, chords and harmonic progressions. This course will also work on keyboard skills that are crucial for any musician.

**Vocal Theory 1**

*Prerequisite: Senior and successful completion of Theory 1 & 2*

This class is designed for senior vocal students. It is essentially a review course in music theory that is required for entrance examinations into music colleges and universities. This course will include and review written and aural skills including sight-singing, keyboard, melodic and harmonic dictation.

**Orchestration**

Students in this class become familiar with the functions of the instruments of the symphony orchestra. Through exercises and listening, students are able to score pieces for various instruments. Students also gain beginning level exposure to the art of conducting. Analysis of orchestral styles and various masterworks from the repertoire are covered.

**Song Writing**

This elective course is designed for students who wish to explore and continue their work on original song-writing.

**Jazz Improvisation 1**

This course will teach the basic elements, techniques, and tools of jazz improvisation. It is designed to establish a firm foundation for the jazz musician on the basic theories and concepts of improvisation.

**Jazz Improvisation 2**

This course will focus on advance elements, techniques, and tools of jazz improvisation. It is designed to establish a firmer foundation for the jazz musician on the basic theories and concepts of improvisation to prepare him/her for placement into a combo ensemble.

**Reading Ensemble 1**

This course is designed to increase and develop students' ability to sight-read and more thoroughly interpret music written in the jazz idiom. This course is required for all entering jazz students.

**Reading Ensemble 2**

*Prerequisite: Reading Ensemble 1*

This course is designed to increase and develop students' ability to improvise, read and more thoroughly interpret music written in the jazz idiom. This course is required for all saxophone and rhythm players not in orchestra.

**Sight Singing 1**

This class is designed for entering students to work on reading skills. Classwork includes study and practice in melodic and rhythmic dictation and sight-singing using moveable "do."

**Sight Singing 2**

*Prerequisite: Sight Singing 1*

This class is designed for advance students to continue working on their reading skills. Classwork includes study and practice in melodic and rhythmic dictation and sight-singing using moveable "do."



## MUSICAL THEATRE DEPARTMENT

### **Musical Theatre Production – Grades 10-12**

*Length of course: 1 semester*

*Prerequisite: acceptance into the program through audition*

*Note: This course does not count toward the credits required for Physical Education*

Musical Theatre Production is open to students in all Arts Departments Grades 10-12. The Musical Theatre Department presents two musicals a year, one in December and one in May. Musical Theatre Production is an integration of spirited vocals, energized dancing and dramatic acting. The Musical Theatre Production class is interdisciplinary and designed to produce selected musical theatre experiences integrating the Arts areas of Dance, Music, Theatre, Visual Arts and Cinematic Arts. Production aspects include training in voice (speaking and singing), acting, movement and dance, stressing performance techniques. Each semester culminates in a fully staged production. Students are exposed to professional standards and training by professionals in the industry to enhance skill building as preparation for further education and careers in the field of musical theatre performance. Acceptance into the Musical Theatre Production is based on auditions held on a show-by-show basis. All LACHSA students are eligible to audition, with the exception of 9th grade students. Students accepted into the Musical Theatre Production Class must enroll in the class for both periods 5 and 6. Also, additional weekend rehearsals may be required.

### **Auditions**

Acceptance into the Musical Theatre Production is based on auditions held on a show-by-show basis.

All LACHSA students are eligible to audition, with the exception of 9th grade students. Students accepted into the Musical Theatre Production Class must enroll in the class for both Period 5 and Period 6. Also, additional weekend rehearsals may be required.

### **Course Requirements**

- Rehearsal and performance requirements (scheduled and assigned)
- Enrollment required for performance participation
- Designated rehearsal clothing and shoes
- Technical help as needed (i.e. moving set pieces during performance)
- Prior approval from Director(s) concerning any changes in rehearsal schedule

### **Course Objectives**

- Understand the creative process as a combination of craft, ability, technique, intelligence and imagination.
- Use tools of performance (dancing, acting, singing, instrumentation) and develop them to a higher degree
- Learn to combine and integrate their performance skills
- Learn time management
- Learn to work for the common good of the group or production
- Learn to deal with and handle varied group and individual dynamics
- Develop self-discipline, self-awareness and self-respect
- Develop respect for the knowledge of the practitioners of the craft by understanding theatrical protocol and discipline
- Learn stage techniques and performance techniques
- Understand the need for regular participation

- Learn to focus on the work at hand and stay focused to sustain skills and performance materials over an extended period of time

### **Course Materials**

- Audition and assignment of roles including understudies and student staff positions (i.e. Assistant Director, Assistant Choreographer, Assistant Musical Director, Dance Captain, and Student Stage Managers)
- Instruction and practice of production materials including voice, dance/movement, acting and performance techniques
- Read/sing through with notes on production concept, style and process
- Scene work
- Staging of musical numbers (small and large group)
- Choreography/movement during rehearsals
- Character development in dance, acting and song
- Individual and group critique sessions
- Historical background notes on specified musical

### **Recommended Materials**

- Black dance clothes
- Appropriate support undergarments
- Water
- Towel & Deodorant
- Recording Device
- Scripts and vocal book
- Schedule and calendar of events
- Pencils

### **Class Policies, Expectations and Rules**

- Arrive to class on time with your materials out and ready.
- No food or drink other than water for class meetings.
- Technology may only be used to look up material relevant to this course and requires teacher permission in advance of use.
- Bare feet or appropriate dance shoes in the LOFT
- Hair must be secured away from face
- No jewelry or watches
- No GUM
- No food or beverages in class (except your personal water)

### **Grading**

LACHSA Standard Grading Policy

# THEATRE DEPARTMENT

## OVERVIEW

For the aspiring young theatre artist, the LACHSA Theatre Department offers an intensive pre-professional, conservatory-type training program, with a concentration on acting. The training includes a four-year study in the areas of voice and diction, physical theatre, dance, theatre history, literature/criticism, acting styles, on-camera work, stage management, career management, and stage technology and design. The program emphasizes discipline, skills, techniques, and intellectual development in an aggregate environment. The training prepares students to enter directly into professional acting or technical theatre careers, colleges, universities and conservatories.

The primary goal of the program is for the actor to develop refined dramatic techniques, while exploring personal creativity to the fullest. The program uses professional actors, designers, and guest artists as teachers who provide students with a sense of what they will encounter “in the real world “as professional artists.

Each level works, performs, and develops together as an ensemble of actors. There are variations within the core, leading to progressively challenging work. In Movement, for example, first-year students are introduced to animal studies, physical theatre, object work, spatial awareness, and dance training. In Third-Year Movement, students study Suzuki/Viewpoints, focusing on intense and highly defined ensemble spatial relationships.

As a student moves through each level, the core work becomes more rigorous and skills become refined, as teachers raise the stakes and levels of performance and ensemble playing to a higher standard. A student’s knowledge and skill in the core continue to expand until, as fourth-years, they have built up a body of knowledge and skill that is considered “highly specialized.”

Performance is an integral part of the curricular process and the department provides opportunities, not only through mainstage season productions, but classroom showcases, culmination projects, theatre festivals, and local and national theatre competitions.

## VISION AND MISSION

The mission of the Theatre Department is to provide students the opportunity to develop views and strong techniques that reflect diverse experiences and theatrical perspectives. It is important for students to graduate from LACHSA armed with a wide array of acting styles and theatrical skills to prepare them for this highly competitive field and give them a variety of career choices in the international marketplace. This mission is realized by providing experienced teachers who bring diverse ideologies and first-hand knowledge of real-world experiences to student learning. While the mission is to prepare these gifted students for performance and technical careers, our vision is equally as important: to make these young people critical thinking-arts leaders and life-long energetic consumers of and advocates for the theatrical arts.

All theatre majors are required to take the two-year acting curriculum. At the end of the second year, a student may elect to take the tech track for two years or continue on the acting track. The tech program prepares students, through coursework and hands-on experiences, to work in technical theater and includes a range of topics designed to give students knowledge, proficient skills, and the ability to work behind the scenes in theatre and other professional theatrical venues. However, all tech students are required to take Acting for all four years.

## ACTING TRACK

### 9<sup>th</sup> Grade

- Acting I
- Voice, Speech, Diction I
- Movement I, *including dance and animal studies*
- Ensemble
- Introduction to Theatre
- Theatre Festival Preparation

### 10<sup>th</sup> Grade

- Acting II: *The Study of Shakespeare*
- Voice, Speech, Diction II, *including the IPA*
- Movement II, *including combat & swordplay*
- Theatre History, Literature & Criticism I (*ancients to pre-modern*)
- 1 Friday elective in Theatre or any other department

### 11<sup>th</sup> Grade

- Acting III: *Contemporary Scene Study*
- Voice, Speech, Diction III, *including dialects*
- Movement III: *Suzuki/Viewpoints*
- Theatre History, Literature & Criticism II (*Multicultural, non-Western playwrights*)
- 1 Friday elective in Theatre or any other department

### 12<sup>th</sup> Grade

- Acting IV: *Advanced Acting & Career Management/Audition Portfolio*
- Acting for Camera
- Acting Company
- Internships
- The Capstone Project

## DEPARTMENT OUTCOMES

Based on the California Visual and Performing Arts Standards, theatre majors will:

*Create:* Conceive and develop new theatre ideas and work. Students will learn and gain the ability to communicate and create using the unique academic and technical language of theatre.

*Perform:* Realize theatre ideas and works through interpretation and presentation. This process requires students to share their work with others—to make their learning public—as an intrinsic element of theatre.

*Respond:* Understand and evaluate how theatre conveys meaning to themselves as a theatre artist and to the viewer or audience throughout time.

*Connect:* Relate theatre ideas and works with personal meaning, historical, contemporary and external contexts.

## POLICIES

Theatre majors are required to comply with all school policies and procedures as outlined in the LACHSA Student Code of Conduct and the LACHSA Handbook. In addition, the following are policies specific to the Theatre Department:

### **Dress Code**

To promote the health and safety of the students and to support the artistic premise of equitable ensemble work, students must dress in black rehearsal (workout “blacks”) clothes every day whether they participate or not.

SOLID BLACK sweats, stretch-pants, leggings, t-shirts, sweatshirts, leotards and tights, and bicycle-type shorts are appropriate. Dresses, skirts, jeans are not acceptable. Clothing may not have logos or writing on them (unless they are the LACHSA school t-shirts). Clothing must fit properly and cover the body. Overly baggy pants and tops, skimpy, revealing clothes are unacceptable. Behavior grades will be affected if students do not dress in appropriate rehearsal attire. A student must be in rehearsal “blacks” at each and every class meeting.

Electronic devices, including laptops, iPods and cell phones, are prohibited in the classroom and will be confiscated. ALL cell phones must be turned off during class time.

Hair **MUST** be pulled off the face and secured (women and men). The face must be seen.

**NO** jewelry or watches. Watches must be deactivated and put away. **NO** facial or tongue piercings can be worn during classes.

**NO** gum, food, or beverages in class. Only water in plastic bottles is permitted.

All students must bring their “Theatre Workbook” with them EVERY day to EVERY class. This workbook will become their ACTOR’S MANUAL.

### **Grading**

All students are expected to earn an “A” or a “B” in Theatre classes, reflecting good attendance, participation, and commitment to the program. Any student who receives a grade of “D” or “F” will be placed on Arts Probation. If there is no improvement, the student will be recommended for return to their home district. Please check individual teacher syllabus for specific grading percentages and grading points.

Grades are based on the following:

**Participation:** It is important that students are in class every day, actively participating and involved in the process work. If a student is unable to be physically involved, they may observe and write about the process. Inform your teachers and the Arts Chair if you have any health problems, so they may adjust your participation accordingly. If lack of participation is due to medical reasons or injury, a written doctor’s statement is necessary and should state the problem, what the student can or cannot do, and for how long the student will be incapacitated. This is very important since teachers must know how to handle the injury and assist the student in class.

Although make-up work can be provided, the art of theatre is not learned from a book, but from a collegial workshop atmosphere where students actively participate in the “in the moment” creative learning process. Being in class and participating is of extreme importance because most of these artistic processes and experiences in theatre classes cannot be made up. If a student is consistently ill or has problems that prevent regular participation, they could fall behind in the training.

**Commitment, Attitude and Behavior:** An excellent work ethic and professional attitude define the LACHSA theatre major. We believe it is extremely important to keep a professional atmosphere in the department and conduct all classes in a conservatory manner. The department is a place to grow and develop as a young creative artist and we demand that all students contribute to the creation of this environment with positive energy and commitment in the following ways:

- Come to every class, every day, dressed in blacks, with a mind opened to new ideas and ready to work and take artistic risks.
- Commit to “being present” from the first moment you enter the room. Full concentration and commitment are expected at all times.
- Absolutely no “side” conversations, excessive talking or distractions when the teacher is speaking or other students are presenting work.
- Respect yourself, the teacher and your fellow student. Save the personal “drama” for the stage.
- Focus on your work and the work of others; always watch, observe, pay close attention—this is how you LEARN.

**Class Discussion, Assignments and Projects:** Class discussion and projects, as well as oral and written assignments, tests and play reviews, will be used to measure student achievement in



courses and the overall program. Other measures of achievement include rehearsal, research, and group interaction. Additional achievement criteria and details are provided in each teacher's syllabus.

**Growth and Commitment:** A student's improvement in skills and technique as well as in performance is an important component of evaluation. This includes both intellectual and emotional growth. A young artist's commitment to theatre and to the discipline of the program is of the greatest importance.

**Execution of Skills:** The student's successful use of technical and performance skills is evaluated daily. The theatre faculty evaluates students on an individual basis. One student is never compared to another. A student is only in competition with his or her own challenge to grow as an artist.

**End of Semester Faculty Evaluations:** As part of evaluating students' work, the faculty will meet at the end of each semester to engage in a discussion with each student. If there are concerns, the chair will convene a parent-student conference to help the student improve. If, at the end of the school year, the student has not met the departmental standards in grades, behavior, attitude and commitment, the student will be recommended for return to home district.

### **Tardies and unexcused absences**

Theatre majors are held to the same Tardy, Unexcused Absence, and Absence policies as outlined by LACHSA School Policies. **Specific** to the Theatre Department:

Theatre classes start at 1:20 P.M. Monday-Thursday. Theatre students are given 10 minutes to change their clothes and report promptly at 1:30 P.M. to class. On Fridays, Theatre Classes begin at 2:15 P.M. and end at 4:00 P.M.

If the student is tardy, due to making up an academic assignment during lunch, they must present a note signed by the academic teacher to the arts teacher. No excuse will be accepted without written documentation. If the student missed lunch because of the academic make up, please report to the Arts Chair for accommodation.

If a student is 30 minutes late to class, even with an official tardy excuse, the instructor reserves the right to ask the student to observe and write about the class process, if full class participation will adversely impact the rest of the class.

If a student leaves class without permission or is unaccounted for, they will be reported as truant. A student may lose credit for the day's activities if they are late to class or leaves early without permission.

Professional obligations must have prior approval from the Administration. Please inform the Arts Chair and your instructors about the upcoming absence. Absences for professional bookings cannot exceed five (5) consecutive school days.

There is a 10-minute break between A and B classes. No student is to leave the LACHSA campus to go to Cal State LA's campus during this break.

## EXPECTATIONS

Professional work outside of school is not discouraged as long as it does not interfere with participation in the regular theatre classes. Please check the school policy in the LACHSA Handbook for complete details on "Professional Obligations" and the amount of time allowed.

"Company Call" with the Arts Chair and the entire department is held once a month. It is very important that students arrive on time. Significant amounts of information are given out at Company Calls.

Students should make all medical appointments outside of class time. AVOID making counseling appointments during arts time for class changes, or college, academic advisement, etc.

No student is excused from theatre classes due to lunchtime ASB activities, unless prior arrangements have been made with the ASB sponsor and the Arts Chair.

Students must use the restroom and take care of other business before or after class or during breaks. Appropriate water breaks will be given by the instructor.

Students are responsible for all class work, whether or not they are present. Students must make arrangements with the individual teacher to make up missed work. A student has one week following the absence to turn in make-up work.

If a student is going to be absent or late for a rehearsal, call the Main Office at 323-343-2550; or the designated Stage Manager. **PLEASE DO NOT SEND THE MESSAGE THROUGH ANOTHER STUDENT!** Please be aware that after 1:00 pm it is difficult to relay messages to students; and students are not allowed to have their cell phones turned on in class. In the event of emergencies or urgent messages, you may contact the Main Office at 323-343-2550.

All phone calls must be made on the student's own time, during the break or after school.

Students are NOT allowed to eat in the classrooms. If students have scheduled a lunchtime rehearsal, they must eat outside the classroom first and then use the classroom for rehearsal. Only water bottles with lids are allowed in classrooms.

All students are responsible for keeping the rooms clean. At the end of the school day, replace all the chairs and tables to their academic set up and make sure all belongings are picked up.

Students are not allowed to bring weapons or realistic-looking toy weapons, liquor bottles, knives, cigarettes, fake drugs, etc. as props. Please check with the Arts Chair for approval, if in doubt.

If a student is assigned to work on a scene or project, they are expected to be present and prepared to perform on the given date. Excuses such as: "I couldn't get together with my scene partner," or "My grandmother came to town last week," are not accepted.

Remember that you are not in competition with anyone but yourself to improve and get stronger at your craft. In the Theatre Department, we work together and support each other because: WE ARE AN ENSEMBLE. WE ARE A FAMILY!

All students are expected to maintain respectful behavior and a positive attitude toward their training, teachers, and peers. Remember the quote that *"Life is 10% what happens to me and 90% how I react to it."* A positive attitude and respect for self and others are the "intangibles" that contribute to a successful outcome in the theatre experience.

Make an appointment to conference with the Arts Chair if you need assistance or have questions/concerns about your studies or training.

## PERFORMANCE AND REHEARSAL

The Theatre Department is modeled after professional training programs and upholds the philosophy that students in their First Year of study should be totally immersed in training. As a result, First Year theatre majors do not perform in the Production Season, which includes a Fall, Winter and Spring play. However, we do believe it is important for an actor to perform as part of the learning process. As such, all majors, including First Years, are given opportunities to perform in BROWN BAG THEATRE, THEATRE FESTIVALS, SHOWCASES, FINALE PERFORMANCES, and other student projects.

Third and fourth-year theatre majors are invited to audition for the production season. Second-years may audition for the fall season play only. The department tries to accommodate as many students as is feasible in these productions. However, it must be clearly understood that there are a limited number of roles and seniority does not guarantee a role.

Participation in "the season," which rehearses after school, is voluntary. Written rehearsal schedules will be sent home to notify parents of weekend rehearsal hours. Parents are notified in writing if weekend rehearsals are necessary, and attendance is vital for all students involved in the production as performers, technicians, crew, or staff. Any student missing rehearsals for unexcused reasons is subject to dismissal from the play and their Acting participation grade will be affected. No rehearsal will extend later than 7:00 P.M. and 9:00 P.M. during Final Tech Week. All students involved in the production, both actors and crew, are required to stay for "strike," the dismantling of the set and cleaning the theatre after the final performance.

Rehearsal schedules are prepared and distributed well in advance so that any potential conflict may be resolved. From time to time, we may need to schedule additional rehearsals. In such an event, parents and students will be notified in a timely manner.

As a performer or crew member, unplanned tardiness or absence from a rehearsal or performance is unacceptable and may result in not being allowed to perform or crew for the remaining performances. If a student is going to be late or miss a rehearsal or performance for an emergency reason, call the Director or Stage Manager and leave the message and the time you called. Also, you may call the school (323-343-2550) and ask to contact Mrs. Hunter. **DO NOT SEND THE MESSAGE BY ANOTHER STUDENT!**

**Student safety during class and after-school rehearsal is of the utmost importance; therefore, the Theatre Department observes the following security procedures:**

If a student experiences a minor injury that can be treated with immediate first aid, please alert the instructor and get a pass to leave class. Ice packs, Band-Aids, ace bandages, etc., are available in the Main Office. If the injury appears to be major, do not move or attempt to leave the classroom. Teachers have been instructed to call the Arts Chair or the Main Office. The Chair or the Assistant Principal will assess the injury. The classroom teacher will make out an injury report at that time.

It is essential that teachers provide a proper warm up for their students, especially for vocal and movement lessons and activities. All students learn a series of vocal and movement exercises to prevent injury. Using the essential 8 vocal articulators, students memorize specific speech and sound activities to warm up the voice. In movement classes students are taken through a series of physical warm-ups to prepare the body for the challenges of physical theatre, dance, Suzuki, combat and Viewpoints work. Students taking or involved in any stagecraft activity are taught the proper use of tools, handling and storage of paints, dyes, and solvents. If a teacher has a class that is required to do warm ups or use protective gear, it will be included on their syllabus.

For reasons of safety, students are not allowed to transport other students in their car. A supervised bus is provided to transport students to field trips and performances. With signed permission from a parent a student may drive his or herself **only**.

No student is allowed to rehearse in a room unsupervised. This also applies during lunchtime. If a student must rehearse, ask the theatre teacher to supervise and secure the permission of the Arts Chair.

Students are directed to never walk alone to their cars, the bus, or the train at night. To be safe, in case of emergency, program the Campus Police phone number into your cell phone: **323-343-3700**.

During late-night rehearsals, students are supervised by LACHSA staff. Students requiring pick up must remain with a staff member until picked up by a parent/guardian. If a student is not picked up in a timely manner, he/she will be taken to the university campus police who will contact the parent/guardian.

A student must inform the Director if s/he needs to leave rehearsal for any reason, including using the restroom. Students cannot wander from the rehearsal site for any reason.

The Parent Food Committee provides snacks and dinners for the students during Final Tech Week. **Students are not permitted to leave the venue for any reason**, unless prior permission has been given to the Arts Chair from the parent.

### **Communication**

Parents are encouraged to contact individual theatre faculty if there are any questions or concerns. All teachers are available at 1:00 PM and after school for conferencing with students or parents. Please contact the teacher directly via email. All faculty email addresses list the teacher's lastname\_firstname@lacoedu.edu. The email for the chair is hunter\_lois@lacoedu.edu. If, after speaking with the teacher, you have further questions, please contact the Arts Chair. We also encourage visits to our classes. Please contact the Arts Chair to make an appointment.

All young people benefit from good adult mentoring. Please feel free to select one of your Theatre Department teachers to act as your personal advisor—WE ARE HERE TO HELP!

Communication between the Arts and Academic teachers is imperative. The Theatre Department believes it is important for students to maintain good grades in their academic subjects as well as their arts—one area is no more important than the other; they enhance and complement each other. The academic teachers and the Student Support Team provide the Arts Chair with a list of those students who are falling behind in their work; and together, we make every effort to improve the student's grade.

The last and most important communication: **ALWAYS REMEMBER TO SAY “THANK YOU” TO YOUR TEACHERS AFTER EACH AND EVERY CLASS.**

## **COURSE DESCRIPTIONS**

*(Courses may not be offered every year)*

### **Acting 1**

Study of beginning acting skills and an introduction to the Stanislavski approach to acting. Students learn how to analyze character to create truthful performances, using monologues and improvisations. Two-person scenes are introduced in the latter part of the course.

### **Acting 2**

Study of Shakespearian text and meter. Students analyze Aristotelian dramatic structure, break down Shakespeare scripts, rehearse and perform Shakespearian monologues and scenes.

### **Acting 3**

Study of acting styles applied to contemporary plays. Students use improvisation techniques to create the life of the character and the intent of the scene and perform works by contemporary American Playwrights, including Williams, Wilson, Hwang, Wasserstein, and Valdez.

### **Advanced Acting 4**

Study of advanced acting techniques, including Meisner and Chekhov styles.

### **Literature/Criticism 1**

An overview of theatre as an art form, with an introduction to dramatic structure, character analysis, theatre history, play reading and criticism.

### **History-Literature/Criticism 2**

Study of theatre history and text criticism from the ancients to pre-modern, focusing on the theatre as a social institution in America.

### **History-Literature/Criticism 3**

Study of selected topics in theatre history and text criticism of theatre and performance, focusing on the pre-modern to contemporary period.

### **Movement 1**

Beginning study of the body's uniqueness through animal studies, dance body training and exercises designed to explore the body as a communication tool. Students develop flexibility, range, expression and physical confidence. Combines elements of Alexander Technique and yoga to improve ease of balance.

### **Movement 2**

Intermediate physical training of the individual actor through stage combat techniques, swordplay, acrobatics and circus techniques. Concentration on warm-up, relaxation and control.

### **Suzuki/Viewpoints 3**

Study of the technique of Tadashi Suzuki, which combines techniques of Western ballet with traditional Japanese theatre styles and martial arts to deepen focus and awareness while on stage. Students explore Anne Bogart's Viewpoints Techniques to enrich their creativity, focus and ability to follow impulses to become aware of the entire physical instrument in time & space.

### **Advanced Acting 4 & Audition Portfolio/Career Management**

Students develop a variety of classical and contemporary monologues, acquire head shots, do mock interviews and meet with professional actors, casting directors and representatives from colleges and conservatories to prepare for a post-secondary career or college/conservatory study.

### **The Capstone Project 4**

This class allows students to select their own projects, based on all the knowledge they have acquired to this point. A student may want to write a play, develop a film or webisode, dramaturgy, etc.

### **Acting for Camera**

Students learn specific techniques for delineating acting skills for the camera as opposed to the stage. Each student is provided with a reel of their work.

### **Acting Company 4**

Acting students work in tandem with the Tech students to produce short and full-length plays for public showcases and season plays.

### **Festival Preparation 1**

A Level One course designed to prepare students for theatre festivals and competitions.

### **Voice, Speech, Diction 1**

Study of the development of voice techniques for the stage, including work in relaxation, breath control, limbering, articulation and resonance.

### **Voice, Speech, Diction 2**

A continuation of the study of voice techniques for the stage with an emphasis on learning the International Phonetic Alphabet (IPA) and Linklater vocal techniques.

### **Voice, Speech, Diction, Dialects 3**

Advanced development of voice techniques for the stage including the study of vocal dialects.

## **COURSE OF STUDY: TECH TRACK**

**Tech Level 1:** Students focus on developing the basic tools and procedures for creating elements of technical theatre, including costumes, lighting, makeup, properties (props), publicity, scenery, automation, graphic projection, sound and stage management. Technical knowledge of safety procedures and demonstrated safe operation of theatre equipment, tools, and raw materials are central to success in this course. Students explore and learn to analyze dramatic scripts, seeking production solutions through historical, cultural, and geographic research. Students also learn the basics of standard conventions of design presentation and documentation; the organizational structure of theatre production and creative work in a collaborative environment; and the resulting artistic improvement. Public performances may serve as a culmination of specific instructional goals. Students may be required to attend or participate in technical work, rehearsals, and/or performances beyond the school day to support, extend, and assess learning in the classroom.

**Tech Level 2:** Students expands the basic tools and procedures for creating elements of technical theatre. In the Second Level of study, students focus on a specific area of technical theatre production concepts and skills. The student demonstrates an understanding of and skills in scenery, props, lighting, costumes and makeup, sound, or theatre management.

**Tech Level 3:** Students will enhance and apply design and/or technical craft skills in a theatrical context and take on the responsibilities of managing a full theatrical performance. Students will have the ability to apply the technical skills they have acquired in a live production in the areas of costume, publicity, properties, lighting, scenery, sound, automation, Graphic Projection Design, and stage management.

### **Stage Production**

Allows students the opportunity to put theory into practice on all school productions, including work in the fields of lighting, sound, scenery, carpentry, props and costume design.

### **Stage Makeup**

Covers the theory and practice of stage makeup, including basic stage design, old age, fantasy, prosthetics and period styles.

### **Stage Management**

Focuses on the role of the Stage Manager, including building a production and call book, calling a performance, creating a stage manager's kit, taking blocking, and crisis management.

### **Lighting Design**

Covers the theories of lighting, including design and color theory, types of instruments and their use, stage lamps and electricity, hanging, focusing, and development of lighting design concepts.

### **Scenic/Set Design**

Covers the fundamentals of creating and implementing a scenic/set design, including drafting,

construction, tools and materials, rigging and architecture.

### **Costume Design**

Allows students to learn to design and build costumes for the stage. With study in character analysis, color theory, figure drawing, patterning, and basic stitching.

### **Sound Design**

Studies the creation and design of sound effects for stage, including Foley sound, live sound effects and computer programs for sound creation and audio environment for the stage.

***Please note: As part of contemporary drama in the Second Year, students may study plays with mature language and themes.***

***Please note: In order to successfully graduate from the Theatre Department, a student must take one year of Stage Technology. A student may select the Friday Elective Costume Design, Tech Track; or take 2 Years from the following: Musical Theatre Production, Friday Elective Gospel Choir, or Music Tech.***



# VISUAL ARTS DEPARTMENT

## OVERVIEW

The Visual Arts Department teaches techniques in various media while focusing on developing conceptual thinking skills. LACHSA Visual Arts offers a comprehensive 4-year program in visual literacy that includes standards in 2D and 3D art. Every student starts with the Freshman Foundation to learn basic skills in drawing, 2D and 3D design, and art history.

After the foundation year, students advance to a diverse curriculum, taking a different art class every day. Students select their own classes, including: Figure Drawing, Painting, Sculpture, Photography, Ceramics, Experimental Film and Video, Graphic Design, Illustration, Fashion, Printmaking, Film History, and Animation.

The LACHSA Visual Arts faculty is comprised of professional working artists recognized in their field. Classes are supplemented by visiting artists, as well as field trips to museums and galleries. Students have several opportunities to exhibit their work throughout the year in professional venues. Student artwork is published in an annual Visual Arts Portfolio called *The Gift of Love*.

The Visual Arts Department offers students support with their portfolio preparation and college applications. Faculty are all working professionals pursuing a career as artists and have great expertise in this area. They can serve as a valuable resource for advice and guidance. The VA Department offers opportunities for students to have their work photographed by professional photographers to ensure the highest quality presentation. Each year at least 15 prestigious art school and universities from around the nation make presentations and conduct portfolio reviews on campus for juniors and seniors.

## VISION AND MISSION

*Our vision is to create a learning atmosphere of visual literacy, critical thinking, while developing a personal identity within a thriving community of young artists.*

*The Visual Arts department will achieve its vision through discipline and skill within a broad range of arts classes. Further, our mission is that within these 4 years of training, students will have developed into responsible young artists, both personally and within the community, and can demonstrate their mastery as a result of our professional teaching artists' instruction*

**9<sup>th</sup> Grade**

Freshman Foundations Program (5 per semester):

- Drawing and Painting
- Color Theory
- Drawing 1
- Human Anatomy
- Intro to Sculpture
- Elements of Design
- Mixed Media
- Intro to Design
- Modern Art History
- Intro to Painting

**10<sup>th</sup> Grade**

- Art History
- 4 visual arts classes of your choice (*see below*)

**11<sup>th</sup> Grade**

- 4 visual arts classes of your choice (*see below*)
- 1 Friday elective from visual arts or any other department

**12<sup>th</sup> Grade**

- Senior Seminar (Fridays)
- Thesis Project (Fridays)
- 4 visual arts classes of your choice (*see below*)

**Visual Arts Classes Available to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade**

Second, Third, and Fourth year students can request specific courses from the following year's VA classes by filling out a schedule request form in the spring. All classes are assigned on the basis of seniority. These classes include:

- Illustration
- 3D Design
- Painting I, II and III,
- Figure Drawing
- Ceramics
- Printmaking
- Photography
- Animation (Traditional and Stop Motion)
- Film and Video
- Graphic Design
- Fashion Design

Students will receive their Arts schedules in the first week of school. Changes to VA schedules can be made through the VA office ONLY within the first week of the semester. Final approval is made by the VA Chairs only. There is no changing of classes at the end of the first semester.

## DEPARTMENT OUTCOMES

*Drawing:* Perspective, Line and Value, Contour, Gesture, Observation from Figure, Illustration

*Painting:* Color Theory, Value Scale, Composition, Brush Technique, Canvas Construction, Prep

*Design:* Space, Grid, Formation of Symbols, Type and Image Integration, Color, Typography, Digital Literacy, Communication, Composition

*3D Design:* Form and Space, Materials, Construction and Craftsmanship. Knowledge of Tools

*Concept Development:* Research Techniques, Formal Writing, Portfolio Prep, Art Theory

## EVENTS

Winter Show (January)

Spring Show (March/April)

Fashion Show (April)

Experimental Film Show (April)

Senior Thesis Show (May)

## POLICIES

### Safety Guidelines

To ensure safety and to prevent health problems, the following guidelines explain each student's responsibilities as an artist working in a public space.

- All tools and art materials must be used in the correct manner.
- Facilities and classrooms must be left completely clean, even if that means extra cleaning is required to restore order.
- All toxic materials must be handled and disposed of properly.
- No flammable materials (such as gasoline) may be used in artworks.
- Students must wash their hands before consuming food or drinks and again at the end of class to avoid consuming carcinogens.
- No solvents or plaster may be poured in the sinks.
- Students are not to transport toxic/hazardous materials.
- Spray paints and fixatives may never be used inside any building.
- No dry pigments are to be used without gloves and a respirator mask.
- Projects being stored in Fine Arts 215 must be stored properly and not just left in the room. Abandoned projects will be disposed of. Students may not store works that may damage the artwork of others or affect the health of other people inhabiting the room. Please remember that FA215 is an office and meeting space, as well as a storage facility.
- The student's name, date, and contact information must be on ALL work.
- Due to safety concerns, all beginning classes will use acrylic paints. Advanced painting students may elect to work in oil paint, but the paints, solvents and media must be handled carefully.

### **Participating in VA Exhibits / Events**

The VA Department produces 3 exhibitions throughout the school year: a winter show, a spring show (including a fashion show), and a senior exhibition. The senior show is for seniors only and will count in their final grade. VA students are expected to fully participate in all VA shows.

### **Personal Storage Space in FA 215**

Each VA Student will have a storage space in the Art Office. There are numbered shelf spaces to store personal supplies and projects. Paintings must be stored in the painting racks with the **artist's name on the spine**. Any finished works of art that have been critiqued and graded. Never store valuables such as purses, cell phones, cameras, or wallets in the Art Office.

### **Grading**

All VA grades are based on the following criteria:

- Completion of projects
- Creative solutions to project guidelines
- Demonstration of technical proficiency
- Participation in class discussions and critiques
- Preparation Attitude, Behavior, and Work Ethic

## **EXPECTATIONS**

- California laws, LACHSA rules, and Cal State LA rules must be followed at all times.
- Students are to arrive in Arts classes on time at 1:20 pm, or earlier, with materials.
- Remain focused on class work and teacher instruction.
- Respect teachers and classmates to maintain a professional and fun work environment. Come to class prepared with the necessary homework, equipment and supplies.
- No food or beverages (except water) in class.
- No cell phones or other electronics are to be used during class unless directed by faculty. Music in class is always by teacher's decision and permission.
- Supplies provided by LACHSA are to be used carefully. Do not waste resources.
- Paints and drawing materials are to be supplied by students. LACHSA will provide canvases, drawing surfaces, sculpture and printmaking materials. Follow all artist safety guidelines and teacher instructions.
- All tools and materials are to be used in the correct manner (as per instruction).
- Students are to be in arts classes for the full duration of the class period, and are not to take excessive breaks from class.
- Do not tag, autograph, doodle mark, sketch, scratch, draw or paint on any LACHSA or Cal State LA property.
- All individuals are to be treated with respect, regardless of race, gender, class, sexual preference, manner of speech, or style of dress.
- Students are not to use profanity in class.
- Students are not to disrupt any other classes on campus, to cause disruptions in the hallways, or to block the doorways in any building.
- Students are expected to fully participate in all lectures and activities.
- All creative efforts and works of art are to be treated with respect.

- Human beings are to be depicted with respect and dignity in all works of art.
- Respect all figure models and never engage them in a personal manner.
- Do not plagiarize artworks, design, writing, or any other creative works.
- Controlled substances are strictly prohibited on the Cal State LA campus.

Failure to follow the Visual Arts Behavior Expectations may lead to the following consequences: A warning to improve behavior

- Parent/Teacher conference
- Arts Probation
- Suspension
- Permanent Involuntary Transfer to home school district

## **COURSE DESCRIPTIONS**

*(Courses may not be offered every year)*

### **9<sup>TH</sup> GRADE FOUNDATION COURSES**

#### **Art History: Modern Art**

This class introduces students to a survey of art from Impressionism to contemporary art. It will give students a broad overview of major works, artists, and movements in their cultural and historical contexts. Students will gather knowledge of art history during this period, while having the opportunity to incorporate those elements into their projects.

#### **Drawing I**

This drawing lab course integrates fundamental drawing principles (composition, value, structure, contrast, line, shape, pattern, space and rhythm) with an emphasis on building a formal visual vocabulary. Focusing on basic drawing skills, students study the formal and technical problems of drawing as a medium for artistic creativity.

#### **Drawing and Painting**

This course introduces students to the fundamental principles of drawing and painting and provides examples, demonstrations and assignments that offer opportunities to execute that understanding through the use of artistic techniques and self-expression.

#### **Elements of Art and Design**

This class emphasizes the organization, function and manipulation of the elements (color, value, line, texture, shape, and space) and the principles (balance, unity. Emphasis, contrast, pattern, rhythm, and movement) of art and design.

#### **Human Anatomy for Artists**

This course concentrates on drawing issues that relate to the figure. Students will develop their ability to represent the human figure by carefully and accurately drawing the skeleton. Students will refine their ability to use accurate proportions, perspective, light and shadow to create the illusion of complex volume. The basic components of drawing are emphasized; gestural mark-making, line weight, perspective, size and scale and composition.

#### **Introduction to Graphic Design**

This class looks at the function of the designer and how they solve problems of communicating products, images and organizations in an original form. Students develop their creative vision and judgment to enable them to distinguish between strong and weak methods of presenting design

ideas. They learn to use Adobe Photoshop, Illustrator and InDesign/Quark to create typical, but challenging design projects.

### **Introduction to Painting**

In this beginning class, students undertake projects to learn 1) to mix paint, use tint and tone; 2) the triatic, color theory and how to use three colors to create a composition; 3) the color wheel and how to use all the colors; 4) painted collage that mimic selected images of texture and color; 5) the view finder to edit space/areas to magnify points of interest; and, 6) color separation, and texture.

### **Introduction to 3D Design and Sculpture**

This course emphasizes developing manual skills and conceptual functions in order to present a unified, well-crafted three-dimensional design. This introduction to the basic visual elements through critical analysis as well as the physical manipulation of a variety of art medias will also use demonstrations, study of well-known works/artists, art history, and commonplace 3-D designs to illustrate the role of 3D design in society.

### **Mixed Media**

Mixed Media course will focus on image making through the application of various artistic genres including painting and drawing, collage and assemblage, mosaic, photo montage and found objects. Color theory, linear perspective, pictorial composition, figure/ground relationships, visual perception, spatial concepts and critical thinking skills will all be emphasized extensively.

## **10<sup>th</sup>-12<sup>th</sup> GRADE VA CLASSES**

### **Ceramics I – Introduction to Hand Building & Ceramic Sculpture – Continuation of I and Mold Making and Slip Casting.**

This course explores human development and the arts as experienced through ceramic art: its history, forms, functions, interrelationships and symbolism correlated with personal exploration.

**Level 1** – Demonstration of knowledge and technical distinctions of historically important ceramic art from cultures around the world.

**Level 2** – Demonstration of an understanding of terms and techniques related to the course.

**Level 3** – Demonstration of the ability to analyze and express personal ideas and relate individual projects to larger concerns in historical and contemporary contexts.

### **Painting and Drawing**

Painting/Drawing is an intermediate class that is a laboratory for experimenting with media and methods, concepts and critical thought around art making, and finding one's unique voice through observation, reflection and interpretation. This course will cover the fundamentals of oil painting, water-based media (primarily acrylics including, but not limited to watercolor, gouache, watercolor and ink), dry media, collage, and mixed media. Students are led through a series of assignments and independent study opportunities designed to acquire new technical skills and to develop critical thinking. Students will work with a variety of applications in both wet and dry media, have the opportunity to explore image-making using different textures and materials, sources, to investigate color theory, and will be exposed to different genres of painting/drawing/mixed media through group discussion, lectures, readings, and critiques.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Color mixing, stretching and preparation of canvases, brush and palette knife technique, the use of oil painting mediums.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. The ability to think and talk critically about the history of painting/drawing/mixed media and how it applies to their own work and the work of their peers.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Compelling images that are personally relevant as well as serve as portfolio pieces.

### **Contemporary Painting**

These courses will challenge students to reconsider how and why they are making art. With a formal study of the elements of painting including color, value, composition, scale, space, form, volume, texture, light, application and the science of paint.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Exploration of diverse materials and approaches. Understanding of contemporary art ideas.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce challenging subjective work

### **Fashion Design & Construction I & II**

These courses concentrate on the basics of fashion design and illustration. Students develop their ability to develop conceptual ideas, communicate them through illustrations and turn them into final, three-dimensional products. Students will learn to draw coquis', (quick fashion sketches) drawing clothing on the body and rendering various textiles and prints.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Students will master hand sewing, basic pattern-making, machine sewing and construction techniques

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. With the further development of sewing skills, the focus on conventional and innovative techniques of garment construction to bring cloth to clothing.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Students will progress to explore the potential of body covering to express personal, political, social and aesthetic issues.

### **Figure Drawing**

Through study of different masters of figure drawing in each class session, followed by 30-second, one-minute, two-minute, five-minute and 20-minute drawings of live model poses, students develop skills and techniques in drawing the human form.

**Level 1** – Understanding the fundamentals of figure drawing ie, how to use drawing materials, how to make gesture drawings, measure proportion, contour drawing, anatomy, light logic, foreshortening, and linear perspective.

**Level 2** – Further development of skills and techniques. Analysis and ability to critique one's own work and that of others.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Mastery of the skills and the use of them in other 2 and 3-dimensional work.

### **Figure Drawing/Painting**

With human figure as the constant motif, this class examines in-depth pictorial composition, draftsmanship, aesthetics, materials and techniques. With exercises of graduating complexity, students learn the rudiments of form, the distinction between content and subject matter and the place of Drawing and Painting within the discourse of Art History. Specific classroom exercises focus on visual analysis and the skills needed for expressive 2D form such as line, tone, mass and illusionistic space. Frequent individual critiques help students personalize their creative thinking.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Ideas evolve through the process of the "drawn" language.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Demonstrate progress in tonal methods of drawing images of the life model.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Mastery of the skills and the use of them in other 2 and 3-dimensional work.

## **Graphic Design**

In this class, the students will explore the function of the designer and how they solve problems of communicating products, images and ideas and organize this information in an original form. The students will develop their creative vision and judgment to enable them to distinguish between strong and weak methods of presenting design ideas. It will further their understanding of the creative process and core elements of graphic design for print. Topics include typography, branding and identity, communication design, and concept development. Students will learn the basic design software: CS6 Suite: Photoshop and Illustrator, and use these programs to create challenging design projects.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Principles of design including type, composition and layout are introduced.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Mastery of the tools of the programs and exploration of the principles to further the student's ideas.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. A critical eye and conceptual understanding and approach to design

## **Illustration**

This course involves projects and assignments that relate to the world of illustration and the thought process required to create successful illustrations. Topics include album covers, illustrating an animal, illustrating an action, animals in action, character development, human character development, creature development, storytelling, comic books, movie posters, and flipbooks.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Exploration of the role of illustration in the art world.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Develop a conceptual practice in regard to the production of illustrative ideas.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Focus on creating a professional portfolio.

## **Painting II**

This course covers the fundamentals of oil painting, from color mixing and glazing to color theory, gestural painting, representation and abstraction. Through the introduction of a variety of painting techniques in conjunction with slide presentations of working and historical artists, the students gain an understanding and studio capability of many styles of painting.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Development of independent problem solving and style in composition: figure, landscape, portrait, and still life.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Advanced technical approach to materials, to improve perceptual and rendering skills, and to teach the student advanced problem-solving in terms of painting media

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Students will select or develop appropriate criteria for evaluation/criticism of paintings and present their completed work in a professional manner.

## **Intro to Photography**

This course gives students the opportunities to become familiar with basic functions of the camera, exposure, developing black & white film, enlarging prints in the dark room and obtaining overall creative control within photography. Students will learn the terminology of photography, critical thinking and analysis of work in group critiques and self-evaluation, portfolio development, as well



as understanding distinctions between fine art and commercial artists working within the photographic discipline.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Integrates black and white photography into projects which produce a series of explorations using distinct techniques and skills in order to articulate several mannerisms.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Students will be exposed to contemporary art and modern approaches in photography to connect their ideas with the world of photography.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Mastery of darkroom skills and the further exploration of those techniques to support the personal, social or political aspects of photography.

### **Photography II**

Develop photographic skills and personal vision through assignments that include portraiture, fashion, narrative and photojournalism. Learn to construct powerful images that convey intention and create a body of work that reflects student's personal ideas. Contemporary photography is examined throughout the class.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Introduction to digital photography and the possibilities.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Students will be exposed to contemporary art and modern approaches in photography to connect their ideas with the world of photography.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Focus on creating a professional portfolio.

### **Experimental Video**

This studio art class explores new forms and concepts in the creation of artworks. Working in a hands-on environment, students will work to develop a personal vision as artists while also exploring the vast amount of non-traditional materials available in the creation of art. Students will be encouraged to explore their vision through a variety of artistic styles as well (i.e. installation, site-specific works, video, multi-media and performance art).

### **Printmaking I & II**

This course further explores printmaking, as students develop a solid understanding of these techniques: relief print, monoprint, silkscreen and intaglio. Students will develop an understanding of the history of printmaking and how it is used in art today.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Introduction of tools and diverse processes of printmaking.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Further exploration of techniques to support the student's ideas.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Production and proficiency of the skills to produce books and a professional portfolio.

### **3D Design (Sculpture)**

Using wood, wire, found objects, and traditional sculptural materials, students explore form and space and how they function in 3-dimensional forms. Focusing on idea-based work, students learn to use a mixed-media approach for studio projects that require research and problem solving that will help them acquire manual dexterity with basic tools and art making techniques.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Students will be provided with basic technical skills for making three-dimensional art. Hand Tools will be used and non-art materials will be explored to realize their ideas.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. A conceptual aspect of art making, connecting the physical materials to ideas will be applied.

### **Traditional Animation**

This course will teach the principles of animation by completing exercises based on a particular animation principle. The students then use them in the creation of a storyboard and 5-15 second animation film.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. The introduction the principles of animation by completing exercises based on a particular animation principle or principles.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Students will make a minimum 10 second animated film complete with storyboards and character model sheets.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Students are responsible for animating a film that is a minimum of 25 seconds long complete with storyboards and model sheets.

### **Survey of World Art (Art History: required for 10<sup>th</sup> grade)**

The goal of this class is to introduce art from pre-history through the pre-Impressionist period. It will focus on the ancient art from East Asia, the Americas, and Africa as well as European Gothic, Medieval, Renaissance, Baroque and Neo Classic.

### **Stop Motion**

This class Stop-motion – Animation Techniques introduces students to various animation methods known as stop-motion – creating the illusion of motion and shape change with physical objects that are moved between frames using various material such as clay, fabric, wire, paint on glass and paper cut out. In this class, students will explore what they can express in animation. The class will cover animation basics, how to capture images using digital cameras, building simple sets and puppets, and basic digital editing.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Introduction to the materials and techniques.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Students will make a minimum 10 second animated film complete with storyboards and character model sheets.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Students are responsible for animating a film that is a minimum of 25 seconds long complete with storyboards and model sheets.

### **Experimental Film**

This class offers the student a chance to make experimental films. Students will explore the origins of movement, motion and film, from pre-cinema history to current trends in the Avant Garde, through new experimental films and filmmakers.

**Level 1** – Understanding of materials, processes and tools. Creation of assigned project-based work. Students will learn non-narrative filming techniques, film process and motion effects through light and film editorial.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Production of four short non-objective films. Exploration of non-traditional narrative structures, lighting and movement, camera operation and non-filming movie making programs.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Focus on creating a professional portfolio.

### **Painting III**

This class will give students an opportunity to experiment with abstraction, color field, figure, non-representation, collage, and other painting genres and techniques. Seniors will be able to work through their own projects as well.

**Level 2** – Strategic thinking and implementation of ideas. Analysis and ability to critique one's own work and that of others. Painting ideas will be researched and worked by way of prep drawings and collage and written concepts.

**Level 3** – Responding, connecting and synthesizing the knowledge acquired to produce personal work. Development of work for Senior Thesis project and a body of work that supports their thesis.

### **Drawing and Painting II**

In this drawing and painting course, we will examine Contemporary Art Practices. The class objective is to develop your personal knowledge and critical appreciation of visual art and ideas. Students will be exposed to various drawing and painting techniques while exploring the cultural aesthetic theories of contemporary art movements and to examine an array of identity, socio-economic, gender, race and class issues. The art of today depends on the viewer's knowledge and participation. In meeting these objectives, students will engage in art criticism and studio activities. Students are encouraged to explore contemporary drawing and painting media including installation, 3-D elements, and non-traditional materials and processes, in addition to traditional charcoal drawing and painting techniques using acrylic or oils. In the process, we will examine representational, experimental drawing and painting, objective and abstract work.



### **STUDENT SUPPORT**

The Visual Arts Department offers students support with their portfolio preparation and college applications. Faculty are all working professionals pursuing a career as artists and have great expertise in this area. They can serve as a valuable resource for advice and guidance. The VA Department offers opportunities for students to have their work photographed by professional photographers to ensure the highest quality presentation. Each year at least 15 prestigious art school and universities from around the nation make presentations and conduct portfolio reviews on campus for juniors and seniors.

## **STAY CONNECTED!**

For up-to-date information, always check  
**[www.lachsa.net](http://www.lachsa.net)**

QUESTIONS?

Send an email to  
**[LACHSA\\_info@lacoed.edu](mailto:LACHSA_info@lacoed.edu)**

**or refer to the contact page on Pg. 5**

Official school communications are sent via email through Constant Contact.  
Always check your spam folder, and do not unsubscribe from newsletters.