



Gifted/Talented Programs
(213) 241-6500

Conservatory of Fine Arts
<http://achieve.lausd.net/GATE>



Parent/Student Handbook

Visual Arts Division

General Information and Schedule



Program: The Conservatory of Fine Arts combines the instructional skills of District personnel and selected resource professionals. The program offers instruction to elementary (3rd grade and above), middle and senior high school students who attend LAUSD schools and who have been identified or recommended as talented in visual arts by their current school of attendance.

- All students must apply and include the Student Emergency Information Form with the application.
- Charter schools recommending first-time applicants must contact the Charter Schools Division to start the Fee-for-Service process.

Location: The Visual Arts Division of the Conservatory of Fine Arts is housed on the campus of California State University, Los Angeles. No District transportation is provided. Parents are expected to furnish transportation.

Enrollment Schedule—Instruction is scheduled for 19 Saturdays, beginning on October 6, 2018, and culminating with a Final Art Show on April 6, 2019. Enrollment schedule is as follows:

- **October 6, 2018** 9:00 a.m.–12:45 p.m. (for returning students only)
- **October 13, 2018** 9:00 a.m.–1:00 p.m. (for new enrollees only)
- **October 20, 2018** All students: Please arrive at 9:30 a.m. for group assignment

Regular Class Schedule: 10:00 a.m.–1:00 p.m. Class Time

- Students remain in same groups, but instructors rotate every 2-4 weeks to provide varied instruction.
- Breaks are staggered with some groups at 11:20 – 11:40 a.m., and others at 11:40 a.m. – 12:00 p.m.

Conservatory Calendar (see Quick Look Calendar)

October 6, 13, 20, 27	November 3, 10 ⁺	December 1, 8	January 12, 26 [#]
February 2, 9, 23	March 2, 9, 16, 23, 30	April 6, 27 [^]	

Holidays—There will be no classes on the following Saturdays:

November 17, 24 (Fall Auditions, Thanksgiving)	December 15, 22, 29	February 16 (Presidents' Day)
	January 5, 19 (Winter Recess, Martin Luther King Jr. Holiday)	April 13, 20 (Spring Break)

Open House—10:30 a.m.–12:30 p.m. on 1/26/2019. Parents may visit classrooms.

+ Field Trip—11/10/2018—Be at the Conservatory at 8:00 a.m. (bus schedule is from 8:30 a.m.–3:30 p.m.). Students will visit a local art museum. This is a mandatory session and will count as an absence if missed.

*** Final Art Show**—Family and friends are invited to view students' art projects completed throughout the year. You may attend at any time between 10:30 a.m. and 12:30 p.m. No artwork may be picked up on this day.

^ Art Pick-Up Day—Not a regular class. Families may pick up student artwork from 10:00 a.m.–1:00 p.m. on this day. Any artwork remaining after April 28, 2019, may be discarded due to lack of storage space.



Visual Arts Division General Conservatory Rules

Be Respectful

- It is essential that all students demonstrate good conduct, punctuality, and active participation during every class and on the campus. We are visitors at CSULA.
- No profanity will be tolerated.
- No eating, drinking, or chewing gum in any of the classrooms. Plain water is allowed in classrooms.
- Be cautious when using technology or materials that could be easily damaged.

Be Responsible

- Students must come prepared weekly with any supplies/tools that have been requested by the teachers (e.g. notebook, pencils, etc.).
- Students need to follow the dress code established by LAUSD and the Conservatory. No clothing or backpacks with language or images that are vulgar, sexually suggestive, discriminatory, obscene, or contain threats, or that promote illegal or violent content such as weapons, drugs, alcohol, tobacco, or drug paraphernalia will be allowed.
- Electronic devices such as iPods or cell phones are not allowed during class. If a student has an electronic device, it must be turned off and kept out of sight, or it will be confiscated. If the devices are confiscated by a teacher or staff member, a parent must retrieve them from the Conservatory Program Director.
- Any student who is absent more than three times in the year will be dismissed from the Conservatory. We need students who are dedicated, responsible and understand the value of being a part of a team.

Be Safe

- No weapons of any kind are to be brought to the Conservatory.
- No bullying will be tolerated. This includes physical, verbal and sexual harassment, as well as teasing and gossip.

Students with poor conduct will be dismissed from the Conservatory.



Visual Arts Division Conservatory Procedures

We are delighted to have you here and look forward to a wonderful year working with you. Before the year begins, we want to make you aware of some procedures and policies that must be observed during the program hours on the California State University, Los Angeles (CSULA) campus.

The welfare and safety of our students is of the utmost concern to us. Thank you for understanding and adhering to these rules and procedures. This will help ensure that we all have a wonderful and successful year. If you have any additional questions, please contact Gifted/Talented Programs at (213) 241-6500.

Information for Parents and Participants in Visual Arts: This informative will be distributed the first day, and parents are to keep this guidebook and all calendars handy to know when there is a regular class, open house, field trip or a district-wide demonstration session. Please read over the following items and feel free to address any concerns you may have with the program directors.

Absences: Each student is required to bring a note upon returning after an absence from the Conservatory. The note should briefly state the nature of the absence. If you know ahead of time that your child will be absent, inform the teacher and, upon return, bring a note for the teacher stating the reason for the absence. **Do not call CSULA or the Conservatory to report absences.** A child is allowed to miss a total of *three* (3) sessions; three (3) tardies constitute one absence.

Arrival: For the students' safety, it is strongly suggested that students are "walked" to the front of the Fine Arts Building in the morning rather than dropping them off in an unsupervised area of California State University, Los Angeles (CSULA). Please allow yourself additional time on Saturdays to drive to CSULA. Often, the freeways leading to the campus are closed due to construction and may cause delays. Mapping out an alternative route in advance may be helpful in avoiding traffic delays. Plan to arrive on campus between 9:30 a.m. and 9:45 a.m. There will be District supervision in front of the Fine Arts Building beginning at 9:30 a.m. Students arriving more than 15 minutes late will miss critical information necessary to begin their assigned project.

Break Times/Snacks: Students must have a good wholesome breakfast at home. Please send a sufficient healthy snack/lunch that is quick and nutritional (the break is only 20 minutes). Eating in the classrooms is prohibited and students must remain in supervised areas at all times. They are not allowed to use the Student Union, Cal State Food Court, Coffee Kiosk or the campus vending machines (LAUSD is not responsible for lost money).

Campus Safety: Regardless of age, students are **never** to go off by themselves at any time while they are attending Conservatory classes. Students must go to the restrooms in groups of two/three at a time. Students are not allowed in any areas of the campus not designated by the Conservatory (e.g. food courts, bookstore, library, etc.) during Conservatory hours.



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Clothing: Making art is dirty work! We suggest students wear old clothing that is comfortable and may possibly become stained. For safety, please wear closed-toed shoes. (No sandals or flip-flops.)

Demonstrations (2018–2019 District-wide Talent Assessment): Students interested in being identified as talented in visual arts must contact the school of attendance and request that screening/referral be conducted for identification. Charter schools must contact the Charter Schools Division to start the Fee-for-Service process. Student data must be submitted by the school four weeks prior to the date of demonstration. The assessment will take place on the following days:

- Saturday, November 17, 2018 9:00 a.m.–1:00 p.m. - Date Due: October 17, 2018
- Saturday, May 18, 2019 9:00 a.m.–1:00 p.m. - Date Due: April 10, 2019

Departure: It is the goal of the Los Angeles Unified School District to maintain a safe and productive program for your child. The student pick up location is in front of the Fine Arts Building. Your cooperation is greatly appreciated.

- Your child will be walked to the front of the Fine Arts Building promptly at 1:00 p.m. with his/her group.
- Conservatory staff will remain with students until they are picked up by a parent or guardian.
- Beginning at 1:15 p.m., you must pick up your child in Room 309 of the Fine Arts Building.
- After the third warning for late pick-up, students will be dropped from the Conservatory.

Discipline: If a teacher is having a discipline problem with your child, you will be notified by a phone call. We hope that it will not go any further than that. However, two incidents of a child being disruptive or disrespectful will call for dismissal from the Conservatory.

Emergencies: Students must have a working designated Saturday phone number in case of any emergency. Please update Gifted/Talented Programs and the Conservatory of Fine Arts when contact information changes.

Facilities: Students should be reminded to keep the campus clean. All garbage must be placed in trash bins. Students must keep to walkways and grassy areas. Walking over landscaped areas directly in front of the Fine Arts Building is prohibited. Students must clean work areas before leaving class and put back all tables and chairs that have been moved.

Field Trip: There will be a mandatory field trip scheduled for November 10, 2018. Be at the Conservatory at 8:00 a.m.; buses will depart from CSULA at 8:30 a.m. sharp and will return at 3:30 p.m. All groups will be scheduled to participate. Students not participating will be considered absent. A good breakfast is highly recommended. Students must also bring a healthy lunch that does not require refrigeration along with a canned or boxed drink (no glass). Parents wishing to participate are welcome provided space is available, but must confirm with the Program Directors.

Leaving Early: If any student needs to leave early, the parent *must* report to the Program Director or Assistant Director in the Fine Arts Building, Room 309. The parent/guardian will sign a release form and the student will be released to the parent/guardian. You may not retrieve your child from his/her



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class yourself. We will **not** release your child to anyone except a parent, legal guardian or authorized designee (over the age of 21) listed on the student's registration information.

Materials: Conservatory students need a backpack with their name and emergency number written inside. Students will be provided a notebook (with student's name and group name written on the cover) which they will utilize every Saturday. They will also need a writing utensil to take notes for their classes. Students should also bring any additional required materials each week, when applicable. (Please make sure student's name is on all belongings).

Open House: Open House is scheduled for Saturday, January 27, 2019, from 10:30 a.m.–12:30 p.m. On Open House Day, parents are cordially invited to observe the students in the classroom. Please refrain from interrupting class activities.

Parent Participation: We always need parent volunteers and support in helping the Conservatory run smoothly. Some of the ways you may participate are as follows:

1. **Saturday Volunteers For Supervision:** Report to Conservatory of Fine Arts Building and speak with Christine Mallouf, Program Director, or Kathy Ling, Assistant Program Director.
 - A. Arrive before 9:30 a.m. to escort students to their classrooms quickly and quietly.
 - B. At break time, supervise students in front of the Fine Arts building.
 - C. As escorts, walk with students to the designated release area and wait with them until 1:00 p.m.
 - D. Volunteers may also be needed at special activities, such as supervising at field trip and Open House.

Supervision Guidelines for Parent Volunteers

- Keep students in the designated areas and off landscaped areas during the break.
 - Keep campus clean.
 - Supervise students at all times.
 - No parent visitation of the classrooms during Conservatory hours.
2. **Participation in Fundraising:**
 - Scheduling bake sales, raffles, candy drives, etc.
 - Selling Conservatory T-shirts, sweat shirts and tote bags.
 - Generating and executing other fundraising ideas.
 4. **Clerical Assistance:**
 - Printing materials for teachers.
 - Generating computer files and documents for the Conservatory.
 - Making phone calls.
 - Finding free events that are artistic, educational and age-appropriate
 5. **Assistance with Final Show:**
 - Helping with set up of Final Art Show (April 5).
 - Helping with supervision at the Final Art Show (April 6).

Pets/Service Dogs: Pets are not allowed within Conservatory boundaries (except service dogs; verification is required.) All applicable LAUSD policies and procedures apply to the Conservatory program.

Special Needs: Students on any medication or who have severe allergies must have a note on file with their teachers in addition to the information being listed on the child's emergency information form. Instructors will be informed of necessary IEP and Section 504 plan modifications and accommodations.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Instruction — Advanced Learning Options



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Student/Parent Information: Please keep the Gifted/Talented Programs staff informed of any change of address or phone number that may occur during the year. Please ensure that your child's school has updated information in MiSiS. It is important that you receive all informatives, including the invitation to return to Conservatory the following school year.

Technology: Digital cameras, iPads and accessories will be utilized in some art classes. These materials must be treated with the utmost care and maintained diligently. Any student who does not exercise caution with these materials will not be allowed to use them and will be moved to another class until the end of the digital art unit of study. Students will be held responsible for any damages to technology.

Transportation: Please note that parents are expected to furnish transportation. Carpools are permitted, but must be indicated in writing on your program card or directly to the Program Directors prior to commencing. It is against both company and District policy to utilize a ride-sharing service such as Uber or Lyft service for children under the age of 18 without an adult present; therefore we cannot release your child to this means of transportation. High school aged students may use the Metro bus lines; we must have a signed waiver on file to release your child to take public transportation.

Visitors: Classroom visitation is allowed only during Open House. Parents and friends are asked **not** to visit classes except on these dates unless permission has been given by the Conservatory Program Director.