

BULLETIN NO. 55 (Rev.)
September 26, 1996

ATTACHMENT

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

MEMORANDUM OF UNDERSTANDING

Learning is a lifelong process. Educational classes in facilities/agencies serving adults with disabilities are designed to enrich the lives of students by promoting their physical, mental, emotional and social well-being as well as enhancing their self-sufficiency.

This memorandum is meant to clarify the commitments and responsibilities of the community adult school and the host facility in offering educational classes. It is suggested that the Los Angeles Unified School District and the facility use the following guidelines in discussing the services each will provide.

DISTRICT GUIDELINES:

1. Classes are to have defined educational objectives and maximum student involvement.
2. Students are to meet at a scheduled time and place under the supervision of the instructor.
3. Apportionment can only be claimed for those students in attendance with a district assigned teacher.
4. A minimum class size is required for continuance of the program.
5. All classes are to be organized and conducted according to established policies of the Los Angeles Unified School District Board of Education.
6. Classes may be terminated at any time at the discretion of the Los Angeles Unified School District.

COMMUNITY ADULT SCHOOL GUIDELINES

1. The community adult school will provide a qualified, credentialed instructor to teach the class.
2. The community adult school will consult with the facility administration for the purpose of scheduling and identification of students for enrollment.
3. The community adult school instructor will be expected to adhere to and fully cooperate with the emergency procedures developed by the host facility, including daily signing in and out, evacuation, fire and earthquake drills.
4. The community adult school instructor will be expected to fully cooperate with any certification, compliance, or licensing requirements as requested by any state or local agency for the host facility. This may include, but is not limited to, providing a duplicating set of fingerprint cards, participating in and securing a certificate for first aid training and CPR, or signing adult abuse reporting documents. Any costs incurred will be the full responsibility of the host agency.

FACILITY GUIDELINES:

1. The facility personnel will give full support to this program, particularly encouraging attendance of students who will benefit from the curriculum offered.
2. The facility director, or the authorized representative, **MUST BE** on the premises at all times throughout the duration of the class.
3. The facility director will provide one or more aides who have experience with the population being taught. These aides shall work with the Los Angeles Unified School District instructor during the scheduled class.

4. The facility personnel will take care of all physical needs of the students.
5. The facility personnel will provide a classroom free of disturbances and be responsible for assembling students in the classroom prior to the start of class.
6. The use of the facility is offered free of charge to the Los Angeles Unified School District for the program.
7. The Los Angeles Unified School District has placed this instructor within said facility to perform in a teaching capacity only, and the facility personnel may not assign additional duties or offer reimbursement to the instructor during the hours of assignment by the District.
8. Students will be expected to behave appropriately while attending class to maximize safety of self, fellow students, and instructor, and insure continued enrollment.

To ensure that the program is conducted in a manner appropriate to its objectives, the preceding guidelines have been reviewed and agree upon by:

LOS ANGELES UNIFIED SCHOOL DISTRICT ADMINISTRATOR (SIGNATURE) DATE

COMMUNITY ADULT SCHOOL

TELEPHONE

OFFICE HOURS

ADDRESS

COURSE NUMBER

COURSE TITLE

INSTRUCTOR

* * * * *

FACILITY ADMINISTRATOR (SIGNATURE)

DATE

FACILITY

TELEPHONE

OFFICE HOURS

ADDRESS

BEGINNING/ENDING DATE

DATE

ROOM NUMBER

CLASS HOURS

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