

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Adult and Career Education**

**BULLETIN NO. 52 (Rev.)**  
**January 12, 1996**

**ATTACHMENT A**

**MEMORANDUM OF UNDERSTANDING**

Learning is a lifelong process. Educational classes in skilled nursing homes and convalescent hospitals are designed to enrich the lives of students by promoting their physical, mental, emotional, and social well-being.

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 school 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.
4. Enrollment is open to the general public.
5. A minimum class size is required for continuance of the program.
6. All classes are to be organized and conducted according to established policies of the Los Angeles City Board of Education.

**COMMUNITY ADULT SCHOOL GUIDELINES**

1. The community adult school will provide qualified and credentialed instructors to teach the class.
2. The community adult school will consult the facility administration for the purpose of scheduling.

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