

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 49 (Rev.)
January 10, 1989

SUBJECT: MINIMUM CLASS SIZE FOR ADULT EDUCATION

- I. Background
- II. Guidelines
- III. Procedure

This revision supersedes the bulletin of the same number issued on August 26, 1988. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. BACKGROUND

In accordance with the request of the Committee of the whole on October 5, 1944, actual attendance in adult education classes has been reported periodically to the Board of Education. Starting in 1964, the Superintendent and/or the Board have been informed of the attendance in small classes.

II. GUIDELINES

A. The current policy is a minimum of 20 students in a community adult school class and 18 students in a Regional Occupational Center or Skills Centers Class.

1. Because timeliness is essential, the procedure to close a small class shall be initiated immediately after attendance falls below the minimum level.
2. For community adult schools, a class may be discontinued whenever the attendance for three consecutive class meetings averages fewer than 20 students. If class attendance averages fewer than fifteen students for three consecutive class meetings the class shall be canceled. Learning Centers, Reading Labs and other academic learning lab classes shall not be canceled when student advancement temporarily (4 weeks) reduces class size below stated minimums.
3. For Regional Occupational Centers and Skills Centers, a class may be discontinued whenever the attendance for two consecutive weeks averages 18 students. If class attendance reaches fewer than 12 students the class shall be canceled. However, classes shall not be canceled when student job placement temporarily (4 weeks) reduces class size below the stated minimums.

B. Exceptions to the above policy are:

1. The Division has authorized a flexible class size policy in classes for substantially handicapped to comply with the funding requirements of Assembly Bill 2580. See Division of Adult and Occupational Education (DAOE) Bulletin No. 73, Maintaining Substantially Handicapped Classes, August 26, 1988, for a definition of minimum class size.
2. Classes which have contractual obligations, e.g., Apprenticeship, LVN, JTPA, or where the closure would result in the elimination of a total program in a geographic area of the Division, shall not be closed without the approval of the appropriate Administrator, School Operations Unit.
3. Because of the Division's commitment to and the special needs of students in basic education (literacy) programs, basic education (literacy) classes will not be closed due to size unless the attendance falls below an average of ten (10) students for a four week period of time.
4. Exceptions may be made at the sole discretion of the Division Superintendent.

III. PROCEDURE

A. Prior to closing any class, the following steps should be taken by the Principal or designee.

1. Meet with the instructor and review the closing of small class procedure. Provide the teacher with a

follow-up memo/form.

2. The Principal or designee will visit the class in question and explain to the students the regulations relating to small class closure. A tentative closing date (normally the following session) will be announced to the students.
 3. On the tentative closing date, the Principal or designee will review attendance to determine if the class has reached minimum attendance requirements. The Principal or designee will re-visit each class to be closed and explain to the students that the class will be terminated as of that day or evening.
 4. All students eligible for refunds are to be informed as to the procedure.
- B. The Assistant Principal, Adult Counseling Services, will provide counseling assistance to facilitate re-enrollment of students into other classes.
- C. All documents relating to the closure of each class are to be maintained in a permanent file.

For assistance, please telephone Loretta Walker or Guadalupe Reyes, Administrators, Schools Operations Unit (213) 625-6642.

**APPROVED BY: JAMES A. FIGUEROA, Assistant Superintendent
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