

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 21
August 26, 1988

SUBJECT: POLICIES - APPRENTICE CLASSES

- I. Makeup hours
- II. Code
- III. Reason

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. SCHOOL POLICY ON APPRENTICE MAKEUP HOURS IN SCHOOL CLASSES

A. Making Up Lost Attendance Hours by Enrolling in Ongoing Apprenticeship Classes.

1. Policy

Apprentices will not be permitted to enroll in or attend ongoing apprenticeship classes for the sole purpose of making up lost hours of attendance missed in regular assigned class or classes required by the Joint Apprenticeship Committee.

2. Code

Regulations of the California Administrative Code, Title 5, Education, Section 10507, under Attendance and Enrollment, provides that: "The attendance of persons not regularly enrolled in a class shall not be counted. A person is regularly enrolled in a class only when his enrollment has been entered on forms which meet the requirements of the Bureau of Superintendent of Public Instruction. Sign-up sheets used at a class session for attendance-keeping purposes do not constitute regular enrollment."

3. Reason for Policy

It is illegal for a student to attend a public school class, either as a regular or as a temporary student, when not enrolled in accordance with applicable school rules and regulations. Hence, each apprentice must enroll properly and is subject to payment of applicable enrollment or tuition fees for such class. Enrollment for a limited number of hours under these conditions could create many financial problems for both the apprentice and the school.

B. Establishing Special School Classes for Makeup of Lost Attendance Hours

1. Policy

Special classes will not be established for the express purpose of allowing apprentices to make up lost attendance hours missed in regular assigned class or classes.

2. Code

- a. Teachers assigned after September, 1952, have been limited to a maximum class session of three hours. (Community Adult School Principals Handbook, 1971, Page 17.) Exceptions are granted only in rare instances where, in the judgment of the administrator, circumstances and conditions (such as shop or laboratory type classes) justify the scheduling of class sessions in excess of three hours and where the student can profit from instruction in excess of three hours in one evening.
- b. All classes must be scheduled to terminate not later than 10 p.m.
- c. Experience suggests that a minimum of interest and learning is evident among apprentices after a three-hour class session in an evening non-activity type class which the apprentice attends after having already worked an eight-hour day. Educators experienced with training apprentices consider it

educationally unsound and unproductive to schedule apprentice classes for more than three hours during any one evening.

For assistance, please telephone Hank Springer, Adviser, Apprenticeship Programs, at (213) 625-6651.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
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