

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

**Bulletin No. 27**  
**August 26, 1988**

**SUBJECT: POLICIES AND PROCEDURES FOR VISITING APPRENTICE CLASSES**

I. Policies and Procedures

II. Authorization

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. POLICIES AND PROCEDURES**

- A. Persons desiring to make presentations to apprentice classes must have approval of the school administrator or an authorized representative. Approvals will be granted only when, in the opinion of the administrator, such presentations contribute to the improvement and/or objectives of the approved course of study or program.
- B. No person shall visit a class or remain on school premises for any reason, without approval of the school administrator or authorized representative.
- C. Only persons having an appropriate teaching credential and legally employed by the Los Angeles Unified School District, may instruct apprentice classes.

**II. AUTHORIZATION**

Board Rule 1265, Administrative Guide, Los Angeles Unified School District, is authorization for the above policies and procedures:

"1265. Activities of Outsiders. No person shall visit or audit a classroom or other school activity, nor shall any person remain on school premises, without the approval of the principal or his authorized representative.

"Only persons who are certificated employees of the Los Angeles Unified School District shall be permitted to engage in instructional activities within the schools.

"Only those lecturers or entertainers who have written approval of the Superintendent or his authorized representative shall be permitted to engage in entertainment or educational activities which will consume the time of the teachers and pupils or interrupt the school program."

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

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent**  
**Division of Adult and Occupational Education**

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