

INSTRUCTION

Instruction in Basic Skills and Work Skills

To assure continuing compliance with the state minimum requirements for teaching of basic skills and work skills and for the total instructional hours:

1. Each secondary principal shall:
 - a. Analyze any proposed course schedule to assure compliance with the minimum requirements of WAC 180-16-200 for basic skills, work skills, and total hours of instructional offering;
 - b. Review any change in the schedule to assure continued compliance;
 - c. Retain as a permanent record the final printed schedule of course offerings to verify compliance with the requirements for both the mix of work skills and basic skills instruction and the total hours of instruction made available to students; and
 - d. Maintain a record of temporary deviations from the regular schedule, such as assemblies, in order to monitor the continued compliance with the minimum percentage requirements for work skills, basic skills, and “other” instructional activities.
2. The assistant superintendent for curriculum and instruction shall maintain a record of the total hours of instruction scheduled for each elementary grade. The record shall identify any instructional activities that do not constitute basic skills. The assistant superintendent shall insure that the total instructional time made available to students meets the minimum required and that 95 percent of the program in grades four (4) through six (6) are in the basic skills.

Revised: May 23, 2001