

INSTRUCTION IN BASIC SKILLS AND WORK SKILLS

In order to assure compliance with the basic skills, work skills, and course requirements of WAC 180-16-200, the superintendent shall implement procedures for verifying compliance at the outset of each school year as well as monitoring continuing compliance throughout the year. The procedures shall provide for:

- A. Examining the proposed schedule and course offerings available to secondary students prior to each grading period for compliance with the state requirements;
- B. Reviewing any subsequent changes to the schedule of secondary course offerings to assure continued compliance;
- C. Reviewing the schedule of secondary courses after the beginning of each grading period to verify compliance;
- D. Reviewing the elementary curriculum and hours of attendance annually to assure its continued compliance with the state requirements; and
- E. Maintaining a record of the schedule of secondary course offerings for each grading period and the schedule of hours of instruction offered to elementary and secondary students which will verify compliance with the requirements.

Legal References: RCW 28A.150.220 Basic Education Act of 1977--Definitions--Program requirements--Program accessibility--Rules and regulations

WAC 180-16-200(7) Total program hour offering--Basic skills and work skills requirements

Adoption Date:

Instruction in Basic Skills and Work Skills

To ensure continuing compliance with the state minimum requirements for teaching of basic skills and work skills and for the total instructional hours at each school,

A. The principal shall:

1. 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;
2. Review any change in the schedule to assure continued compliance;
3. 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

B. The superintendent shall:

1. 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.
2. Insure that the total instructional time made available to students meets the minimum required and that 90 percent of the instructional program in grades 1-3 and 85 percent in grades 4-6 are in the basic skills.