

## **Instruction in Basic Skills and Work Skills**

### **Determining Basic Skill and Work Skill Instructional Time**

Each school makes available to students instruction in basic skills and work skills that meet state and local instructional requirements. The general education program is designed to meet individual learning needs across the total spectrum of abilities for all students.

The minimum requirements for entitlement to basic education allocation funds specify a formula for determining classroom time spent on basic skills, work skills, and other educational instruction.

### **Elementary School Computations**

These instructional time percentages are computed at the elementary level (grades K-5) by recording the actual classroom hours devoted to these studies. The elementary school principals then report the school's calculations.

Instructional programs are articulated between elementary, middle, and high school levels so that students have a smooth transition and courses of study have a seamless flow.

### **Middle School and High School Computations**

Each secondary school makes available to students instruction that meets state and local graduation requirements and post-secondary entrance requirements. The general education program provides comprehensive instruction to enable students to meet state and local learning standards and includes effective integration of school-to-work instruction.

Middle school and high school instructional time percentages are computed by totaling the number of courses offered in each instructional category and dividing these category counts by the total number of courses offered.

$$\frac{\text{Total number of M.S./H.S.} \quad \text{Total number of M.S./H.S.}}{\text{basic skills courses} \quad \text{work skills courses offered}} \quad \text{and} \quad \frac{\text{Total number of M.S./H.S.}}{\text{courses offered} \quad \text{courses offered}}$$

Yakima Valley Technical Skills Center offerings are included in the high school calculations.

The latitude of five percent (5%) above or below the state formula is observed, and all computations are accomplished according to procedures published and distributed to all principals.

All building calculations are reported to the Office of the State Superintendent of Public Instruction (OSPI).

The board directs the superintendent to prepare appropriate procedures to implement this policy.

**Cross References:**

(cf.: 2110 – Instructional Program Offerings)

(cf.: 2121 – Curriculum Adoption)

(cf.: 2122 – Curriculum Guides)

**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

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