

**Instruction in Basic Skills and Work Skills Procedures**

1. 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:
  - 1.1 Examining the proposed schedule and course offerings available to secondary students prior to each semester (trimester) for compliance with the state requirements;
  - 1.2 Reviewing any subsequent changes to the schedule of secondary course offerings to assure continued compliance;
  - 1.3 Reviewing the schedule of secondary courses after the beginning of each semester (trimester) to verify compliance;
  - 1.4 Reviewing the elementary curriculum and hours of attendance annually to assure its continued compliance with the state requirements; and
  - 1.5 Maintaining a record of the schedule of secondary course offerings for each semester (trimester) and the schedule of hours of instruction offered to elementary and secondary students which will verify compliance with the requirements.
2. In order to assure continuing compliance with the state minimum requirements for teaching of basic skills and work skills and for the total instructional hours:

Each secondary building administrator shall:

  - 2.1 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;
  - 2.2 Review any change in the schedule to assure continued compliance;
  - 2.3 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
  - 2.4 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.
3. The superintendent's designee 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 superintendent's designee shall ensure that the total instructional time made available to students meets the minimum required and that one hundred percent (100%) of the instructional program in grades one through three (1-3) and four through six (4-6) are in the basic skills.

**4. Total Program Hour Offerings Per Year of Basic Skills and Work Skills**

<u>Grade</u>	<u>Hours Per Year</u>	<u>% Basic Skills</u>	<u>% Work Skills</u>	<u>% Other</u>
K	450 hours			
1-3	2,700 hours	100%		
4-6	2,970 hours	100%		
7-9	2,970 hours	85%	10%	5%
10-12	3,240 hours	60%	20%	20%

**Basic Skills:** Language arts, foreign language, math, social studies, science, music, art, health, and P.E.

**Work Skills:** Industrial arts, home and family life, home ec., D.E., agriculture, occupational, industrial, technical, and career education.

**Other:** Subjects and activities as the school district shall determine to be appropriate.

**Classroom Teacher Contact Hours:** No less than twenty-five (25) hours per week instructing students excluding preparation, conferences, administrative and other non-class duties.

Two hundred (200) minutes per week for passing, conferences, recess, informal instruction may be used in this computation.

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