

INSTRUCTIONInstruction in Basic Skills and Work Skills

In order to assure continuing compliance with the state minimum requirement for teaching of basic skills and work skills and for the total instructional hours:

1. Each secondary building administrator 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.
 - 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. Each elementary principal 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 principal shall insure that the total instructional time made available to students meets the minimum required.

Legal Reference: [WAC 180-16-200](#) Total program hour offering--Basic skills and work skills, requirements Waiver--Total program hour offering--Definition