

2017-18 School Year Correlation of Course Codes and Endorsement Codes/Employment Standards

GENERAL INSTRUCTIONS

The correlations of course codes and endorsement codes/employment standards are used in reporting teacher, student, and class information.

- **Please use this guide to complete the teacher, student, and class information for the 2017-18 year and discard any old correlations.**
- **Ensure you have removed old course codes and changed course codes to reflect the current information on your computer software.**
- **Refer to your specific software instructions when electronically scheduling students.**

Directions and Clarifications

1. Use the tabs at the bottom of the spreadsheet to find relevant course codes.
2. Any endorsements listed in a series with only a comma between the numbers will be interpreted that any of the endorsements may be used to teach that course.
3. Any endorsements listed in parentheses with “and” between the two endorsement codes will be interpreted that the teacher must be endorsed in both areas to teach the course.
4. Courses and assignments with a “Y” in the column titled “Course Excluded from Prelim. Rptg.” are excluded from the Preliminary School Report, and the courses, such as instrumental music and vocal music, are excluded from the class-size limits in accordance with T.C.A. § 49-1-104.
5. Courses with a “Y” in the column “CTE-funded” are Career and Technical funded courses and identified by Career and Technical Education’s program classification, e.g., agriculture, food, & natural resources (AG), and health science (HS).
6. The “self-contained” codes included under each grade level are to be used by school districts that do not schedule individual subjects at the specific grade level.
7. The “subject” codes included under each grade level are to be used by school districts that schedule individual subjects for a self-contained teacher at the specific grade level or for departmentalized schedules.
8. The art, music, and physical education codes are for self-contained schedules—major portion of the day schedules or minor portion of the day schedules.
 - Teachers in kindergarten through grade 6 who teach art, music, physical education, or computer technology to only the students in their self-contained class should be scheduled using the art, music, physical education, or computer technology self-contained codes for the respective grade levels taught.
 - Teachers in kindergarten through grade 8 who teach art, music, or physical education the major portion of the day should be scheduled using the art (major portion), music (major portion), or physical education (major portion) codes for the respective grade levels taught. The major portion of the day is defined as more than three hours of instruction in the specific instructional area. More than six 30-minute classes or more than four 45-minute classes would be considered the major portion of the day.

- Teachers in kindergarten through grade 8 who teach art, music or physical education less than the major portion of the day should be scheduled using the art (minor portion), music (minor portion), or physical education (minor portion) codes for the respective grade levels taught. The minor portion of the day is defined as three or less hours of instruction in the specific instructional area. Six or fewer 30-minute classes or four or fewer 45-minute classes would be considered the minor portion of the day.
9. A list of endorsement codes and titles is included on the spreadsheet tab labeled “Endorsement Codes & Titles.”
 10. A list of state board graduation requirements and FAQs may be found at:
<http://www.tennessee.gov/education/topic/graduation-requirements>.

Licensing Information

11. Teachers in kindergarten through grade 8 who teach computer skills in a computer lab or in multiple class periods should be scheduled using the computer technology (instructor) code for the respective grade levels taught.
12. Career and Technical Education courses requiring industry certification may not be taught as one outside the teacher's area of endorsement unless they hold the appropriate industry certification.
13. Career and Technical endorsements are the Career and Technical endorsement codes listed on the Practitioner, Professional, Practitioner Occupational, and Professional Occupational Licenses.
14. Specialty groups (counselors, social workers, librarians, etc.) may work with the pre-Kindergarten classrooms even though the endorsement area does not cover grade pre-K. The pre-K students will not be counted in the ADM number for student capacity because pre-K students are not counted for ADA/ADM.
15. Assistant principals, teaching principals, or dual assignment personnel with more than 50 percent of their responsibilities involved in instructional leadership must hold an administrator license/endorsement.
16. No permit will be issued for pre-K courses.
17. Detailed information on endorsement flexibility and additional endorsements is available at:
http://www.tn.gov/assets/entities/education/attachments/lic_adding_endorsements_quick_facts.pdf.

Scheduling Information

18. Elementary pullout classes, i.e. art (major or minor portion), music (major or minor portion), physical education (major or minor portion), and computer technology (Instructor), where the class moves as one unit, must be scheduled.
19. Multi-age middle grades exploratory codes are to be used only for exploratory areas for which a course code is not listed in the Correlation of Course Codes and Endorsements Codes. Multi-age middle grades exploratory codes would not be used to schedule art, music, P.E., computer, foreign language, etc.
20. Pre-Kindergarten course codes are to be used as follows:
 - If 50 percent or more of the students have IEPs, use the special education pre-K course code.
 - If less than 50 percent of students have IEPs, use the regular pre-K course code.

21. Only schools that are recognized International Baccalaureate (I.B.) schools may use the I.B. course codes.
22. Elective credit for transfer courses will be offered for the following subject categories: English language arts, science, fine arts, world language, social studies, and math.
23. All students should be enrolled in core subject areas using a core subject course code. Students taking the general assessment should use the four digit code, and students taking the alternate assessment should use the five digit code under the "Alternate Assessment" tab.
24. Modified course codes should be used for instruction outside the four core subjects.
25. Beginning in January 2017, school districts should report attendance for students enrolled in the Individualized Education Account (IEA) Program using the course code 9696. Information about the IEA Program is available at: <http://www.tn.gov/education/section/iea>. If you have questions, please email IEA.Questions@tn.gov.
26. State requirements for class size for grades K-12 are indicated in the table below. Further details on the class size rule are available here: <http://share.tn.gov/sos/rules/0520/0520-01/0520-01-03.20160329.pdf>.

Grade Level Unit	Average Class Size	Maximum Class Size
Voluntary Pre-K	20	20
K-3	20	25
4-6	25	30
7-12	30	35
CTE	20	25

Relevant Laws and Policies

27. **T.C.A. § 49-6-3401 (b) (1)** states "any principal, principal-teacher, or assistant principal may suspend any pupil from attendance at a specific class, classes, or school-sponsored activity without suspending such pupil from attendance at school pursuant to an in-school suspension policy adopted by the local board of education." The law also states "in-school suspension policies shall provide that pupils given an in-school suspension in excess of one day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study."
 - In accordance with this section, it shall be the policy of the department of education that local school districts may place students in in-school suspension (ISS) with a licensed teacher or with a non-licensed person (i.e. educational assistant) who is in close proximity to a licensed teacher.
 - This policy applies to the short-term, in-school suspension program that is separate from the alternative school/program that may be offered in school districts. It does not apply to in-school suspension programs combined with the alternative school/program.
 - Students who qualify for services under the Individuals with Disabilities Education Act, 20 U.S.C 1400, et seq., and 34 C.F.R. 300 et seq., may be suspended, remanded, or expelled only within the provisions of said acts. Removals from school, class, classes or school-sponsored activities for students receiving services under the IDEA shall not be applied in

such a manner so as to constitute a pattern of exclusion of the student nor shall any change of placement occur absent the application of procedural safeguards as defined in IDEA.

28. No pre-K student can be permanently dismissed without first contacting the Office of Early Learning.