

**Correlations of Course Codes and Endorsement Codes/Employment Standards
School Year 2012-2013**

GENERAL INSTRUCTIONS

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

PLEASE USE THIS GUIDE TO COMPLETE THE 2012-2013 TEACHER, STUDENT AND CLASS INFORMATION AND DESTROY ANY OLD CORRELATIONS. PLEASE CHECK COMPUTER SOFTWARE TO ENSURE YOU HAVE REMOVED OR CHANGED COURSE CODES TO REFLECT ONLY CURRENT CODES. PLEASE REFER TO YOUR SPECIFIC SOFTWARE INSTRUCTIONS WHEN ELECTRONICALLY SCHEDULING STUDENTS.

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 [i.e. Seventh Grade Language Arts 001, 101, 400, 401, 402, 007, 407 would mean elementary grades 1-9 (001) or elementary grades 1-8 (101) or middle grades 5-8 (400) or middle grades specialist 1-8 (401) or early grades specialist K-8 (402) or English (007, 407) could be used.]
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 shaded in gray are excluded from the Preliminary School Report and the courses, such as, instrumental music and vocal music, are excluded from class size limits in accordance with T.C.A. 49-1-104.**

5. Courses in ***bold italic print within a double lined box*** are Career and Technical funded courses and identified by the Career and Technical Education Program Classification, i.e. Agricultural Education A12 and Health Science Education HS.

6. The “self-contained” codes included under each grade level are to be used by systems which do not schedule individual subjects at the specific grade level.
7. The “subject” codes included under each grade level is to be used by systems which 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.

9. Teachers in grades K through 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.
10. Teachers in grades K through 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.
12. Teachers in grades K through 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 less 30 minute classes or four or less 45 minute classes would be considered the minor portion of the day.
13. Teachers in grades K through 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.
14. A person holding an Apprentice or Professional License may not cross over and teach any sections of a course requiring an endorsement included on an Apprentice Occupational, Professional Occupational or Trade Shop License except where noted with regard to selected Trade and Industrial Education Courses.
15. A person holding an Apprentice Occupational, Professional Occupational or Trade Shop License may not cross over and teach any sections of a course requiring an endorsement included on an Apprentice or Professional License.
16. Trade and Industrial 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.
17. A person holding a permit may teach only subjects for which an appropriate endorsement(s) is listed on the permit. One cannot have a waiver issued on a permit nor teach one or two sections of the same course outside the area(s) of endorsement on a permit.
18. A person may not teach any of the Technology Preparation courses on a waiver, on a permit or as one or two sections outside the area of endorsement.
19. Secondary endorsements are the Grades 7-12 secondary endorsement codes listed on the Apprentice and Professional Licenses.
20. A teacher with a license endorsed in a subject for Grades 7-12 may teach any subject in Grade 6 covered by the endorsement(s).

21. Career and Technical endorsements are the Career and Technical endorsement codes listed on the Apprentice, Professional, Apprentice Occupational, Professional Occupational and Trade Shop Licenses.
22. Elementary pull-out 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.
23. Multi-age Middle Grades Exploratory codes are to be used only for exploratory areas for which a course code is not listed in the Correlations of Course Codes and Endorsements Codes. Multi-age Middle Grades Exploratory codes would not be used to schedule art, music, P.E., computer, creative dramatics, foreign language, etc.
24. I.B. Diploma Program - The International Baccalaureate (I.B.) Diploma Program prepares students for university work and for world citizenship. It is designed for pre-university students in their last two years of high school. Students study courses in six subject areas: their native language, an additional language, history, science, mathematics, and arts/electives. Approval to offer an International Baccalaureate Diploma Program is determined through an application process and on site review. The I.B. course codes are to be used by those approved schools. Please contact the Division of Teaching and Learning regarding the I.B. course codes.
25. Tennessee Code Annotated, section 49-6-3401 (b) (1). Suspension of students-expulsion of students.

This section of the law 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. This section 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 systems may place students in in-school suspension 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 in school systems. It does not apply to in-school suspension programs combined with the alternative school/program.

If a student is receiving special education services, the system must ensure that the IEP is being implemented in the ISS setting.

26. No Pre-K student can be permanently dismissed without first contacting the Office of Early Learning.
27. A list of endorsement codes and titles is included in the document.
28. Questions concerning Employment Standards or Course Codes should be addressed to the Office of School Approval.

29. H.Q. identifies the courses where a teacher is required to be highly qualified in order to teach course.
30. Please note change in identifying footnotes and the course codes to which they apply. They will be identified by a number instead of an asterisk and will be found directly beneath the course code(s) to which footnote applies.
31. Pre-kindergarten course codes are to be used as follows: If more than 50% of students are special education students, use the special education pre-kindergarten course code. If less than 50% of students are special education students, use regular pre-kindergarten course code.
32. All Cooperative Methodology courses are now referred to as work based learning.
33. Specialty groups (guidance 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 since Pre-K students are not counted for ADA/ADM.
34. No permit or waiver will be issued for Gateway courses.
35. No permit will be issued for Pre-K courses.
36. Only schools that are recognized International Baccalaureate (I.B.) schools may use the I.B. course codes.
37. All e-learning (on-line) courses are assigned to the subject category course code number.
38. Assistant principals, teaching principals, or dual assignment personnel with more than fifty percent (50%) of their responsibilities involved in instructional leadership must hold an administrator license/endorsement.
39. Teachers currently endorsed in early childhood education PreK-4 will continue to be licensed to teach the grade levels covered by their endorsements. Teachers endorsed in early childhood education PreK-3 may teach grade 4 in schools having grade 3 if there are no other appropriately endorsed teachers available.
40. Transfer course elective credit will be offered to the following subject categories: Language Arts/English, Science, Fine Arts, World Language, Social Studies, and Math.