

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4100

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EFFECTIVE: 1-29-62

REVISED: 9-19-94

CATEGORY: Instruction, Basic Programs

SUBJECT: Uniform Course Names and Numbers and Certificated Personnel Assignments,
7-12

A. PURPOSE AND SCOPE

1. To outline administrative procedures for establishing uniform course names and numbers for district-adopted, pilot, site-adopted, and summer school courses approved by the Board of Education and offered in secondary schools.
2. To establish a basis for reporting on teacher assignments, for class-size reports, and for other essential purposes.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1000, F-1050, F-1500, F-2000, F-2350, F-5000, F-7000; Ed. Code 51000-51227.
2. Additions, deletions, or changes in official courses are the function of the Board of Education. District offices may recommend changes, but may not deviate from approved course numbers, titles, and abbreviations.

C. GENERAL

1. **Originating Office.** Questions concerning this procedure should be directed to the Interdivisional Curriculum Committee, via its chair, the instructional team leader, High Performance and Teaching and Learning Team, Office of the Deputy Superintendent. Suggestions should be directed to the Instructional Materials Department, Office of the Deputy Superintendent.
2. **Definitions**
 - a. **Uniform Course File:** A computer file of officially approved secondary school course titles, numbers, and attributes, including designations of district-adopted, pilot, site-adopted, and summer school courses, which shall be used for all scheduling and reporting purposes.
 - b. **School Assignments:** Officially approved list of all classroom teacher assignments, utilizing the Uniform Course File, which is used to report teacher course and classroom assignments.
3. **Issuing Lists of Uniform Course File Names and Numbers.** A list of approved course names and numbers is issued annually to facilitate scheduling of students and reporting on teacher assignments and class sizes. Copies are issued to secondary schools by the Interdivisional Curriculum Committee. Lists of changes will be issued as needed.

4. Establishment of Uniform Lists of Course Names and Numbers

- a. **The Uniform Course File** is maintained by the Interdivisional Curriculum committee as a complete up-to-date compilation of all courses approved by the Board of Education for use in schools. Courses are designated as district-adopted, pilot, site-adopted, or summer school only. The Course of **Study**, K-12, adopted annually by the Board of Education, is the official district course of study.
- b. **Pilot or site-adopted courses** must be approved by Board of Education **prior** to conducting instruction; **only designated schools may offer these** courses. The processes for requesting approval to conduct a pilot or site-adopted course and for reviewing the results of conducting a pilot or site-adopted course are administered by the Interdivisional Curriculum Committee.
 - (1) **Requests** must be submitted to the appropriate subject-area specialist/ instructional team leader at least 60 days prior to the start of the school year/term during which the courses are to be conducted.

The Interdivisional Curriculum Committee will review requests to conduct a pilot or site-adopted course. If recommended for approval, the course will be submitted to Superintendent's Cabinet and to the Board of Education for approval.

Upon board approval, the course will be added to the Uniform Course File, and the school will be notified.

- (2) **Reviews** are done no later than May of the school year in which the pilot or site-adopted courses are conducted. Recommendations are to:
 - (a) continue as a pilot for one additional school year or term;
 - (b) continue for one additional school year or term with major modifications;
 - (c) adopt as a district-approved course;
 - (d) approve as a site-adopted course; **or**
 - (e) discontinue and remove from Uniform Course File.

The Interdivisional Curriculum Committee will review the results of conducting a pilot or site-adopted course. If recommended for approval as a district-adopted or site-adopted course, or continued as a pilot or site-adopted course, the course will be submitted to Superintendent's Cabinet and the Board of Education for approval.

Upon board approval, the approved changes will be made to the Uniform Course File, and the school will be notified. Courses not reviewed or not recommended for approval as district-adopted, pilot, or site-adopted courses will be removed from the Uniform Course File.

5. Course numbers and abbreviated titles on the Uniform Course File must be used in each school's master schedule and in entries on student permanent records. Out-of-district courses shall be recorded on student permanent records in one of three ways:
 - a. If a course is deemed to be closely equivalent to an approved district course, the district course number on the Uniform Course File should be used.
 - b. **If** a course is deemed not equivalent to a district course, but it is decided to allow graduation credit in **the subject area, the** department number for the subject area is to be used (e.g., 1500 for an English course). **See SZS Secondary Users' Guide** for instructions.
 - c. Independent study contracts may be approved only for courses listed on the Uniform Course File. When recording grades and credits, the district number on the Uniform Course File should be used.
 - d. Specific courses on the Uniform Course File are defined as approved district courses which are taught using a language other than English (bilingual), or having a specific emphasis within the course framework (sheltered, bridging, cluster, or seminar). In order to identify such courses for retrieval and reporting purposes, a unique designator is added to the course number on the Uniform Course File.
 - e. Special education course numbers use the 7000 series of numbers between 7001 and 7999. Only special education students may take courses in the 7000 series; all courses must be taught by appropriately credentialed special education teachers. **Courses numbered 7101-7199** are courses within the functional skills course of study and offer only elective credit towards graduation. Courses **numbered 7301-7399** are applied courses and emphasize basic academic skills as well as functional and daily/independent living skills and offer only elective credit towards graduation. **Courses numbered 7501-7599** are courses within the diploma course of study and parallel regular education courses in content. **Courses numbered 7901-7999** have the same content and requirements as regular courses of the same title but must be taught by special educators.
6. Changes to titles or other attributes of courses on the Uniform Course File are under the management of the Interdivisional Curriculum Committee.
 - a. Requests for changes should be made to the appropriate subject area specialist/instructional team leader.

- b. Bequests will be reviewed by the Interdivisional Curriculum Committee and forwarded for approval to Superintendent's Cabinet and the Board of Education.
- c. After approval, the Uniform Course File will be changed and schools notified of the changes.

7. **Index of Subject Areas by Course Number Assignments**

0100-0499 Visual Art	4400-4499 Computer Education
0500-0999 Business Education	4500-4699 Military Science
1000-1399 Consumer and Family Studies	4700-4999 Humanities
1400-1499 Performing Art: Speech/Drama	5000-5499 Performing Art: Music
1500-1999 English, Language Arts	5500-5999 Physical Education
2000-2499 World Languages	6000-6499 Science
2500-2999 Health and Safety	6500-6999 Social Science
3000-3499 Health Careers	7000-7999 Special Education
3500-3999 Industrial Technology Education	8000-8599 Nondepartmental
4000-4399 Mathematics	8600-8999 Regional Occupational Program

Note: The 9000 numbers may be used at sites for scheduling purposes, but they do not reflect valid district courses and will not be uploaded.

8. **Graduation Requirement Area Codes**

Code	Requirement Area
1	English and Language Arts
2	Visual and Performing Arts/World Languages
3	Social Studies
4	U.S. History/American Government
5	Mathematics
6	Science
7	Health and Driver Education
8	Electives
9	Physical Education/Military Science

D. **IMPLEMENTATION (See C. above.)**

E. **FORMS AND AUXILIARY REFERENCES**

1. Uniform Course File listing, available from the Interdivisional Curriculum Committee
2. Request to Conduct a Pilot Course and Review of Results of Conducting a Pilot Course, available from the Interdivisional Curriculum Committee
3. SIS Secondary Users' Guide

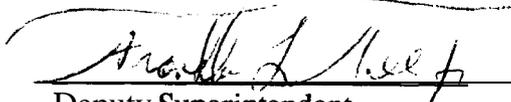
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4. Course of Study, K-12

F. REPORTS AND RECORDS

G. APPROVED BY



Deputy Superintendent



Superintendent