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## **Other Defined Terms**

### **Accounting**

The procedure of maintaining systematic records of happenings, occurrences, and events relating to persons, objects, or money and summarizing, analyzing, and interpreting the results of such records.

### **ADA**

See AMERICANS WITH DISABILITIES ACT.

### **Administrative Unit**

A group or unit that is managed by an administrative office or education entity.

### **Age**

Age at last birthday on or prior to a specified date.

### **Agricultural Activities**

Activities that involve the growing and harvesting of food and horticulture.

### **Americans With Disabilities Act (ADA)**

Public Law 101-336 which prohibits discrimination against individuals with disabilities as regards to employment, public accommodations and certain public services. Also known as ADA.

### **Apprentice**

An individual who is learning a recognized occupation in accordance with a written apprentice training contract between the worker and the individual's employer or employers. The apprenticeship provides for a given period of planned work experience through employment on-the-job and is supplemented by related instruction and with other specified provisions of the arrangement.

### **Attendance**

The act and frequency in which an individual is present where the individual is assigned.

### **Attendance Area**

Also known as SCHOOL ATTENDANCE AREA.

The geographic area where the students normally served by a particular school reside.

### **Attendance Center**

The location where individuals residing in a given geographic area attend school.

### **Audio Materials**

Materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

### **Audiovisual Materials**

Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

### **Avocational Programs**

Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, lead to a formal award or an academic degree, nor result in occupationally specific skills.

### **Behavior Modification**

The changing of human behavior through conditioning or other learning techniques, often used as a synonym for Behavior Therapy or Aversion Therapy.

### **Benchmark**

A reference point that serves as a standard by which comparisons may be formulated or judged.

### **Board of Education**

The elected or appointed body which has been vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustees. This definition relates to the general term and encompasses the boards of both public and non-public institutions and school systems. Also known as BOARD OF TRUSTEES, EDUCATION COMMISSION, and SCHOOL BOARD. See also PUBLIC BOARD OF EDUCATION.

### **Board of Trustees**

Also known as BOARD OF EDUCATION.

### **Boarding School**

Also known as RESIDENTIAL SCHOOL.

### **Civic Activities**

Activities related to citizenship or civil affairs, including activities such as parent-teacher association meetings and non-school related activities such as public forums, lectures, and emergency response planning.

## **Community College**

An institution of higher education which usually offers the first two years of college instruction and career education, grants an associate's degree, and does not grant a bachelor's degree. It is either a separately organized institution (public or non-public) or an institution which is part of a public school system or a system of junior colleges. Offerings include transfer, occupational, and/or general studies programs at the postsecondary instructional level and may also include adult education programs.

## **Compensation**

Payment (e.g., salary and benefits) provided to an employee, contractor, or consultant in exchange for services rendered.

## **Compensation Plan**

The plan or scale that defines the salaries to be paid to a specific group of employees.

## **Compulsory School Attendance Age**

The age at which a child must begin school and through which a child is required by law to attend school.

## **Credit**

A unit of value, awarded for the successful completion of a course, and intended to indicate the quantity of course instruction fulfilled in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie Units," "credits," "semester credit hours," and "quarter credit hours." See also CREDIT HOUR.

## **Credit Hour**

A unit of measure representing an hour (or 50 minutes) of instruction over a semester, trimester, or quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. See also CREDIT.

## **Curriculum**

Instructional content, resources, and practices (e.g., courses) prepared for and offered to students

## **Day Care**

Also known as EARLY CHILDHOOD CARE AND EDUCATION.

## **Day School**

A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

## **Dialect**

Variations within a spoken language that maintain mutual understanding and show some degree of correlation with the social and geographic structure of a society.

## **Diploma**

A formal document certifying the successful completion of a prescribed program of studies.

## **Duties**

Tasks assigned to an employee by responsible management authority.

## **Dyslexia**

A brain-based type of learning disability that specifically impairs a person's ability to read. These individuals typically read at levels significantly lower than expected despite having normal intelligence.

## **Early Childhood Care and Education**

Child care and education from birth to enrollment in kindergarten (or first grade if kindergarten is not available). Programs include care and education provided by a parent/guardian; by a relative other than a parent/guardian; by a non-relative in the child's home, in family day care; or in centers (settings other than homes) such as schools, churches, or places of parent/guardian employment. Also known as DAY CARE.

## **Education Agency**

An administrative agency (e.g., state or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

## **Education Commission**

Also known as BOARD OF EDUCATION.

## **Education Institution**

A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.

## **Educational Media**

Any device, content material, method, or experience used for teaching and learning purposes. These include printed and non-printed sensory materials. See also AUDIO MATERIALS, AUDIOVISUAL MATERIALS, and GRAPHIC MATERIALS.

## **Equipment**

Any instrument, machine, apparatus, or set of articles which: 1) retains its original shape and appearance with use; and 2) is non-expendable (i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit).

## **Expenditures**

Charges incurred, whether paid or unpaid.

## **Extra-state Jurisdictions**

Areas other than the states that are under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands. Also known as OUTLYING AREAS.

## **Facility**

A piece of land, a building site, a building, or part of a building owned by and/or used for activities of an organizational unit such as a school or system.

## **Fair Labor Standards Act (FLSA)**

Legislation originally enacted by Congress in 1938 which establishes requirements with respect to minimum wage, overtime compensation, and record keeping. Also known as FLSA.

## **FAPE**

Also Known as FREE APPROPRIATE PUBLIC EDUCATION.

## **Fee**

A payment, charge, or compensation for services (other than instruction), privileges, or the use of equipment, books, or other goods.

## **FLSA**

Also known as FAIR LABOR STANDARDS ACT.

## **Free Appropriate Public Education (FAPE)**

Special education and related services which: 1) are provided at public expense, under public supervision and direction, and without charge; 2) meet the standards of the State education agency, including the requirements of this part; 3) include preschool, elementary school, or secondary school education in the State involved; and 4) are provided in conformity with an individualized education program (IEP). Also known as FAPE.

## **General Educational Development (GED) Test**

A battery of tests administered to an individual who has reached a state-approved age and has not graduated from high school in order to measure the extent to which their past experiences (in school and out-of-school) have developed the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most state departments of education for the successful completion of the Tests of General Educational Development. See also HIGH SCHOOL EQUIVALENCY EXAMINATION.

## **Gifted and Talented**

Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for all students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

## **Grade Points**

The specific numerical equivalents for grades received for taking a course that are used in determining Grade Point Averages.

## **Grading Period**

A period of time for which performance or achievement is evaluated (e.g., score, grade). See also REPORTING PERIOD.

## **Graphic Materials**

Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and study prints. See also EDUCATIONAL MEDIA.

## **Grievance**

A difference or dispute between two parties (e.g., an employee and the school board) with respect to the applications of the school board's policies, rules, and regulations.

## **Hearing Impairment**

An impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance.

## **High School Equivalency Examination**

An examination, approved by a State department of education or other authorized agency, intended to provide an appraisal of the student's achievement or performance in the broad subject-matter areas usually required for high school graduation. The Tests of General Educational Development (GED) are the most widely recognized high school equivalency examination. See also GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST.

## **Homebound Student**

An individual who is unable to attend classes and for whom instruction is provided at home by a teacher.

## **Homeroom**

The room or other space where a school staff member meets with a group of students at the beginning of each school day to determine attendance and/or communicating daily announcements.

## **IDEA**

Also known as INDIVIDUALS WITH DISABILITIES ACT.

## **Immediate Family**

An individual's family unit including his or her son(s), daughter(s), mother(s), father(s), brother(s), sister(s), and other close relatives by blood, adoption, or marriage.

## **Indicator**

Data elements, or combinations of data elements, that provide information about the health or condition of a system.

## **Individuals with Disabilities Education Act (IDEA)**

Public Law 105-17 is designed to insure that all children with disabilities have available to them a free appropriate public education. Public Law. (Formerly called Education of the Handicapped Act P.L. 91-230.). Also known as IDEA.

## **Instruction**

Activities dealing directly with students and/or with improving the quality of student learning. Instruction may be provided for pupils in a school classroom, in another location such as a home or hospital, and other learning situations such as those involving cocurricular activities; it may also be provided through various media such as television, radio, telephone, and correspondence.

## **Laboratory**

A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

## **Layoff**

Separation of an employee from a position to which he or she was appointed as a result of abolition of a position, lack of work, or lack of funds; the employee may have recall rights for a certain period of time under certain conditions.

### **Leave of Absence (LOA)**

A pre-approved absence by an employee for an extended length of time as permitted by policy and regulation. Also known as LOA.

### **Library**

An organized collection of printed, microform, audiovisual, or electronic materials which: 1) is administered as one or more units; 2) is located in one or more designated places; and 3) makes printed, microform, audiovisual, or electronic materials as well as necessary equipment and services of a staff accessible to students and faculty. This includes units meeting the above definition which are part of a learning resource center.

### **LOA**

Also known as LEAVE OF ABSENCE.

### **Matai Name**

In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

### **Membership**

The student's enrollment in a class, school, or other educational unit, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

### **Mental Retardation**

Significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects a child's educational performance.

### **Migratory Worker**

An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his family, for the purpose of such employment.

### **Mild Retardation**

Any impairment in which individuals requires an intermittent support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communication or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

### **Minimum Wage**

The minimum hourly wage to be paid to employees as designated by the U.S. Department of Labor.

### **Moderate Retardation**

Any impairment in which an individual requires limited support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communication or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

### **Neglected Child**

As defined for federal compensatory education programs, a child residing in a public or private non-profit residential institution (other than a foster home) which has assumed or been granted custodial responsibility for the child pursuant to state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents.

### **Non-graded Class**

Also known as UNGRADED CLASS.

### **Operational Unit**

A separately budgeted subdivision of an organization established to carry out a major objective or group of objectives, such as a school, a transportation unit, or an athletic department.

### **Orthopedic Impairment**

A severe orthopedic impairment that adversely affects a child's educational performance.

### **Outlying Areas**

Also known as EXTRA-STATE JURISDICTIONS.

### **Overtime Pay**

Compensation paid to an eligible employee for work performed in excess of the established number of hours an employee is expected to work over a given period of time (e.g., 35 or 40 hours per week). One of the most common ways to compute overtime pay rate is 1 and 1/2 times the regular rate of pay for eligible employees.

### **Permanent Position**

A position approved by an authorized body or person without intent of limitation.

## **Physical Education**

Activities focused on the development of: physical and motor fitness; fundamental motor skills and patterns; and skills in aquatics, dance, individual and group games, and sports (including intramural and lifetime sports). The term includes special physical education, adapted physical education, movement education, and motor development.

## **Policy**

A particular course of action or a guiding principle enacted to influence and determine decisions and actions.

## **Postsecondary Education**

The provision of a formal instructional program whose curriculum is designed primarily for individuals who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes vocational and adult basic education programs.

## **Public Board of Education**

An elected or appointed body which has been created according to state or local law and vested with responsibilities for ensuring educational services in a given geographic area. Such bodies are sometimes known as school boards, governing boards, boards of directors, school committees, and school trustees. This definition includes state boards of education and the boards of intermediate and local basic administrative units and individual public institutions. See also BOARD OF EDUCATION.

## **Qualifications**

The minimum educational, experience, and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

## **Reduction-in-Force (RIF)**

An administrative action taken to reduce the number of staff or positions in an organization. Also known as RIF.

## **Rehire**

Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of more than one calendar year to the position or class formerly held.

## **Reporting Period**

A period of time for which a report is prepared (e.g., a calendar year, school year, regular school term, summer school term, semester, or marking period). See also GRADING PERIOD.

### **Reporting Year**

A specific twelve month period for which data about an individual or an organization are collected.

### **Residential School**

An educational institution in which students may be boarded and lodged as well as taught. Also known as BOARDING SCHOOL.

### **Resignation**

Formal action taken by an employee by which the employee submits, in writing, to a predetermined authority, his/her notification of discontinuance of services to an organization.

### **RIF**

Also known as REDUCTION-IN-FORCE.

### **Roll**

A list of names of students in membership for checking attendance.

### **Salary**

The total amount regularly paid or stipulated to be paid to an individual, before deductions, for services rendered while on the payroll an organization.

### **Sanction**

A negative consequence associated with the violation of a policy or operational decision.

### **School Attendance Area**

The geographic area which is served by a school. It does not necessarily constitute a local taxing unit and likewise does not necessarily have an independent system of administration. Attendance areas for elementary schools may or may not be conterminous with attendance areas for secondary schools. Also known as Attendance Area.

### **School Board**

Also known as BOARD OF EDUCATION

### **School Census**

An enumeration and collection of data, as prescribed by law, to determine the name, age, address, and other pertinent information about children and youth who reside within the geographic boundaries of a local education agency.

### **School Census Age**

The age span of children and youth included in the school census.

### **School Day**

That part of a calendar day when school is in session.

### **School Plant**

The site, buildings, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

### **School Registration**

The process of enrolling into a school or course. The act of placing the student's name on the rolls of the school or school system does not ensure that the student will attend the school (or a school in the school system) and does not constitute entering into active membership status.

### **School System**

The representation of the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the United States Department of Education.

### **Separation**

A generic term for leaving employment.

### **Severe Retardation**

An impairment in which an individual require extensive or pervasive support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communicating or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

### **Statute**

A written law passed by Congress or a state legislature and signed into law by the President or Governor.

### **Termination**

Generic term for an action taken by an organization to remove an employee from employment.

### **Ungraded Class**

A class that is not organized on the basis of age or grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Also known as NON-GRADED CLASS.

### **Video Materials**

Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

### **Withholding**

The processes of deducting from a salary or wage an amount, specified by law or regulation, representing the estimated federal or state income tax of the individual that the employer pays to the taxing authority.

### **Workload**

Production output, in terms of physical items to be accomplished, within a given period of time, to meet requirements imposed or assumed by the employing organization..