

# MASB LeadStrong

Michigan Association of School Boards

## List of Education Acronyms

AASA – American Association of School Administrators  
AAL – Anytime Anywhere Learning  
ACT – American College Test  
AFT – American Federation of Teachers  
AD – Athletic Director  
ADED – All Day Every Day  
ADA – American with Disabilities Act  
ADD – Attention Deficit Disorder  
ADHD – Attention Deficit Hyperactivity Disorder  
AFT – American Federation of Teachers  
AI – Autism  
ALJ – Administrative Law Judge  
AP – Advanced Placement  
ARRA – American Reinvestment & Recovery Act of 2009 (US)  
ASBJ – *American School Board Journal* (NSBA)  
ASCD – Association for Supervision and Curriculum  
ASD – Autism Spectrum Disorder  
ASFA – American Schools Foundation Alliance  
AT – Assistive Technology  
AYP – Adequate Yearly Progress

CASBA – County Area School Board Association  
CAUSE – Citizens Alliance to Uphold Special Education  
CBA – Certified Boardmember Award (MASB)  
CBA – Collective Bargaining Agreement  
CCSS – Common Core State Standards  
CEPI – Center for Educational Performance and Information  
CEN – Center for Educational Networking  
CEP – Center on Education Policy  
CEU – Continuing Education Unit  
CP – College Placement  
CPI – Consumer Price Index  
CTE – Career and Technical Education  
CUBE – Council of Urban Boards of Education

DOE – Department of Education  
MDE-Michigan Department of Education  
USDOE- United States Department of Education  
DCH – Department of Community Health  
D-K – Developmental Kindergarten

EAS – Education Achievement System  
EEOC – Equal Opportunity Employment Commission  
EI – Emotional Impairment  
ESEA – Elementary and Secondary Education Act  
ELA – English Language Arts  
ELL – English Language Learner  
ESL – English as a Second Language

FAPE – Free Appropriate Public Education  
FERPA – Family Rights and Privacy Act  
FLSA – Fair Labor Standards Act  
FMLA – Family Medical Leave Act  
FOIA – Freedom of Information Act  
FRN – Federal Relations Network (NSBA)  
FTE – Full Time Equivalent or Full Time Equated  
FY – Fiscal Year  
504 – Section of IDEA (a student may qualify if they don't qualify for special education services)

GATE – Gifted and Talented Education  
GED – General Education Diploma  
GF – General Fund  
GPA – Grade Point Average

HB – House Bill  
HFA – House Fiscal Agency  
HIPPA – Health and Individual Personal Privacy Act  
HQT – Highly Qualified Teacher

IB – International Baccalaureate  
IDEA – Individuals with Disabilities Education Act  
IEP – Individualized Education Plan (special education)  
IEPT – Individualized Education Plan Team  
ISD – Intermediate School District (some are known as RESD, RESA, ESA)  
ISS – In School Suspension

LD – Learning Disabled  
LEA – Local Education Agency  
LEP – Limited English Proficiency  
LGBT – Lesbian, Gay, Bisexual and Transgender  
LRN – Legislative Relations Network  
LWL – Learning Without Limits

MASB – Michigan Association of School Boards  
MAISA – Michigan Association of Intermediate School Administrators  
MASA – Michigan Association of School Administrators  
MASSP – Michigan Association of Secondary School Principals  
MCSA – Michigan Council of School Attorneys (MASB)

MDE – Michigan Department of Education  
MEA – Michigan Education Association  
MEAP – Michigan Educational Assessment Program  
MEBS – Michigan Employee Benefit Services  
MEMSPA – Michigan Elementary and Middle School Principals Association  
MESP – Michigan Education Savings Plan  
MESSA – Michigan Education Special Services Association (insurance “arm” of MEA)  
MERC – Michigan Employment Relations Commission  
MET – Michigan Education Trust  
MFEL – Michigan Foundation for Education Leadership  
MHSAA – Michigan High School Athletic Association  
MI-ACCESS – MEAP for Students with Disabilities  
MIEM – Michigan Institute of Educational Management  
MILAF – Michigan School Districts Liquid Asset Fund  
MIRS – Michigan Information & Research Service  
MI-SAAS – Michigan School Accreditation and Accountability System  
MISEC – Michigan Schools Energy Cooperative  
MLPP – Michigan Literacy Progress Profile  
MMBA – Michigan Municipal Bond Authority  
MMC – Michigan Merit Curriculum  
MME – Michigan Merit Exam  
MPAAA – Michigan Pupil Accounting and Attendance Association  
MPLP – Michigan Political Leadership Program (MSU)  
MSBO – Michigan School Business Officials  
MSLRF – Michigan School Loan Revolving Fund  
MSPRA – Michigan School Public Relations Association

NAEP – National Assessment of Educational Progress  
NASS – National Alliance for Safe Schools  
NCLB – No Child Left Behind  
NCREL – North Central Regional Educational Laboratory  
NEA – National Education Association  
NEOLA – MASA’s Policy Provider  
NFHSA – National Federation of High School Associations  
NSBA – National School Board Association

OCR – Office of Civil Rights  
OMA – Open Meetings Act  
ORS – Office of Retirement Services  
OSE-EIS – Office of Special Education and Early Intervention Services (MDE)

PA – Public Act  
PA 191 of 2000 – State School Aid Act (funding for schools)  
PERA – Public Employment Relations Act  
PPRA – Protection of Pupil Rights Amendment  
PSA – Public School Academy  
PSAT – Preliminary SAT  
PTA – Parent Teacher Association  
PTO – Parent Teacher Organization

REMC – Regional Educational Media Center  
RESA – Regional Educational Service Agency  
RESD – Regional Educational Service District  
RFP – Request for Proposal  
RTT – Race to the Top (federal program)

SAF – School Aid Fund  
SAT – Scholastic Aptitude Test  
SB – Senate Bill  
SB-CEU – State Board of Education Continuing Education Unit  
SBE – State Board of Education  
SBLF – School Bond Loan Fund  
SET SEG – School Employers Trust/School Employers Group  
SEV – State Equalized Value  
SFA – Senate Fiscal Agency  
SIP – School Improvement Plan  
SLRF – School Loan Revolving Fund  
SLRMA – School Leaders Risk Management Association  
SMI – Severely Mentally Impaired  
SOC – Schools of Choice  
SOS – Save Our Students, Schools and State (MASB)  
SRO – State Review Officer  
SRSD – Single Record Student Database (MDE/CEPI)  
Section 504 – See 504 under “F”  
Sixth Circuit Court – Michigan is under the jurisdiction of this federal court  
SPMP – Skilled Professional Medical Personnel  
STEM – Science, Technology, Engineering, Math

TMI – Trainable Mentally Impaired  
Title I – (see glossary)  
Title VI – (see glossary)  
Title VII – (see glossary)  
Title IX – federal law amendment (see glossary)

UFLP – Unfair Labor Practice

# Glossary

## **accountability**

The notion that people (e.g., students or teachers) or an organization (e.g., a school, school district, or state department of education) should be held responsible for improving student achievement and should be rewarded or sanctioned for their success or lack of.

## **achievement test**

A test to measure a student's knowledge and skills.

## **ACT**

A set of college admissions tests; most colleges accept either the SAT or the ACT for admissions.

## **Adequate Yearly Progress (AYP)**

An individual state's measure of yearly progress toward achieving state academic standards. Adequate yearly progress is the minimum level of improvement that states, school districts, and schools must achieve each year, according to federal No Child Left Behind (NCLB) legislation. This progress is determined by a collection of performance measures that a state, its school districts, and subpopulations of students within its schools are supposed to meet if the state receives Title I federal funding. In California, the measures include (1) specified percentages of students scoring "proficient" or "advanced" on California Standards Tests in English/language arts and math; (2) participation of a least 95 percent of students on those tests; (3) specified API scores or gains; and (4) for high schools, a specified graduation rate or improvement in the rate.

## **Advanced Placement (AP)**

A series of voluntary exams based on college-level courses taken in high school. High school students who do well on one or more of these exams have the opportunity to earn credit, advanced placement, or both for college.

## **alignment**

The degree to which assessments, curriculum, instruction, textbooks and other instructional materials, teacher preparation and professional development, and systems of accountability all reflect and reinforce the educational program's objectives and standards.

## **alternative assessments**

Ways other than standardized tests to get information about what students know and where they need help, such as oral reports, projects, performances, experiments, and class participation.

## **at-risk student**

Students may be labeled at risk if they are not succeeding in school based on information gathered from test scores, attendance, or discipline problems.

## **benchmarks**

A detailed description of a specific level of student achievement expected of students at particular ages, grades, or developmental levels; academic goals set for each grade level.

## **bilingual education**

An in-school program for students whose first language isn't English or who have limited English skills. Bilingual education provides English language development plus subject area instruction in the student's native language. The goal is for the child to gain knowledge and be literate in two languages.

**block scheduling**

Instead of traditional 40- to 50-minute periods, block scheduling allows for periods of an hour or more so that teachers can accomplish more during a class session. It also allows for teamwork across subject areas in some schools. For example, a math and science teacher may teach a physics lesson that includes both math and physics concepts.

**bond measure**

A method of borrowing used by school districts to pay for construction or renovation projects. A bond measure requires a 55 percent majority to pass. The principal and interest are repaid by local property owners through an increase in property taxes.

**categorical aid**

Funds from the state or federal government granted to qualifying schools or districts for specific children with special needs, certain programs such as class size reduction, or special purposes such as transportation. In general, schools or districts must spend the money for the specific purpose. All districts receive categorical aid in varying amounts. This aid is in addition to the funding schools received for their general education program.

**certificated/credentialed employees**

School employees who are required by the state to hold teaching credentials, including full-time, part-time, substitute, or temporary teachers and most administrators.

**certificate/credential**

A state-issued license certifying that the teacher has completed the necessary basic training courses and passed the teacher exam.

**charter schools**

Publicly funded schools that are exempt from many state laws and regulations for school districts. They are run by groups of teachers, parents, and/or foundations.

**classified employees**

School employees who are not required to hold teaching credentials, such as bus drivers, secretaries, custodians, instructional aides, and some management personnel.

**content standards**

Standards that describe what students should know and be able to do in core academic subjects at each grade level.

**cooperative learning**

A teaching method in which students of differing abilities work together on an assignment. Each student has a specific responsibility within the group. Students complete assignments together and receive a common grade.

**differentiated instruction**

This is also referred to as "individualized" or "customized" instruction. The curriculum offers several different learning experiences within one lesson to meet students' varied needs or learning styles. For example, different teaching methods for students with learning disabilities.

**disaggregated data**

The presentation of data broken into segments of the student population instead of the entire enrollment. Typical segments include students who are economically disadvantaged, from racial or ethnic minority groups, have disabilities, or have limited English fluency. Disaggregated data allows parents and teachers to see how each student group is performing in a school.

**English as a Second Language**

Classes or support programs for students whose native language is not English.

**enrichment**

Additional courses outside those required for graduation.

**Free/reduced-price meals**

A federal program that provides food for students from low-income families.

**general fund**

Accounting term used by the state and school districts to differentiate general revenues and expenditures from funds for specific uses, such as a Cafeteria Fund.

**Gifted and Talented Education (GATE)**

A program that offers supplemental, differentiated, challenging curriculum and instruction for students identified as being intellectually gifted or talented.

**highly qualified teacher**

According to NCLB, a teacher who has obtained full state teacher certification or has passed the state teacher licensing examination and holds a license to teach in the state; holds a minimum of a bachelor's degree; and has demonstrated subject area competence in each of the academic subjects in which the teacher teaches.

**immersion education**

A program that teaches children to speak, read and write in a second language by surrounding them with conversation and instruction in that language. Note that English immersion may differ from other immersion programs.

**inclusion**

The practice of placing students with disabilities in regular classrooms. Also known as mainstreaming.

**independent study**

Specially designed instruction in courses taught through a variety of delivery methods that complement traditional high school curricula and provide an accredited diploma.

**Individual Education Program (IEP)**

A written plan created for a student with learning disabilities by the student's teachers, parents or guardians, the school administrator, and other interested parties. The plan is tailored to the student's specific needs and abilities, and outlines goals for the student to reach. The IEP should be reviewed at least once a year.

**instructional minutes**

Refers to the amount of time the state requires teachers to spend providing instruction in each subject area.

**integrated curriculum**

Refers to the practice of using a single theme to teach a variety of subjects. It also refers to a interdisciplinary curriculum, which combines several school subjects into one project.

**International Baccalaureate (IB)**

A rigorous college preparation course of study that leads to examinations for highly motivated high school students. Students can earn college credit from many universities if their exam scores are high enough.

**job shadowing**

A program that takes students into the workplace to learn about careers through one-day orientations or more extensive internships to see how the skills learned in school relate to the workplace.

**Least restrictive environment**

Federal laws require that disabled students be educated to the maximum extent possible with non-disabled students.

**magnet school**

A school that focuses on a particular discipline, such as science, mathematics, arts, or computer science. It is designed to recruit students from other parts of the school district.

**Mainstreaming/mainstream**

The practice of placing students with disabilities in regular classrooms; also known as inclusion.

**NCLB (No Child Left Behind)**

Signed into law by President Bush in 2002, No Child Left Behind sets performance guidelines for all schools and also stipulates what must be included in accountability reports to parents. It mandates annual student testing, includes guidelines for underperforming schools, and requires states to train all teachers and assistants to be "highly qualified." Soon to be reauthorized to ESEA, the Elementary and Secondary Education Act.

**Peer Assistance and Review Program (PAR)**

A program that encourages designated consulting teachers to assist other teachers who need help in developing their subject matter knowledge, teaching strategies, or both. They also help teachers to meet the standards for proficient teaching.

**percentile ranks**

One way to compare a given child, class, school, or district to a national norm.

**portfolio**

A collection of various samples of a student's work throughout the school year that can include writing samples, examples of math problems, and results of science experiments.

**professional development**

Programs that allow teachers or administrators to acquire the knowledge and skills they need to perform their jobs successfully.

**proficiency**

Mastery or ability to do something at grade level. California students receive scores on the California Standards Tests (CST) that range from "far below basic" to "advanced." The state goal is for all students to score at "proficient" or "advanced."

**pull-out programs**

Students receive instruction in small groups outside of the classroom.

**pupil-teacher ratio**

The total student enrollment divided by the number of full-time equivalent teachers. The pupil-teacher ratio is the most common statistic for comparing data across states; it is usually smaller than average class size because some teachers work outside the classroom.

**resource specialists**

Specially credentialed teachers who work with special education students by assisting them in regular classes or pulling them out of class for extra help.

**resource teacher**

A teacher who instructs children with various learning differences. Most often these teachers use small group and individual instruction. Children are assigned to resource teachers after undergoing testing and receiving an IEP.

**rubric**

Refers to a grading or scoring system. A rubric is a scoring tool that lists the criteria to be met in a piece of work. A rubric also describes levels of quality for each of the criteria. These levels of performance may be written as different ratings (e.g., Excellent, Good, Needs Improvement) or as numerical scores (e.g., 4, 3, 2, 1).

**SAT (Standardized Achievement Test)**

Also known as the SAT Reasoning Test (formerly called Scholastic Aptitude Test), this test is widely used as a college entrance examination. Scores can be compared to state and national averages of seniors graduating from any public or private school.

**staff development days**

Days set aside in the school calendar for teacher training; school isn't generally held on these days.

**standardized test**

A test that is in the same format for all who take it. It often relies on multiple-choice questions and the testing conditions—including instructions, time limits and scoring rubrics—are the same for all students; sometimes accommodations on time limits and instructions are made for disabled students.

**team teaching**

Teaching method in which two or more teachers teach the same subjects or theme; teachers may alternate teaching the entire group or divide the group into sections or classes that rotate between the teachers.

**tenure**

A system of due process and employment guarantee for teachers. After serving a two-year probationary period, teachers are assured continued employment in the school district unless carefully defined procedures for dismissal or layoff are successfully followed.

**thematic units**

A unit of study that has lessons focused on a specific theme, sometimes covering all core subject areas. It is often used as an alternative approach to teaching history or social studies chronologically.

**Title 1**

A federal program that provides funds to improve the academic achievement for educationally disadvantaged students who score below the 50th percentile on standardized tests, including the children of migrant workers. Designed to turn around low-performing schools; improve teacher quality and increase choices for parents.

**Title VI**

A federal program that's part of the Education Amendment Act of 1972 to protect individuals from discrimination for race, color, or natural origin.

**Title VII**

Part of the Civil Rights Act of 1964 (federal)

**Title IX**

Of the Education Amendments of 1972 – Provision provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance....”

**tracking**

A common instructional practice of organizing student in groups based on their academic skills. Tracking allows a teacher to provide the same level of instruction to the entire group.

***Updated June 18, 2012***