

List of Education/Board Policy Acronyms

AASA – American Association of School Administrators
AAL – Anytime Anywhere Learning
ACH – Automatic Clearing House
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
AED – Automatic External Defibrillator
AFT – American Federation of Teachers
AFS – American Field Service, International/Intercultural Programs
AI – Autism
AIDS – Acquired Immunodeficiency Syndrome
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
CDL – Commercial Drivers License
CEPI – Center for Educational Performance and Information
CEN – Center for Educational Networking
CEP – Center on Education Policy
CEU – Continuing Education Unit
COR – Custodian of Records
CP – College Placement
CPA – Certified Public Accountant
CPI – Consumer Price Index
CPR – Cardiopulmonary Resuscitation
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
DHS – Department of Human Services (formerly FIA and DSS)
D-K – Developmental Kindergarten

EAS – Education Achievement System
ECD – Electronic Communication Device
ED – United States Department of Education
EDP – Education Development Plan
EEOC – Equal Opportunity Employment Commission
EI – Emotional Impairment
EMS Emergency Medical Service
EPA – Environmental Protection Agency
ELA – English Language Arts
ELL – English Language Learner
ESEA – Elementary and Secondary Education Act
ESI – Emergency Safety Intervention
ESL – English as a Second Language
ESP – Educational Service Provider
ETO – Electronic Transfer Officer

FAPE – Free Appropriate Public Education

504 – Section of IDEA (a student may qualify if they don't qualify for special education services)

FBA – Functional Behavioral Assessment

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)

FSA – Flexible Spending Accounts (health care)

FTE – Full Time Equivalent or Full Time Equated (student attendance)

FY – Fiscal Year

GAA – General Appropriations Act

GAAB – Generally Accepted Accounting Bulletin

GAAP – Generally Accepted Accounting Principles

GATE – Gifted and Talented Education

GED – General Education Diploma

GF – General Fund

GPA – Grade Point Average

HACCP – Hazard Analysis Critical Control Point

HAV – Hepatitis A

HBV – Hepatitis B

HCV – Hepatitis C

HB – House Bill

HFA – House Fiscal Agency

HIPPA – Health and Individual Personal Privacy Act

HIV – Human Immunodeficiency Virus

HQT – Highly Qualified Teacher

HTML – Hyper Text Mark Up Language

HVAC – Heating Ventilating Air Conditioning

IB – International Baccalaureate

ICHAT – Internet Criminal History Access Tool

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Plan (special education)

IEPT – Individualized Education Plan Team

IEQ – Indoor Environmental Quality

IIS – Indentix Identification Service
IPM – Integrated Pest Management
ISD – Intermediate School District (some are known as RESD, RESA, ESA)
ISS – In School Suspension

LD – Learning Disabled
LEA – Local Education Agency
LEIN – Law Enforcement Information Network
LEP – Limited English Proficiency
LGBT – Lesbian, Gay, Bisexual and Transgender
LRE – Lease Restrictive Environment
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
MCLA – Michigan Compiled Laws Annotated
MCSA – Michigan Council of School Attorneys (MASB)
MDCH – Michigan Department of Community Health
MDCIS – Michigan Department of Consumer and Industry Services
MDE – Michigan Department of Education
MEA – Michigan Education Association
MEAP – Michigan Educational Assessment Program
MEBS – Michigan Employee Benefit Services
MEIS – Michigan Educational Information System
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
MHSA – 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
MOSHA – Michigan Occupational Safety Health Act
MPAAA – Michigan Pupil Accounting and Attendance Association
MPG – Michigan Promise Grant
MPLP – Michigan Political Leadership Program (MSU)
MPERS – Michigan Public School Retirement Employment System
MRO – Medical Review Officer
MSBO – Michigan School Business Officials
MSDS – Material Safety Data Sheets
MSLRF – Michigan School Loan Revolving Fund
MSP – Michigan State Police

MSPRA – Michigan School Public Relations Association

NAEP – National Assessment of Educational Progress
NASS – National Alliance for Safe Schools
NASSP – National Association of Secondary School Principals
NCLB – No Child Left Behind (federal legislation of 2001)
NCREL – North Central Regional Educational Laboratory
NEA – National Education Association
NEOLA – Northeast Ohio Learning Associates
NFHSA – National Federation of High School Associations
NSBA – National School Board Association

OCR – Office of Civil Rights
OCTP – Office of Career and Technical Preparation
OMA – Open Meetings Act
ORS – Office of Retirement Services
OSE-EIS – Office of Special Education and Early Intervention Services (MDE)
OSHA – Office of Safety and Health Administration
OTC – Over the Counter

PA – Public Act
PA 191 of 2000 – State School Aid Act (funding for schools)
PBS – Positive Behavior Support
PBSP – Positive Behavior Support Plan
PERA – Public Employment Relations Act
PPE – Personal Protection Equipment
PPO – Personal Protection Officer (HIPPA)
PPO – Pupil Performance Objective
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
RHO – Records Hearing Officer
RTT – Race to the Top (federal program)

SAF – School Aid Fund
SAP – Student Assistance Program
SAP – Substance Abuse Professional
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
SEAP – Sex Education Advisory Board
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 Resource 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
STD – Sexually Transmitted Disease
STEM – Science, Technology, Engineering, Math

TAF – Trust and Agency Fund
TDP – Tax Deferred Payment Plan (MIPSERS)
THP – Toxic Hazard Preparedness
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
USAS – Uniform School Accounting System
USC – United States Code
USDA – United States Department of Agriculture
USIA – United States Information Agency

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 an 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