

## **Glossary of Educational Terms**

### **January 2011**

#### **Accommodations**

Changes in test presentation to meet the needs of students who are at a disadvantage for reasons unrelated to academic proficiency. Accommodations do not change the content of a test or level of difficulty, but provide these students with an equal opportunity to demonstrate proficiency.

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

The *No Child Left Behind Act (NCLB) of 2001* requires all schools, districts and states to show that students are making Adequate Yearly Progress (AYP). NCLB requires states to establish targets in the following ways:

**Annual Proficiency Target:** The law requires a target for all students and student subgroups to meet in a progressive nature that would result in all students scoring at or above the proficient level on the state's assessment by 2014.

**Attendance/Graduation Rates:** The law requires schools, districts and states to meet an additional indicator based on improvement or established targets in attendance and/or graduation rates.

**Participation Rates:** The law requires all students and student subgroups to meet a 95% participation rate.

#### **Advanced Placement (AP)**

Classes available for which students may receive college credit upon passing the advanced placement exam.

#### **American College Testing (ACT)**

A test used for college admissions, indicating a student's mastery of the core academic subjects. Scores range from 1 to 36.

#### **Americans with Disabilities Act of 1990 (ADA)**

A federal law that prohibits discrimination in employment or access to federally funded programs by any qualified individual with a disability.

#### **Annual Secretary of the Board Report (ASBR)**

Annual financial report submitted by all public school districts to the Department of Elementary and Secondary Education. The report is due by each year by August 15.

#### **Area Career Technical School**

A public educational institution which has been designated by the State Board of Education. An area

career technical (vocational) school may be:

1) a specialized high school, 2) a department within a high school, or 3) a department or division of a junior/community college, used for the provision of career technical education to persons who are available for study in preparation for entering the labor market or advancing to additional training.

#### **Assessment**

The process of collecting, analyzing, and interpreting information about academic performance related to educational goals.

#### **Authentic Assessment**

A type of performance-based assessment that measures a student's performance in the classroom through simulated real life tasks and everyday situations.

#### **Average Daily Attendance (ADA)**

The total hours attended in a term by resident pupils between the ages of 5 and 21, divided by the actual number of hours school was in session, plus the summer school average daily attendance. Summer school ADA is calculated by dividing the number of summer school hours attended by 1,044. Summer school ADA is part of the school year's total ADA that immediately follows the summer school session.

#### **Basic Formula**

Amounts received by school districts and charter schools from the state foundation formula. The actual revenues received in a year equals the calculated apportionment amount for the year plus, or minus prior year corrections.

#### **Calculation for State Transportation Aid**

State transportation aid is determined by pro-rating total allowable cost, including district-operated transportation costs, contracted costs or both on the basis of eligible and ineligible mileage.

#### **Capital Outlay**

An expenditure which results in the acquisition of fixed assets or additions to fixed assets which are presumed to have benefits for more than one year. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to

buildings, remodeling of buildings, and initial purchase or replacement of equipment.

### **Career and Technical Student Organization (CTSO)**

Organizations for students and educators involved in specific areas of career and technical education  
FFA/PAS – agriculture; FBLA/PBL – business; FCCLA – family and consumer science; DECA/DECA Collegiate – marketing, finance, and management; SkillsUSA - family trade, technical and skilled service occupations; TSA – technology.

### **Carl D. Perkins Career and Technical Education Act of 2006**

The primary federal legislation that supports career and technical education programs. It is named for former U.S. Senator Carl Perkins.

### **Carryover Funds**

Funds authorized to be expended during a fiscal year or budget period which are not expended during that period, but may be expended in a succeeding period with the approval of the granting agency.

### **Child Complaint**

A formal complaint filed with the Department’s Office of Special Education in which an allegation is made that there has been a violation of a state or federal regulation implementing the Individuals with Disabilities Education Act (IDEA). IDEA requires such complaints to be investigated and resolved within 60 days.

### **College Basic Academic Subjects Examination (CBASE)**

An assessment developed by the Assessment Resource Center (ARC) to assess knowledge in language arts, mathematics, science, and social science. Successful completion of the CBASE is a prerequisite for formal admission to state-approved teacher education programs in Missouri.

### **Comprehensive School Improvement Plan (CSIP)**

A local board-approved plan that focuses on the improvement of the district's student achievement levels, programs, and services.

### **Constructed Response**

Open-ended questions on which students must usually produce written answers, rather than select a correct choice from an array of possibilities. Examples of constructed responses range from one-word answers to essays, diagrams, charts, and graphs.

### **Criterion-referenced Test (CRT)**

A test in which each item or task is securely tied to a specific standard for which levels of achievement can be determined.

### **Differentiated Instruction**

A planned curriculum which emphasizes high level cognitive and affective processes, instructional strategies which respond to the individual learning styles and abilities of gifted students, and an appropriate delivery system for these services.

### **Disability Determination Services (DDS)**

A federally-funded state agency that determines medical eligibility for Missourians who have filed for disability benefits with the Social Security Administration (SSA). There are two SSA disability benefits programs: Social Security Disability Insurance (SSDI), or Title II, provides benefits for individuals who are disabled or blind and are ‘insured’ based on the Social Security tax they paid on their earnings. Supplemental Security Income (SSI), or Title XVI, provides payments to individuals that are disabled or blind, including children under age 18, who have limited income and resources.

### **Early Childhood Development Act (ECDA)**

The state law enacted in 1984 which authorizes early childhood programs and services including preschool screening, parent education, and instructional programs for developmentally delayed children.

### **Education Department General Administrative Regulations (EDGAR)**

The federal regulations which implement the General Education Provisions Act and set forth administrative regulations governing all programs administered by the U.S. Department of Education.

### **Elementary and Secondary Education Act (ESEA)**

The foundational federal education law passed in 1965 for a variety of educational programs and resources supporting public education. This document is periodically amended to reflect changes in processes or philosophy. Amending laws include the “Improving America’s Schools Act” and the “No Child Left Behind Act.”

### **English as a Second Language/English Language Learner (ESL/ELL)**

A term pertaining to a group of students needing English education due to limited English proficiency (LEP).

### **Exceptional Pupil Aid (EPA)**

Section 162.975, RSMo. (1), (4), (5), (7) authorizes the exceptional pupil aid for the state. Distribution is based on the number of eligible pupils. In addition, EPA funds

are used to pay for extended school year for special education pupils, summer school for special education pupils and for contractual payments for special education pupils in approved private agencies.

### **Expense and Equipment (E&E)**

Expense and equipment items are typically “normal operating expenses” and are divided into subclasses, transportation, equipment purchase, travel and vehicle expense, office expense, office and communication equipment purchase, communication expense, institutional and physical plant expense, data processing equipment and expense, professional services, other expense.

### **Family Educational Rights and Privacy Act (FERPA)**

Federal statute guaranteeing confidentiality of student records, access by the parent of student to educational records relating to the student, and granting certain due process rights with regard to the content of educational records.

### **Financially Stressed District**

Generally any district with less than 3% ending Fund Balance in the combined Teacher's and Incidental Funds. Section 161.520, RSMo, details the criteria for identifying districts as financially stressed.

### **First Steps**

A program of early intervention services for children, from birth to 36 months, with developmental delay or diagnosed conditions that are associated with developmental disabilities, ages birth through three, and their families. Part C of the Individuals with Disabilities Education Act governs this program. Direct services are provided through contractors known as system points of entry (SPOE). The Department of Elementary and Secondary Education serves as lead agency for the system.

### **Fiscal Year**

A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and results of its operations. State fiscal year (July 1 – June 30). Federal fiscal year (October 1-September 30).

### **Full-time Equivalent (FTE)**

A measurement of staffing comparable to one person employed for 12 months working 40 hours per week. By definition, it can be any number of people whose accumulated employment time equals 12 months of full-time work. For example, two people working six months each equals one FTE or one-half FTE each.

### **General Education Development Test (GED®)**

A battery of five multiple-choice subject area tests and a timed essay designed to measure the major and lasting academic outcomes normally acquired through completion of a typical high school program of study.

### **General Education Provisions Act (GEPA)**

The federal statute which governs the U.S. Department of Education and its administrative relationship with the states and other educational institutions.

### **High Schools That Work**

A model of high school reform developed by the Southern Regional Education Board that integrates academic and career education, promotes staff development, and raises expectations for and achievement of students.

### **Hunger Relief Act**

Requires that school districts establish a school breakfast program in all schools in which 35% or more of the students enrolled were eligible for free or reduced price lunches on October 1 of the preceding school year; or adopt a waiver from the requirement. Additionally, those areas of the state whose perimeters are defined by school districts which have 50% or more of their children eligible for free or reduced price lunches, and where more than 40 children congregate at a service institution, must have at least one summer food service program in operation providing meals to all children, both breakfast and lunch, if practicable.

### **Independent Living (IL)**

A state/federal program that provides services to individuals with disabilities to increase their independence and their opportunity to participate in day-to-day life within their communities. There are 22 Centers for Independent Living (CILs) statewide that offer independent living services. The CILs are funded through Vocational Rehabilitation grants and are managed by local boards comprised of individuals with disabilities who have been successful in establishing their own independent lifestyles.

### **Individual Accommodation Plan (IAP)**

A term used by parents and educators to describe an individually developed education program for a student who has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, but who is not eligible to be identified as a student with a disability under IDEA. The term is actually not a term used by either law or regulation.

**Individualized Education Program (IEP)**

A written statement for each student with a disability as defined by IDEA, that is developed, reviewed, and revised in accordance with IDEA.

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

A federal statute providing funds to states and local school districts for the provision of special education and related services to children with disabilities.

**Interstate School Leaders Licensure Consortium (ISLLC)**

A group composed of representatives from state educational agencies, professional standards boards and professional organizations. Organized by the Council of Chief State School Officers, it was formed for the purpose of developing model standards and assessments for school leaders.

**Least Restrictive Environment (LRE)**

Standard under the IDEA that children with disabilities must be educated, when appropriate, in the placement they would ordinarily be enrolled in if they did not have the disability (e.g. regular education classroom).

**Local Educational Agency (LEA)**

The federal term for public elementary and secondary school districts and other elementary and secondary schools operated at public expense and under a publicly appointed or elected board.

**Maintenance of Effort**

A requirement common in federal education programs and some state programs that a recipient continue to expend as much state and/or local money for a particular purpose as it expended in the prior year.

**MAP Performance Index (MPI)**

A single composite number that represents the performance of every student in all MAP achievement levels in a tested subject for a defined grade span. Index points are calculated by multiplying the percent of reportable students scoring in each achievement level for each subject and grade span by a defined value.

**Mid-Continent Regional Educational Laboratory (McREL)**

A federally funded project, with a home office in Denver and a regional office in Kansas City, which provides research, development and program implementation assistance to state and local education agencies in a large area of the north central U.S.

**Missouri Advisory Council of Certification for Educators (MACCE)**

An advisory council whose statutory obligations include providing advice to the Commissioner of Education on matters pertaining to the licensure and certification of Missouri teachers and administrators.

**Missouri Assessment Program (MAP)**

The statewide student assessment program developed in response to adoption of the Outstanding Schools Act in 1993 (Section 160.518 RSMo.).

**Missouri Assessment Program – Alternate (MAP-A)**

An alternate assessment used by the lowest one to two percent of the population that would not be capable of completing the regular MAP assessments.

**Missouri Association of Colleges for Teacher Education (MACTE)**

The official state organization for the professional education programs at institutions of higher education in Missouri.

**Missouri Option Program (GED Option)**

A program designed to target at-risk students, 17 years of age or older, who have the capability to complete Missouri high school graduation requirements, but for a variety of reasons, lack the credits needed to graduate with their cohort class and are at risk of leaving school without a high school diploma. School districts approved to participate in the GED Option Program receive average daily attendance funds for the participating students. When GED Option students obtain passing scores on the GED® Tests and complete all district graduation requirements, they are granted a high school diploma.

**Missouri School Improvement Program (MSIP)**

The program through which Missouri accredits its school districts and encourages school improvement.

**Missouri Standards for Teacher Education Programs (MoSTEP)**

A set of standards for the evaluation and approval of teacher education programs at Missouri colleges and universities. MoSTEP combines elements adapted from the model standards developed by the Interstate New Teacher Assessment and Support Consortium (INTASC) and the National Council for Accreditation of Teacher Education (NCATE), as well as knowledge and skill competencies identified by professional educators in Missouri.

**Missouri State High School Activities Association (MSHSAA)**

The voluntary organization in Missouri which regulates and conducts interscholastic competitions in athletics, music, speech and debate.

**Missouri Workforce Investment Board (MoWIB)**

The state governing body for the Workforce Investment Act, similar to the local Workforce Investment Boards.

**National Assessment of Educational Progress (NAEP)**

Only nationally representative and continuous assessment of what America's students know and can do in various subject areas. It is commonly known as the nation's report card.

**National Center for Education Statistics (NCES)**

The primary federal entity for collecting and analyzing data related to education.

**Office for Civil Rights (OCR)**

A federal office that oversees regulation and implementation of Title IX of the Education Amendments of 1964; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990.

**Parents as Teachers (PAT)**

The program of parent education originally developed and now implemented statewide under the authority of the Early Childhood Development Act of 1984.

**Performance-based Teacher Evaluation (PBTE)**

An evaluation instrument designed to measure the teacher's knowledge of effective teaching techniques so that students can achieve at higher levels.

**Performance-based Assessment**

An assessment designed to evaluate not only what students know, but also how effectively they can use their knowledge to understand and solve problems comparable to those encountered in everyday life.

**Personal Plan of Study (PPOS)**

A student's scope and sequence of coursework and co-curricular experiences based on chosen educational and career goals; relies on the school's implementation of a Program of Study.

**Personal Service Expenditures**

Salaries or wages paid to employees for performance of their duties.

**PRAXIS II**

The series of examinations developed by the Educational Testing Service (ETS) to replace the National Teachers Examination (NTE) which are required in many states, including Missouri, for teacher certification.

**Regional Professional Development Centers (RPDCs)**

The RPDCs were established by the Department of Elementary and Secondary Education to provide services that meet the needs of teachers, administrators and school districts. Their common mission is to build the capacity of educators and schools to maximize student performance through high quality professional development.

**Rehabilitation Act of 1973**

The federal legislation that authorizes the formula grant programs of vocational rehabilitation, supported employment, independent living, and client assistance. The act prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment and in the employment practices of federal contractors.

**Rehabilitation Services Administration (RSA)**

Oversees grant programs that help individuals with physical or mental disabilities to obtain employment and live more independently. The Title I formula grant program provides funds to state vocational rehabilitation agencies to provide employment-related services for individuals with disabilities, giving priority to individuals who are significantly disabled.

**Rubric**

Scoring guidelines used to make an evaluation process more objective and to ensure greater consistency in this process over time. Rubrics, either explicitly or implicitly, embody evaluation criteria.

**Show-Me Standards**

A set of 33 knowledge (content) standards that identify what Missouri high school graduates should know and 40 performance (process) standards that identify what Missouri high school graduates should be able to do.

**Social Security Administration (SSA)**

A federal government program that administers Social Security, a social insurance program consisting of retirement, disability and survivors' benefits.

**State Education Agency (SEA)**

The federal term for the state agency with primary responsibility for elementary and secondary education in a state (in Missouri, the Department of Elementary and Secondary Education).

### **State Rehabilitation Council (SRC)**

An advisory council whose purpose is to review, analyze and advise the Vocational Rehabilitation program regarding its performance on such issues as eligibility, services provided to consumers and any other functions affecting individuals with disabilities.

### **State Transportation Aid**

Any school district which makes provisions for transporting pupils as provided in section 162.621, RSMo, and sections 167.231 and 167.241, RSMo, shall receive state aid for the ensuing year for such transportation on the basis of the cost of pupil transportation services provided the current year. A district shall receive, pursuant to section 163.031, an amount not greater than 75% of the allowable costs of providing pupil transportation services to and from school and to and from public accredited career education courses.

### **Statewide Advantage for Missouri (SAM II)**

The accounting, procurement, human resources, and budget system which is in the process of being implemented in the state.

### **Statewide Independent Living Council (SILC)**

As outlined in the Rehabilitation Act as amended in 1992, the SILC is a governor-appointed entity which will jointly develop and submit (in conjunction with the designated state unit) the State plan required; monitor, review and evaluate the implementation of the State plan; coordinate the activities with the State Rehabilitation Advisory Council; ensure that all regularly scheduled meetings for the Council are open to the public and sufficient advance notice is provided; and, submit reports as needed.

### **Student Mobility**

Percentage of students who change schools during the year (calculated by dividing the number of student school changes by the student enrollment at the beginning of the year).

### **Supplanting**

The practice of using federal or state categorical program funds in a manner which replaces state or local funds which would otherwise have been available – a practice usually prohibited.

### **Supplemental Appropriation**

Circumstances may require that an agency request a supplemental appropriation for the current year budget period. Typically, supplemental appropriation requests are broken into two types.

1) A situation where the public peace, health or safety is threatened, and additional funds will be critical

if the state is to meet its responsibilities. An example would be if a state school burned and needed immediate repair.

2) Providing funds for unanticipated inflation, workload increases, changes in federal law, implementation of legislation and other items not critical to the public peace, health and welfare which a department believes is necessary to meet its responsibilities. An example would be the increase in per diem for Sheltered Workshops resulting from legislation passed in the prior fiscal year.

### **Title IX of the Educational Amendments of 1972 (Title IX)**

Federal law that bars discrimination based upon gender under any program or activities receiving funds from the U.S. Department of Education.

### **Title VI of the Civil Rights Act of 1964 (Title VI)**

Bars discrimination based on race or color under any program or activity receiving funds from the U.S. Department of Education.

### **United State Department of Education (USDOE)**

The federal education agency. Its responsibilities include higher education and student financial aid programs, as well as programs associated with elementary and secondary education.

### **Vocational Rehabilitation (VR)**

A program supported by 78.7% federal and 21.3% state funds that helps individuals with disabilities prepare for, obtain and maintain employment.