

DEFINITIONS

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative staff

Employees referenced in Schedules “DA”, “SP”, “TPS”, “OP”, “CS”, “LM”, and “ED”.

Administrative Procedure

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

Depending upon the context agreement shall mean either a collectively negotiated contract with a recognized bargaining unit or a written agreement with a contractor.

Board

The School Board of Martin County, Florida.

Bylaw

Policy of the Board for its own governance.

Chair

The Chair of the Board. (see Bylaw 0163)

Compulsory School Age

All children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, except as otherwise provided in Florida Statutes, are required to attend school regularly during the entire school term. F.S. 1003.21

County Superintendent of Public Instruction

a.k.a. Superintendent

District

Martin County Public Schools

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Full Board

Authorized number of voting members entitled to govern the District.

Major Tangible Personal School Property

Any tangible personal property, of a nonconsumable nature, owned by the Board which has a capitalized value equal to or greater than the value defined in Florida Statutes and a normal life expectancy of one (1) year or more. F.S. 274

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. All meetings shall comply with Florida laws. (Sunshine Laws)

Minor Tangible Personal School Property

Those items which are tangible, of a nonconsumable nature, with a life expectancy of one (1) year or more and with a value less than that amount defined in Florida Statutes. F.S. 274

Parent/Guardian

Parent means a parent of a student and includes a natural parent, guardian, or an individual acting pursuant to a court order, or as otherwise provided by the IDEA as amended, 20 U.S.C. 1401. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement by the governing body which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Principal

The principal shall be the administrative and supervisory head of the school to which assigned by the Board and shall be responsible for the enforcement of all Board regulations and Florida Statutes which pertain to the office.

References to the principal shall include his/her designee, where appropriate.

Professional Staff

Professional staff means any K-12 staff member whose function includes the provision of direct instructional services to students. Included in this classification of professional staff are the following K-12 personnel: classroom teachers, student personnel services, librarians/media specialists and other instructional staff.

Property

All buildings, grounds, and other real or personal school property belonging to, held by, or used by the Board shall be termed to be school property.

Real Property

That portion which is used as a site or school plant for purposes of carrying out the school program. This includes any equipment which is permanently attached to or is an integral part of the building or site.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Rule

As used in this document, the term “rule” and “policy” shall have the same definition.

School Property Custodian

The custodian of school property is the person to whom responsibility for the custody of property under his/her control has been delegated by the Superintendent or the Board. This is not to be confused with the building custodian who is responsible for cleaning and maintaining the building and grounds.

Shall

This word is used when an action by the Board or its designee is required. (The words “will” or “must” also signify a required action.)

Statutory and Code Notations

Citations to Florida Statutes are noted as F.S.

Citations to rules of the State Board of Education are noted as F.A.C. (Florida Administrative Code).

Citations to the Federal Register are noted as F.R.

Citations to the Code of Federal Regulations are noted as C.F.R.

Citations to the United States Code are noted as U.S.C.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The Superintendent is the chief executive officer of the District. In policy, this implies delegation of responsibilities to appropriate staff members.

Support Staff

Educational support staff means any person employed by the District as a teacher assistant, education paraprofessional, a member of the transportation department, a member of the operations department, a member of the maintenance department, a member of food service, a secretary, or a clerical employee, or any other person who by virtue of his/her position of employment is not required to be certified by DOE or the District pursuant to F.S. 1012.39. This definition applies to all employees who are not temporary or casual and whose duties require twenty (20) or more hours in each normal working week.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

Vice-Chair

The Vice-Chair of the Board.

Work Session or Work Shop

A meeting called by the Board Chair, Superintendent, or a majority of the Board for the purpose of exploring matters that constitute the business of the District.

The purpose of such sessions shall be investigative in nature and no formal votes shall be taken.

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