

## **Glossary of Acronyms and Terms of Catholic Education**

<b>501c3:</b>	Non-Profit Corporation
<b>AAA:</b>	Archbishop's Annual Appeal
<b>ADA:</b>	American Disability Act – See Appendix 2 – 2130.1
<b>ADH:</b>	Archdiocese of Hartford
<b>ADHS:</b>	Archdiocesan High Schools
<b>AHERA:</b>	Asbestos Hazard Emergency Response Act
<b>ASB:</b>	Archdiocesan School Board
<b>BBP's:</b>	Bloodborne Pathogens
<b>CBC:</b>	Criminal Background Check
<b>CPA:</b>	Certified Public Accountant
<b>CRA:</b>	Criterion Referenced Assessment
<b>CSSP:</b>	Catholic School Support Program
<b>DCF:</b>	Department of Children and Families
<b>ECHS:</b>	East Catholic High School
<b>EE:</b>	Employee
<b>FACS:</b>	Foundation for the Advancement of Catholic Schools
<b>FMLA:</b>	Family and Medical Leave Act
<b>HOPES:</b>	Help Our Parish Elementary Schools
<b>IEP's:</b>	Individual Education Plans
<b>ITBS:</b>	Iowa Test of Basic Skills
<b>K of C:</b>	Knights of Columbus
<b>NAESP:</b>	National Association of Elementary School Principals

<b>NEASC:</b>	New England Association of Schools and Colleges
<b>NCEA:</b>	The National Catholic Educational Association
<b>NCES:</b>	National Center for Education Studies
<b>NCLB:</b>	No Child Left Behind – E-Rate and Title Programs under the NCLB Act
<b>NRS:</b>	Norm Referenced Assessment
<b>NWCHS:</b>	Northwest Catholic High School
<b>OCS:</b>	Office of Catholic Schools
<b>ORE:</b>	Office of Religious Education
<b>OUA:</b>	Office of Urban Affairs
<b>PACE:</b>	Principals’ Advisory Council of Elementary (Schools)
<b>PDP:</b>	Individual Professional Development Plan
<b>PLC:</b>	Professional Learning Community
<b>PSSP:</b>	Private School Service Plans
<b>RIF:</b>	Reduction in Force
<b>SAT:</b>	Student Assistance Team
<b>SAT<sup>®</sup>:</b>	Standardized Achievement Test
<b>SENDA:</b>	Special Education Needs and Disability Act
<b>SEVIS:</b>	Student and Exchange Visitor Information Systems
<b>SHHS:</b>	Sacred Heart High School
<b>SPCHS:</b>	St. Paul Catholic High School
<b>USCCB:</b>	United States Conference of Catholic Bishops

**Accrual Accounting:** Recording all transactions applicable to a school year whether or not the actual cash for these transactions has been actually received or expended. Through the use of such accounts as accounts receivable, accounts payable, prepaid tuition, deferred tuition, etc. these transactions are recorded on a school’s books.

**Ad hoc Committee:** A temporary committee or task force established to address a specific issue.

**Administrator:** May include one or all of the following: Pastor, President, Chief Administrator, Principal, Dean, Vice Principal, or Assistant Principal.

**Advancement:** Advancement promotes and extends the school's mission, vision, and priorities into transforming realities. Advancement operations, including communications, marketing, constituent relations, volunteer management, board governance, strategic planning, stewardship, enrollment management, special events, annual fund, major gifts, capital campaigns and planned giving, all work together to secure the viability and sustainability of our schools.

**Advisory Board:** A body that participates in the policy-making process by formulating, adapting, and recommending policy to the person with authority to enact it. The authority is not bound by the board's advice.

**Agenda:** An outline of what will be discussed at a meeting; provides structure and focus for a meeting.

**Archdiocesan High School:** A school owned and financed in some manner by the Archdiocese.

**Articles of Incorporation:** A legal document that creates a corporation, normally filed with an appropriate state agency.

**Assessment** of student learning is a participatory, interactive process that:

- Provides data/information that a teacher needs regarding students' learning
- Engages teachers and others in analyzing and using this data/information to confirm and improve teaching and learning
- Produces evidence that students are learning the outcomes you intended
- Guides teachers and administrators in making educational and institutional improvements
- Evaluates whether changes made improve/impact student learning, and documents the learning and school-wide efforts.

**Authentic Assessment:** Examines a student's collective abilities; presents students with real-world challenges that require them to apply their relevant skills and knowledge. Basic elements of authentic assessment: requires students to develop responses rather than select from predetermined options, elicits higher order thinking in addition to basic skills, directly evaluates holistic projects, synthesizes with classroom instruction, uses samples of student work (portfolios) collected over an extended time period, stems from clear criteria made known to students, allows for the possibility of multiple human judgments, relates more closely to classroom learning, teaches students to evaluate their own work.

**Authentic Learning:** Allows students to explore, discover, discuss, and meaningfully construct concepts and relationships in contexts that involve real-world problems and projects that are relevant and interesting to the learner.

**Board:** A governing body whose members are selected or elected to participate in decision-making.

**Bylaws:** Rules adopted by an organization to govern its operation.

**Canon Law:** The official body of laws of the Roman Catholic Church. All organizations in the Roman Catholic Church must function in accordance with this code. A systematic arrangement of the laws of the church occurred under Pope Benedict XV, resulting in the Code of Canon Law. Pope John Paul II promulgated a new code in 1983.

**Catholic Identity:** The quality that identifies the religious dimension of the school as distinctively Roman Catholic reflected in the curriculum, environment, traditions, and relationships of the school.

**Catholic School:** “That school is considered to be Catholic which ecclesiastical authority or a public ecclesiastical juridic person supervises or which ecclesiastical authority recognizes as such by means of a written document.” (Canon 803.1)

**Classroom Assessment:** A simple method a teacher can use to collect feedback, early and often, on how well their students are learning what they are being taught; provides teachers and students with information and insights needed to improve teaching effectiveness and learning quality. Teachers gather data from formative assessment to inform adjustments in their teaching. The data is also used to share feedback with students, using it to help them improve their learning strategies and study habits in order to become more independent, successful learners.

**Committee:** A subgroup organized and delegated to consider, investigate, take action, report on, or otherwise assist with specific tasks or aspects of the work.

**Compilation Report:** A report prepared by a Certified Public Accountant (CPA) after reviewing a school’s books and records. It is the lowest level of formal reporting a CPA can do. The next highest is referred to as a “Review” and the highest is an “Audit”.

**Consensus:** A model of decision-making to arrive at a conclusion that all members can agree to or support.

**Constitution:** The founding document of an organization that establishes and defines mission, structure, and process.

**Consultative Board:** A body that participates in the policy-making process by formulating, adapting, and recommending policy to the person with authority to enact it. The person with authority is required to consult the board before making decisions in designated areas, but is not bound by the board’s advice.

**Criterion Referenced Assessment:** An assessment that measures how well a student has learned a specific body of knowledge and skills. The goal is typically to have every student attain a passing mark, to demonstrate mastery of given objectives; not to compare students to each other.

**Differentiating Instruction:** To differentiate instruction is to recognize students varying background knowledge, readiness, language, preferences in learning, interests, and to react responsively. Differentiated instruction is a process to approach teaching and learning for

students of differing abilities in the same class. The intent of differentiating instruction is to maximize each student's growth and individual success by meeting each student where he or she is, and assisting in the learning process. "Differentiating instruction is not an instructional strategy. It is not what a teacher does when he or she has time. It is a way of thinking about teaching and learning. It is a philosophy." (Tomlinson, 2000)

**Diocese:** A portion of the people of God that is entrusted by the Roman Catholic Church for pastoral care to a bishop with the cooperation of the priests.

**Educational Technology:** The incorporation of Internet and other instructional technologies into the learning experience.

**Enabling Outcomes:** Outcomes/Skills that will *enable* successful mastery of student objective

**Ex officio:** A person serving on a board due to his or her position rather than through election or selection.

**Executive Committee:** A committee that has specific powers outlined in the bylaws, which allow it to act on the board's behalf when a full board meeting is not possible or when the full board delegates a task.

**Executive Session:** A closed meeting which only members of the board may attend.

**Formative assessment** - Generally carried out throughout a course or project; is used to aid learning; might be a teacher or the learner, providing feedback on a student's work, and would not necessarily be used for grading purposes; referred to as assessment *for* learning.

**Governance:** A process to exert authoritative direction or control.

**Grade:** The letter reported at the end of a period of time as a summary statement of student performance.

**Instructional Technology:** The use of technology as a teaching tool to support the learning process and improve student learning. In addition to computers and computer software, instructional technologies are not limited to computers in the classroom. Instructional technology describes all tools that are used for teaching and learning such as: cameras, CD players, PDA's, GPS devices, computer-based probes, calculators and electronic tools yet to be discovered.

**Iowa Test of Basic Skills (ITBS):** The ITBS is a norm-referenced assessment that measures student achievement in the academic areas of reading (including vocabulary, word analysis, reading comprehension, and listening) language, mathematics, social studies, and science.

**Juridic Person:** "In the Church, besides physical persons, there are also juridic persons, that is, subjects in canon law of obligations and rights which correspond to their nature." (Canon 113 §2)

**Learning Objective:** The teacher derived objective that supports the standard-aligned student objective

**Limited Jurisdiction Board:** A body that participates in the policy making process by formulating, adapting, and enacting policy. The board has been delegated final authority to enact policy regarding certain areas of institutional operation, although its jurisdiction is limited to those areas of operation that have been delegated to it by the constitution and/or bylaws, and approved by the delegating church authority.

**Mark:** The number, letter, or words placed on any single student assessment (test, performance task, etc.)

**Mission Effectiveness:** An assessment of an organization's ability to live out its mission through its planning and programming.

**Norm Referenced Assessment:** An assessment in which an individual or group's performance is compared with a larger group. Usually, the larger group is representative of a cross-section of all students in the United States. (*Ed Source*)

**Professional Learning Community:** A collegial group of administrators and school staff who are united in their commitment to student learning. They share a vision, work and learn collaboratively, visit and review other classrooms, and participate in decision-making (Hord, 1997b). The benefits to the staff and students include a reduced isolation of teachers, better informed and committed teachers, and academic gains for students. Hord (1997b) notes, "As an organizational arrangement, the professional learning community is seen as a powerful staff-development approach and a potent strategy for school change and improvement."

**Parish:** "A parish is a certain community of the Christian faithful stably constituted in a particular church, whose pastoral care is entrusted to a pastor as its proper pastor under the authority of the diocesan bishop." (Canon 515. §1)

**Parish School:** A school operated and financed by a particular parish corporation.

**Pastor:** "The pastor is the proper pastor of the parish entrusted to him, exercising pastoral care of the community committed to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of teaching, sanctifying and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law." (Canon 519)

**Performance Assessment:** A measure of assessment based on authentic tasks such as activities, exercises, or problems that require students to show what they can do.

**Policy:** A policy is a deliberate plan of action used to guide decisions and achieve rational outcomes.

**Pre-School:** Three and/or four year old programs

**Private Catholic School:** A school owned, operated, and financed by a religious community or by a board of trustees.

**Procedure** is the process for carrying out the policy.

**Promulgate:** To put into action or force; to publicly declare or officially make known.

**QuickBooks:** Accounting software used to record the financial transactions of a school.

**Quorum:** A minimum number of people required at a meeting in order for business to be conducted.

**Robert's Rules of Order:** A parliamentary procedure used to conduct meetings that allows everyone to be heard and decisions to be made in an orderly way.

**Rubric:** A form of authentic assessment used to measure students' work; a scoring guide that seeks to evaluate a student's performance based on the sum of a full range of criteria rather than a single numerical score, a working guide for students and teachers usually handed out **before** the assignment begins in order to get students to think about the criteria on which their work will be judged.

**Student Assistance Team:** A team consisting of school members, a parent, and the students when appropriate, to provide a positive, problem-solving intervention process.

**Standardized Achievement Test (SAT<sup>®</sup>):** Also known as the SAT Reasoning Test (formerly called the 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. (*Ed-Data: Education Data Partnership*)

**Secondary School:** Grades 9 – 12

**Standards:** Statements of what students should know and be able to do; that level of knowledge or skill we expect students to reach in a specific subject matter.

**Standards-based Lesson Plan:** Teacher lesson plan that links specific standard(s) with learning objective (what will be taught), enabling outcome (how it will be taught), and assessment (how you know students got it)

**Strategic Planning:** A process by which an organization analyzes its strengths, weaknesses, opportunities, and threats; envisions a desired future; and lays out the necessary steps to attain that future.

**Student Objective:** Primary task student must master; directly aligned with standard/goal

**Subsidiarity:** A principle of the Catholic Church that calls for decisions generally to be made at the lowest appropriate level.

**Summative Assessment:** Generally carried out at the end of a course or project; typically used to assign students a course grade; referred to as assessment of learning

**Superintendent of Catholic Schools:** The person delegated by the Archbishop to fulfill certain administrative responsibilities over the schools in a territory or arch/diocese. The extent of the responsibilities is determined by the mandate of the Archbishop.

**Transcripts:** Official student academic record