

REVISED BYLAW - VOL. 28, NO. 1

DEFINITIONS

As used in the School Board's bylaws and policies and the ~~Superintendent~~ Executive Director's administrative guidelines, the following terms shall have the meaning set forth below:

**Administrative Guideline**

A written statement adopted and approved by the ~~Superintendent~~ Executive Director which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

**Board**

The Board of School Trustees (or Education), which is the governing body of the Corporation as defined in I.C. 20-18-2-5.

**Bylaw**

A rule of the Board for its own governance adopted by a Board vote at a meeting.

**Certificated Employee**

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Division of Professional Standards of the Indiana Department of Education.

**Classified Employee**

A non-certificated employee as defined in these definitions. Synonymous with "support" and "non-professional."

**Corporation**

The Central Nine Career Center. [Insert name of Corporation.]

**Due Process**

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

**Full Board**

All members of the Board.

**May**

A statement providing that an action is permitted but not required.

**Meeting**

A gathering of the majority of the members of the Board for the purpose of taking "official action" on "public business" of the Corporation. See Indiana Code 5-14-1.5-2(c), (d), and (e).

**Non-Certificated Employee**

An employee of the Board employed in a position that does not require a permit or license issued by the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-11. Synonymous with "classified employee" and "support employee".

**Official Action**

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5-14-1.5-2(d).

**Parent**

The natural or adoptive parent(s) or the party designated by a court as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court terminates or otherwise limits parental rights.

## Policy

A general, written statement approved by the Board 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.

## President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0170).

## ~~Principal~~ Executive Director

A professional employee who is assigned to be the educational leader and head administrator of ~~one or more Corporation schools~~ the Career Center. The term is synonymous with the building administrator in charge of a facility. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Vice Principal" or "Assistant Principal" means an administrator assisting a ~~Principal~~ the Executive Director with the performance of all or a portion of the duties assigned to the Principal.

## Professional Employee or Professional Staff Member

An employee of the Board in a position that requires a license or permit from the Division of Professional Standards of the Indiana Department of Education. See Indiana Code 20-29-2-4. The term includes teachers, and all administrators in positions requiring a license or permit from the Department of Professional Standards of the Indiana Department of Education. Synonymous with "certificated employee."

## Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

**Relative**

The mother, father, sister, brother, spouse, child, parent of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

**Secretary**

An officer of the Board of School Trustees (or Education) responsible for preparation of minutes of Board meetings and custody of the Records of the Board (see Bylaw 0170).

**Shall**

Expressing non-discretionary required action or action, synonymous with "will" or "must".

**Student**

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

**~~Superintendent~~Executive Director**

The chief executive officer of the Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

**Support Employee**

A non-certificated employee as the term is used in Indiana Code 20-29-2-11, and as defined in these definitions.

**Teacher**

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a ~~superintendent~~Executive Director who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-28-2-22

### Vice-President

The Vice-President of the Board of School Trustees ~~(or Education)~~  
(see Bylaw 0170).

### Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

## Using Citations to Indiana and Federal Statutes, Rules and Cases

### Citations to Indiana Law, Rules and Court Decisions

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC" or "I.A.C.") are prefaced by a title and followed by an article, rule, and section number. So 511 I.A.C. 6-5-1 identifies title 511, article 6, rule 5, section 1.

Citations to Indiana cases begin with a citation to a volume and page in Thompson West Northeast Reporter Series. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the Northeast Reporter, Second Series. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

### Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code ("USC" or "U.S.C.") are preceded by a title number and followed by a section number. So 20 USC 1232g refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations ("C.F.R." or "CFR") are identified by a citation similar to the Indiana Administrative Code. The citation to the title precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are reported in the Federal Supplement as "F. Supp." followed by the series number, such as "F. Supp.2d" for the second series of the Federal Supplement. Appellate decisions are published in the Federal Reporter, which is now in its third series. Citations in both the Federal Supplement and the Federal Reporter follow the same format. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7<sup>th</sup> Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500. The (7<sup>th</sup> Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.