

Policy 001 – Definitions

Proposed revision effective upon passage

1st reading July 11, 2019

2nd reading

3rd reading

Statutory authority

Administrative Guidelines

(none)

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

Administrative Guideline

A written statement, based on policy, 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.

Athletic Director

A person employed by a county board who is responsible for planning, management, operation and evaluation of the athletic program for the school or schools to which s/he is assigned.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Central Office Administrator

A professional educator employee who implements or supervises one (1) or more aspects of the County's program and who meets the certification and/or licensing requirements of the State.

Classroom Teacher

A professional educator has the direct instructional or counseling relationship with students and spending the majority of his/her time in this capacity.

Compulsory School Age

Compulsory school attendance shall begin with the school year in which the 6th birthday is reached prior to the first day of July or upon enrolling in a publicly supported kindergarten program and continuing to the seventeenth birthday. There are certain statutory exemptions to compulsory attendance set out in WV Code 18-8-1.

County

A political subdivision of the State of West Virginia. The word "county" may be used in conjunction with the words "school system", "Board of Education" or "Superintendent" to specify the particular entity to which a reference is made.

District

Interchangeable with “County.”

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.

Information Resources

Any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Instructional Resources

Print materials, electronic resources and/or combinations of such which convey information to the student.

Long-Term Substitute

A substitute employee who fills a vacant position that the Superintendent expects to extend for at least thirty (30) consecutive days and is either: (1) listed in the job posting as a long-term substitute position of over thirty (30) days; or (2) listed in a job posting as a regular, full-time position and (a) is not filled by a regular, full-time employee; and (b) is filled by a substitute employee.

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 at least a quorum and is open to all of the members of the Board, where deliberation toward a decision regarding the business of the Board is had or where such decision or action is made.

Other Professional Employee

A person from a profession other than teaching who is properly licensed and is employed to serve the public schools and includes a registered nurse, licensed by the West Virginia board of examiners for registered professional nurses and employed by a county board of education.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing 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 president of the Board of Education.

Principal

The professional educator who as an agent of the Board has responsibility for the supervision, management and control of a school or schools. The major responsibility shall be the general supervision of the school(s) and all school activities involving students, teachers and other school personnel.

Professional Educator

A teacher, supervisor, principal, Superintendent or public school librarian; registered professional nurse and employed by a county board, who has, at least, a baccalaureate degree from a nursing program; and includes technology integration specialists or any other person regularly employed for instructional purposes in a public school in this State.

Professional Personnel

Persons who meet the certification and/or licensing requirements of the state and includes the professional educator and other professional employees.

Professional Instructional Personnel

A professional educator whose regular duty is as that of a classroom teacher, librarian, attendance director or school psychologist. A professional educator having both instructional and administrative or other duties shall be included as professional instructional personnel for that ratio of the school day for which s/he is assigned and serves on a regular full-time basis in appropriate instruction, library, attendance, or psychologist duties.

Professional Student Support Personnel

~~Teachers who are assigned and serve on a regular full-time basis as a properly licensed counselor or school nurse with a bachelor's degree who is licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Professional Student Support Personnel shall be considered as professional educators except in determining the allowance for professional educators. They will be included in the calculation of the foundation allowance for current expense, substitute employees, and faculty senates. WV Code 18-9A-2(f); 18-9A-9. School counselors, school nurses who are registered nurses, and those professional personnel assigned to provide direct social and emotional support to students and / or to address chronic absenteeism.~~

Regular Employee

Any person employed by a county board who has a regular position or job throughout his/her employment term, without regard to hours or method of pay.

School Personnel

All personnel employed by the Board of Education.

Secretary

The Superintendent of the Board of Education.

Service Personnel

An employee who serves the school or schools in a nonprofessional capacity, including such areas as secretarial, custodial, maintenance, transportation, food service and as aides.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

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

Superintendent

The chief executive officer of the School System and Secretary to the Board.

Teacher

A teacher, supervisor, principal, Superintendent, public school librarian; or any other person regularly employed for instructional purposes.

Technology Resources

Computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief fiscal officer of the Board of Education.

Vice-President

The vice-president of the Board of Education.

Citations to West Virginia Statute are noted as WV Code or Code of West Virginia. Citations to Rules of the West Virginia Board of Education are noted as C.S.R. or (Code of State Regulations, or WV State Board of Education policy. Citations to the Federal Register are noted as FR; to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C. or U.S.C.A.