



## AP 0 - 04 Glossary and Standard Terms

<b>Related Policies:</b>	<b>Initial Approval:</b> 2012 August 31
<b>Related Procedures:</b>	<b>Last Amended:</b> 2020 February 07
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2020 February 07

### PURPOSE

To ensure that standard terms used in policies, administrative procedures, handbooks and other documents are clearly defined.

### SCOPE

This procedure applies to all staff developing documents for the Division.

### PROCEDURES

The following is a glossary of terms often used in policies, administrative procedures and handbooks. This list is not intended to be exhaustive.

*Board* – Chinook's Edge School Division Board of Trustees

*Corporate Secretary* – the person appointed and employed as the secretary of the Division pursuant to Section 68 of the *Education Act*

*Division* – is the only way Chinook's Edge School Division may be referred to in documents.

*Parent* – the person or legal guardian of a student

*Principal* – a teacher designated as a principal or acting principal

*School* – any school in the Division

*School Administration* – Principal or Vice-Principal of a School

*School Council* – as established under section 55 of the *Education Act*

*Students* – all students registered in a School within the Division

*Superintendent* – the Superintendent of the Division or a person designated to act on the Superintendent's behalf

*Support Staff* – all staff except the Superintendent, Associate Superintendents, teachers, department heads and Directors.

*Teacher* – an individual, employed by the Board, who holds a certificate of qualification as a teacher under the *Education Act*

*Treasurer* – the person appointed and employed as the Treasurer of the Division pursuant to Section 68 of the *Education Act*

*Trustee* – member of the Board

### REFERENCE AND LINKS

*Education Act*

**HISTORY**

2012 August	Legal review
2019 Dec 15	Reviewed
2020 Feb 07	Revised