

Glossary of Terms Inter-Lakes School District

Term	Description
Academic Support	A program that employs two instructional aides to assist students in organizing and completing their schoolwork. Students who need assistance or structured time in order to succeed in classes are scheduled into academic support for one period during the school day.
Area Leaders	Teachers who are paid a stipend to assist in leadership and decision-making. Area leaders attend a weekly meeting where issues and concerns are discussed and addressed. Other duties include coordinating budgets, coordinating the program of studies changes, assisting with the scheduling process, running monthly department meetings and analyzing assessment data for the purpose of improving curriculum and instruction.
Athletics	The district provides for athletics-related coaching positions. For example: Athletic Director, Varsity Boys Basketball, etc.
AYP (Adequate Yearly Progress)	Accountability is central to the success of the <i>No Child Left Behind Act</i> - under the NCLBA, each State establishes a definition of "adequate yearly progress" (AYP) to use each year to determine student achievement and areas of school improvement.
Behavioral Specialists	Some of our students need extra support to manage their emotions and ability to function productively in the regular classroom setting. These specialists can assist the classroom teacher in being able to proceed with lessons with the large group by providing intervention strategies for the student who is having a difficult time on any given day.
Best Schools Leadership Initiative	A systematic process for shared decision-making in which administrators, teachers, community representatives, and in some cases even students meet with a facilitator to explore strategies for continuous process improvement. Our team developed our district-wide assessment plan as part of Focus Area A of the Strategic Plan. This work is comprehensive and reaches through curriculum, instruction and assessment.
Bilingual Education	See ESOL below.
Building Technology Assistants	ILES, ILMT and ILHS have BUILDING TECHNOLOGY ASSISTANTS who are available to help trouble-shoot hardware and software issues, and to provide "just in time" training support to help teachers learn new applications, such as grading programs. This is a stipend position, filled by an employee in each location with technology expertise, who may also be hired as a teacher, specialist, administrative assistant or paraeducator.
Buildings and Grounds Supervisor	This administrator is responsible for the custodians and maintenance workers and oversees all responsibilities pertaining the upkeep of district property.
Co-Curricular	The district provides for co-curricular positions including Destination Imagination, Math Club, Honor Society, Senior Class Advisor, etc.
Contracted Services	Services are contracted with the district for a variety of reasons. These generally include specialized services that would be inefficient for the district to handle from within. Examples of these services include Psychological services, snow plowing, bus transportation, Behavioral experts and legal experts.
Curriculum	All the courses of study offered by the Inter-Lakes School District. Specific skills and concepts for each course of study are found in the topic outlines and course outlines.
Curriculum Coordinator	This is an administrative position for the district. The Curriculum Coordinator oversees the instructional programs throughout the district, coordinates professional development activities, and works closely with staff on improving the quality of teaching and learning.

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Curriculum Development Cycle	In order to stay current and aligned with state and national standards, the district adopted a schedule, or cycle, of when the curriculum for each subject will be reviewed/ revised. The schedule outlines a 7-year cycle of revision. Math will be reviewed during the 04-05 school year.
Custodian	These people perform the daily care of the buildings and classrooms. They clean the buildings and perform light maintenance duties. They report to a head custodian, who then reports to the Buildings and Grounds Supervisor.
District Assessment Plan	In conjunction with FOCUS AREA A of the strategic plan and the Best Schools Leadership Institute, the district developed a district-wide assessment plan after three years of work. The plan directs consistency of curriculum, instruction and assessment within and across grade levels. This work is monumental in the reform that is occurring in the district. One of the products of this work is a new reporting process.
Documentation of Goals (DOG)	A form used by teachers to report goals set by students during the parent/teacher/student conference.
Early Intervention	Providing targeted instruction in reading, writing and math for students in the grades PK-3. Research shows that providing this focused effort to fortify student's basic skills will save 5-10 times the money that is spent in the program.
Education By Design (EBD)	A classroom dynamic that guides the thoughtful design of learning experiences for students. Students frequently work collaboratively to achieve desired results - as they develop knowledge and understanding, critical skills, and vital habits of mind. Approximately 70% of the Inter-lakes teachers have been trained to use EBD.
ESOL (English Speakers of Other Languages) Program (also known as ESL)	ESOL (English Speakers of Other Languages), are supported in learning English that will help them become more proficient in acquiring the skills and content knowledge in other curricular areas. Depending on their level of English proficiency, they will spend varying amounts of time in the ESOL Program; as they increase in proficiency, they will spend more time in regular classroom settings, with program support. The new federal title for this program will be ELL - English Language Learners.
EveryDay Math	EveryDay Mathematics is the researched-based mathematics curriculum that is taught in grades K-4. Some strengths of the program are the early introduction and frequent repetition of concepts and skills, as well as the emphasis on several approaches to achieve the correct answer. Games and activities both in the classroom and at home help to reinforce concepts.
Expendable Trust Funds	Through the budget process and with voter approval, the district has established two Expendable Trust Funds: one is for facilities and one is for special education costs. These funds allow the district to save money each year to be used in case of an emergency, such as a boiler replacement or a costly special education student placement.
Extended School Year	Special Education law requires us to offer an extended year program to any student who requires continual education to maintain basic skills. Our program takes place for five weeks during the summer, and is offered two or three days per week, according to need.
Facilities	There are 3 school buildings serving 4 school programs and an administrative office building which house our operations: ILES – houses PreK-4 and ½ of the Middle Tier program, grades 5-6; ILHS – houses grades 9-12 and the other ½ of the Middle Tier program, grades 7-8; Sandwich Central School – houses grades K-6; SAU #2 office in the Humiston Building.

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First Steps	Internationally recognized literacy resources and professional development, effectively linking assessment to teaching and learning. Inter-Lakes is currently implementing reading and writing. First Steps supports primary and elementary teachers in improving the literacy outcomes of their students.
First Steps Tutors	Classroom teachers, specialists and administrators who have received intensive First Steps training. Tutors lead grade level teams in their work in implementing First Steps. Tutor Courses enable participants to become familiar with the First Steps materials and strategies through hands on training sessions on the First Steps Developmental Continua and chapters from the Resource Books; conduct First Steps workshops for teachers within their school or District support individual teachers; administrators and whole school staff with the implementation of First Steps; assist schools in the use of the First Steps Parents as Partners package; facilitate school decision making processes
FTE (Full Time Equivalent)	An FTE relates to the workday of a teacher. For instance, a full-time teacher counts as 1 FTE, a 1/2 time teacher counts as .50 FTE.
IDEIA / IDEA	On December 3, 2004, the President signed into law, the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), amending the individuals with Disabilities Education Act (IDEA). Enactment of the new law strengthens the Federal effort to ensure every child with a disability has available a free appropriate public education that (1) is of high quality, and (2) is designed to achieve the high standards reflected in the No Child Left Behind Act and regulations.
IEP (Individual Education Plan)	Special Education law requires the district to hold a special ed team meeting to develop an IEP (plan) for each student who meets certain criteria. The IEP is developed by a team of district staff, the parents, consultants and parent/student advocates. The IEP document is legally binding. The district is required to abide by its terms.
Instructional Development	See Curriculum Coordinator above.
ISS (In-School Suspension)	In-School Suspension (ISS) Program – This program minimizes the effects that behavior issues have on a student's academic progress by providing a supervised environment with support for academics during a suspension. This program is available at both the middle and high school levels.
Literacy Initiative	The district continues to focus on reading and writing instruction. Use the First Steps resources, the new assessment plan and the new reporting process, the district will continue to provide the following: developmentally appropriate instruction, a comprehensive and balanced reading and writing approach, continuous student monitoring and modification of instruction, a rigorous early intervention program, clear grade level standards for student progress, high quality instructional materials, a priority for reading and writing, and continuous staff development.
Maintenance Worker	These people perform a wide-variety of jobs in order to maintain and improve upon district facilities. They report to the Buildings and Grounds Supervisor.
MMS Software	MMS Modular Management System for Schools is the information management system that is used to track student demographic information, attendance, and other vital statistics.

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NCLB (No Child Left Behind) Act	The <i>No Child Left Behind Act of 2001</i> is a landmark in education reform designed to improve student achievement. With passage of No Child Left Behind, Congress reauthorized the Elementary and Secondary Education Act (ESEA) - the principal federal law affecting education from kindergarten through high school. In amending ESEA, the new law represents an overhaul of federal efforts to support elementary and secondary education in the United States. It is built on four pillars: accountability for results; an emphasis on doing what works based on scientific research; expanded parental options; and expanded local control and flexibility.
NECAP (New England Common Assessment Program)	The New Hampshire, Rhode Island and Vermont Departments of Education have developed a common set of grade-level expectations, known as the New England Common Assessment Program Grade-Level Expectations (NECAP GLEs). The expectations were developed in response to the requirements of the federally mandated No Child Left Behind Act, 2001 to test all students, beginning in the 2005-2006 academic year, in each of grades 3-8 in mathematics and reading/language arts.
NHEIAP (New Hampshire Educational Improvement and Assessment Program)	Standardized testing developed by the State Board of Education to provide a source of information to support local school improvement efforts and to help guide decisions about curriculum, instruction, professional development, resource allocation and staffing.
OSS (Out of School Suspension)	Out of School Suspension (OSS) is sometimes the next step after a student has failed to improve his/her behavior in the In-School Suspension Program, or if the behavior is of a more serious nature. The Youth Services Bureau is the community partner that supports the OSS program.
PLATO	PLATO Learning Systems is a computer tutorial program which allows students to assess their skill level, and then work through an individually designed tutorial to remediate or advance present levels of achievement. Students are using PLATO for SAT prep as well as to learn fundamentals.
Pre-School	The District Special Education Pre-School is located at ILES. The Pre-school is for 3 and 4 year olds who are eligible for special education and related services.
Progress Report	A standards-based report card for students in grades K-6. This new report is based upon the district's Exit Outcomes and helps complete the link between curriculum, instruction and assessment. This report replaces the traditional report card.
Psychologists	An important person on the Special Education referral team is the psychologist who can do a thorough psycho-educational evaluation of the student to gain a more complete picture of his/her academic abilities and social and emotional needs. Follow-up evaluations determine the effectiveness of programming in helping students to achieve success.
Reading Recovery	Reading Recovery is a program that supports first graders who are reading below grade level by offering 20 weeks of daily intervention for 30 minutes. Students are tutored individually by a trained Reading Recovery instructor and are assessed frequently to determine whether they have achieved grade level proficiency or need to receive further services. There is a daily home reading component to practice skills.
Regular Education	This term refers to the educational services that are provided to every student. In budget terms, this is the largest portion of the budget because most of the teachers, books, supplies, equipment, etc. fall into this budget category.
Responsive Classroom	An approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day.

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Retired Employee Expenses	Provisions in the teacher's contract require the district to pay certain health insurance costs for employees who retire after 10 years of service in the district.
School-to-Work Programs	This program introduces a student to community employers that may represent a vocational interest for the student. The student may get credit for the experience and also may have the opportunity to receive compensated employment.
Special Ed 1:1 Assistant	This is a paraprofessional who, based upon an IEP, is assigned to work with a student one-on-one. For example, a student with severe emotional problems may have a one-on-one.
Special Ed Program Assistant	A paraprofessional who works within the classroom, supporting the inclusion of a special needs student into the regular classroom. This position is relative to at least one student's IEP.
Special Education Programs	All schools in the district have programs to provide specialized instruction, support and related services to educationally disable students who qualify. These programs follow state and federal regulations dictated by the Individuals with Disabilities Education Act (IDEA - B).
Strategic Plan	The district completed a strategic planning process in 2001. The plan outlines three areas of focus for the district: FOCUS AREA A - The develop a district-wide assessment plan. FOCUS AREA B: To research and promote a learning environment and academic program that best meets the needs of students in the middle grades. FOCUS AREA C: We will build unity and cohesiveness within our communities and throughout our district.
Student Assistance Program	A program providing counseling and intervention services led by a licensed drug and alcohol counselor. Services include crisis counseling, conflict mediation, anger management groups, drug and alcohol prevention and recovery groups, individual drug and alcohol assessments and referrals to outside agencies.
Technology Director	This person is responsible for designing, operating and maintaining the technology infrastructure of the district. (S)he is house in the high school building, but has responsibility for the entire district.
Technology Technicians	Information Technology would not be available to the extent that it is in our district were it not for the expert support provided by our three district-wide technicians. They research technology solutions to find competitive prices; order, configure and install all hardware and software that comes into the district; install and maintain servers to support local- and wide-area networking; provide training to users; trouble-shoot and repair broken machines; offer support to Building Tech Assistants.
Transportation: 9-12 (optional)	Bus transportation is provided as a service to students who live beyond the 2 mile "walk zone". This is not required by law for high school students.
Transportation: K-8 (required)	Bus transportation is provided for all students who live beyond the "walk zone" range (1 mile in elementary, 2 miles in middle school). This is required by law for students in K-8.
Transportation: SPED	Bus transportation is provided for all students with special needs. Wheelchair accommodations are provided as indicated by the student's Individualized Education Plan (IEP).
Vocational Education	Career-orientation education. Inter-Lakes sends students to the Hout Technical Center in Laconia and Winnisquam Regional High School in Tilton on a tuition basis.