Series 1000: Policy Overview, Mission Statement, and Definitions

1400 Definitions

1401 Definitions

The following definitions apply throughout this Policy Manual. If a word is defined within a specific Policy, the definition is intended to apply only to that specific Policy. Undefined words are intended to have their ordinary meaning.

A. Capitalized terms used in these Policies are defined as follows:

   1. "Board" means the District's Board of Education.

   2. "District" means Addison Community Schools.

   3. "MDE" means the Michigan Department of Education.

   4. "Superintendent" means the Superintendent of Schools. Where permitted by law, Superintendent also means the Superintendent's designee.

   5. "State" means the State of Michigan.

B. If an individual Policy does not define the following words differently, the definitions listed below will generally apply:

   1. "Business Day" means, regardless of capitalization, a day that the District's central office is open for business.

   2. "Year" means the District's fiscal year, July 1 to June 30.

   3. "Supervisor" means the direct or immediate supervisor of the applicable position or employee.

   4. "Employee" means a person directly employed by the Board. Policies classify employees in four categories: (1) non-exempt staff, (2) teachers and non-teaching professionals, (3) administrators and supervisors, and (4) the Superintendent.

   5. "Parent" means a student's natural or adoptive parent or legal guardian.

   6. "Personnel" means persons employed by, contracting with, or volunteering for the Board.

   7. "Policy" means a bylaw or Policy adopted by the Board.

Date adopted: October 26, 2026

Date revised:

© 2020 THRUN LAW FIRM, P.C. POLICY SERVICE