



SYLLABUS

SCHOOL LAW FOR BUSINESS MANAGERS

Instructor: Annette Bendish
Phone: 701-255-4127
E-mail: annette.bendish@ndsba.org
Class meeting date and time: April 1, 2015-May 1, 2015
Class meeting location: Online

TEXTS AND SUPPLIES

Required

North Dakota Open Meetings Manual

<http://ag.nd.gov/Manuals/OROMManuals/2013OpenMeetingsManual.pdf>

North Dakota Open Records Manual

<http://ag.nd.gov/Manuals/OROMManuals/2013OpenRecordsManual.pdf>

USEFUL WEBSITES:

NDSBA www.ndsba.org

North Dakota Legislative Council www.legis.nd.gov

North Dakota Attorney General www.ag.nd.gov

Department of Public Instruction www.dpi.state.nd.us

U.S. Department of Education www.ed.gov

Office of Civil Rights www2.ed.gov/about/offices/list/ocr/index.html

United States Code www.law.cornell.edu/uscode/text

Code of Federal Regulations www.law.cornell.edu/cfr/text

North Dakota Department of Labor www.nd.gov/labor

U.S. Department of Labor www.dol.gov

COURSE DESCRIPTION AND GOALS

School law for business managers (3 hours, 1): This course will provide a “how to” on using North Dakota Century Code, North Dakota Administrative Code, and legal resources on the U.S. Department of Education website. It will cover state and federal laws that influence services and programs required to be offered by public school districts, basic contract law, and overview of other state laws that impact school district operations (e.g., laws governing all political subdivisions).

ACADEMIC INTEGRITY

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (as defined in the NDSBMCP Student Handbook) and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against him/her, the corroborating evidence, and offer him/her an opportunity to respond.

DISABILITY SERVICES

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodations and services will be based on the individual student's disability-based need. Students with a disability need should contact alyssa.martin@ndsba.org one week prior to the class meeting date to request accommodations.

DESCRIPTION OF ASSIGNMENTS, FINAL ASSESSMENT, AND GRADING

- Reading assignments for this course are as follows. They must be completed before taking the final exam: **North Dakota Open Meetings Manual; North Dakota Open Records Manual; North Dakota Century Code Chapter 16.1-10;**
- Watch the two online lectures
- Complete the required assignment and online exam by **May 1, 2015.**
- **The final assignment for this course is worth 20 points and the final quiz is worth 20 points.**

Grades will be calculated on a **100** point scale and based on the final exam **100%**. The grading scale is as follows:

85- 100 = Mastery (M): Student has completed proficient work on all course objectives and advanced work on some objectives.

60 - 84 = Proficient (P): Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient to pass a course.

00 – 59= Developing (D): Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

LATE ASSIGNMENTS

Late tests will only be accepted in extreme circumstances as determined by the instructor on a case-by-case basis.