**Introduction to School Law Syllabus**

Instructor: Amy De Kok, Legal Counsel, NDSBA

Phone: (701) 255-4127

Email: amy.dekok@ndsba.org

Date: March 14, 2023

Location: BPS Career Academy (Multipurpose Room A)

**COURSE DESCRIPTION & GOALS**

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.

**RESOURCES**

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](http://www.ndsba.org)

North Dakota Legislative Council [www.legis.nd.gov](http://www.legis.nd.gov)

North Dakota Attorney General [www.ag.nd.gov](http://www.ag.nd.gov)

Department of Public Instruction [www.dpi.state.nd.us](http://www.dpi.state.nd.us)

U.S. Department of Education [www.ed.gov](http://www.ed.gov)

Office of Civil Rights [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

United States Code [www.law.cornell.edu/uscode/text](http://www.law.cornell.edu/uscode/text)

Code of Federal Regulations [www.law.cornell.edu/cfr/text](http://www.law.cornell.edu/cfr/text)

North Dakota Department of Labor [www.nd.gov/labor](http://www.nd.gov/labor)

U.S. Department of Labor [www.dol.gov](http://www.dol.gov)

**DESCRIPTION OF FINAL ASSIGNMENTS and EXAM**

* The following reading assignments must be completed before taking the final exam:
  + North Dakota Open Meetings Manual;
  + North Dakota Open Records Manual;
  + North Dakota Century Code Chapter 15.1-06;
  + North Dakota Century Code Chapter 15.1-07;
  + North Dakota Century Code Chapter 15.1-09;
  + North Dakota Century Code Chapter 15.1-15; and,
  + North Dakota Century Code Chapter 16.1-10.
* Complete the required assignment and online exam by May 15, 2023.

**GRADES**

Grades will be calculated on a 100point scale, 50 points for attendance and 50 points for the exam. 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.

**70 – 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 – 69** = 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.

**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 [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org) one week prior to the class meeting date to request accommodations.

**ATTENDANCE**

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance in classes is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

**LATE ASSIGNMENTS**

Late assignments will only be accepted under to extreme circumstances as determined by the instructor on a case-by-case basis. All assignments must be completed and graded by the grade reporting deadline.

**CLASS CANCELLATION**

If a course is cancelled, NDSBA will attempt to notify students via email three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date. NDSBA will inform students of the make-up arrangements for a cancelled class.