**Open Record and Meeting Laws Syllabus**

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Date: November 8th, 2023 (12:15 PM – 2:15 PM)

Location: Bismarck Career Academy

**COURSE DESCRIPTION**

This course will discuss the basics of Open Record and Meeting laws in the state of North Dakota. The focus will be on general Open Record and Meeting laws applicable to all “public entities” as outlined in the North Dakota Constitution and North Dakota Century Code, chapter 44-04, with a special emphasis on common issues with schools and school boards.

**COURSE GOALS**

Course goals include the following:

* Be able to identify key definitions applicable to Open Record and Meeting laws; i.e. what is an open meeting? open record?, etc.
* Be able to identify how to properly post notice of a regular or special meeting.
* Be able to identify the reasons for proceeding into an executive session and how to properly enter into an executive session.
* Be able to identify and avoid common open record and meeting violations.
* Be able to identify the proper protocol for responding to open record requests.

**RESOURCES**

Open Record Manual, available at:

<https://attorneygeneral.nd.gov/sites/ag/files/documents/OpenRecordsManual.pdf>

Open Meeting Manual, available at:

<https://attorneygeneral.nd.gov/sites/ag/files/documents/OpenMeetingsManual.pdf>

**DESCRIPTION OF ASSIGNMENT AND FINAL EXAM**

* Reading assignments must be completed before the class meeting on November 8, 2023. The required readings for this course are as follows: Open Record Manual and Open Meeting Manual which can be found on the North Dakota Attorney General's website by following the links above.
* The final exam for this class will be 25 question, which will be administered via online format. The instructor will provide you with guidance on this final exam during class. **Your completed exam will be due on December 10, 2023.** A completed proctor verification form must be emailed to patty.verdouw@ndsba.org.

**GRADES**

Grades will be calculated on a 100**-point** scale and based on attendance (25 points) and the final exam (75 points.) 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 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.