

**MURRAY STATE UNIVERSITY**

**DEPARTMENT: EDUCATIONAL STUDIES, LEADERSHIP & COUNSELING**

**COURSE NUMBER: ADM 627**

**CREDIT HOURS: 3**

**I. TITLE:** School Law and Finance for Teachers

**II. COURSE DESCRIPTION:** A study of the laws and finance pertaining to the teachers as they work with students, administrators, colleagues and community interest groups. (Same as EDU 627)

**III. COURSE OBJECTIVES:**

This course prepares all educators, and therefore is aligned to the Kentucky Teacher Standards (KTS), the Interstate School Leader Licensure Standards (ISLLC) and the Technology Standards for School Administrators (TSSA):

- A. An understanding of the rights of students, teachers and parents as related to the educational process. (KTS 10; ISLLC Standards V, VI; TSSA VI)
- B. An understanding of tort liability for teachers. (ISLLC Standards V, VI; TSSA VI)
- C. An understanding of the structure and function of the legal system as related to education. (KTS 10; ISLLC Standards VI; TSSA III)
- D. Describe emerging trends in legal actions related to education. (KTS 10; ISLLC Standards VI; TSSA )
- E. Describe the school-based resource allocation process. (KTS 10; ISLLC Standards I, II, III, V and VI; TSSA V, VI.)
- F. Understand the use of categorical funds to support instruction. (ISLLC Standards V, VI; TSSA V)
- G. Describe the key aspects of fiscal regulation in public schools. (ISLLC Standards III, V, VI; TSSA VI.)
- H. Describe the state-wide resource allocation process. (ISLLC Standards III, VI; TSSA V)
- I. Describe the role of the School Improvement Planning in resource allocation (ISLLV III, VI; TSSA)

Teacher Leader strands of Advocacy and Organization Change are supported.

The College of Education Conceptual Framework and theme of educator as reflective decision-maker are addressed in this course by urging graduate students to consider his/her actions as related to the rights of others.

Technology is explored from a resource perspective.

**IV. CONTENT OUTLINE:**

- I. The Legal System as Related to Education
- II. Professional Rights and Responsibilities
- III. Liability and Torts
- IV. Individual Rights of Students
- VI. Basic Principles of School-based Finance
- VII. Categorical Funds and school Improvement Planning
- VIII. Legal and Ethical Principles of Fiscal Management

**V. INSTRUCTIONAL ACTIVITIES:**

- A. Case Studies
- B. Individual and Group Projects and Presentation

**VI. FIELD AND/OR CLINICAL EXPERIENCES:**

None

**VII. RESOURCES:**

Kentucky Department of Education SBDM Resources  
Kentucky Association of School Councils SBDM Resources  
Standards and indicators for School Improvement  
Guest Speakers  
University Library  
Blackboard  
Internet  
Self-selected books

**VIII. GRADING PROCEDURES:**

- A. Course Requirements

Discussions 33.33%

Assignments 33.33%

Includes the following:

\*Freedom of Religion Professional Development

\*Analysis of SBDM Budget and Process

\*Analysis of School Improvement Resources

Case Studies

**Specific Assignment Requirements:**

**Freedom of Religion Professional Development (100pts):** As a group assignment, students will develop a professional development on the topic of student and teacher religious freedom. (ISLLC V, VI)

**Analysis of SBDM Budget and Process (100pts):** Students examine the most recent section 6/7 budget and identify significant allocations in terms of area of use. (ISLLC III, V, VI)

**Analysis of School Improvement Resources (100pts):** Students will identify how resources are allocated through the School Improvement Planning process to support student achievement.

B. Evaluation

Grades will be awarded for performance in accordance with the scale below. Students' attendance and participation will be considered when calculating the final grade.

Letter Grade	PCT Grade
A	92-100%
B	80%-91%
C	70-79%

Note: A final course grade of "C" or below does not meet MSU Graduate Program Requirements.

**IX. ATTENDANCE POLICY:**

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*.

**X. ACADEMIC HONESTY :**

Murray State University takes seriously its moral and educational obligation to maintain high ISLLC of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic ISLLC. Students are obligated to respect and abide by the basic ISLLC of personal and professional integrity.

**Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Revised Summer 2015

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost. Refer to the current *Murray State University Graduate Bulletin*.

## **XI NON-DISCRIMINATION POLICY STATEMENT:**

### Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

### Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889(TDD).