

**MURRAY STATE UNIVERSITY**

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

**COURSE PREFIX: ADM                      COURSE NUMBER: 667    CREDIT HOURS: 3**

**I.        TITLE:** Pupil Personnel Accounting

**II.        COURSE DESCRIPTION AND PREEQUISITES(S):**

The specific procedures in pupil accounting which are the responsibility of the director of pupil personnel. A study of systematized records management including some attention to machine data processing. Field research is required. **Prerequisites(s):** none

**III.        COURSE OBJECTIVES:**

As a result of taking this course, students will be able to:

- A.** Apply basic skills in working with parents, teachers, and students. (ISLLC 1, 3, 4, 5, 6; TSSA IV, VI)
- B.** Demonstrate a functional knowledge of legal measures in education, including those relating to attendance and to juveniles in general. (ISLLC 2, 3, 4, 6)
- C.** Work effectively with the juvenile system, the courts, and other governmental agencies. (ISLLC 4, 5, 6; TSSA VI)
- D.** Demonstrate knowledge of pupil accounting and the ability to organize and maintain a systematic records management and The data processing system. (ISLLC 3; TSSA III)
- E.** Coordinate the pupil personnel services for the district. (ISLLC 1, 2, 4, 5, 6; TSSA III, IV)
- F.** Identify and utilize all agencies including civic groups that can provide services for students. (ISLLC 3, 4, 5, 6; TSSA IV, VI)
- G.** Develop and implement strategies that will improve attendance and reduce dropouts. (ISLLC 1, 3, 4, 5, 6; TSSA IV, VI)
- H.** Exercise effective human relations techniques and communication skills in working with administrators, teachers, parents, and students. (ISLLC 5, 6, 3, 4; TSSA III)
- I.** Identify ways to help teachers and school officials better meet the needs of pupils, especially in the area of developing better self-concept. (ISLLC 1, 2, 3; TSSA II, III, IV)
- J.** Demonstrate knowledge of school food services and transportation services and how they relate to school attendance. (ISLLC 2, 3; TSSA IV)
- K.** Demonstrate knowledge of Kentucky law regarding school attendance. (ISLLC 5, 6 )
- L.** Demonstrate knowledge of a pupil personnel system and the subsystem of a school district. (ISLLC 3)
- M.** Demonstrate skills in the use of technology in the management of student records. (Standard 3; TSSA I, II, III, IV, V, VI)
- N.** Demonstrate knowledge relating to tuition students, non-resident students, and attendance procedures and attendance contracts with other districts. (Standard 6)
- O.** Demonstrate knowledge of current instruction programs within the district and across the state. (ISLLC 1, 2 )

- P. Demonstrate knowledge of state and local health regulations and apply them in the school. ( ISLLC 4, 5, 6 )
- Q. Demonstrate a working knowledge of current practices in alternative programs for student with special problems. (ISLLC 3, 4, 6; ISLLC II)
- R. Organize and/or supervise hospital and homebound programs for students. (Standard 4)
- S. Demonstrate knowledge in the identification of child abuse cases and cooperate with the appropriate agencies to remedy the problem. (ISLLC 4, 5, 6)
- T. Demonstrate a functional knowledge of discipline codes and safe school procedures. (ISLLC 3, 6)

The graduate student is prepared through coursework with reflection to integrate this ongoing preparation into personal and professional leadership positions and/or activities.

The themes of diversity, assessment, and closing the gap are explored through research on and consideration of the community, district and school, in the development of activities and policies that improve attendance and protect children.

#### **IV. CONTENT OUTLINE:**

1. Pupil attendance policy
2. Pupil attendance law
3. Records and data processing
4. Drop-out prevention
5. Collaboration
6. Pupil personnel systems
7. Alternative schools
8. Reporting child-abuse
9. Discipline codes

#### **V. INSTRUCTIONAL ACTIVITIES:**

The course is field experience intensive. Readings, seminars, reflective writing and case study analysis will also be used. Required activities are listed below:

1. Students will write a summary for each section and subsection of the Pupil Attendance Manual. There shall be a reflection for each section and a reflection for the document.
2. Outline all Kentucky statutes, regulations, and attorney general opinions in a spreadsheet or table format as they relate to the Director of Pupil Personnel, attendance, and truancy. Include as a minimum the following headings/columns: 1) Statute; 2) Regulations; 3) Attorney General Opinions; 4) Contact; 5) How Implemented. Develop a nonlinguistic reflection for this activity.
3. Work with your Director of Pupil Personnel or attendance clerk to prepare a student database for at least three students/families (Include at least one elementary, one middle and one high school student) who have been referred to Pupil Personnel for truancy action. Prepare the procedure that you would use for each case, contacts you would make, agencies you might use, and actions the DPP should take to solve the

- truancy problem or refer to the legal system. Explain your rationale for each situation. Develop a reflection for this activity.
4. Prepare a presentation on one of the course objectives subject to the instructor's approval. Select topics not addressed directly in the schedule. Include in your presentation four articles related to the objective. You may include guest speakers if they are available. Presentation should include a pretest. Develop a reflection for this activity.
  5. The student must make arrangements with a certified and active DPP for a field experience that consists of 15 clock hours. The student must keep a daily log of activities that describe what was accomplished; how it benefited them and/or their reaction to the activity. Be prepared to discuss your field experience during the last class period. Develop a reflection that is non-linguistic.
  6. From the list below, select five topics to study, report and present. The report will list the topic, its importance to pupil accounting, supporting statutes, regulations and policies. For each topic, develop a reflection that is non-linguistic.
    1. School and district attendance policies
    2. Kentucky Attendance Laws
    3. Non-Academic Data
    4. Child Labor Laws
    5. Calendar Procedures including a self-designed school calendar ready for KDE approval
    6. Pupil Accounting- Local, district, - work with a school attendance person, computer programs, and auditing records.
    7. Pupil Accounting- State Department of Education Reports- Growth Factor- Seek etc.
    8. Incentive Programs
    9. Site-Based Decision Making Council and Attendance
    10. Instructional Support Teams,
    11. Alternative Programs, Suspensions/ Expulsions
    12. Community Services- Department of Human Services; Child Protective Services;
    13. Department of Social Services, Public Health Department and Housing Authorities.
    14. Home Schools: Relations and Evaluations
    15. Department of Pupil Personnel Budget
    16. Family Resource Centers, Youth Service Centers, School Social Workers- relations and procedures involving pupil attendance
    17. Drop out Program and Prevention
    18. Alternative Programs: Teenage Pregnancy; Delinquency Facilities; Homebound/Hospital Instruction
    19. Exceptional Childhood Issues;
    20. Discipline Procedures
    21. Health Regulations- Drugs/Alcohol, Mental Health, School Health Programs;
    22. Pediatric Outreach.
    23. Discipline Codes; Safe School Regulations
    24. Truancy Procedures

- 25. State Court System, Court Diversion Workers, Status Offenses, Family Court, and Juvenile Court
- 26. Other

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

Per course requirements, students will log 15 clock hours of on-the-job-training with a school district DPP. Additionally, students must assemble case studies of three students under the supervision of a practicing DPP.

**VII. TEXT(S) AND RESOURCES:**

On-line resources

**VIII. EVALUATION AND GRADING PROCEDURES:**

As part of the classroom activities, students will develop four-column scoring rubrics for each of the activities listed in Section V. Student work will be scored using these rubrics. These scores will be converted to a percentage that will follow the university grading standard.

Each of the above items will be placed in the superintendent portfolio and referenced by the student to the appropriate standard.

**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.

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).