School Management and Budget

EDUC 607 – 3 Credits – CRN xxxxx
University of Oregon – College of Education - Department of Educational Methodology, Policy, and Leadership

2012 Fall Term Syllabus

Meeting Days/Time:
9/28 [4:30 – 8:30]; 9/29 [8:00 – 4:00]; 10/26 [4:30 – 8:30]; 10/27 [8:00 – 4:00]; 11/30 [4:30 – 8:30]; 12/01 [8:00 – 4:00]
Location: ED 117

INSTRUCTOR
Keith Hollenbeck, PhD
Director of Administrative Programs
Educational Methodology, Policy, and Leadership

Phone: (541) 346-0804
E-mail: khollem@uoregon.edu
Address: 111 Lokey Education Bldg
5267 University of Oregon Eugene, OR 97403-5267
Office Hours: By Appointment

DESCRIPTION
This is the second class in the sequence for the UofO Initial Administrator License Program. Four institutes cover (a) special education / 504 policy and law, (b) school budget, (c) crisis planning, and (d) proactive schoolwide management (part two).

OBJECTIVES
In this course, you will:

a. Become knowledgeable about (a) special education / 504 policy and law, (b) school budget, (c) crisis planning, and (d) proactive schoolwide management (part two).

b. Develop an understanding of (a) special education / 504 policy and law, (b) school budget, (c) crisis planning, and (d) proactive schoolwide management (part two).

c. Develop application skills in (a) special education / 504 policy and law, (b) school budget, (c) crisis planning, and (d) proactive schoolwide management (part two).

TEXTBOOKS & READING MATERIALS
All readings and materials will be handed out prior to class.

COURSE STRUCTURE
Readings are to be completed prior class time. Class time includes: lectures, presentations by experts, group discussion, and in-class group work. After class assignments consists of completing individual papers.

PAPERS
Each class will have its own papers assigned. Each assignment is to be completed individually unless otherwise specified. Specific information about these writing assignments will be provided during the Saturday class.

GRADING POLICY
Your final grade for this course will be determined based on the following course activities and assignments: attendance/participation in discussion sections, and assignments. Please note that if this class is taken P/NP, 80% or higher is required to pass the class.

COURSE INCOMPLETES
Students are expected to be familiar with university policy and procedures, which result in failing to complete the course by the end of the term in which it is offered. Please see http://interact.uoregon.edu/pdf/sas/AlncGrdCon.pdf.
### SCHEDULE OF TOPICS AND ASSIGNMENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>DAY</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/28</td>
<td>Friday</td>
<td>SpEd / 504 Policy &amp; Law</td>
</tr>
<tr>
<td>09/29</td>
<td>Saturday</td>
<td>SpEd / 504 Policy &amp; Law</td>
</tr>
<tr>
<td>10/26</td>
<td>Friday</td>
<td>School Budget</td>
</tr>
<tr>
<td>10/27</td>
<td>Saturday AM</td>
<td>School Budget</td>
</tr>
<tr>
<td>10/27</td>
<td>Saturday PM</td>
<td>Crisis Planning</td>
</tr>
<tr>
<td>11/30</td>
<td>Friday</td>
<td>Proactive Schoolwide Management II</td>
</tr>
<tr>
<td>12/01</td>
<td>Saturday</td>
<td>Proactive Schoolwide Management II</td>
</tr>
</tbody>
</table>

### COURSE POLICIES

#### ATTENDANCE POLICY

Attendance is required to succeed in this course and master the course material. If a student does miss class, it is the student’s responsibility to get class notes, and handouts or other distributed materials. Contact the instructor in case of illness or emergencies that preclude completing assignments as scheduled or attending class sessions. Messages can be left on the instructor’s voice mail or e-mail at any time of the day or night, prior to class. If no prior arrangements have been made before class time, the absence will be unexcused.

#### ABSENCE POLICY

Students must contact the instructor in case of illness or emergencies that preclude attending class sessions or taking quizzes as scheduled. Messages can be left on the instructor’s voice mail or e-mail at any time prior to class. If no prior arrangements have been made before class time, the absence will be unexcused.

If you are unable to take a quiz or exam due to a personal and/or family emergency, you should contact your instructor or discussion leader as soon as possible. On a case-by-case basis, the instructor will determine whether the emergency qualifies as an excused absence.

#### ACADEMIC MISCONDUCT POLICY

All students are subject to the regulations stipulated in the UO Student Conduct Code (http://uodos.uoregon.edu/StudentConductandCommunityStandards/AcademicMisconduct/tabid/248/Default.aspx). This code represents a compilation of important regulations, policies, and procedures pertaining to student life. It is intended to inform students of their rights and responsibilities during their association with this institution, and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University.

#### CONFLICT RESOLUTION

Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnessed bias, unfairness, or other improper treatment. It is important to exhaust the administrative remedies available to you including discussing the conflict with the specific individual, contacting the Department Head, or within the College of Education, you can contact Joe Stevens, Associate Dean for Academic Affairs, at 346-2445 or stevensj@uoregon.edu or Surendra Subramani, Diversity Coordinator, at 346-1472 or surendra@uoregon.edu.

Outside the College, you can contact:
UO Bias Response Team: 346-1139 or http://bias.uoregon.edu/whatbrt.htm
Conflict Resolution Services 346 -0617 or http://uodos.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
Affirmative Action and Equal Opportunity: 346-3123 or http://aaeo.uoregon.edu/
DIVERSITY
It is the policy of the University of Oregon to support and value diversity. To do so requires that we:
- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds, which is the lifeblood of the university.

DOCUMENTED DISABILITY
Appropriate accommodations will be provided for students with documented disabilities. If you have a documented disability and require accommodation, arrange to meet with the course instructor within the first two weeks of the term. The documentation of your disability must come in writing from the Disability Services in the Office of Academic Advising and Student Services. Disabilities may include (but are not limited to) neurological impairment, orthopedic impairment, traumatic brain injury, visual impairment, chronic medical conditions, emotional/psychological disabilities, hearing impairment, and learning disabilities. For more information on Disability Services, please see http://ds.uoregon.edu/

EXPECTED CLASSROOM BEHAVIOR
Classroom expectations include:
- Participating in class activities
- Respecting the diversity of cultures, opinions, viewpoints in the classroom
- Listening to fellow students, professors, and lecturers with respect
- Arriving on time, prepared for class
- Attending for the duration of class
- Not reading other materials, books, newspapers, or using laptops for other activities
- Turn off cell phones and other electronic devices
- Racist, homophobic, sexist, and other disrespectful comments will not be tolerated

GRIEVANCE
A student or group of students of the College of Education may appeal decisions or actions pertaining to admissions, programs, evaluation of performance and program retention and completion. Students who decide to file a grievance should follow the student grievance procedure, or alternative ways to file a grievance outlined in the Student Grievance Policy (http://education.uoregon.edu/feature.htm?id=399) or enter search: student grievance.

INCLEMENT WEATHER
In the event the university operates on a curtailed schedule or closes, UO media relations will notify the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university’s schedule will be posted on the UO main home page (in the “News” section) at http://www.uoregon.edu. Additional information is available at http://hr.uoregon.edu/policy/weather.html.

If an individual class must be canceled due to inclement weather, illness, or other reason, a notice will be posted via email. During periods of inclement weather, please check your email rather than contact department personnel. Due to unsafe travel conditions, departmental staff may be limited and unable to handle the volume of calls from you and others.