**ADMPS 2101 Pennsylvania School Law**

**08/26/2019 - 12/14/2019**

**Dr. Mary Margaret Kerr, Instructor**

**Mr. Ira Weiss, Consulting Attorney**

**Overview**

This course is for School of Social Work students seeking Home and School Visitor (PreK-12) certification from the Pennsylvania Department of Education. It will provide students with the background in Pennsylvania and federal law necessary to perform the function of Home and School Visitor and School Social Worker. The course will emphasize and focus on the statutory framework affecting job duties of Home and School Visitors and School Social Workers, as well as the legal obligations imposed on such persons. Students will understand requirements and participate in problem solving exercises with hypothetical scenarios such as those you will encounter in the field.

**Course Outline**

The weekly outline for all of your assignments is available to you on Courseweb. Please go there to see what you need to do. The legal topics you will learn about include:

Pennsylvania Public School Code, 24 P.S. 1-101 et seq.:

Article XIII: Pupils and Attendance

Article XIII-A: Safe Schools

Article XIV: School Health Services

Article XIX-C: Disruptive Student Programs

The Pennsylvania Code, Title 22:

Chapter 11: Student Attendance

Chapter 12: Students and Student Services

Chapter 14: Special Education Services and Programs

Chapter 15: Protected Handicapped Students

Chapter 16: Special Education for Gifted Students

Chapter 49: Certification and Professional Personnel

CSPG 77 (Home and School Visitor) and 201 (School Social Worker)

Privilege (Judicial Code), 42 Pa. C. S. 5945

Child Protective Services Law, 23 Pa. C. S. § § 6301—6385

**A-Z Guide to Course Policies and General Information**

Because this is an on-line course, you must learn to use tools on Courseweb and in PowerPoint in order to succeed. Some of these will be new for you. I cannot be with you to guide you through all of the tools, so I have provided extensive instruction in this section*.* **Please print out this guide, have it near your computer, then read it carefully and refer to it!**

**Academic Integrity:** Students in this course must comply with the [University of Pittsburgh's Policy on Academic Integrity](http://www.pitt.edu/~provost/ai1.html).  Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. By enrolling in this course, you agree that you have read, understood, and accept the obligations of the University’s Students Rights Responsibilities. Detailed information is posted at <http://www.provost.pitt.edu/info/aistudcode1.html>.

**Browser:** To access the course Web site, please use Mozilla Firefox (a free downloadable browser available at [www.mozilla.com](http://www.mozilla.com)). This browser is most compatible with Course Web. If you choose a different browser such as Internet Explorer, **you may run into problems with opening files, cutting and pasting documents, and uploading assignments.**  We cannot stress how important this is. Too often, students miss deadlines only because of their browser.

**Course Outline:** The course is organized by week. Details of each module and assignment appear on the course web site.

**Course Web:** To access the course Web site, go to <http://courseweb.pitt.edu> and log on using your Pitt user name and password. Alternatively, you can go to [www.my.pitt.edu](http://www.my.pitt.edu) and access the Course Web site there. For help logging onto the course, call 412-624-HELP. This help is available 24/7. The instructors cannot assist you with log-on problems.

**Disabilities:** If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 216 William Pitt Union, (412) 648-7890/(412) 383-7355 (TTY), as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course. We will be happy to work with you.

**Emails:** You can reach me at mmkerr@pitt.edu

* **Use pitt.edu:** You can email directly from the course web site or from your username@pitt.edu email. I may not answer e-mails that are not from a **pitt.edu** address, because of spam. Please be careful about this.
* **Tell me who you are and help me figure out what you need:** In the subject line, it helps if you mention what you need, so I can look it up and respond faster. I cannot memorize all your monograms, so please sign all emails with your name!
* **Read the syllabus and any assignment instructions before posing a question.**

I want to give you the individual feedback you need. Accordingly, I have guidelines that allow you to receive our feedback and help in a timely manner.

* I answer e-mails Monday through Friday, 8 am - 6 pm,throughout the course.
* I generally do not answer e-mails on weekends, holidays, or after hours.
* You can expect a response within 24 hours of your e-mail, as long as you follow the course guidelines.  ***If you do not hear from me, please wait 24 hours and then send******another e-mail, in case yours did not reach me.***

**Grading:** See section below. You will see your grade in MY GRADES, and you can download your feedback there as well. **Please learn how to use the grading feedback system.** [**http://www.etskb-stu.cidde.pitt.edu/blackboard/viewing-grades/#viewgradedetails**](http://www.etskb-stu.cidde.pitt.edu/blackboard/viewing-grades/#viewgradedetails) **will show you how to get your grades and feedback on your Cases.**

**Grievance Procedures:** The purpose of grievance procedures is to ensure the rights and responsibilities of faculty and students in their relationships with each other. When a student in ADMPS believes that a faculty member has not met his or her obligations (as an instructor or in another capacity) as described in the Academic Integrity Guidelines, the student should follow the procedure described in the Guidelines by (1) first trying to resolve the matter with the faculty member directly; (2) then, if needed, attempting to resolve the matter through conversations with the chair/associate chair of the department (3) if needed, next talking to the associate dean of the school; and (4) if needed, filing a written statement of charges with the school-level academic integrity officer.

**Help Sessions:** Mr. Weiss and I will schedule help sessions periodically during the course to give you additional support in understanding so much legal content. We will work with your faculty in Social Work to identify convenient times based on your course and internship schedules.

**Office hours:**  You may need to have a private conversation about something in the course. I will arrange either telephone “office hours” or meetings on an as-needed basis. Just e-mail me with your available time/days. I will be glad to schedule a conference between 10 am and 6pm Monday through Friday, at a mutually convenient time.

**PowerPoints available to you on the course web site:** These presentations are the copyrighted property of the authors (WBK Law Firm), and you may not be use them for any purpose other than this course.

**Quizzes:** Because these are graded assignments, please do not seek help from another individual to complete them. While you are taking a quiz, you are welcome to consult course readings and presentations. The quiz is available for one week only [for example, 12:30 am on August 26 until 11:59 on September 2.] You make not re-take the quiz. You do not have to take the entire quiz at one time. As soon all students have submitted their quizzes, the system will show you your correct and incorrect answers as well as your score. **I do not read or grade late submissions, so please do not wait until the last minute to submit your work!**

**Recording:** To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student’s own private use.

**Submit Work:** In order to ensure that your work gets full credit in a timely manner, please follow these guidelines.

* You will a) use the **SUBMIT ASSIGNMENTS** tool on the course web site to submit your major cases. **Do not email assignments to your instructor.**
* Do not attempt to submit major assignments through a mobile device.
* If you are uploading files to CourseWeb, please remember to check your file name. File names should not include special characters such as “#,” “$,” or “!” and, ideally, do not include spaces. CourseWeb is a UNIX-based system and handles files differently than a Windows or a Macintosh PC. The only allowable separation characters are the hyphen “-“and the underscore “\_.”
* Please label your files with your last name, content, and date. Example: Kerr.FAQ.03152018
* If you encounter trouble uploading an assignment through Course Web, you need to call the HELP desk (412-624-HELP) for assistance, 24/7.
* **Late assignments will not be read or graded.**
* **I assume that all assignments you submit are final work ready to be graded.**
* If you are not sure about the instructions for an assignment, you are welcome to e-mail us, but do not wait until the last minute lest you do not get a response. See e-mail guidelines.

**Time/Place:** This course takes place online. You do not have to be online at a set time; the online sessions are asynchronous.

**How You Will Earn Your Grade in this Course**

According to the University’s definition of a credit hour, a three-credit course should have 42 contact hours, where a contact hour is 50 minutes of instruction. In addition, students should spend 1.5 hours outside of class for each in-class hour. This includes reading, completing weekly exercises, and working on quizzes and your major case.

Log onto the course website to access information and expectations for each week. There you will find an overview, video clips, legal readings, presentations, and quizzes.

You will have complete access to your own grades through the Course Web Grade Center. Total points possible for the course = 250.

Incomplete course grades (G) will be given only in *emergencies*, with requested documentation such as a note from a physician. “The G grade signifies unfinished course work due to extenuating personal circumstances. Students assigned G grades are required to complete course requirements no later than one year after the term in which the course was taken. After the deadline has passed, the G grade will remain on the record, and the student will be required to reregister for the course if it is needed to fulfill requirements for graduation.”

The percentage of points you earn will determine your letter grade as follows:

|  |  |
| --- | --- |
| **Letter Grade** | **Percentages** |
| A+ | 98-100 |
| A | 97-90 |
| B | 89-80 |
| C | 79-70 |
| D | 68-69 |
| F | <68 |

Once your work is received, it may be processed through the anti-plagiarism checking system and then graded. You will receive written feedback (through CourseWeb) and a score on writing assignments. Some assignments may have a rubric that you will receive in advance.

You will see your grade in MY GRADES, and you can download your feedback there as well. **Please learn how to use the grading feedback system.** [**https://www.etskb-stu.cidde.pitt.edu/category/blackboard/viewing-your-grades/**](https://www.etskb-stu.cidde.pitt.edu/category/blackboard/viewing-your-grades/)

will show you how to get your grades and feedback on your cases. You will need this to move forward.

**Quizzes:** For 10 weeks, you will take a weekly on-line quiz to assess your understanding of laws, regulations, and policies.

* **Because these are graded assignments, please do not seek help from another individual to complete them.**
* While you are taking a quiz, you are welcome to consult course readings and presentations.
* The quiz is available for one week only [for example, 12 am on August 26 until 11:59 on September 2.] **Late submissions will not be read or graded, so please do not procrastinate!**
* You make not re-take the quiz.
* You do not have to take the entire quiz at one time.
* Each quiz is worth 10 points total. Point breakdowns appear in each quiz.
* You will receive your grade only through the grade center.
* **Total Points: 100.**

**Major Cases for the Course (Total points possible: 150):**Because this is a graduate course in a professional school, your major cases require you to apply what you are learning about school law. Specifically, you might read case studies and apply your legal analysis skills, analyze videos of poor school practices, or write correct responses to a set of emails that simulate real situations.

On the first Monday each month, you will learn what your major case is for that month. For example, on September 2, you will learn what your case is for the month of September. That case will be due on the last day of the month. The same schedule will apply for October and for November. **Please schedule these “preview Mondays” on your calendar now.**

**DUE DATES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Due Date** | **Task** | **Available** | **Points Possible** |
| September 30 | Major Case 1 | September 1 | 50 |
| October 31 | Major Case 2 | October 1 | 50 |
| November 30 | Major Case 3 | November 1 | 50 |
| Each Monday 11:59 pm | Weekly Quizzes | Each Monday 12:30 am | 10 each week; 100 total |
| **TOTAL POINTS POSSIBLE** |  |  | **250** |