

**ADMPS 2101 Pennsylvania School Law
08/19/2020 - 12/5/2019**

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What's this course about?

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 legal requirements and participate in problem-solving exercises with hypothetical scenarios such as those you will encounter in the field.

What's the format?

This is a fully on-line, asynchronous course on Canvas, so be sure you know how to use the website. <https://canvas.pitt.edu>

Here's the student guide for using Canvas. It has screen shots and step-by-step directions. <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>

Where do I find the assignment?

The weekly outline for all of your assignments is available to you on Canvas. 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

Now, let's take a look at how we will work together. To help you find what you need, I organized this in alphabetical order. Please read!

A-Z Guide to Course Policies and General Information

Academic Integrity: Students in this course must comply with the [University of Pittsburgh's Policy on Academic Integrity](#). 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 Canvas site, **please do not use Safari!** Use Google Chrome or Mozilla Firefox (a free downloadable browser available at www.mozilla.com). **If you use Safari, you may run into problems with opening files 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, one module per week. Details of each module and assignment appear on the Canvas site.

Canvas: To access the Canvas site, go to <http://canvas.pitt.edu> and log on using your Pitt user name and password. Alternatively, you can go to www.my.pitt.edu and access the Canvas 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.

Here's the student guide for using Canvas:

<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student> It has screen shots and step-by-step directions.

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. I will be happy to work with you.

E-mails: You can reach me at mmkerr@pitt.edu.

- **Use pitt.edu:** You can e-mail directly from the Canvas site or from your username@pitt.edu e-mail. I may not answer e-mails that are not from a pitt.edu address, because of spam.
- **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 e-mails 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 feedback and help promptly.

- 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 at night.
- 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 send another e-mail, in case yours did not reach me.***

Grading: You will see your grade in GRADES, and you can download your feedback there as well. **Please learn how to use the grading feedback system. This link will show you how to get your grades and feedback on your cases.** <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-assignment-comments-from-my-instructor/ta-p/283>

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 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.

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

a mutually convenient time.

PowerPoints available to you on the Canvas site: These presentations are the copyrighted property of the authors (WBK Law Firm), so please do not use them for any purpose other than this course.

Recording: To ensure the free and open discussion of ideas, students may not record classroom lectures, discussions, 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: To ensure that your work gets full credit on time, please follow these guidelines.

- You will a) use the **ASSIGNMENTS** tool on the Canvas site to submit your major cases. Do not e-mail assignments to your instructor.
- Do not attempt to submit major assignments through a mobile device.
- Please upload in Word only.
- Please remember to check your file name. File names should not include special characters such as "#," "\$," or "!" and, ideally, do not include spaces.
- Please label your files with your last name, content, and date. Example: Kerr.Case1. 10.2.2020
- If you encounter trouble uploading an assignment through Canvas, call the HELP desk (412-624-HELP) for assistance, 24/7.
- Unless you contact me in advance, late assignments will not be 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 me but do not wait until the last minute lest you do not get a response.

Time/Place: This course takes place on-line. You do not have to be on-line at a set time; the on-line 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 Canvas site 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 grades through the Canvas 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 Canvas) and a score on writing assignments.

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 [for example, midnight on August 26 until 11:59 on September 2.]
- You may 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 through the grade center.
- **Total Points: 100.**

Major Cases for the Course (Total points possible: 100):

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 a case that simulates real situations.

On the first day that month, you will learn what your major case is for the month. For example, on September 1, you will learn what your case is for September. That case will be due on the last day of the month. The same schedule will apply 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
November 30	Major Case 2	November 1	50
Each Monday 11:59 pm	Weekly Quizzes	Each Monday 12:30 am	10 each week; 100 total
TOTAL POINTS POSSIBLE			200