

Syllabus
University of Pittsburgh
ADMPS 2405: School Law Module of Public Leadership
Spring 2021
Mary Margaret Kerr, EdD & Ira Weiss, JD
Attorneys from Weiss Burkhardt Kramer, LLC, Contributors

Course Overview

The School Law Module of Public Leadership course is a **one-credit, five-week course** designed for professional educators seeking administrative certification from the Pennsylvania Department of Education. The goal of the course is to provide students with the background in Pennsylvania and federal law that is necessary to perform the function of a successful school administrator. The course focuses on the framework of statutes, regulations, and case law impacting an administrator's job duties, as well as those affecting school operations as a whole. Students will review the legal system on the federal, state, and individual district level, while also gaining an understanding of how school law affects school policies and procedures.

Topics (Check Canvas site for weekly schedule)

A. Student Issues

1. Residence and Compulsory Attendance Laws
2. Pennsylvania Student Discipline Procedures
3. Student Rights – Constitutional Limitations
 - a. Freedom of Expression – First Amendment
 - b. Search and Seizure – Fourth Amendment
 - c. Religious Activity
4. Bullying and Harassment
5. Child Protective Services Law (CPSL)
6. Family Educational Rights and Privacy Act (FERPA)
7. Students with Disabilities
 - a. Qualified Students - Section 504 of the Rehabilitation Act
 - b. Special Education Services - Individuals with Disabilities Education Act

B. School Governance and Legal Provisions Affecting Employees

1. Legislative and Judicial Systems
2. School District Governance
3. Act 93 Compensation Plans
4. Rights of Employees
 - a. Tenure
 - b. Collective Bargaining Agreements
 - c. Other Employee Rights & Provisions
5. Teacher Evaluation System
6. Human Resource Issues
 - a. Background Checks

Dates and Instructional Delivery: This is an asynchronous online course on Canvas, with one required in-class session. **You may begin the course as soon as you choose, but you must complete the first four modules and quizzes before we meet via Zoom on March 20, 2021, from 9:00 am 12:00 pm and 1:00 to 4:00 pm.** Our required synchronous class is when we practice sample school law tests, teach you test-taking strategies, and answer any questions you may have.

Please do not use Safari to access the Canvas site. Please use Mozilla Firefox or Google Chrome. These browsers are most compatible with Canvas. If you choose a different browser such as Safari or Internet Explorer, you may run into problems with opening files, cutting and pasting documents, and uploading assignments. To aid in your use of Canvas, we suggest familiarizing yourself with the short, helpful Canvas Student Tour video series. You can find these videos at the link below.

- Canvas Student Tour video series: <https://resources.instructure.com/courses/32/pages/canvas-student-tour-videos> (Links to an external site.)
- Full Canvas student guide: <https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student> (Links to an external site.)

If you experience any issues using Canvas, you can click the Help button within Canvas, which includes 24/7 chat or telephone support. If you are having issues logging in to Canvas, call the University Help Desk at 412-624-HELP [4357].

Course Expectations

Readings: All readings appear online, with attachments, links to websites, and videos. You do not need to buy the **recommended text**, Hozien, W. (2017). *SLLA Crash Course: Approaches for Success*. Rowman & Littlefield Publishers. You can access it via the University Library System. Use this link: https://pitt.primo.exlibrisgroup.com/permalink/01PITT_INST/i25aoe/cdi_askewsholts_vlebooks_9781475827866

Exam: There is one exam in this course, to simulate the Praxis which you will take. The exam may include multiple-choice, true/false, short answer, and hypothetical case questions. **Due Date: Monday, April 26, midnight. You will be able to access the exam on Monday, April 5.**

- **You may take the test as often as you like. Your final attempt will be the graded one.**
- **You may not work with another person while submitting your exam responses or seek their help on the exam.**
- **You may use any readings, slides, and videos while you take the exam. The exam is "open book."**
- **The exam is not timed.**

Self-assessment quizzes: Each week has multiple PowerPoints, handouts, and videos posted. These postings are valuable resources for your learning. To further understand and discuss the information, we have posted weekly self-assessment quizzes. The quizzes will be graded for completion/non-completion only. The total point value for all quizzes is 10 points, based upon 2 points for each quiz.

You MUST complete the first four quizzes before we meet on March 20, although we encourage you to pace your readings across the five weeks.

Graded Items: Total 100 points

Exam	90 Points
Self-Assessments	10 Points

A-Z Guide to Course Policies and General Information

Academic Integrity: Students in this course will be expected to 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 and Responsibilities. Detailed information is posted at <http://www.provost.pitt.edu/info/aistudcode1.html>.

Confidentiality: Information about workplaces may arise during discussions and questions. Please respect the confidentiality of the discussions by not sharing information without permission. The instructors will respect the confidentiality of the information shared with us. You are welcome to use pseudonyms for your district, school, or cases. Publicly available information will be used in case materials and simulations.

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 us at mmkerr@pitt.edu or iweiss@wbklegal.com.

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

We want to give you the individual feedback you need. Accordingly, we have guidelines that allow you to receive our feedback and help in a timely manner. We answer e-mails Monday through Friday, 8 am to 6 pm Eastern time, throughout the course. We may not answer e-mails on weekends, holidays,

or after hours. You can expect a response within 24 hours of your e-mail, if you follow the course guidelines. *If you do not hear from us, send another e-mail, in case yours did not reach us.*

Grades: You can track your grades in the Canvas gradebook. Your percentage of points will be calculated to determine your final course grade as follows:

A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

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 Dr. Charlene Trovato, program coordinator; (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.

PowerPoints available to you on the Canvas site: All course presentations are the copyrighted property of the instructors or authors and may not be used for any purpose other than this course.

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.

Religious Observances: The observance of religious holidays (activities observed by a religious group of which a student is a member) and cultural practices are an important reflection of diversity. As your instructor, I am committed to providing equivalent educational opportunities to students of all belief

systems. At the beginning of the semester, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. If at all possible, please contact me (your course coordinator/s) within the first two weeks of the first class meeting to allow time for us to discuss and make fair and reasonable adjustments to the schedule and/or tasks.

Student Opinion of Teaching Surveys: Students in this class will be asked to complete a *Student Opinion of Teaching Survey*. Surveys will be sent via Pitt email and appear on your Canvas landing page during the last three weeks of class meeting days. Your responses are anonymous. Please take time to respond because your feedback is important to us.