

## EDUCATION PRACTICE: INDEPENDENT SCHOOLS

**SCHWARTZ HANNUM PC IS A STRATEGIC PARTNER FOR FORWARD-THINKING EDUCATIONAL INSTITUTIONS STRIVING TO PROMOTE A POSITIVE LEARNING ENVIRONMENT AND PREVENT WORKPLACE ISSUES.**



Nationally-renowned independent schools throughout the United States rely on Schwartz Hannum PC to provide the clarity, foresight, and legal guidance necessary to make smart choices. The Firm offers independent schools a unique combination of sophisticated, personable attorneys and a commitment to fulfilling each school's operational objectives.

Our attorneys understand the unique dynamics of the school environment, how each decision – from hiring and admissions to governance and discipline – affects relationships with communities, students, parents, alumni, faculty, staff, and governing boards. We translate that understanding into solutions that enable independent schools to focus on offering and expanding superior educational programs.

Should disputes arise, we have extensive experience in litigating school-based cases before state and federal government agencies, courts, and arbitration panels.

### HOW CAN WE HELP?

#### Administration

- Head Of School Searches And Contracts
- Facilities Use And Vendor Contracts
- Campus Safety
- Data Security And Record Retention
- Compliance With Federal Laws (ADA, HIPAA, Title IX, etc.)

#### Governance

- Bylaws
- Trustee Agreements
- Trustee Education
- Donor Agreements And Gift Policies

#### Student Affairs

- Admissions Practices And Decisions
- Student Handbook And Community Policies
- Student Misconduct And Discipline
- Off-Campus Trip Forms And Safety Compliance
- Mental And Emotional Health Issues
- Responding To And Investigating Allegations Of Sexual Abuse, Assault, Hazing, And Bullying

#### Employee Matters

- Hiring And On-Boarding
- Navigating Employee Leaves And Accommodation Requests
- Faculty And Staff Handbooks And Policies
- Employee Investigations, Discipline, And Terminations

#### Labor Relations

- Union Organizing And Elections
- Arbitrations And Grievance Processing
- Collective Bargaining Negotiations
- NLRB Proceedings
- Strike Preparation And Management
- Labor Counseling And Strategic Advice

#### Litigation Defense

- Employment Claims
- Student And Parent Claims
- Donor Disputes
- Third Party Subpoenas

### TRAINING AND EDUCATIONAL PROGRAMS

*For Faculty, Staff, Board Members, Parents, And Students*

- Appropriate Interactions Between Students And Employees
- Preventing And Addressing Sexual Assault Allegations
- Avoiding Discrimination, Harassment, Bullying, Hazing, And Retaliation On Campus
- Implementing Comprehensive Anti-Bullying Prevention And Intervention Policies And Plans
- Accommodating Applicants And Students With Disabilities
- Conducting Investigations Into Student And Employee Misconduct
- Best Practices For Supporting LGBTQ Students And Employees
- Data Security Compliance
- Appropriate Use Of Social Media
- Conveying Offers Of Employment To New And Returning Faculty Members
- Updating Enrollment Agreements
- Drafting Student And Parent Handbooks
- Drafting Faculty And Staff Handbooks



*"Your help was invaluable, and I don't think I would have been able to get through this without your calm and wise counsel."*

**Board Chair,  
Independent School**

*"Thanks again for all of your help and assistance with this matter – and all of the other 'matters' – I don't think we could have made it through the year without the help of you and your team."*

**Assistant Head of School,  
Independent School**

*"We are so relieved and pleased -- and grateful for the huge amount of work all of you have accomplished on our behalf."*

**Head of School,  
Boarding School**

*"Thank you for helping us navigate through the challenges we faced with the student's family and helping us bring it to a successful conclusion. We are truly grateful that we have you as part of our team."*

**Finance Director,  
Independent School**

## OUR CORE VALUES

Since 1995, Schwartz Hannum PC has been governed by core values that shape the culture and define the character of the Firm. These values guide our professional practice, our decision-making, and our interactions with clients and each other.

**STRATEGIC** Strategic thinking permeates everything we do. We develop strategies based on a comprehensive perspective that aligns with our clients' goals.

**CREATIVE** We apply uncommon thinking to common problems. We are innovative and inventive, especially when dealing with complex and high-stakes situations.

**ACCESSIBLE** We are easy to approach, responsive, and available any time.

**THOUGHTFUL** We listen carefully and pay attention to the details, alerting our clients to potential problems before they arise.

**COLLABORATIVE** We value the strengths, experiences, and perspectives of others. We freely share our ideas, opportunities, and insights with our clients and one another.

## A CERTIFIED WOMAN-OWNED BUSINESS

Sara Goldsmith Schwartz founded Schwartz Hannum PC in 1995 and is its President. The Firm is a certified woman-owned business enterprise ("WBE") through the Massachusetts State Office of Minority and Women Business Assistance ("SOMWBA"), as well as Women's Business Enterprise National Council ("WBENC"), and is the only labor and employment law firm in New England to receive both certifications. In addition, the Firm is a member of The National Association of Minority & Women Owned Law Firms ("NAMWOLF"). NAMWOLF's Law Firm Membership is comprised of AV-rated firms across the nation which represent major corporate clients.

## EDUCATING OUR CLIENTS

The Firm remains on the cutting edge of evolving labor, employment, and education law issues, frequently presenting to sophisticated audiences on emerging trends. The Firm offers webinars and seminars on a wide range of topics, providing up-to-the-minute practical insights on issues affecting all community members.

For more information about the webinars and seminars offered by the Firm, including a detailed list and description of topics offered, or to join the Firm's mailing list, please visit the Firm's website or email [shubbard@shpclaw.com](mailto:shubbard@shpclaw.com).



## THE SCHWARTZ HANNUM PC TEAM



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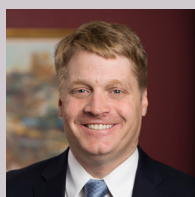
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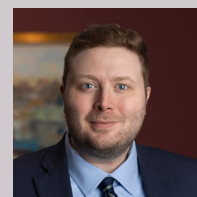
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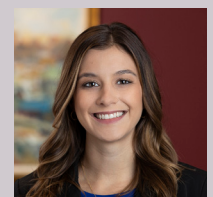
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