

BALDWIN-WHITEHALL SCHOOL DISTRICT

STUDENT HANDBOOK FOR FAMILIES



2022-2023

**STUDENT HANDBOOK FOR FAMILIES
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INFORMATION DIRECTORY

BOARD OF SCHOOL DIRECTORS

President

Peter D. Giglione

First Vice President

Karen L. Brown

Second Vice President

Janice Tarson

Directors

Robert Achtzehn

Dr. Anthony DiCesaro

Dan Knezevich

Amanda Priano

Melissa Wood

Greg Zeman

ADMINISTRATION – (4900 Curry Road, Pittsburgh, PA 15236)

Superintendent of Schools

Dr. Randal A. Lutz

412.884.6300, Ext. 7241

Director of Student Services

Marissa Gallagher

412.884.6300, Ext. 7340

School Psychologists

Hayley Bird

412.884.6300, Ext. 7340

Dan Pasquarelli

412.884.6300, Ext. 7340

Matthew Popowicz

412.884.6300, Ext. 7340

Behavior Intervention Specialist

Lindsey Hyre

412.884.6300, Ext. 7340

Directors of Instruction and Learning

Dr. Kara Eckert (Elementary, Grades 1-5)

412.884.6300, Ext. 7261

Jill Fleming-Salopek (Secondary, Grades 6-12)

412.884.6300, Ext. 7261

Andrea Huffman (Early Childhood)

412.884.6300, Ext. 7261

Director of Employee Services

Dr. Rachel Sprouse

412.884.6300, Ext. 7466

Director of Finance and Operations

Mark Cherpak

412.884.6300, Ext. 7470

Director of Communication, Innovation, and Advancement

Dr. Janeen Peretin

412.884.6300, Ext. 7745

Facilities Manager

Randy Huddart

412.884.6300, Ext. 7510

Food Services Director

Joyce Weber

412.884.6300, Ext. 7441

SCHOOLS

McAnnulty Elementary School

5151 McAnnulty Road
Pittsburgh, PA 15236
412.714.2020
412.714.2024 (FAX)

Patricia Fusco, Principal

J.E. Harrison Education Center

129 Windvale Drive
Pittsburgh, PA 15236
412.885.7530
412.885.6766 (FAX)

Heatherlyn Wessel, Principal
Melissa Ferguson, Assistant Principal
Alicia Johnson, Assistant Principal

Whitehall Elementary School

4900 Curry Road
Pittsburgh, PA 15236
412.885.7525
412.885-7559 (FAX)

Rebecca Gill, Principal
Laurel Rader, Assistant Principal

Baldwin Middle School

4653 Clairton Boulevard
Pittsburgh, PA 15236
412.885.7500
412.885.6652 (FAX)

Scott D. Ross, Principal
Jonathan Peebles, Assistant Principal

Baldwin High School

4653 Clairton Boulevard
Pittsburgh, PA 15236
412.885.7500
412.885.6652 (FAX)

Shaun Tomaszewski, Principal
John Saras, Assistant Principal
Brandon Whitfield, Assistant Principal
Anthony Cherico, Athletic Director
William Coddington, Director of Safety and Security

Bus Garage

Macek Drive
Pittsburgh, PA 15227
412.885.7595
412.885.7599 (FAX)

Edward Dini, Transportation Manager
Nick Macurak, Assistant Transportation Manager

Wallace Depository

41 Macek Drive – Room 107
Pittsburgh, PA 15227
412.885.7592
412.885.6652 (FAX)

Randy Huddart, Facilities Manager
J. Regis Kostrub, Assistant Facilities Manager

A MESSAGE TO PARENTS AND STUDENTS

Dear Parents and Students:

Maintaining a positive school environment is an important responsibility. It is a complicated balancing of individual student rights with the collective rights of others. I urge students to take advantage of all the educational opportunities offered to them in the classroom and during school activities. Furthermore, I ask each student to act appropriately to assure that others may benefit from the same programs and activities.

Good policy, applied in a fair and consistent manner, is an indispensable element of a quality school. The Baldwin-Whitehall School District has developed a Student Handbook for Parents that contains District policies and procedures to promote order and nurture appropriate relationships among students and staff.

The District asks you to become familiar with the contents of the Student Handbook for Parents. Take time to discuss it with your child, especially the policies regarding attendance, athletic and extracurricular eligibility. A complete listing of all District policies is available on the District website at <https://www.bwschools.net/>. Your support is vital to our efforts.

Students will be required to verify that they have been informed of their “Student Rights and Responsibilities” by electronically acknowledging that they know the rules and regulations governing school behavior. Parents will also be asked to acknowledge that you are aware of the expectations placed upon your child in the school setting.

If you have any questions or concerns, feel free to contact your child’s principal.

Randal A. Lutz, Ed.D.
Superintendent of Schools

BALDWIN-WHITEHALL SCHOOL DISTRICT

Mission Statement

The Baldwin-Whitehall School District is a learning community dedicated to providing all students with a high quality educational experience in a collaborative, safe, and nurturing environment.

Vision Statement

In collaboration with our community partners, the Baldwin-Whitehall School District will embrace the social, emotional, academic, and physical growth of all learners through the creation of an educational system based on innovation, diversity, and exemplary practices to ensure all children are prepared for the future they choose.

Belief Statement

Our Beliefs are the foundation of our Learning Community and guide our actions on behalf of children.

- Every child is viewed as our greatest resource and thus our most valuable investment
- Every student has a right to learn and experience appropriately challenging and relevant learning opportunities
- School schedules and instructional programs are designed with and for students to meet the diversity within their educational and developmental needs
- Multiple learning pathways and measures shall be used to achieve and evaluate success
- Safe, supportive, and inclusive environments with high levels of diversity, empathy, respect and belonging shall be the foundation of our learning community
- Students must develop the skills necessary to function in a future of their choice
- High expectations shall be maintained in all areas of the school district academic, extracurricular and athletic programs
- Learning takes place within and beyond the classroom
- Students and staff must demonstrate digital and media literacy
- School, caregivers and community stakeholders must partner in the education of students
- Fiscal decisions must effectively balance the educational needs of the students and resources of the community.

ABOUT OUR DISTRICT

The Baldwin-Whitehall School District is situated in Allegheny County and educates more than 4,500 students from the Boroughs of Baldwin and Whitehall and Baldwin Township who attend classes in five buildings, including one high school (Baldwin High School), one middle school (Baldwin Middle School), and three elementary schools (McAnnulty Elementary, Whitehall Elementary, and J.E. Harrison Education Center).

The school district covers approximately 10-square miles and is located less than 10 miles from the heart of Pittsburgh. The high school renovation project, completed in 2009, was recognized nationally as an award winning design by American School & University. The campus showcases fantastic athletic fields and courts, a modern performing arts center, and unmatched amenities for students, staff, and community members.

EEO AND TITLE IX STATEMENT

Baldwin-Whitehall School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category.

Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

For more information, please contact:

Rachel Sprouse
Director of Employee Services & EEO Title IX Officer
rsprouse@bwschools.net
412-884-6300 ext. 7466

NEW STUDENT REGISTRATION

If you and your family are new to our community, we welcome you to the district and look forward to enrolling your child or children into our schools! The following information will help you begin the online registration process and save time on your enrollment day.

Please note: If you *already have a child who is currently enrolled* in the Baldwin-Whitehall School District, please log into Skyward Family Access and click on the new Student Online Enrollment tab in order to enroll your child who will be new to the district.

Student Registration K-12

There are two steps in the Student Registration process. Both steps must be completed by the primary parent and/or legal guardian. If the individual registering the child is not the child's parent, the adult registering the child must provide appropriate, legal documentation to show dependency or guardianship. Please note, we suggest that you use Microsoft Internet Explorer or Mozilla Firefox as the internet browser that you use to complete this process. Google Chrome has provided some users with problems.

Pre-Register your child/children online. Refer to the Baldwin-Whitehall School District website, <https://www.bwschools.net/our-district/new-student-orientation>, for more details.

KINDERGARTEN REGISTRATION

If you and your family are new to our community, we welcome you to the district and look forward to enrolling your child or children into our schools! The following information will help you begin the online registration process and save time on your enrollment day.

Please note: If you *already have a child who is currently enrolled* in the Baldwin-Whitehall School District, please log into Skyward Family Access and click on the New Student Online Enrollment tab in order to enroll your child who will be new to the district.

The registration process for children entering kindergarten in the Baldwin-Whitehall School District for the 2022-2023 contains three steps:

1. Complete online Pre-Registration through the Online Enrollment Portal, <https://www.bwschools.net/our-district/kindergarten-registration>.
2. Schedule an appointment online at the end of pre-registration to meet with the Central Registrar from 8:00 a.m. to 3:30 p.m.
 - Your child's immunization records (If you do not have these records, please obtain a copy from your child's doctor.)
 - Effective January 1, 2018, **all children are required to have their blood lead level tested prior to entry into Kindergarten or before they are six years old, whichever is sooner.** Proof must be provided. For more information, [follow this link](#).
 - Your child's birth, baptismal, or hospital certificate
 - Your proof of residency (deed or lease agreement) **and** two of the following documents: current utility bill, current credit card bill, property tax bill, income tax return, or current bank statement.
3. Receive an assigned time through the Central Registrar to take your child to the school he/she will be attending for required screening.

Refer to the Baldwin-Whitehall School District website for more details.

VOLUNTEERING IN OUR SCHOOLS/FAMILY ENGAGEMENT

VOLUNTEERING IN OUR SCHOOLS

Parent and community involvement is a critical part of the Baldwin-Whitehall School District's ability to provide the best overall experience for our students. Below you will find all of the information you need to know regarding how you can get involved with our schools.

Whether it be reading to a classroom of children, coaching a sports team, or sharing your experiences and skills, volunteering is an integral part of what makes our schools so successful. No qualifications are needed, beyond an interest/desire in helping out your child(ren) and their peers. Not only does volunteering foster a greater level of community spirit, it provides student learning opportunities and experiences within and beyond the classroom walls.

With your help and support, we can all come together to provide an enriching and engaging environment for our children, our families, and our greater community.

See the tabs on our website, <https://www.bwschools.net/our-district/volunteer-portal>, for information on how to: volunteer, find volunteer opportunities, and find answers to questions that you may have about volunteering.

FAMILY ENGAGEMENT

Family engagement is also a critical part of the Baldwin-Whitehall School District's ability to provide the best overall experience for our students. See the calendar on our website, <https://www.bwschools.net/our-district/calendars>, for all family engagement opportunities throughout the 2022-2023 school year.

Additional opportunities will be provided through the individual school buildings and will be shared as appropriate.

GENERAL SCHOOL INFORMATION

Student School Day

The student school day for the various instructional levels is as follows:

Baldwin High School	7:35 a.m. – 1:56 p.m.
Baldwin Middle School	8:20 a.m. – 2:40 p.m.
J.E. Harrison Education Center	9:25 a.m. – 3:45 p.m.
McAnnulty Elementary School	8:45 a.m. - 2:40 p.m.
Whitehall Elementary School	9:35 a.m. - 3:55 p.m.

School Cancellation and Delays

Occasionally, weather conditions require delaying the opening of school for two hours.

In the event of a delay or cancellation of school, an announcement will be made over the following television and radio stations.

KDKA, WTAE, WWSW/3WS, KOV

It is requested that parents listen to the radio for information concerning closing and delays rather than call the school or Central Administration. We request that working parents make other arrangements for their children if an unexpected delay or emergency closing occurs. Children should know which neighbor or relative to report to when parents are not at home.

SKYLERT

Baldwin-Whitehall School District has implemented a new district-wide notification system called Skylert. Skylert allows Administrators the ability to send instant communication via phone, SMS text message, and e-mail to parents and staff. Our goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping staff, students and parents informed and safe!

As a parent/guardian, this new notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account. Please note that EVERY parent/guardian in the Baldwin-Whitehall School District has been registered in the Skylert notification system. Changes to your contact information can be done via Skyward Family Access or by contacting your student's school.

Note: Only Primary Guardians are able to update the Skylert primary contact information via Family Access

The Skylert notification system allows the ability to disseminate information to parents and staff by way of three notification types: Emergency, General, and Attendance.

- **Emergency** notifications will reference events such as safety related incidents and other emergency notifications determined by district administrators. Emergency notifications will be sent only as needed.
- **General** notifications are for informational purposes only and will reference various district and campus events and information. In addition, General notifications will be utilized to alert parents of school delay and/or closure due to inclement weather.
- **Attendance** notifications will only be generated if your student has an unexcused absence for more than one period during an instructional day. If your student is marked absent, a system generated attendance phone call will be sent between the hours of 9:00AM and 9:00PM depending on the child's grade level.

Forgot your password?

If you have an email address on file with the school, go to the Family Access login screen and click the link called "Forgotten Login or Password?". Otherwise, send an email to familyaccess@bwschools.net requesting your login information.

ATHLETIC ELIGIBILITY

In order to be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. A student shall be placed on academic probation if they fail to maintain a 2.0 overall grade point average and passing grades in English, mathematics, social studies, and science (if scheduled). A student on academic probation shall have their academic progress monitored by the principal or designee on a weekly basis and shall remain on academic probation for the remainder of the season for the sport in which the student is participating.

A student will be declared academically ineligible for interscholastic athletics if they fail to maintain a minimum of passing grades in at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. Additionally, any student on academic probation that is not making adequate progress as determined by the principal or designee shall also be declared ineligible as of each Friday during a grading period.

In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the above standards, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the above standards.

In cases where a student's work in any preceding grading period does not meet the above standards, the student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period.

At the end of the school year, the student's final grades in the student's subjects rather than the student's grades for the last grading period shall be used to determine the student's eligibility for the next grading period.

A student who is absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of 45 school days following the 20th day of absence.

EXTRACURRICULAR ACTIVITIES

In order to be eligible for extracurricular activities, a student must pursue a curriculum defined and approved by the principal as full time curriculum. A student shall be placed on academic probation if they fail to maintain a 2.0 overall grade point average and passing grades in English, mathematics, social studies, and science (if scheduled). A student on academic probation shall have their academic progress monitored by the principal or designee on a weekly basis and shall remain on academic probation for the remainder of the season for the activity in which the student is participating.

A student will be declared academically ineligible for extracurricular activities if they fail to maintain a minimum of passing grades in at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. Additionally, any student on academic probation that is not making adequate progress as determined by the principal or designee shall also be declared ineligible as of each Friday during a grading period.

STUDENT RECORDS – NOTIFICATION OF RIGHTS

Baldwin-Whitehall School District maintains a cumulative student record for each child. This information is kept in order to assist in the day-to-day operation of the educational programs and to meet the requirements of federal and state laws. The information regarding each child includes student identification and attendance data, information on academic progress and performance and results of standardized group achievement and cognitive ability tests. Records of standardized tests taken by secondary students on a voluntary basis, usually for college entrance purposes, are also recorded. Disciplinary records, certain juvenile history record information and student health records also are maintained as required by state law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

STUDENT RECORDS – NOTIFICATION OF RIGHTS CONTINUED

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a school probation officer; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district or educational agency in which a student seeks or intends to enroll.

Under FERPA, the District also may disclose without consent "directory information" concerning a student. For example, directory information may be included in publications such as sports programs, newspapers, radio and television news releases, awards and graduation programs, yearbooks, musical and play programs and other school publications. Certain directory information also may be disclosed, upon request, to colleges and universities and military recruiters. Directory information is information not generally considered harmful or an invasion of privacy if disclosed, including but not limited to the student's name, address, telephone number, e-mail address, photographs, videotapes and other visual images, date and place of birth, major fields of study, grade level, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and other similar information. Parents who wish to have their children exempted from publication or other disclosure of directory information may do so by letter to the school principal. This includes the right to request that information about their children not be disclosed to military recruiters. The letter must be received by the school principal at least thirty (30) days prior to the date of publication or other disclosure of information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

SCHOOL BOARD POLICIES

In partnership with the Pennsylvania School Boards Association (PSBA), the Baldwin-Whitehall School District is pleased to offer a new web-based system to review District policies. The new system provides users with expanded search capabilities while also streamlining District access and collaboration during all phases of policy creation and review.

To access the new system, please click [here](#)

or

Bookmark this site: <https://www.boarddocs.com/pa/bldw/Board.nsf/Public#>

HOMELESS STUDENTS

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless?—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Please contact the District Liaison Jean Williams, LSW, Home & School Visitor at jwilliams@bwschools.net and/or 412-885-7030.

Regional Officer - Nicole Anderson, Children & Youth Experiencing Homelessness, 412-394-5894
State Coordinator - Storm Camara, 717-772-2066

CALENDARS

The current 2022-2023 District School Calendar approved March 2022 is attached.

For more calendars, visit <https://www.bwschools.net/our-district/calendars>