



*Family and Student
Code of Conduct
Handbook
2024-2025*

School District Board of Education Members:

BOARD OF EDUCATION

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All Board of Education meetings are held at 6:30 pm unless otherwise stated at the Overbrook High School Media Center, 1200 Turnerville Rd, Pine Hill, NJ 08021.

If special accommodations are needed, please call 856-784-8887. Faculty and visitors are asked to park in the appropriate parking spaces. The designated disabled parking spaces are for vehicles which display the proper parking permit. Thank you for your cooperation.

Pine Hill Middle School
1100 Turnerville Road, Pine Hill NJ, 08021
Main Office: (856) 210-0200

Welcome back to school! I hope you had a relaxing and healthy summer. Your principal and I have been working this summer to make improvements to the school in order to continue to provide you the most supportive and safe learning environment. We are looking forward to a fantastic school year.

Your school handbook can help aid you in achieving success throughout the year. The handbook contains district and school policies and can assist in answering questions that may arise during the school year. Please take the time to read the information in the handbook and keep it in a convenient location for future reference. Additionally, please pay particular attention to those sections related to the updated dress code, harassment, intimidation and bullying, attendance, social media, participation in extracurricular activities, the code of conduct, and academic policies.

For additional sources of information, I encourage you to visit the district's website, www.pinehill.k12.nj.us and participate in school-based meetings and events in order to update yourself on the schools and community of the Pine Hill School District. All schools will continue to use Genesis, a web portal that provides an easy way for you to remain up-to-date on class news, your child(ren)'s latest grades, school events, and more. Our goal is to provide all students with an opportunity to excel so that they may become positive, contributing members of our schools and the community.

Please do not hesitate to contact me or any of the administrative team with ideas or questions. I look forward to working with you as your support is essential for a positive school experience. As partners in education, we can prepare the students of the Pine Hill School District for a successful future.

Sincerely,

Melissa Williams

Melissa Williams Ed.D.
Superintendent of Schools

PINE HILL SCHOOL DISTRICT ADMINISTRATION

Dr. Melissa Williams, Superintendent
Dr. Cherie Bratty, School Business Administrator
Ms. Heidi Daunoras, Supervisor of Curriculum & Instruction
Mr. Daniel Schuster, Principal, Dr. Bean School
Mr. James Vacca, Principal, John H. Glenn School
Ms. Pia Garbutt, Principal, Pine Hill Middle School
Mrs. Maria Casciotta, Assistant Principal, Pine Hill Middle School
Mr. Adam Lee, Principal, Overbrook High School
Mr. John Carullo, Assistant Principal, Overbrook High School
Ms. Andrea Duncan, Assistant Principal, Overbrook High School
Mrs. Sheryl Smith, Athletic Director
Mrs. Nicole Kerber, Director of Counseling
Ms. Amy Francis, Director of Special Services
Mrs. Morgan Zielinski, STEAM Supervisor
Mrs. Michelle Messina, Humanities Supervisor
Ms. Leslie Rodriguez, Director of Transportation

CENTRAL ADMINISTRATION OFFICE

Mrs. Michele Rhubart, Accounts Payable
Mrs. Denise Pronio, Benefits/Payroll Clerk
Mrs. Sherry Billups, Payroll Clerk/Secretary
Ms. Patricia Blaylock, Secretary to Business Administrator
Mrs. Erica Fean, Secretary to Superintendent

DEPARTMENT OF SPECIAL SERVICES

Desiree Marasa, School Psychologist
John Chillem School Social Worker
Lara Koenig, School Psychologist
Jennifer Bill, Speech/Language Therapist
Judilyn Weiserth, Learning Disabilities Teacher/Consultant
Debby Barratt, Secretary

DISTRICT MISSION STATEMENT

The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive citizens who are committed to lifelong learning.



Pine Hill Middle School

Vision Statement

Our vision is to provide our students a safe, positive and supportive environment. We will ensure the highest level of instruction by instilling critical thinking skills, promoting intellectual and social growth by providing rigorous and relevant learning opportunities.

Mission Statement

Our school will empower our diverse student body to embrace learning, achieve their personal best and build their emotional, social and physical well-being to become productive members of society.

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Pine Hill Middle School Staff Directory

**1100 Turnerville Road, Pine Hill, NJ 08021
Telephone: (856) 210-0200 | Fax:(856)210-0195**

Ms. Pia Garbutt	x4002	Principal
Mrs. Maria Casciotta	x4003	Assistant Principal
Ms. Alena Fonte	x4000	Secretary
Mrs. Doreen Greer	x4001	Secretary
Ms. Julia Marinacci	x4008	Nurse

Sixth Grade Teachers			Related Arts Teachers		
Mr. Michael Betley	x4308	Math	Mrs. Lynne Kells	x4201	Visual Arts
Mrs. Abigail Godfrey	x4305	ELA	Mr. Miles Humenansky	x4300	Computers/ Technology
Mrs. Jordan Brennan	x4400	Science	Ms. Jessica O'Toole	x4110	Health/ Physical Education
Mrs. Renee Gilson	x4407	Social Studies	Mr. William Gannon	x4109	Health/ Physical Education
			Ms. Jordan Chester	x4407	Independent Study (TSV)
			Mr. Anthony Parsons	x4109	Health/ Physical Education
Seventh Grade Teachers			Ms. Elizabeth Thomas	x4010	Media Specialist
Mrs. Denise Gilmore	x4204	Math	Mr. Douglas Bender	x4212	Music
Mrs. Kathie Rabaca	x4200	Science	Mrs. Erica Burr	x4213	Band
Mr. Carmen Grasso	x4211	ELA	Mrs. Angelina Detres	x4207	Spanish
Ms. Rachel Davis	x4209	Social Studies	Desiree Marasa	x4006	Psychologist
Eighth Grade Teachers			Title 1 Support and Speech		
Ms. Molly Schultz	x4106	ELA	Mrs. Lisa Myers	x4202	Academic Support
Ms. Karen Fricke	x4108	Math	Ms. Jennifer Bill	x4301	Speech
Ms. Kara Pley	x4103	Science			
Mr. William Fean	x4107	Social Studies			
Enrichment and MLL			Counselors		
Mrs. Holly Strobl	x4102	ELA	Mrs. Brittany Adams	x4007	SAC/Counselor
Mrs. Stephanie Kelly	x4304	Math	Mr. Kevin Lawlor	x4006	Counselor
Ms. Shanelle Griffin	x4409	ELL	Ms. Charneice Roark	x4005	Mental Health Counselor
Special Education Teachers			Resource Room & ICS		
Mrs. Nicole Moyers	x4307	ELA	Mrs. Janelle Michalowski	x4302	ELA
Mrs. Margo Ocasio	x4411	Science	Mrs. Christina Dooling	x4402	Math
Mrs. Jennifer Zane	x4013	MD 6-8	Mr. Matt Torbik	x4405	Math
Mrs. Tracey Rosa	x4104	Social Studies	Ms. Denise Vuono	x4306	Social Studies/Science
Mr. Andrew Schmehl	x4401	BD 6-8			

CODE OF CONDUCT

All students and parents are required to read this handbook to familiarize themselves with rules governing student behaviors and penalties associated with violation of Board policy. Our authority is not limited to actions or responses described in this book of conduct. Actions taken by school officials in response to violations of conduct codes will be carried out in order to maintain student safety, order and discipline.

Tips for Success:

- *Treat others with dignity and respect;*
- *Respect all property on school grounds and off;*
- *Use your head wisely and your heart compassionately;*
- *Always act with intelligence;*
- *Make a positive difference everyday;*
- *Practice politeness and good manners;*
- *Be on time; Work hard and productively everyday.*

Parent Notification

School officials are not required by law to notify parents of any actions taken to intervene in student behaviors if and when they are following “standard operating procedures.” Standard operating procedures are those responses to penalties that are outlined in policy, and which are used to maintain safety, order, and discipline in the school setting.

School officials will make an attempt to notify parents if and when a child is in danger or in the event of an arrest. An attempt to notify may not ensure that parent contact will be guaranteed. **In order to ensure that a parent/guardian can be reached when necessary, we ask that you complete all of the Genesis forms and that this information is updated when changes in residence, phone number and/or custodial care occur.**

Student Registration

The registration process can be completed electronically via the Online Registration Portal. The proper documentation must be uploaded during the pre-registration process. Please click the link [here](#) to see the list for required documents and access to the online portal. If you are unable to complete the online registration packet please contact Mrs. Blaylock at pblaylock@pinehillschools.org or 856-783-6900 ext 1034.

Change of Address

Any change of address is done at the Board Office, 1003 Turnersville Rd., Pine Hill, NJ 08021.

School-Parent-Student Compact

The Pine Hill Public School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year 2024-2025.

SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The John Glenn School, Dr. Albert Bean School, Pine Hill Middle School and Overbrook High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by improving teacher practices and student learning through: learning walks, formal observations, setting smart goals, revising curriculum, weekly lesson plans, and assessing data on benchmark and standardized testing.
2. Hold parent-teacher conferences, supporting this compact, as it relates to the individual child's achievement. The middle school will hold conferences on November 21, 25 & 26 and February 18, 19 & 20.
3. Provide parents with frequent reports on their child(ren)'s progress. Specifically, the school will provide quarterly progress reports, quarterly report cards, and access to Genesis.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents through email, voicemail, personal parental contact, and scheduled school activities.
5. Provide parents opportunities to volunteer and participate in their child(ren)'s class and to observe classroom activities, as scheduled with office staff through class and school celebrations and invitations, for example, Read Across America and American Education Week.

Parent Responsibilities

We, as parents, will support our child(ren)'s learning by:

1. Monitoring attendance.
2. Making sure that homework is completed and providing a study area.
3. Participating, as appropriate, in decisions relating to my child(ren)'s education.

4. Promoting positive use of my child(ren)'s extracurricular time.
5. Staying informed about my child(ren)'s education and communicating with the school by attending conferences and by promptly reading all notices from the school or the school district either received by my child(ren) or by mail and responding, as appropriate.
6. Serving, to the extent possible, on policy advisory groups, and attending the Title I, Part A parent events.
7. Encouraging positive attitudes about school.

Student Responsibilities

We, as students, will share responsibility by:

1. Attending school regularly.
2. Completing all assignments.
3. Being on time for classes.
4. Cooperating with parents and teachers.
5. Respecting the personal rights and property of others.
6. Improving our academic achievement and reaching the State's high standards.

District Calendar

Please click [here](#) for the Pine Hill School District Calendar

Communication

Website

Information about our schools and special programs can be found online at <https://phms.pinehillschools.org>.

Remind.com Text Messaging

All parents and students are automatically enrolled in Remind.com. Teachers use this service to communicate with students and parents. The administration uses this service to send important messages to students and parents as well. It is crucial that all Pine Hill Middle School community members are subscribed to Remind.com.

Twitter and Facebook

Follow Pine Hill Middle School on Twitter @pine_middle and Facebook. These pages will be used as an additional resource for parents, students, and staff to receive timely information about events at the middle school.

Genesis

Genesis service allows postings of important student information such as academic progress to a secure web portal, for access by parents/guardians. Genesis is a management system that focuses on gradebook and classroom/content management. The Genesis Parent Portal may be accessed at the following address:

<https://parents.c1.genesisedu.net/pinehill/sis/view?gohome=true>

The Global Connect System

The Global Connect System is a district wide telephone message system that will update parents to important information such as school closings. **In order to maintain an up-to-date emergency list, it is important that parents/guardians notify the school immediately if a change of address or telephone number has occurred.** These include all addresses and telephone numbers of residence, work and alternative contact people. Please give one main phone number for all children living in the household. This will eliminate duplicate calls, when the superintendent dictates a Global Connect call for various events.

Phone System

1. In order to maintain a more efficient communication process between home and the school, Pine Hill Public Schools provides the convenience of a message board phone system. The message system provides you with pertinent school information and allows you to leave messages for specific staff with whom you need to speak with via their specific extensions. The system is in operation at all times, including evenings and weekends. You may leave a message and your call will be returned by the staff member in a timely manner. *Should there be a need to speak with someone for urgent matters, please contact the Pine Hill Middle School Main Office 856-210-0200, or the Superintendent's office at 856-783-6900.*

Site Council

The Site Council is a group of stakeholders representing the Pine Hill Middle School Community. The Site Council is composed of parents, teachers, administrators and school board members who meet periodically through the school year. Its function is to provide constant school improvement. For more information on a specific school site council or to suggest discussion topics please contact: pgarbutt@pinehillschools.org

School Hours

Daily Arrival Time

School doors open each day at 7:45 AM. Students must enter through the Gymnasium. **The Pine Hill Middle School Bus Lane becomes available for student drop off AFTER 8am.**

School Hours

The regular school hours for grades 6-8 will be from 8:10 AM to 2:40 PM. Homeroom begins at 8:10AM. It is important to be on time because students who report late to homeroom are considered late to school.

End of the School Day

School is dismissed at 2:40 P.M. Students who are bus riders may not walk home unless they present a parent note requesting this and the date of the request. Students are to ride the bus which they have been assigned. **Adults who are picking up a student at dismissal must park in the high school bus lane for the safety of our students.**

Late Bus

The late bus is only for students who are remaining after school for a club, activity, additional teacher support or detention. The late bus departs at 3:30 P.M.

Early Dismissal

A student must be in school for 4 hours for it to count as a school day. Students leaving school early for any reason must be signed out by a parent/legal guardian or a person authorized by a parent/legal guardian.

Visitors

All visitors must report to the office and sign in when entering the schools. All visitors must show photo identification. Thank you for helping us to maximize the safety of our students.

Arrival Procedure

School Doors Open Each Day	7:45 am	All students enter through the Gymnasium
Students MUST Arrive NO LATER Than	8:00 am	Bus lane opens for student drop off
Students Who Arrive After	8:10 am	MARKED TARDY
4 Unexcused TARDIES = Marked 1 ABSENCE		
Tardiness to school will only be excused if a doctor's note is provided.		

PINE HILL MIDDLE SCHOOL
Regular Day Bell Schedule

Homeroom	8:10 - 8:18
1st Period	8:21 - 9:04
2nd Period	9:07 - 9:51
3rd Period	9:54 - 10:38
4th Period	10:41 - 11:25
5th Period	11:28 - 12:12
6th Period	12:15 - 12:59
7th Period	1:02 - 1:46
8th Period	1:49 - 2:33
Dismissal	2:33 - 2:40

PINE HILL MIDDLE SCHOOL
Half-Day Bell Schedule

Homeroom	8:10 - 8:18
1st Period	8:22 - 8:50
2nd Period	8:54 - 9:22
3rd Period	9:26 - 9:54
4th Period	9:58 - 10:26
5th Period	10:30 - 10:58
6th Period	11:02 - 11:30
7th Period	11:34 - 12:02
Dismissal	12:05 - 12:10

PINE HILL MIDDLE SCHOOL
Two-Hour Delay Bell Schedule

**PLEASE DO NOT DROP STUDENTS OFF EARLY FOR DELAYED OPENING DAYS
AS NO SUPERVISION WILL BE AVAILABLE**

Homeroom	10:10 - 10:20
1st Period	10:23 - 10:51
2nd Period	10:54 - 11:22
3rd Period	11:25 - 11:53
4th Period	11:56 - 12:24
5th Period	12:27 - 12:55
6th Period	12:58 - 1:26
7th Period	1:29 - 1:57
8th Period	2:00 - 2:28
Dismissal	2:31 - 2:40

Delayed Opening/Emergency Closing

Should the need arise to close school or to delay our opening because of inclement weather or other emergencies, a Global Connect call will broadcast, and information will be posted on the District Website. For other notification services, our school closing number is 583.

Delayed Opening

Please note that the one hour delayed opening also applies to bus pick ups, so please make arrangements for your children to be dropped off at school at 9:10 AM (one-hour delay) and 10:10 AM (two-hour delay), even if he/she is driven to school. In addition, on these mornings the breakfast program will not be held.

Breakfast and Lunch Programs

A breakfast and lunch program is offered daily to all students attending sixth through eighth grade. Menus are distributed monthly. Also, ala carte items such as pretzels, ice cream and cookies are served daily.

Applications to determine free, reduced or paid status are sent home in August by the Board of Education and should be completed and returned immediately to the Board of Education. Applications are also available at the main office.

Returning students will continue on the same status as they were at the close of the previous school year until either September 30th or until their applications are processed. New students must pay for their meals in full until their applications are processed. Please be advised that this information is kept completely confidential. Students who qualify for free or reduced lunches also qualify for free or reduced breakfast.

Standard of Dress Policy

Please click [here](#) to view the Standard of Dress Policy for Students from our district website

Dress Code

Students may wear any color shirts as well as shirts without collars. Shirts may include **school appropriate logos, graphics, and/or wording**. Students may wear jeans, joggers, sweatpants, shorts, and leggings in any color. They may also wear skirts, skorts, and dresses.

Shirts/Tops	Students may wear any color shirts as well as shirts without collars. Shirts may include appropriate logos, graphics, and/or wording
Bottoms	Students may wear jeans, joggers, sweatpants, shorts, and leggings in any color. Bottoms should be an appropriate length and cover all private areas and undergarments at all times.
Dresses/Skirts	Students may wear skirts, skorts, and dresses but should be an appropriate length and cover all private areas and undergarments at all times.

Prohibited
<ul style="list-style-type: none">- No Sandals/Shoes without a Strap/Back- No Hats or Headgear- No Sleepwear- No Tank Tops/Spaghetti Straps- No Crop Tops or Shirts that Expose the Midriff- No Ripped, Mesh, or See-Through Bottoms- No Sagging Pants, Showing Undergarments

Physical Education Dress Code

Students can wear any color of sweatpants or athletic shorts. Shorts are to be no more than 4" above the kneecap. Students are required to wear an ash colored tee-shirt with Pine Hill Public Schools logo and a rectangular bar underneath (so students can print their name with a Sharpie to cut down on theft, loss, etc.) for \$10 each. Students must wear sneakers.

Dress Code Enforcement

Teaching staff members will report violations of dress code to the building principal or the assistant principal, who will interpret and apply the policy outlined above.

Attendance Policy

Please click [here](#) to see the Attendance policy from our district website

Unexcused Absences

New Jersey Law and Pine Hill Board of Education policy requires that every student enrolled in the school district attend school regularly. Students who are repeatedly absent from school will be in danger of retention and/or ineligibility to participate in co-curricular activities and sports.

The school/district will notify parents each day a student is absent from school. Additionally, parents will be notified by the school/district after the student has accumulated (4), (8), and (10) consecutive unexcused absences from school.

Note Policy: A parent/guardian written note(s) can be used to excuse up to 6 days of student absences. These absences will only be excused due to student illness.

After 4 Days Unexcused Absences:

- A four day notice will be issued via mail to the known residence of the student

After 8 Days Unexcused Absences:

- An eight day notice will be issued via mail and by phone or email (if available)
- Required to meet with his/her guidance counselor

After 10 Unexcused Absences:

- Mandatory referral to the court program required by the New Jersey Administrative Office of the Courts
- Absences need to be consecutive, but are accumulative

Reminder: Every 4 days late will count as 1 absence.

Excused Absences

An excused absence is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:

- Student illness
- Student's suspension from school
- Death or illness in the student's family
- Student's I.E.P. Requirements
- Necessary and unavoidable medical, dental, or other healthcare appointments that can not be scheduled at a time other than the school day
- Take Your Child to Work Day

- Observance of a religious holiday
- Required attendance in court

ALL absences must be accompanied by the appropriate documentation

Reminder: A parent/guardian written note(s) can be used to excuse up to 6 days of student absences. These absences will only be excused due to student illness.

Chronic Illness

Any student with a chronic illness needs to provide a doctor's note annually to the main office in order for illness related absences to be excused. When absent, the main office needs a parent/guardian note to verify that the student was absent due to the chronic illness.

Make-Up Work

Students returning to school are given the opportunity to make-up missed work equal to the number of days missed. Additional time may be requested by the student. The student is responsible to see their teacher immediately upon return regarding work missed during an absence to make arrangements for completion of that work.

Identification Badges

The purpose of Title IV is to foster a safe and drug-free environment that supports student achievement. The Board of Education of Pine Hill in compliance with the - No Child Left Behind Act of 2001 - has established the following policy regarding Photo Identification Badges:

Procedure:

Each student in grades six (6) through eight (8) will be issued a photo ID badge in September. Replacement badges will cost \$5.00. Temporary ID badges can be issued for one day for a cost of 50 cents from the Homeroom teacher. Students who continue to forget or lose their ID badge will accrue charges which must be paid in full before that student will be issued a diploma in grade 12.

Rules:

1. Students must display photo ID badge to ride any school bus.
2. Students must wear photo ID badge during the school day and for school activities.
3. Students must display photo ID badge to enter Homeroom or they will have to purchase a temporary ID.
4. Students must display photo ID badge to utilize library services.
5. Students must display photo ID badge to obtain free or reduced breakfast or lunch.

The Pine Hill Board of Education is committed to maintaining a school environment that is safe and secure for teachers to teach and students to learn. It is to this end that students are encouraged to be cooperative and to proudly wear their photo ID badges.

TIER 1
Teacher Managed Infractions

Example Behaviors	Consequences
<ul style="list-style-type: none"> ● Late to class ● Unprepared/Missing class materials ● Eating/Drinking outside of assigned area ● Talking out of turn in class ● Cell phone procedure violation ● Inappropriate hallway conduct (running in hall) ● Improper use of hall pass ● Electronic Device (non-cell phone) procedure violation 	<ul style="list-style-type: none"> ● Documented Offense #1 <ul style="list-style-type: none"> ○ Verbal Warning, Conference with Student, Change of Seat, Consulted with Counselor/Administration, Conference with Parent, Consulted/Referred to CST, Time out in Classroom/Hallway, Restorative Practice/Reflection Activity ● Documented Offense #2 <ul style="list-style-type: none"> ○ Notification of Parent and Lunch Detention ● Documented Offense #3 <ul style="list-style-type: none"> ○ Office Referral

- ★ Dress Code Violation = Office Referral
- ★ Cell Phone Procedure Violation = Cell Phones Placed in Locker and Office Referral
- ★ Unethical Conduct: Cheating/Plagiarism = Notification of Parent and Loss of Credit OR Lunch Detention with Opportunity to Earn Credit

TIER 2
Main Office Managed Infractions

Example Behaviors	Consequences
<ul style="list-style-type: none"> ● Use of profanity (verbal/physical) or profanity directed at peers ● Failure to respond to staff directions, questions or concerns ● Cutting detention or inappropriate conduct at detention ● Damage to school/personal property ● Leaving class without permission ● Physical Altercation: Horseplay 	<ul style="list-style-type: none"> ● Documented Offense #1 <ul style="list-style-type: none"> ○ Notification of Parent and After-School Detention ● Documented Offense #2 <ul style="list-style-type: none"> ○ 3 After-School Detentions or 1 day of AIR ● Documented Offense #3 <ul style="list-style-type: none"> ○ 1-3 days of AIR

TIER 3
Main Office Managed Infractions

Example Behaviors	Consequences
<ul style="list-style-type: none"> ● Fighting ● Stealing ● Gambling ● Extortion ● Trespassing ● Leaving school without permission ● Endangering the safety of self and others ● Threatening a member of the school community ● Possession of a weapon, drugs or other forms of contraband ● Profanity Directed at Staff 	<p>Based on the severity and/or frequency of Tier 3 behaviors, student(s) will automatically be assigned:</p> <ul style="list-style-type: none"> ● 1-5 days of AIR ● 1-10 days of out of school suspension

TIER 4
Main Office Managed Infractions

Example Behaviors	Consequences
<ul style="list-style-type: none"> ● Possession of a firearm, knife/blade ● Starting a fire ● Inciting a riot/campus wide disturbance ● Behavior that significantly threatens the safety of a school community member ● Bomb threat ● Assault ● Gang Activity 	<p>Automatic 5-10 days of out of school suspension and possible referral to the BOE</p>

In as many cases as possible, if a conflict or infraction could be resolved using authentic restorative dialogue, this approach will be preferable to punitive measures.

Cell Phones

The middle school is a no cell phone zone. **This means that cell phones are not to be visible or used during school hours.** All electronics, with the exception of school-issued Chromebooks, **must be kept in student lockers and turned off during school hours.** This is to ensure student achievement and success as well as the development of healthy social and emotional skills.

Headphones/Airpods

Headphones are permitted for educational purposes only and require teacher permission for such use. **Headphones (with wires or wireless) are not permitted to be visible in the hallways or in students' ears when they are not using them for educational purposes.**

The following procedures will be adhered to for student infractions against the electronic devices policy:

1st Infraction	<ul style="list-style-type: none">- Warning- Cell phone/Headphones are placed in locker and turned off
2nd Infraction	<ul style="list-style-type: none">- Teacher Lunch Detention- Cell phone/Headphones are placed in locker and turned off
3rd Infraction	<ul style="list-style-type: none">- Administrative Lunch Detention- Parent Contact- Cell phone/Headphones are placed in locker and turned off
4th Infraction	<ul style="list-style-type: none">- After-School Detention- Cell phone/Headphones will be confiscated and must be picked up by a parent in the main office at the end of the day

Chromebooks

Please use the following links to see the [Technology Devices to Pupils](#), [Use of Technology](#), and [Acceptable Use of Computer Network](#) policies from our district website

Chromebooks are provided by the school and loaned to him/her for the length of time that he/she attends Pine Hill Middle School. Chromebooks are kept by 6th and 7th grade students. 8th grade students will turn in their Chromebook at the end of year and will be given a new Chromebook for 9th grade. **Students are required to come to school each day with their device fully charged or will otherwise receive a zero for class participation.**

Chromebook Care:

- Students are not to put stickers on their Chromebooks. This excludes a sticker with their name on the bottom or a camera cover.
- Students cannot write on their Chromebook.

General Chromebook Rules:

- Students will no longer be provided a loaner Chromebook for the day. Loaner Chromebooks will only be provided to students who have broken or damaged devices. **Students who come to school without their Chromebook will receive a zero for class participation each day they are without their device.**
- Students will no longer be provided a loaner charger for the day. Students will only be given one replacement for a lost or damaged charger. **Students will then be fined for future lost or damaged chargers.**
- Students will have their first instance of a damaged Chromebook excused. **However, any other damages to the device after the first repair will be fined to the student.**
- **Students will be fined for lost Chromebooks.**

Chromebook Repair Process:

- Broken Chromebooks are to be turned in for repairs. Students will receive a replacement device (loaner) while repairs are being made. **If this is a second offense, students will be faced with a fine depending on the repairs.**
- Repair time depends on the type of damage, the amount of other repairs in progress and/or the availability of the parts needed for the repair.
- Once repaired, the Chromebook will be returned to the student. Students must return their loaner in order to receive their original device.

Item	Cost
Screen	\$160
Palm Rest/Mouse Pad	\$65
Keyboard	\$17
Bottom Cover	\$65
Battery	\$30
Motherboard	\$270
Complete Device	\$360
Lost/Damaged Charger	\$50

Zero Tolerance

The Board of Education recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will therefore, result in immediate action taken by the district. All threats of harm to others made through acts related to Zero Tolerance behaviors/incidents may warrant psychiatric evaluation prior to a student's return to school.

Use of Drugs, Alcohol, and Tobacco on School Property

It is the responsibility of the Pine Hill School District to safeguard the health, character, citizenship, and development of the students in its schools. The Board of Education recognizes that the use of drugs and alcohol constitutes a hazard to the positive development of students. Therefore, the superintendent shall direct the development of a program for the evaluation and treatment of students found possessing or using tobacco/vapes, alcohol, or drugs on school property or at school functions.

Any child found in possession of drugs, alcohol, or tobacco in violation of this regulation will be subject to suspension. The Drug and Alcohol Policy will be implemented. This may require medical examination and drug testing of students suspected of using or being in possession of unregistered medication, alcohol, or a Controlled Dangerous Substance (CDS).

Weapons

Students in possession of weapons may be removed from the school for one year from the date of incident in response to the possession of a firearm or other weapon deemed dangerous at the discretion of the School Resource Officer (SRO) or other school personnel. This is in accordance with Zero Tolerance regulations that will be upheld by the Pine Hill Board of Education.

Lockers

Lockers are the property of the school and are subject to random and unannounced searches at any time. Students should therefore have no exception of rights to privacy where lockers are concerned. Additionally, a student can be held responsible for any vandalism or damage done to his/her locker including graffiti.

All students are to be held responsible for the contents of the locker which has been assigned to them. Each student will be issued a locker; no two students are assigned to the same locker. Therefore, students are to use only the locker assigned to them.

Students are encouraged to avoid voluntarily sharing their assigned locker space with any other student. The consequences of a shared locker can be unlimited and the person to whom a locker has been assigned will be held accountable for its contents.

Backpacks are to remain in lockers for the duration of the school day in order to protect the safety and security of all learning community members

Search and Seizure

When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school safety, order and discipline, the school official has the right to conduct a reasonable search for such evidence. Searches can be conducted with reasonable cause to suspect student involvement in any and all drug related behaviors and/or weapons offenses. Reasonable suspicion can result from something we hear, see, smell, have a “feeling” about or know from a student’s past history.

Persons entering a school building, attending school, attending a school sponsored event, or riding any form of school transportation may be required to submit to a hand-held detector scan when school district administrators have reasonable cause for suspicion of concealed weapons. Bags and parcels may also be searched by the same means or by hand.

Bus Safety

Students who reside more than two miles from school are transported, free of charge, to and from school in buses from companies with which the Board of Education contracts. Students are held accountable for their behavior on the buses as well as going to or coming from their bus stop. The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, if unable to manage any pupil, shall report the unmanageable

pupil to the principal of the school which he attends. NJ STATE LAW 18: A: 25-2 states, "A pupil may be excluded from the bus for disciplinary reasons by the principal or assistant principal and his/her parents shall provide for his/her transportation to and from school during the period of exclusion." Students must ride the bus to which they have been assigned and issued a bus pass. Bus students may not walk home without an administrator's approval and a written request from the child's parent/guardian.

School Bus Behavior:

- Students must ride on the bus to which they have been assigned. Students are bussed to and from the registered address only.
- Students must show their bus pass to the driver upon boarding the bus.
- Students must remain **seated** and wear their seat belt after boarding the bus and whenever the bus is in motion. **No changing seats or walking around is permitted.**
- Objects should not be thrown on the bus or out of the bus windows.
- Screaming, shouting, hollering, eating and drinking on the bus is prohibited. Remember that loud talking or unnecessary noise diverts the driver's attention and may result in a serious accident.
- Treat bus equipment with care. Damages must be paid for by the offender.
- Riders should never tamper with the bus or its equipment.
- Keep books, coats, packages, and any other objects out of the aisles.
- The bus driver is in charge of the students on the bus at all times. She/he has the authority to assign seats. Please respect your bus drive; proper behavior is expected at all times.

Video Surveillance on School Buses

All district-owned buses may use video equipment as a means of security and safety for the students being transported to and from school or school sponsored activities. All parents/guardians should be aware that video tapes will be made of their child(ren) during said activities and can be used to identify inappropriate behavior resulting in loss of bus privileges.

Late Bus

The late bus departs at 3:30 p.m. The bus is intended for students who are remaining after school for a club, activity, additional teacher support or detention. The bus is not for students who are loitering around the school after dismissal and are not attending a school sponsored program.

Crossing Guards

The Pine Hill Police Department provides crossing guards for the Middle School during the following times: 7:40 AM to 8:10 AM and 2:40 PM to 3:10 PM.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Section 504 states: “No otherwise qualified handicapped individual in the United States shall solely by reason of his handicap, be excluded from the participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Affirmative Action Notice

Any person who feels there has been committed against another, a violation of human rights on the basis of race, religion, sex, age, or national origin has the right and obligation to file a complaint against such discriminatory action. A copy of the procedure for complaints of discrimination and a grievance form are available and will be used to conduct an immediate and effective investigation. Also located within all school district offices are copies of the Affirmative Action Plans.

Child Abuse

The Pine Hill Board of Education has adopted a policy regarding abused children to help protect our students. As child advocates, we are required by law to report SUSPECTED child abuse incidents to the Division of Child Protection & Permanency (DCP&P). For a copy of Policy #8462, please contact the Board of Education Office.

Megan’s Law Implementation

The Board of Education has adopted a policy which addresses the requirements of Megan’s Law (Policy#1100.2). In general, the policy and Megan’s Law requires adults and/or juveniles found to be compulsive and repetitive sex offenders to register in accordance with a system designed to permit law enforcement officials to identify and alert the public when necessary for public safety.

The board will follow all directives received by the County Prosecutor’s Office and local law enforcement officials regarding the appropriate community notification requirement. Copies of the full policy are available from the Office of the Superintendent.

Suicide/Homicidal Ideation

Students demonstrating behavioral or verbal and/or written expression of intent to do harm to themselves or others will be sent for Crisis Intervention. A clearance for reentry to school will be required.

Prohibiting Harassment, Intimidation, and Bullying

Please click [here](#) for the district policy regarding Harrassment, Intimidation, and Bullying

Guidance Department

Our school counselors are student advocates and address all issues that concern students: academic, social, emotional, and physical. Students may see counselors individually, in a group, or as a class.

Counselors also consult with parents/guardians, administrators, other district personnel as well as with community agencies; such as, social services, the mental health center, alternative educational programs, private counselors, social workers, psychologists, and psychiatrists. In addition, the counselors will attend Intervention and Referral Service (I&RS) meetings and are included in special education services.

Mr. Kevin Lawlor-Counselor - ext. 4006 klawlor@pinehillschools.org
Mrs. Brittany Adams-SAC/Counselor - ext. 4007 badams@pinehillschools.org
Ms. Charneice Roark-Mental Health Counselor - ext. 4005 croark@pinehillschools.org

Health Services

Health services are provided under the direction of the school nurses, who are available every school day. Students must visit the nurse's office when they are ill, after obtaining a pass from the classroom teacher. The school nurses also give vision screening and hearing tests to all students. The schools are equipped to give emergency first aid. Treatment of a more serious nature will be referred to the home. Additionally, the school nurse will consult with you on any particular health problem.

Under certain circumstances students may administer medication to themselves. The school nurse can provide copies of the policy for those parents/guardians who wish to provide their child (ren) with this option. All requests must have the prior approval of the Board of Education.

Students who need to take medication in school must have a note from their parents/guardians and one from their physician. **No medication, whether prescription or nonprescription, (including aspirin or acetaminophen) will be administered without parent consent.** All medication to be given in school must be sent to school in the original Rx bottle from the pharmacist. Students may not carry any medication, prescription or over-the-counter, on their person at any time on school property, unless they have received prior approval of self-medications such as inhalers or epi-pens. Please be reminded that any medications brought into school must be picked up by an adult prior to the last day of school.

The use or possession of medications in violation of these regulations will require the implementation of the district Drug and Alcohol Policy. Possession, consumption, or sharing of any over-the-counter medications will be treated with the same response required by law to illegal substances. Drug testing will be mandatory.

Grading System

100-90	A
89-80	B
79-70	C
69-65	D
64 and below	F
Principal's List = 100-90 in all subjects Honor Roll = 100-90 in three academic subjects are 89-80 in all other subjects	

Students failing 2 or more subjects (English, Math, Social Studies, Science, PE/Health, Average Related Arts Grade) for the year will be retained.

Promotion and Retention of Students

Students failing 2 or more subjects (English, Math, Social Studies, Science, PE/Health, Average Related Arts Grade) for the year will be retained. In addition, students with 20 or more excused and unexcused absences may be retained.

Genesis

The district provides Genesis with the goal of enhancing school-to-home communications. Parents may view their child's progress in each of their classes through the online portal. Individual Genesis usernames and passwords are distributed when starting 6th grade or upon enrollment at Pine Hill Middle School. **If you are having trouble accessing your parent account, please contact the main office at 856-210-0200 x4000.**

Report Cards and Parent-Teacher Conferences

The key to a successful educational program is the connection between home and school. Therefore, it is strongly encouraged to check students' grades throughout the year, but also attend Parent-Teacher Conferences and our Annual Back to School Night. Parent-teacher conferences are scheduled in the fall and spring, with evening conferences also being provided.

Marking Period	Progress Reports in Genesis	Report Card in Genesis	Parent-Teacher Conferences
1st	October 3rd	November 19th	November 21, 22, 25, and 26
2nd	December 18th	February 4th	
3rd	March 7th	April 10th	February 18-20
4th	May 13th	June 18th	
Back to School Night September 18th			

Title One Instruction

An important part of the middle school experience is to identify individual needs and potentialities for each learner. The middle school provides supplemental instruction and in-class support in the area of literacy and math to those students who performed below the N.J. minimum level of proficiency on the State test.

Project Success Program

Project Success is an after-school program that provides instructional support to help students with subject matter, content and skills to ensure success in the classroom. Students are recommended to the program by teachers, guidance, administration, and the Intervention and Referral Services (I&RS) committee. The program runs Monday-Thursday from 2:30-3:30pm. Any parent interested in having his/her child attend the program should email Mrs. Lisa Myers at lmyers@pinehillschools.org for more information.

Special Services

The Child Study Team Office is located at Overbrook High School. The general team consists of eight members: a Learning Consultant, who tests for learning skills and/or academic levels; a School Psychologist who evaluates students to determine their intellectual and social-emotional status, a School Social Worker who consults with parents and teachers in order to obtain a developmental and social history for a child; and a Speech Therapist who evaluates and remediate's students' speech and language difficulties. If you have any questions concerning your child's learning or adjustment difficulties in the school setting, you may call the Department of Special Services at 856-767-8000

Positive Behavior Support System

Through a partnership with Kean University, Pine Hill Middle School is implementing a positive behavior support system as part of our restorative justice initiative. The positive behavior support system is committed to recognizing our students who demonstrate positive behaviors and exemplify the qualities of being “Ram Proud”. Pine Hill Middle School’s positive behavior support system will provide students with chances to cash in their points for both small and large prizes all year long as well as have the opportunity to participate in monthly and quarterly incentive-based programming.

Renaissance

The Renaissance Program at Pine Hill Middle School is designed to recognize students and staff for excellence and outstanding effort. The essential part of this recognition program for students is the academic card program. **Students earn their “cards” on a marking period by marking period basis and expire at the end of each marking period.** These cards are awarded to students for receiving good grades, exhibiting positive behavior and having excellent attendance.

Color	Criteria	Incentives
Gold	<ul style="list-style-type: none"> - 95-100 or above in all academic and related areas - No more than 1 unexcused absence - No more than 1 unexcused late - No lunch and/or after school detentions total - No more than 2 incomplete, late or missing assigned COMBINED for all classes - No suspensions 	<ul style="list-style-type: none"> - Auditorium attendance for selected school performances - Homework Pass - Invitation to Renaissance Rally - A raffle ticket for a chance to win prizes at the rally
Blue	<ul style="list-style-type: none"> - 90-94 or above in all academic and related areas - No more than 2 unexcused absences - No more than 1 unexcused late - No more than 1 lunch and/or after school detentions total - No more than 3 incomplete, late or missing assigned COMBINED for all classes - No suspensions 	<ul style="list-style-type: none"> - Auditorium attendance for selected school performances - Homework Pass - Invitation to Renaissance Rally - A raffle ticket for a chance to win prizes at the rally
Orange	<ul style="list-style-type: none"> - 85-89 or above in all academic and related areas - No more than 3 unexcused absence - No more than 2 unexcused late - Nor more than 2 lunch and/or after school detentions total - No more than 4 incomplete, late or missing assignments COMBINED for all classes - No suspensions 	<ul style="list-style-type: none"> - Homework Pass - Invitation to Renaissance Rally - A raffle ticket for a chance to win prizes at the rally
White	<ul style="list-style-type: none"> - 80-84 or above in all academic and related areas - No more than 4 unexcused absence - No more than 3 unexcused late - Nor more than 3 lunch and/or after school detentions total - No more than 5 incomplete, late or missing assignments COMBINED for all classes - No suspensions 	<ul style="list-style-type: none"> - Homework Pass - Invitation to Renaissance Rally - A raffle ticket for a chance to win prizes at the rally



Pine Hill Middle School Chapter of the National Junior Honor Society

SCHOLARSHIP ■ LEADERSHIP ■ SERVICE ■ CITIZENSHIP ■ CHARACTER

The National Junior Honor Society chapter of Pine Hill Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs.

Pine Hill Middle School Chapter of the National Junior Honor Society Selection Requirements:

1. Cumulative average of 90 or higher in Academic Course
2. Passing Grades in Related Arts or PE
3. Discipline: No in- or out-of-school suspensions from January of 6th grade year to present
4. Faculty Evaluation: Regarding a candidate's character, citizenship, and leadership
5. Activity Information Form: Documentation of appropriate leadership, service, and activities
6. Essay: Original, thoughtful paragraph demonstrating understanding of citizenship

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mrs. Kelly, in Room 101, or by phone at 856-210-0200 ext. 4101 or email at skelly@pinehillschools.org

Grade Level Trips and Events

Grade level trips are designed to be educational in nature as they provide rewarding and meaningful experiences outside the classroom. Therefore, in order to be eligible to participate in these trips/events students must:

- Consistently model and demonstrate positive behavior
 - Students who have 4 occurrences of out of school suspension or Tier 4 infractions may not participate
- Maintain passing grades
 - Failing two or more subjects areas (including Related Arts and PE) will exclude students from participating
- Attending school regularly
 - 16 or more days of absence will exclude students from participating
- Have no overdue or unpaid fines
 - Library, Lunch, and/or Chromebook

Events and Special Programs

In addition to Renaissance Rallies and special events for our 8th graders; such as, the 8th grade class trip, 8th grade dinner dance and 8th grade promotion ceremony, the middle school will provide monthly and quarterly incentive-based programming. Eligibility to participate in these events will be based on:

- Consistently modeling and demonstrating positive behavior
 - Limited to Tier 1 Behaviors only
- Maintain passing grades
 - Failing two or more subjects areas (including Related Arts and PE) will exclude students from participating
- Attending school regularly
 - 16 or more days of absence will exclude students from participating
- Have no overdue or unpaid fines
 - Library, Lunch, and/or Chromebook

Field Day

Field day is a memorable event that promotes physical activity and team building as well as fosters healthy competition and sportsmanship among students. Students may be excused from participating in field day by providing a doctor's note. Any student who is present in school for Field Day and chooses not to participate will be required to attend the event outside along the fence line. Eligibility to participate in this event will be based on:

- Consistently modeling and demonstrating positive behavior
 - Students who accumulate 3 or more days of alternative instruction room placement or out of school suspension during the course of the school year may not participate
- Actively participating and prepared for class
 - Students who are unprepared for PE 6 or more times in a marking period will be unable to participate
 - Students who choose to willingly remove themselves from PE class and refuses to rejoin the activities will be unable to participate
- Maintain passing grades in PE/Health
 - Failing PE/Health for 1 or more marking periods or currently failing at the time Field Day takes place will exclude students from participating
- Attending school regularly
 - 16 or more days of absence will exclude students from participating
- Have no overdue or unpaid fines
 - Library, Lunch, and/or Chromebook

The Administration maintains the authority to exclude a student from trips, dances, and events as part of any consequence caused by a student seriously or continually violating our Code of Conduct and/or endangering the safety of others.

Extra Curricular Activities and Sports

It is our goal to encourage all students to participate in extracurricular activities. Academic success and proper conduct and citizenship are rewarded by participation in our school sports programs. To be eligible for participation students: must not have failed 2 or more subjects during the immediately preceding academic marking period on their report card. However, if a student is struggling with academics, they must have a conference with administration, parent and coach and/or be put on and follow an Academic Action Plan, which includes mandatory after school tutoring.

If a student has received failing grades in two or more school subjects on their most recent report card, the student must attend after school tutoring and follow Academic Action Plan. If student has been suspended/assigned to alternative instruction room placement program for a total of five days during the course of a full year extracurricular activity, or three days during the course of a club, sport, or ½ year activity, he/she will need to be put on and follow Behavior Action Plan for the duration of the year.

Clubs and Organizations

School Newspaper (Ram Press)	Art Club
Student Council	Bowling Club
NJHS (National Journal Honor Society)	Multicultural Club
Concert Band	Money Matters
Peer Meditation	Yearbook
Video Game Club	STEAM Club
Debate Club	Project Success

Sports

Fall: Cross Country (Co-ed), Field Hockey, Boys Soccer, Girls Soccer

Winter: Boys Basketball and Girls Basketball

Spring: Baseball, Softball, Track and Field

English Language Learner (ELL) Identification Process

All students entering New Jersey public schools must be evaluated using the ELL identification process articulated below. This is a three-step process which includes the multiple indicators:

- 1) New Jersey Home-Language Survey;
- 2) The Records Review Process; and
- 3) Testing for Identification.

Multiple Indicators for Identification

Step	Entrance Steps	Description	Who can Complete step/assessment
Step 1	Home Language Survey	<p>The home-language survey must be administered for all students upon enrollment. It can be administered through writing or an oral interview. The survey questions are mandatory for all school districts/charters starting in July of 2019 and cannot be altered.</p> <p>The home-language survey indicates whether the student must be evaluated using ELL Identification Step 2: Records</p>	Any individual with knowledge of student or ability to interview (e.g. Parent, Trained intake person, front office staff)

		Review Process.	
Step 2	Records Review	<p>Based on oral interviews with family/student and/or review of available documents (e.g., school records) by certified teaching staff, determine the answers to the following two screening indicators. Circle the answer for each indicator.</p> <p>Indicator 1: The student has never been identified as an English language learner and has been attending any K–12 English-language, U.S. school for more than three consecutive years.</p> <ul style="list-style-type: none"> • Yes— Identification process is complete. Student is not an ELL. • No—Proceed to Indicator 2 <p>Indicator 2: The student was identified as an English language learner, but was exited using documented, New Jersey-approved multiple measures (p. 1) and has been attending U.S. schools since exit from ELL status. This indicator does not apply to students who have been former ELLs for less than two years and are being reconsidered for ELL status as a result of monitoring.</p> <ul style="list-style-type: none"> • Yes— Identification process is complete. Student is not an ELL. • No—Complete ELL Identification Step 3: Testing for Identification. 	NJ Certified Teacher e.g. Basic Skills, ESL, Bilingual, Administrator
Step 3	Testing	<p>Identification criteria, based on the scores from the New Jersey-approved WIDA language proficiency assessments, must be</p>	NJ Certified Staff, preferred ESL/Bilingual e.g. Bilingual/ESL supervisor, lead, teacher

		used to determine eligibility. A student can be eligible for entrance with WIDA Screener, WIDA MODEL, or W-APT (Kindergarten only) composite proficiency level below 4.5	
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Sheltered Instruction for Multilingual Learners - Sheltered English instruction is an instructional approach that engages MLs above the beginner level in developing grade-level content-area knowledge, academic skills, and increased English proficiency. In sheltered English classes, teachers use clear, direct, simple English and a wide range of scaffolding strategies to communicate meaningful input in the content area to students. Learning activities that connect new content to students' prior knowledge, that require collaboration among students, and that spiral through curriculum material, offer MLs the grade-level content instruction of their English-speaking peers, while adapting lesson delivery to suit their English proficiency level.

Supportive Services for Multilingual Learners - In accordance with 6A:15-1.6 Supportive services, students enrolled in Bilingual, ESL, and English language services programs shall have full access to (as feasible) supportive services such as counseling, tutoring, and career guidance. These services are provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

Annual Statement of Supportive Services for students enrolled in bilingual, ESL, and English Language Services programs - (a) Students enrolled in bilingual, ESL, and English language services programs shall have full access to educational services available to other students in the school district. (b) To the extent that is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents in accordance with [6A:15-1.7](#).