

MAPLE PLACE MIDDLE SCHOOL
OCEANPORT SCHOOL DISTRICT
STUDENT HANDBOOK AND CODE OF CONDUCT
2026-2027



Principal – Mrs. Melissa Keiser mkeiser@oceanportschools.org

MPS / CST Secretary – Mrs. Linda Mansfield lmansfield@oceanportschools.org

School Nurse – Mrs. Jenine Dora jdora@oceanportschools.org

School Counselor – Mrs. Megan Bonett mbonett@oceanportschools.org

School Counselor - Mrs. Michelle Mason mmason@oceanportschools.org

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The Maple Place Mission Statement:

Our mission is to educate and inspire each other to become better humans. By valuing community, leadership, and each others' differences, we will develop positive and productive citizens.

DISTRICT INFORMATION

OCEANPORT BOARD OF EDUCATION

Mr. Mark Patterson, President
Mrs. Courtney McDonnell, Vice President
Mr. Ryan Glubo - Ms. Jamie Gough
Ms. Patricia Kelly - Mrs. Cristin Liberatore
Ms. Marion Maloney - Mr. Dan Peltz
Mrs. Jessica Sargent

CENTRAL OFFICE

Dr. Karen Barry – Superintendent
Mrs. Geraldine Martinez – School Business Administrator
Mrs. Kathleen Mignoli - Director of Curriculum and Instruction
Mrs. Jessica Carnavas –Director of Special Services
Ms. Leigh Ann Niers - Supervisor of Preschool
Mr. Todd Eichler – Technology Coordinator
Ms. Rosalie Cuocco – Secretary to the Superintendent and Business Administrator
Ms. Samantha Katz – Administrative Assistant, Accounts Payable
Mrs. Danielle Wolfe - Payroll/Health Benefits Coordinator
Mrs. Linda Mansfield - Secretary, Maple Place / Special Services
Mrs. Patricia Tomiano - Secretary, Wolf Hill / Curriculum and Instruction

OCEANPORT PTO EXECUTIVE BOARD 2026-2027

President: Susan Peltz president@oceanportpto.org
Treasurer: Katie Dello Stritto treasurer@oceanportpto.org
Vice President of Programs: Kelly Gambella Programs@oceanportpto.org
Vice President of Communications: Lauren Stolfi communications@oceanportpto.org
Vice President of Fundraising: Jackie Patterson fundraising@oceanportpto.org

Recording Secretary: Morgan Bufano recsec@oceanportpto.org
Corresponding Secretary: Diane Bifano corsec@oceanportpto.org

District Vision:

Our vision for the Oceanport School District, in collaboration with all stakeholders, is to yield critical thinkers who are resilient leaders of a global society.

District Mission:

The Oceanport School District will support students' growth along their educational journey and maximize their academic achievement. Our educational community will work collaboratively to provide an innovative, nurturing, and safe environment with opportunities for ALL learners.

District Motto:

Charging Ahead!

District Hashtag:

#ChargingAhead

EMERGENCY CLOSING

There are many reasons for closing schools. In order to assist parents, the following is done when: (See below)

- **Schools Open Late**
 - The "Delayed Opening" will be 2 hours later than usual. Students should be at the bus stop 2 hours later than scheduled.
- **Schools Close During The Day**
 - In the event of school closing during the day, you will be notified by our Emergency Notification System.
- **Four Hour Sessions**
 - There are days when the schools close after a four-hour session. These days are for Parent Teacher Conferences, Back-to-School Night, teacher professional development, before the Thanksgiving Recess and at the end of the school year etc. When the district conducts a four-hour session, Maple Place Middle School dismisses at 12:10PM. Please check the calendar and be sure your children know what to do on these four-hour session days. No lunch is served.

MAIN OFFICE INFORMATION

- Our School day hours are: 7:55 AM to 2:35 PM
- Our Early Dismissal schedule hours are: 7:55 AM to 12:10 PM
- Our Delayed Opening schedule hours are: 9:55AM to 2:35PM
- **Doors open for the students at 7:45 AM each morning**
- **The school day begins promptly at 7:55 AM**

SCHOOL CALENDAR

OCEANPORT SCHOOL DISTRICT

2026-2027 Calendar

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16 Student/18.5 Teacher Days

- September**
- 1 - Staff PD Half Day/School Closed for Students
 - 2-3 - Staff Professional Development/School Closed for Students
 - 4-7 - District Closed - Labor Day Weekend
 - 8 - First Day of School - Students 4 Hour Session
 - 17 - Back to School Night - WH
 - 21 - District Closed - Yom Kippur
 - 24 - Back to School Night - MPS

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19 Student/19 Teacher Days

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 Student/22 Teacher Days

- October**
- 12 - Staff Professional Development/School Closed for Students
- November**
- 5-6 - School Closed - NJEA Convention
 - 25 - 4 Hour Session
 - 26-27 Thanksgiving Recess

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Student/19 Teacher Day

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

17 Student/17 Teacher Days

- December**
- 2, 3, & 4 Parent/Teacher Conferences - 4 Hour Session
 - 23 - 4 Hour Session
 - 24-31 - Winter Recess
- January**
- 1 - Winter Recess
 - 18 - District Closed - Dr. Martin Luther King

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 Student/20 Teacher Days

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 Student/17 Teacher Days

- March**
- 1 - Staff Professional Development/School Closed for Students
 - 11-12 - Parent/Teacher Conferences - 4 Hour Session
 - 25 - 4 Hour Session
 - 26-31 - District Closed - Spring Recess
- April**
- 1-2 - District Closed - Spring Recess

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Student/20 Teacher Days

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Student/19 Teacher Days

- May**
- 31 - Memorial Day
- June**
- 18 - 4 Hour Session - Students Only
 - 21 - Last Day of School - 4 Hour Session

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

15 Student/15 Teacher Days

- 4 Hour Session
- District Closed
- Staff Professional Day/School Closed for Students
- Staff Professional Half Day/School Closed for Students
- 4 Hour Session - Students Only

**2 Emergency Closure Days Built-In*
**Calendar subject to change at the discretion of the Oceanport Superintendent of Schools.*

BOE Approved: 1/21/2026

Total Student Days - 182
 Total Teacher Days - 186.5

MAPLE PLACE MIDDLE SCHOOL FACULTY 2026-2027

Andrew Becker - Paraprofessional	Cathy Kusters - Band 5-8, Electives 8
Corey Billy - Special Ed Math, ELA, SS 6 & 7	Colleen LaSalle - Instructional Coach
Megan Bonett - School Counselor	Joanne LaValva - Special Education 6
Breanna Ciardullo - OT	Stacy Liu - Social Worker
Anthony Coles - PE/Health 5-8	Renee Lisotto - Special Ed ELA / SS / Sci 7
Heather Daley - Special Ed ELA / SS 8	Linda Mansfield - Administrative Assistant
Dennis DeKenipp - Life Skills 5-8	Michelle Mason - School Counselor
Jennifer DelQuaglio - PE/Health 5-8	Tara O'Sullivan - Speech
Gracyn Devine - Math, Algebra, Geometry 8	Fallon Oates - School Psychologist
Meghan Docherty - SS 6	Kristen O'Dwyer - Math / Sci 5
Jenine Dora - School Nurse	Patricia Reginio - ELA 6
Erica Dunn - Special Ed ELA 5 / 6, SS 6	Jackie Richter - ELA 8
Amy Eklof - Science 6	Lisa Rotili - Paraprofessional
Lauren Elwell - ELA/SS 5	Megan Scardilli - Math, Pre-Algebra, Algebra XL 7
Peter Evertz - SS 7	Samantha Schmidt - Special Education 5
Megan Fales - Speech	Jeff Small - STEAM 5-8
Kathleen Fazekas - LDTC	Erica Spenard - Special Ed. Math / Science 7
Nicole Goldsmith - Gifted & Talented	Jessica Sproul - Special Ed Math / Science 8
Jamie Hahn - Science 8	John Vaccarelli - SS 8
Emily Iannotta - ELA 7	Christy Vawter - Math 6
Kelly Jakubowski - Art 5-8	Corinne Valentino - Special Ed ELA 7 / SS 6
Tracy Jones - Science 7	Lori Van Brunt - Paraprofessional
Justin Karpinski - Spanish 5-8	Joanne Wilkes - Special Ed Math 5 / 6, SS 8
Melissa Keiser - Principal	

THE NEW JERSEY HARASSMENT, INTIMIDATION, AND BULLYING (HIB) POLICY

[Policy 5512](#) [Regulation 5512](#)

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, relation, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory (handicap) disability. Or by any other distinguishing characteristic, that takes place on school property, at any school property, at any school-sponsored function (or), on a school bus, or off school grounds as provided for in section 16 or P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harassing a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; (or)
- b) has the effect of insulting or demeaning any student or group of students (in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school); or
- c) creates a hostile educational environment for the student by interfering with a student's educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Please check the school district website for more information.

ARRIVAL & DISMISSAL PROCEDURES

Morning Arrival:

Bus:

- Students arriving by bus will exit the buses in the school bus loop and enter the building through Door 3 beginning at 7:45 AM.

Car:

- Parents must drop students off in the bus loop of Maple Place. Please pull up as far as possible to allow other cars to pull in behind you.
- Students should remain in their vehicle until staff is on duty to monitor the drop off process.
- Staff members will be out on duty to assist in monitoring the students and ensuring they get inside safely. Students should exit the vehicle from the passenger side only.
- Parents/guardians should refrain from exiting their vehicle to ensure an efficient and safe drop off each morning.
- Students may enter through Doors 2 or 3 along the bus loop beginning at 7:45 AM.

Walkers / Bike Riders:

- Students walking or biking to school should follow all traffic and safety rules on their walk or ride to school and are expected to adhere to the direction of the crossing guards.
- Bicycle helmets are required by law for any student who is biking to school.
- Bike racks are provided. Students are encouraged to lock up their bikes.
- Students riding their bikes to school **MUST** wear a helmet.
- Ebikes are not permitted.
- Students may enter through Doors 2 or 3 upon arrival.

Afternoon Dismissal:

Bus:

- Bus dismissal on regular school days will begin at 2:35 PM. On early dismissal days, bus dismissal will begin at 12:10 PM.
- Students will be dismissed through Door 3.

Car Riders / Walkers / Bike Riders:

- Walker dismissal on regular school days will begin at 2:38 PM. On early dismissal days, walker / bike rider dismissal will occur at 12:12 PM.
- Cars may pull into the bus loop behind the buses for student pick-up.
- Please exhibit caution when driving through the bus loop.
- Staff members will be on hand to assist with the dismissal process and ensure the safety of our students.

Reminders for Arrival & Dismissal:

- While waiting to enter the building or exiting the building in the afternoon, students are expected to adhere to all policies and regulations relating to student conduct and behavior.
- Students who do not adhere to these policies and regulations will be subject to disciplinary action.

- If you are dropping off after 7:55 AM, the student must report through the main office entrance (Door 1) and get a late pass from the security desk before going to homeroom.

ATTENDANCE:

[Policy 5200](#) [Regulation 5200](#)

Absences:

Students are expected to be in school attending class 180 days per year. However, if absent, parents should call the school by 8:10 A.M. to report your child absent. You will be contacted if the school does not hear from you. If your child is absent for more than two days with no notification to the school, the Attendance Officer may visit your home. School District Policy stipulates pupil absences of 20 or more (unexcused) days in a school year will be considered for retention for the following year.

As per the district policy, the following absences are excused when considering truancy:

- Observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16
- The student's required attendance in court
- Take Our Children to Work Day
- Observance of Veterans Day pursuant to N.J.S.A. 18A:36-13.2
- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33
- Closure of a busing school district that prevents a student from having transportation to the receiving school.
- Participation in one civic activity (per year) which meets the criteria under the law.

A student must complete four hours of instructional time to be credited with being present on that day.

Any student who is absent from school may not participate in any after school activity. This includes athletics and social functions unless approval is given by the principal.

Early Dismissal:

Students who need to leave school early should bring written permission from a parent / guardian stating the reason. This note should be given to the main office upon arriving at school.

- Early dismissals will register as tardies on the student report card.

Make-Up Work:

Removing a student from school for vacations and other non-emergency activities is NOT a legal or excused absence. The parent must accept the responsibility of having their child make-up all missed work. The student / parent should confer with all teachers following an absence to complete any work that has been missed. Students are encouraged to follow along

with their class on Google Classroom in order to keep up with classroom assignments. Students will have one day per day absent to complete their make-up work.

- Homework should be turned in on the day it is due as it is reviewed that day in class. Late homework may be turned in, but is not accepted for credit.

Excused Absences

- Pupils with excused absences must make up assignments, classwork, and tests within a reasonable length of time. In most cases, this time allotment shall be the same number of school days that were missed. Any assignment not made up is recorded as a “zero,” in the teacher’s grade book.
- Students are granted one day per day of excused absence to make up their work.

Unexcused Absences

- Any absence other than for injury, illness, or family emergency is inadvisable and considered an unexcused absence.
- Teachers are not expected to provide work ahead of time for unexcused absences.
- Homework / classwork assignments will be posted on Google Classroom as per the teacher’s normal weekly routine. Students are encouraged to log in to Google Classroom and complete their work.
- Students / parents should follow up with teachers upon return to ensure completion of all missing assignments.

Tardies

[Policy 5240](#) [Regulation 5240](#)

- Tardiness is defined as not being in an assigned seat or assigned location by the time school and or class begins. Promptness is an element of school attendance. Pupils who are late to school miss essential portions of the instructional program and create disruptions in the academic process for themselves and others. Students who arrive after 7:55 AM shall be considered late. When a student arrives after 7:55 AM, the student should report directly to the office.
- After School Detentions / suspension are assigned for unexcused tardiness to school.

** The use of Google Classroom is encouraged for all students who are absent from school regardless of whether an absence is excused or unexcused.

When attendance (absences or tardies) becomes a problem, the school will begin the following actions:

Tiered Interventions - Absences

4th Absence	5-9 Absences	10-17 absences	18 or more absences
Parent contact, attendance letter sent through the Genesis portal	Parent contact, attendance letter sent through the Genesis portal	Parent contact, attendance letter sent through Genesis portal and mail, parent conference, referral to I&RS if needed	Parent contact, attendance letter sent through the Genesis portal and the mail, parent conference, I&RS plan created, possible court referral

Tiered Interventions - Tardies

4th tardy	5-9 tardies	10-14 tardies	15 or more tardies
Verbal Warning / Student discussion	Parent contact; Attendance letter sent through Genesis portal; Student discussion; 1 day of after school detention assigned	Parent contact; Attendance letter sent through Genesis portal and mail; Student discussion; 2 days of after school detention assigned	Parent contact; Attendance letter sent through Genesis portal and mail; 1 day of suspension is assigned; Parent conference; Possible referral to I&RS; Possible court referral

STUDENT INFORMATION & EXPECTATIONS:**Student Conduct:**[Policy 5500 Expectations of Student Conduct](#)[Regulation 5500](#)[Policy 5600 Student Discipline / Code of Conduct](#)[Regulation 5600](#)

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the schools and the value of their education.

Students are expected to adhere to the following principles (commensurate with their age and ability) in an effort to allow every child to meet with success:

- Prepare themselves mentally and physically for the process of learning;
- Respect the person, property, and intellectual and creative products of others;
- Take responsibility for their own behavior;
- Use time and other resources responsibly;
- Share responsibilities when working with others;
- Meet the requirements of each course of study;
- Monitor their own progress toward school objectives; and
- Communicate with parent(s) or legal guardian(s) and appropriate school staff members

Students are responsible for their conduct in school, on the school grounds, and while on their way to and from school (bus and / or walking- / bike riding). Similarly, it is expected that students shall address school personnel as "Dr.," Mr.," "Miss," or "Mrs." Continued and willful disobedience, open defiance of the authority of teachers, or any staff member, or use of profanity or obscene language shall be cause for disciplinary action and possible suspension. When the actions of a student jeopardize the health, safety or well-being of another child or building personnel, appropriate discipline from school personnel in accordance with state law and district policy will be administered.

Substitute Teachers:

Substitute teachers have the same authority as classroom teachers and are to be afforded the same respect. Negative reports about student behavior left by a substitute may result in disciplinary action.

Central Detention:

Violation of certain school policies or student responsibilities may result in the student being assigned to central detention. Detention takes precedent over all other student activities and is held from 2:45 - 3:45 P.M. when needed.

Suspensions: [Policy 5610 Suspension](#)

A student may be suspended for these and other infractions:

- Theft
- Fighting on/off school property
- Using obscene language
- Tardiness, truancy and cutting classes
- Damaging/tampering with school property
- Leaving school without permission
- Possession and/or use of weapons/ fireworks
- Tampering with fire alarm system
- Cafeteria policy violation
- Insubordination
- Smoking, alcohol, drugs (possession or use)
- Inappropriate behavior, harassment
- Other

Each student must serve the time assigned in a satisfactory manner before being readmitted to the regular academic program. Students assigned will be prohibited from participating in activities during the period of their suspension. This includes all school sponsored and/or supervised activities (including academic programs, social events, sports tryouts, practices, games, and extracurricular activities). Suspensions will be determined by school authorities and will reflect the severity of the offense committed. Parents/guardians will be notified of the action taken.

Smoking and Alcohol: [Policy 5533 Student Smoking](#) [Policy 5530 Substance Abuse](#)

New Jersey Law Chapter 96, P.L. 1989 prohibits smoking or alcohol on school property and school buses. Any student found in the possession of cigarettes, tobacco, or alcohol may receive three (3) days out of school suspension. Any student smoking on school property or at a school function may receive five (5) days out of school suspension.

School Property: [Policy 7610 Vandalism](#)

Educational facilities and instructional materials are provided by the school district. Marking or in any way destroying school property is not only inexcusable, but also subject to fine and

punishment. Parents and guardians are responsible for vandalism, loss and damage caused by their children.

Dress & Grooming: [Policy 5511 Dress & Grooming](#)

Students' appearance is the primary responsibility of themselves and their parents. Students are expected to maintain an appearance that is neither distracting to teachers or other students nor is detrimental to the educational process of the school. This requires that students wear shirts with pants, skirt, or equivalent and shoes /sneakers at all times.

The following items are impermissible to wear:

- Flip flops or strapless shoes (shoes must have backs and/or straps)
- Clothing MUST cover undergarments and waistbands.
- Extremely short shorts or skirts (the length of shorts or skirts must meet the student's fingertips with arms extended straight at their sides.)
- Clothing or accessories containing vulgar, obscene, profane, or distasteful language (or any reference to alcohol, drugs, or other inappropriate activities)
- See-through clothing
- Hats or any form of head covering (aside from items worn for religious purposes)

Bus Regulations:

Our transportation is a shared service and provided through Shore Regional High School. The following rules, regulations, and guidelines have been established to ensure the safe transportation of our pupils:

- Every child must be seated and wearing a seat belt while riding on a school bus.
- Pupils must remain in their seats while the bus is moving.
- Pupils must stay in the assigned or chosen seat throughout the trip.
- Fighting on a bus is not tolerated and may lead to suspension from the bus and/or school on the first offense.
- Pupils' heads, hands, or arms are not allowed to extend through the open windows.
- Pupils are to cooperate and participate quietly during emergency drills.
- Pupils are required to ride on the bus assigned to them. No switching of buses is allowed without written permission.
- Parents are held financially responsible for any markings, defacing, or damage of buses.
- Books, papers, or trash are not to be thrown on the floor of the bus or out windows.
- Pupils must not distract the driver from his/her duties.
- Each child should look carefully to the left and right before crossing the road to or from the bus. Some cars DON'T stop for the red signal lights on a school bus.
- Children should be at the bus stop at least five minutes before the scheduled time. Buses must keep to their schedules so pupils who miss the bus must find other means of transportation.
- Walking or running on private lawns, leaning on shrubbery, and playing games in the streets while waiting for the bus is not permitted. No one is to stand in the street.
- Due to the heavy load and tight timing, there can be no additional bus stops between those that are regularly scheduled.

- Children will refer to the drivers as Mr._____, or Mrs._____.
- Any behavioral problems may result in removal from the bus for a period of time, or further disciplinary consequences.
- Students are not permitted to ride any other bus than the one to which they are zoned / assigned.

Proper behavior of students on the buses is essential. The driver's first concern is to drive the bus. Inappropriate behavior endangers the safety of all students. If your child is reported for unsatisfactory behavior, the principal may:

- Give your child a warning.
- Assign your child to a specific seat.
- Suspend your child from the bus. Suspension from the bus does not mean suspension from school, and the parent becomes responsible for getting the child to and from school.
- Repeated offenses may lead to forfeiture of bus riding privileges.

If you have any questions or concerns regarding transportation, please contact Mrs. Lee-Ann Gutierrez, the Shore Regional Transportation director at lgutierrez@shoreregional.org or 732-222-9300 ext. 2360.

Cell Phones, SmartWatches & Electronic Items:

Cell phones, SmartWatches, air pods (or other blue tooth headphones), and electronic games and similar equipment must be turned off and kept in a locked locker until school has concluded for the day.

Computer Network & Internet Access: [Policy 2361 Acceptable Use of Computer Networks](#)

Proper use of the Internet will be part of your child's academic life. Internet use will be under the guidance and control of classroom teachers and our network administrator. However, please be advised that the Board and its employees do not have control over the information on the Internet, although the Board shall attempt to provide prudent and available barriers to objectionable materials through the use of tracking logs on the server and surf watch software. Sites accessible by way of the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to certain individuals. The Board believes that the benefits to staff and pupils from access for collaboration, outweighs the disadvantages of access. The intention of the Board is to make the Internet available for the purpose of furthering its educational goals and objectives. However, the Board respects each family's right to determine whether or not to permit the pupil to use the school's computer network and Internet access. To gain independent access to the Internet, all students will be asked to provide written parental permission at the beginning of the school year.

- Do not use a computer to harm or harass other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing unauthorized apps, illegal software, shareware, or freeware.
- Do not violate copyright laws.

- Do not view, send, or display offensive messages or pictures.
- Do not share your password with anyone.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work or files.
- Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

District Device Protection Plan:

A Device Protection Plan is required at an annual rate of \$35. This plan is intended to cover one repair to the assigned device which may occur over the course of the year through normal use. Lost, stolen, or intentional damage to chromebooks is NOT covered by the Device Protection Plan and the parent/guardian will be responsible for reimbursing the District with the amount not to exceed the cost of an identical or comparable device. Device Protection Plan covers one repair due to normal use. Parents/guardians are responsible for the full cost of replacement if the device is lost, stolen, or intentionally damaged.

Acceptable Use of Artificial Intelligence: [Policy 2365 - ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE \(AI\)](#)

Students are expected to adhere to the acceptable use of Artificial Intelligence (AI) when completing work both in and outside of the classroom. The use of AI to complete a school assignment, without the permission of the classroom teacher, is considered academic dishonesty and will result in the appropriate consequences for such an infraction.

Cafeteria Expectations:

A well-balanced lunch is offered at school. The use of the cafeteria is a privilege. Cafeteria incidents and violations will result in disciplinary action. Students must follow these regulations:

- Dispose of all lunch litter in wastebaskets.
- Return all trays and utensils to the designated areas.
- Leave the table and floor around eating areas in a clean condition for others.
- Remember that no food may be taken out of the cafeteria except when requested by a teacher.
- Refrain from borrowing money from other students.
- Recycle bottles and cans.
- Remain seated when not purchasing food or disposing of garbage
- No throwing of food or other items will be tolerated

Recess Expectations:

Students are instructed in safe recess behavior and required to follow appropriate rules. Parents are encouraged to reinforce these practices at home.

- Students are to act in a safe manner.
- Students must obey all safety rules and use caution.
- Students are to engage in activities that are safe and avoid physical contact.

- Students having questions about games or activities are to ask the adult supervisors on duty.
- Students/parents are responsible for any damage occurring on school property.

Field Trips:

Students are expected to adhere to all school expectations as well as the code of conduct while representing the district in a positive manner while attending an off-premise event, activity, or field trip.

Homework: [Policy 2330](#)

Homework is a necessary and important part of our educational program. The time required to accomplish homework may vary from student to student and day to day. The daily amount of time devoted to homework in general should be about ten minutes per grade level. Weekend homework not exceeding one night of work may be assigned. Students are provided with an agenda book to assist them in keeping track of their homework and long term assignments. Parents are encouraged to check student's assignments daily and to sign and return all homework notices.

Lockers: [Policy 5770 Student Right of Privacy](#)

Students have use of school lockers. They are responsible for their condition. Staff members make periodic inspections. Use only the locker assigned to you and keep it locked at all times. Do not tamper with another locker or give your combination to another person. There will be no sharing of lockers. The school assumes no responsibility for personal or school issued property that has been lost or stolen.

Valuables:

Students should not bring valuables or large sums of money to school. If a learner has something of interest to share with the class, advanced arrangements should be made with the teacher so the item may be displayed and taken home immediately afterward.

Honor Roll:

Maple Place Middle School recognizes students' academic achievements through the use of an Honor Roll. Students in Grades 6-8 are eligible for Honor Roll and High Honor Roll recognition. This allows for our students in fifth grade to acclimate to the use of a grades based report card rather than a standards based report card used in elementary school.

To obtain *High Honor Roll* a grade of 95% or above in ALL subjects must be achieved. This includes physical education, related arts / electives and Spanish.

To obtain *Honor Roll* a grade of 90% or above in ALL subjects must be achieved in order to be on the Maple Place Honor Roll. This includes physical education, related arts / electives and Spanish.

Grading Legend:

A+ 99-100	B+ 91-92	C+ 83-84	D+ 75-76	Below 69 Failing
A 95-98	B 87-90	C 79-82	D 71-74	I Incomplete
A- 93-94	B- 85-86	C- 77-78	D- 69-70	P Passing

Grading Expectations:

Students are expected to pass all of their classes each year. Students who receive a final grade below a 69% in a core academic subject area (Math, ELA, Science, or Social Studies) will be required to attend a hybrid summer school program held for 6 weeks beginning in July and ending in mid-August.

- 8th grade students who fail one core subject will be able to participate in graduation activities, but will not receive their diploma until their summer school class has been completed. Students are not considered promoted until their summer school class is completed with a passing grade.
- 8th grade students who fail two or more core subjects will NOT be able to participate in graduation activities. Students are not considered promoted until their summer school classes are completed with passing grades.

Physical Education:

Physical Education is taught on a daily basis. Students must wear sneakers and gym attire during gym class to participate. If students are to be excused from gym class, a doctor's note is required. It must specify the nature of the ailment, limitations, if any, and the period of time the child is to be excused.

Extracurricular Activities & Athletic Teams:

Extracurricular activities will be offered at the Maple Place School; these include a variety of both sports and clubs.

Participation in activities is a privilege. The final decision regarding a student's eligibility rests with the Administration. The following rules and regulations regarding a student's participation in extracurricular activities are:

- The student must maintain a satisfactory academic record during the year in order to remain in the activity. Any grade below 70% will result in automatic exclusion from activities until satisfactory improvement occurs. The academic progress of each student is reviewed at two-week intervals. If a student is failing one or more subject when the progress review is made, he/she is excluded until the next review. The exclusion is intended to provide a period of time for the student to raise his/her grade to at least 70 (passing). If the student continues to fail one or more subjects, he/she will remain ineligible to participate. Failure to complete a season or activity due to ineligibility will result in no award/certificate being issued.
- The student must maintain a satisfactory behavior record during the year/duration of activity.

- Written permission from parent for participation in any after-school activity is required. This includes sports, band, and clubs.
- Students participating in sports programs are required by state law to have physical examinations before being permitted to try out or participate in any sports activity. This physical exam needs to be done by your personal physician. Injury may result from athletic participation. Any athlete will be excluded from all physical activity if he/she sustains an injury serious enough to inactivate him/her.
- All athletic equipment and uniforms owned by the school district are loaned to the athlete for use during the season of participation. If equipment or uniforms are not returned in good condition, parents must pay for them. If an athlete is terminating his/her team status, equipment must be turned in to the coach immediately.
- Students who accumulate more than two suspension events (either in-school or out-of-school) or more than five detentions during 1st & 2nd marking periods, will become ineligible for any school trips, school sponsored events, or extracurricular activities during the first half of the school year. Students who accumulate more than two suspension events (either in-school or out-of-school) during the 3rd & 4th marking periods or five detentions, will become ineligible for any school trips, school sponsored events, or extracurricular activities during the second half of the year (this will include any 8th grade class trips).
- Students participating in athletics are expected to adhere to the guidelines explained in the [Athletic Teams' Handbook](#).

Middle School Code of Conduct 2025-2026

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty (including the use of Artificial Intelligence)	Resubmission of assignment with point deduction; teacher contacts parent; student conference	Central Detention; zero on assignment; teacher contacts parent; student conference	2 days of Central Detention; zero on assignment, parent conference with principal & teacher
Assault	Up to 9 days of out of school suspension, parent notification, possible police notification if appropriate, possible risk assessment	Up to 9 days of out of school suspension, parent notification, possible police notification if appropriate, possible risk assessment	Up to 9 days of out of school suspension, parent notification, possible police notification if appropriate, possible risk assessment
Cell Phone / Smart Watch / other internet device	Phone is taken to office, student may pick up at end of day	Lunch detention & Phone is taken to office, student may pick up at end of day	Detention & parent pick up of phone After the 3rd offense, student can no longer bring phone to school

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Class / Building Disruption	Teacher / Counselor / Principal conference with student; parent notification if necessary	Central Detention; parent notification; teacher, counselor & student conference	2 Central Detentions or up to one day suspension, teacher contacts parent, parent meeting with teacher & counselor or principal
Computer Use Violation	Teacher / Counselor / Principal conference with student; parent notification	Central Detention; parent notification; conference w/ student	2 Central Detentions or one day suspension; parent contact; parent meeting with teacher & counselor or principal
Damage, Destruction or Defacing School / Personal Property	Parent contact; monetary restitution (depending on situation); student / principal conference; possible central detention	Central Detention; Parent contact; monetary restitution (depending on situation); student / principal conference	2 days of Central Detention; Parent contact; monetary restitution (depending on situation); student / principal conference; possible police notification
Dress Code Violation	Verbal warning; change of attire	Verbal warning; change of attire; parent notification; student conference w/ guidance counselor	Change of attire; parent notification; central detention
Endangering the Safety of Others	Student conference; parent notification	Central Detention; parent notification; meeting with counselor	2 Central Detentions; possible suspension, possible risk assessment by mental health professional
Fighting	Up to 3 days Suspension; parent notification	3 days Suspension; parent conference	3 days Suspension; parent conference; possible police notification
Harassment/ Intimidation/ Bullying/Bias/ Cyberbullying	Follow District policy on HIB investigation, offense subject to Code of Conduct	Follow District policy on HIB investigation, offense subject to Code of Conduct	Follow District policy on HIB investigation, offense subject to Code of Conduct

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Inappropriate Behavior -Expressions -Actions -Language -Gestures -Physical Contact -Images and/or via Computer/Social Media/Internet use	Verbal warning; parent notification; meeting with counselor	Central Detention; parent notification; student conference	2 Central Detentions; possible suspension; parent notification; police notification as appropriate
Inappropriate Use of Computers, Hacking, Tampering with BOE Property	Detention, possible termination of computer privileges, police notification if appropriate	Up to 3 days suspension, possible termination of computer privileges, police notification as appropriate	Up to 4 days out of school suspension, possible termination of computer privileges, police notification if appropriate
Inappropriate Use of Social Media	Student conference; parent notification; possible central detention	2 Central Detentions; possible suspension; parent notification; parent conference	Up to 2 days suspension; parent notification; possible police notification as appropriate
Inciting a Riot, e.g. food fight	Central Detention; possible suspension; parent notification; student / parent conference	Suspension; parent conference; possible police notification	Up to 9 days suspension; police notification; possible risk assessment
Insubordination	Student conference; possible central detention; parent notification	Central Detention; parent meeting	2 Central Detention; possible suspension; parent meeting
Leaving School Grounds Without Permission	Student conference; Central Detention; parent conference	Suspension; parent conference	Up to 3 days suspension; parent notification; police notification; I&RS referral

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Misconduct on Bus or at Bus Stop	Bus Warning Letter/Administrative Discretion, parent notification	Removal from bus for 3 days plus appropriate disciplinary action; parent notification	Bus Suspension 5 days plus appropriate disciplinary action; possible loss of transportation privileges; parent conference
Possession and/ or Use of Tobacco Products, Vapes/ E-cigarettes on School Grounds	Central Detention; confiscation of product/device; parent notification; student conference	Suspension; confiscation of product/device; parent conference	Up to 3 days suspension; confiscation of product/device; parent conference
Possession of Firearms/ Weapons/ Exploding Devices	Zero Tolerance Act: Expulsion-consistent with state law, police notification	Zero Tolerance Act: Expulsion-consistent with state law, police notification	Zero Tolerance Act: Expulsion-consistent with state law, police notification
Sexual Harassment	Central Detention; possible suspension; parent notification; possible police notification; possible risk assessment by mental health professional	Suspension; parent conference; police notification; risk assessment by mental health professional if necessary	Suspension; parent conference; police notification; risk assessment by mental health professional if necessary
Stealing/Theft Maliciously Causing/Attempting to Cause Damage to School or Personal Property	Central Detention, parent notification, monetary restitution, police notification if appropriate	Up to 2 days suspension, monetary restitution, parent conference, police notification if appropriate, possible risk assessment by mental health professional	Up to 3 days suspension, monetary restitution, police notification, parent conference, possible risk assessment by mental health professional
Unauthorized Filming, Recording or Taping of any Person(s) or Events	Possible Central Detention; parent notification; possible police notification	Central Detention; parent conference; possible police notification	Central Detention; possible suspension; parent conference;

on School Property without Prior Written Permission			possible police notification
Unauthorized Use of Cell Phone, Smartwatch, or Music Device/ Earbuds	Verbal warning; confiscation & return to student at end of the day	Verbal warning; confiscate item with parental retrieval	Central Detention; confiscate item with parental retrieval
Written or Verbal Threats	Student Conference; Possible Central Detention; parent notification; possible police notification; possible risk assessment	Suspension; Parent conference; possible risk assessment; possible police notification	Up to 3 days suspension; parent conference; possible risk assessment; possible police notification
Vaping	Student conference; parent notification; one day in-school suspension; possible medical testing	Student conference; parent notification; two days out-of-school suspension; possible medical testing	Student conference; parent notification; multiple days out of school suspension; possible medical testing

*** Please note that the above table is a guide. At times, it may be appropriate to apply a more significant consequence due to the severity of the action as per the discretion of administration.**

SAFETY & SECURITY

Fire Drills, Lockdowns and Evacuations: [Policy 8420 Emergency & Crisis Situations](#)

Students should become familiar with room exits. Procedures for emergency exiting of the rooms and buildings are posted, and drills are held twice a month throughout the school year.

- Students who are not with an assigned teacher when the alarm bell rings, are to leave through the nearest exit.
- Students are to leave the room and building quickly and quietly. Students must be quiet in the event a change of direction is given.

Parents will be notified by the district's instant alert system after each monthly security drill (not fire drill) has taken place.

Security Procedures: [Policy 9150 School Visitors](#)

- Visitors **MUST** report to the security desk and provide a driver's license or government identification before going anywhere in the building.

- **ALL** visitors must wear visitor's tags. **NO** exceptions.
- Parents bringing forgotten items and other materials must drop items off at the security desk or main office. The staff will get the items and materials to your child. Please label all items with the child's name.
- No person will be instructed to let anyone into the building by opening locked doors.
- At Maple Place Middle School, at the main entrance (DOOR 1), you must identify yourself through the security camera intercom system.
- Parents who are waiting to pick up their children from after-school help should wait outside.
- Parents wishing to meet with a teacher shall do so through the main office. Unannounced visits pose a security risk and will not occur.
- Parents must present a driver's license when picking their child up early.

Bicycle Riders & Walkers: [Permission Slip](#)

Pursuant to New Jersey law, students under the age of 17 are required to wear a helmet. Permission may be suspended at any time for violation of rules. Any bus student who wishes to walk must have a note from a parent or guardian.

Safe Pedestrian Practices:

Students who walk to and from school should be instructed about safe pedestrian practices such as walking on the left side of the road facing traffic where there are no sidewalks, crossing the street at marked crosswalks, and being alert to traffic. Students should follow the directions of the crossing guards. Parents should frequently remind their children not to speak with strangers when walking to and from school and not to accept rides from individuals they do not know.

Picking Up Children From School:

If you must pick your child up from school prior to dismissal, go to the main office, inform the secretary, and sign out your child. The office will arrange for your child to be dismissed from class. If someone else is to pick up your child from school, you must call the office ahead of time to provide that person with permission to pick up your child. You may also send in a note with your child stating that the person has your permission to pick up your child. The note will be kept by the school. *Please be prepared with proper identification at the time of pick-up.*

School Searches: [Policy 5770 Student Right of Privacy](#)

Student lockers and desks are the property of the Board of Education and may be searched at any time. District personnel respect everyone's right to privacy but also have a responsibility to guarantee the safety and well-being of all students. If a reasonable suspicion exists, a locker/student may be subject to a lawful search.

Locker Inspection:

Student lockers may be inspected whenever it is deemed necessary. *Students do not have to be notified when these inspections are to occur.* Lockers should not be used for any reason other than what they are intended for.

Substance Awareness: [Policy 5330 Substance Abuse](#)

Substance abuse adversely affects a student's education and health as well as threatens the welfare of the entire school community. The Oceanport School District provides a comprehensive substance awareness education program. The district recognizes the need to provide assistance to students and their families suffering from substance abuse related problems. This assistance is made available through the district's Substance Awareness Coordinator and any appropriate agencies.

The district will take the necessary steps to protect students from harm and exposure to drugs and alcohol. A student who uses, possesses, distributes, or attempts to distribute drugs or alcoholic beverages on school premises or is under the influence of these substances, will be subject to appropriate disciplinary measures. These measures may include suspension, expulsion, and referral to an appropriate law enforcement agency.

Dangerous Weapons in School: [Policy 8467 Weapons](#)

No student shall knowingly possess, handle, or transmit any object considered a weapon on school grounds or buses. Dangerous weapons include firearms, explosives including firecrackers, chains, knives and other objects of no reasonable use to a pupil in school. A student who violates this policy will be subject to disciplinary and possible legal action.

Student Welfare: [Policy 3280 Liability for Student Welfare](#)

The Division of Child Protection and Permanency provides services to neglected and abused children and their parents. A non-punitive agency, the Division's main objective is to protect these children from further harm while attempting, whenever possible, to maintain the integrity of the family unit. Treatment is aimed at the stabilization of family life through the enhancement of parental abilities. New Jersey law requires anyone having information regarding possible child abuse and/or neglect to report it immediately to the Division. Employees of the Oceanport Schools are required to fully cooperate with the Division.

INFORMATION FOR PARENTS:

Phone Numbers, Addresses & Email:

Please notify the school secretary if your phone number, email, or address changes.

We cannot provide pupils/parents with other students' phone numbers or personal information.

Cell Phones / Smart Watches:

Parents are reminded that the school rule is that all cell phones and electronic devices remain in students' lockers during the school day. As per our new cell phone policy, Smart watches are also not permitted on a students' person. We ask that parents please refrain from contacting students through calls or text messages during the school day. If you need to get a message to your child, please contact the main office. This will help to reduce student cell phone infractions.

Lunch Program: [Policy 8550 Meal Charges](#)

Lunch, including milk, is available to all students for \$4.00. Students pay for lunches as they pass through the lunch line. Milk and ice cream may be purchased as per the price list. Menus are on our school website and cover a one-month period. Free and reduced price lunches (\$0.40) or free milk are available for students who are eligible under Federal guidelines. The applications are also on our website or may be requested from the office at any time during the school year.

Back to School Night (Open House):

Early in the school year, parents are invited to a Back to School evening event. This affords them an opportunity to meet their child's teachers. Teachers review curriculum, plans for the year, classroom procedures, homework, expectations, etc.

Extracurricular Activities & Athletic Events:

Spectators / participants in all extracurricular activities / athletic events are expected to exhibit appropriate behavior and sportsmanship and abide by school visitor rules. Failure to do so may result in one being asked to leave the building, field, or event.

Lost & Found:

Rainy day and outerwear apparel, gym clothes, sneakers, book bags, lunch boxes, etc. should be marked with the child's name. Lost and found items may be claimed in a central location. The school district cannot be responsible for lost items. Unclaimed items are given to charitable organizations.

School Pictures:

Each year children have photographs taken by a professional photographer who comes to the school. These pictures may be purchased. Information on dates of picture taking, cost, etc. will be sent home with each child at the beginning of the school year.

Access to School Records: [Policy 8330 Student Records](#)

The parent, guardian, or authorized representative may have access to the records of the pupil. An appointment to examine records must be made with the building principal. These records include academic records, results of school testing, and health data. It is the responsibility of parents or guardians to report to the principal in writing, and with legal documentation, any situation that may affect the sharing of records with any person(s). Upon written request, the school will provide parents with copies of pupil academic and health records.

Promotion & Retention of Students: [Policy 5410 Promotion & Retention](#)

Students are placed at the grade level where they are best adjusted academically, socially, and emotionally. The educational program provides for the continuous progress of students, however, retention shall be considered when:

- The student is achieving significantly below ability and/or grade level.
- Retention will not cause any undue social and emotional trauma.

- A child fails two (2) or more core academic subjects (math, literature, language arts, science or social studies).

A general consensus of what is best for the individual student's continued academic, social, and emotional achievement guides the decision. Parents are kept informed of their child's progress throughout the year (report cards, progress reports, conferences, etc.) and, whenever possible, will be notified during the third marking period if retention is being considered. Final notice of retention will be presented to the parents prior to the last report card.

- It is important to note that any middle school student who fails a core subject for the year (Math, ELA, Science, or Social Studies) will be required to complete a hybrid summer school class for 6 weeks during summer break. This class includes both online and in-person sessions.
- Eighth Grade students who fail two or more core subjects for the year will not be permitted to walk in graduation.

Assessments (Standardized & District): [Policy 2622 Student Assessments](#)

Standardized tests are administered to students to assess general ability and/or achievement in specific subject areas and provide parents with important information about their child's progress. Parents or legal guardians of students may become further acquainted with the nature of the tests and their uses by contacting the principal or guidance counselor.

Parent Concerns:

Any parent/student with a concern about a school-related issue should speak first to the teacher, explain the problem and make an effort to have the problem corrected. If a resolution cannot be attained, then communicate concerns to the principal of the school.

Affirmative Action Grievance Procedure - Title IX:

[Policy 5775 Equity in Educational Programs & Services](#)

It is the policy of the Oceanport Board of Education that students, employees, and parent/guardians may seek a remedy for an alleged violation relating to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation, through the use of the established grievance procedure.

Affirmative Action Office – Equity Officer

Mark Maglione - (732) 542-0683 (Wolf Hill School)

The Oceanport Board of Education is an equal opportunity employer.

HEALTH OFFICE INFORMATION:

Medications: [Policy 5330 Administration of Medication](#)

- The parent/guardian must call the school nurse to discuss prescription medication to be administered. The medication must be brought to the nurse's office by an adult.
- Written permission from both the parent and physician must be on file in the school office before any medication can be administered.
- Medication to be administered must be in the original prescription container with the patient's name and the doctor's instructions and name. All prescriptions shall be kept in a locked closet/room.
- Medication may be administered by the school nurse only.
- Non-prescription drugs will not be administered.
- Cough drops may be kept in a student's possession.

Accidents & Accident Reports: [Policy 8442 Reporting Accidents](#)

Every effort is made to prevent accidents. When an injury occurs to a student, on school property or a class trip under school supervision, an accident report is completed by the school nurse. Please provide the school with your current telephone and emergency phone numbers so you may be contacted in the event of an accident.

Home Instruction: [Policy 2412 Home Instruction Due to Health Condition](#)

Home instruction is provided upon receipt of a letter from a physician indicating that a student will be absent for at least a 10 school day period of time. Home instruction will be arranged by the Director of Special Services in cooperation with the building principal. Upon return to school, the student must present a note from his/her doctor indicating that he/she may return to regular classes. This note must be presented to the school nurse.

School Insurance: [Policy 8760 Student Accident Insurance](#)

The Board of Education authorizes making accident insurance available. The Board does not profit from this service, nor is it responsible for insurance claims. If a student is not covered by family accident/medical insurance and that student intends to participate in school sports, it is recommended that parents take advantage of this service. The district DOES NOT carry accident/medical insurance on students or athletes.

STUDENT SERVICES:

Guidance Services: [Policy 2411 Guidance Counseling](#)

Guidance services are provided in the Oceanport Schools to assist all children. The guidance counselor is available to consult with and advise students and parents. All parents are requested to make an appointment if they need to see the Guidance Counselor or a teacher. Scheduling ahead of time assures adequate time to discuss concerns. Classes cannot be interrupted for unscheduled conferences with the staff. Conferences can be arranged by either a note or a phone call to the office or to the guidance counselor.

Intervention & Referral Services (I&RS): [Policy 2417 Student Intervention & Referral Services](#)

The Oceanport School District has an Intervention and Referral Services (I&RS) Team at each district school. The I&RS Team is available to assess students brought to their attention for social, emotional or educational needs. The I&RS Team receives referrals from building principals, counselors, Child Study Team members, and teachers. The Intervention and Referral Services Team is consulted in an effort to provide additional interventions in order to assist students in meeting success. The multidisciplinary I&RS team seeks to implement interventions within the context of the general education setting. If you have concerns about your child that negatively impact his or her educational success, please contact the school. The main office will be able to provide contact information for the school's I&RS Coordinator.

Special Pupil Services (Child Study Team): [Policy 2460 Special Education](#)

The New Jersey State Department of Education requires every school district to provide for children with learning disabilities. The district maintains a Child Study Team consisting of a Learning Disabilities Teacher/Consultant, School Psychologist, and school Social Worker. The Child Study Team also includes the language specialist, the school physician, the school nurse, and other specialists.

Referral Procedure:

Teaching staff members, administrative staff and other professional staff of the district, parent(s), legal guardian(s) and other agencies working in and with the school district, may identify pupils who are experiencing physical, sensory, emotional, communication, cognitive, or social difficulties to the Child Study Team. Teaching staff members, administrative staff and other professional staff of the district shall provide interventions in the general educational program to alleviate educational problems prior to referral via the building I&RS team (Intervention and Referral Services).

However, if the pupil's educational problems are such that a direct referral to the Child Study Team is required, then interventions in the regular education program are not a prerequisite to an evaluation of services under N.J.A.C. 6A:12 when:

1. It can be documented that the nature of the pupil's educational problem is such that the evaluation to determine eligibility for services is warranted.
2. The parent(s) or legal guardian(s) makes a written request for an evaluation to determine eligibility for services.
3. The referral shall be forwarded to the Director of Special Services for consideration.

504 Policy Regarding Students with Disabilities: [Policy 2418 Section 504](#)

Section 504 is a federal civil rights statute that prohibits discrimination against persons with disabilities in programs receiving federal financial assistance. The Act protects a person with a disability who:

- Has a physical or mental impairment, which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; or

- Is regarded as having such impairment.

The Oceanport School District does not discriminate against persons with disabilities and provides access to qualified disabled individuals for all activities and programs.

The Act obligates school districts to identify, evaluate, and extend to every qualified student with a disability residing in the district a free appropriate, specialized instruction or related aids as deemed necessary to meet their educational needs, as adequately as the needs of non-disabled students are met. If you believe your child may have a disability that requires modifications or accommodations to his or her educational program, please contact: Mrs. Keiser, Maple Place Principal and / or Mrs. Bonett, the School Counselor.



Oceanport School District

MAPLE PLACE MIDDLE SCHOOL • 2 Maple Place • Oceanport, NJ 07757

MRS. MELISSA KEISER, PRINCIPAL
TEL: 732-229-0267
EXT. 2210

September, 2026

Dear Students and Parents / Guardians,

Thank you for reviewing the Maple Place Student Handbook and Code of Conduct. Please return this agreement form to your child's homeroom teacher. Your assistance in following these procedures is greatly appreciated. By working together, I am sure we will have a wonderful school year.

Sincerely,

Melissa G. Keiser

Required Signatures:

Students:

I have read the Student Handbook and Code of Conduct and agree to abide by the rules, policies, and procedures stated within.

Student's Name (Print): _____

Student's Signature: _____

Date: _____ Homeroom Teacher: _____

Parents:

I have reviewed the Student Handbook and Code of Conduct with my child and understand the rules, policies, and procedures stated within.

Parent's Name (Print): _____

Parent's Signature: _____

Date: _____