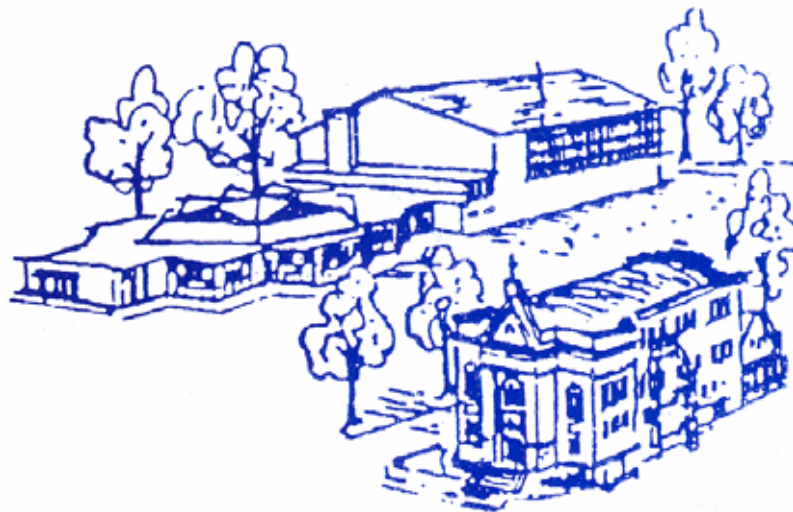


# *Our Lady of Peace School*



## *Parent/Student Manual*

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## Table of Contents

<b>I. Introduction</b>	
a. History of School	1
b. Mission Statement	1
c. School Philosophy	1
d. Accreditation	2
<b>II. Parents as Partners</b>	
a. Parent's Role in Education	2
b. Home School Association	3
c. Parent/Teacher Conferences	3
<b>III. General Information</b>	
a. School Hours	3
b. Before and After Care	4
c. Returning to School after Hours	4
d. School Visitors/Volunteers	4
e. Attendance/Absence	4
f. Uniforms / Dress Code	5
g. Lost and Found	8
h. Communication between Home and School	8
i. Telephone Use Policy	8
j. Cell Phone Policy	8
k. Inspection of Property	8
<b>IV. Admission Information</b>	
a. Non-Discriminatory Policy	8
b. Title IX	9
c. Requirements	9
d. Withdrawal from School	9
<b>V. Finance/Tuition</b>	10
<b>VI. Academic Information</b>	
a. Curriculum Offerings	10
b. Report Cards / Progress Reports	12
c. Testing	12
d. Honors / Awards	13
e. Promotion / Retention Policy	13
f. Probation	13
g. Homework Policies	13
h. Technology Policy	14
i. Library	14
<b>VII. Spiritual Growth/Sacramental Programs</b>	14

<b>VIII. Student Services</b>	
a. Field Trips	14
b. Medication	15
c. Lunch Program	15
d. Food Allergy Policy	16
e. Class Parties	16
<b>IX. School Discipline Policy/Procedures</b>	16
a. Off-Campus Conduct	17
b. Memorandum of Agreement	17
c. Cheating	18
d. Detention	18
e. Suspension	18
f. Separation from School	18
g. Drugs / Alcohol	18
h. Harassment/Bullying	18
i. Restitution / School Property	18
j. Student Search	19
<b>X. Records</b>	
a. Change of Information	19
b. Transfer of Records	19
<b>XI. Emergency Situations</b>	
a. Fire Drills	19
b. Crisis Response Drills	19
c. Crisis Response Plan	19
d. Weather Emergencies	20
<b>XII. Right to Amend</b>	20

## **I. Introduction**

### **A. History**

The School of Our Lady of Peace began in 1930. The church, the school and the convent all shared the building currently used for the elementary school. The Sisters of Notre Dame de Namur were the educators. In the first graduating class, that of 1931, there were seven students receiving diplomas. When the Notre Dame Sisters left in 1940, the Sisters of Saint Joseph of Peace assumed responsibility for the school. In 1942 the sisters moved out of the school/church building. Following the dedication of the new church in 1955, renovations were made to convert the older building exclusively for school use.

An all time high enrollment was reached in 1964 with 1356 students. At that time the staff boasted of 16 sisters and 13 lay teachers. The middle school building then called the junior high, opened in 1968. An all time low in enrollment was reached in 1990 as the total population dipped to 187. For the first time in its history, Our Lady of Peace School had a lay woman principal from 1988 to 1990. The Dominican Sisters of Divine Providence provided a principal in 1990.

The school was accredited by the Middle States Association of Schools and Colleges in 1991 and reaccredited in 2008. The curriculum follows State and Diocesan guidelines – ongoing emphasis on Christian principles and actions.

### **B. Mission Statement**

Our mission at Our Lady of Peace is to respectfully educate, to instill dignity, and to empower the leaders of tomorrow's Church.

### **C. School Philosophy**

Our Lady of Peace School, Fords, NJ, is a parochial elementary school within the Diocese of Metuchen. As members of the Roman Catholic Church, our ministry is to convey the Word of God in every aspect of life. Our philosophy is based on the belief that each individual is a unique and important member of a community united in pursuit of a common goal – the education of the whole child. The school is part of the faith community which recognizes a mutual responsibility on the part of all to teach as Jesus did, to love God above all, and to love our neighbors as we love ourselves.

A positive Christian atmosphere and a strong academic program provide the opportunity for the systematic approach to the intellectual, emotional, and physical development of each student. Faculty, clergy, parents, and students work together to nurture the spiritual needs of each other in an effort to bring each of us to a personal relationship with God. Our Lady of Peace School offers a curriculum in accordance with the guidelines established by the Diocese of Metuchen. In addition to the secular academic curriculum, we include a thorough and sequential religious program.

Our objectives are:

- To educate the student to a place of faith in his life
- To offer personal and communal experience in Christian living
- To help each student develop a positive attitude toward enriching his life

- To develop basic skills in academic subjects
- To guide each student toward that spirit of freedom which recognizes self-discipline and personal responsibility
- To provide association between families and faculty
- To educate the students with an emphasis on cooperation rather than competition
- To provide opportunities and experiences which emphasize the heritage and privileges of American citizenship

#### **D. Accreditation**

Our Lady of Peace is fully accredited by the Middle States Association of Schools and Colleges.

### **II Parent's Role in Education**

We, at Our Lady of Peace School, consider it a privilege to work with parents because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become role models for the development of your child's life – physically, mentally, spiritually, emotionally and psychologically. Your choice of Our Lady of Peace School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his life.

Just as the parent looks to the school to provide the facilities and the trained personnel essential to the child's proper development, so the school looks to the parents to assume active responsibilities which cannot be delegated to others. No school can be wholly effective in teaching the virtues of religion, honesty, respect for authority, consideration for the rights and the property of others, and adequate standards of personal morality and integrity unless these principles have been established at home. If parents have confidence in the school, cooperate with its program, show respect for school authority, and show integrity, it is likely to be reflected in wholesome attitudes on the part of the children. To help children develop the skills necessary to succeed to the best of their ability, parents must take seriously their obligation to educate their children in an atmosphere which teaches community, doctrine, and service.

Parents can assist our educational partnership by:

- reviewing class work, homework, test results, progress reports, and report cards carefully, and reinforcing school policies
- arranging for a time and place for the child to complete assignments
- trying to discover the child's talents and interests so they may be developed in cooperation with the teacher
- teaching and explaining a respect for the law, authority, the rights of others, and for public and private property
- insisting on prompt regular school attendance and compliance with attendance rules and procedures
- explaining and reviewing periodically the school behavior code
- attending the parent-teacher conferences and actively participating in the Home School Association
- supporting the two major school fundraisers

- working with the school in an effort to carry out recommendations made in the best interest of all the children

If you have questions about school matters (rules, requirements, meetings, etc.), please call the school office.

Money that is sent to school for a specific event or purpose should be placed in a sealed envelope and identified with the child's name, grade, amount enclosed, and the specific purpose. There will be a \$40.00 charge for each check returned by the bank.

### **A. Home School Association**

The Home School Association is an organization that works to support and enhance the educational community to which your child belongs. Each parent who enrolls a child in Our Lady of Peace School automatically becomes a member of the Home School Association. As a member, parents are expected to participate in fund-raising and community building activities. Tuition only pays a portion of your child's education; fund-raising activities are expected to contribute 15% toward the school's operating budget.

H.S.A. meetings are usually held in the cafeteria on the designated Tuesday evenings listed on the school calendar. Please try to have each family represented with at least one adult present.

### **B. Parent/Teacher Conferences**

When Parent/Teacher conferences are to be held, notices will be sent home informing the parent/guardian of the procedure to follow in scheduling the appointment. Please follow these procedures and adhere to the schedule given. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports may be viewed on PowerSchool.

Our teachers are always available to meet with parents about their child's progress. Arrangement may be made by calling the office, e-mailing or sending a note to the individual teacher. Please wait for confirmation of an appointment before arriving at school. Parents are not permitted to go to the classroom, cafeteria, or the playground during the school day.

## **III. General Information**

### **A. School Hours**

<b>REGULAR DAY:</b>		<b>EARLY DISMISSAL:</b>
7:00 AM	Before Care	7:00 AM
8:00 AM	Opening Bell	8:00 AM
8:05 AM	Late Bell	8:05 AM
2:23 PM	Dismiss Bus Students	11:53 PM
2:30 PM	Dismiss	12:00 PM

2:30 PM                      Walkers/Car Riders  
After Care until            12:00 PM  
6:00 PM

Students who arrive after 8:00 a.m. must enter the building through the office. Students arriving after 8:05 will be issued a late pass to be admitted to class. Students not in their homeroom at 8:05 a.m. are considered tardy.

At Our Lady of Peace School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

The school doors are opened for students at 7:45 a.m. Students arriving at that time will proceed to their classrooms.

Students will be dismissed at 2:30 p.m.

Parents are expected to check the school calendar and monthly newsletter for early dismissal dates.

Students who remain in the school after dismissal must be supervised. If students are in an after-school sports or activity, they will report immediately to the supervisor of the activity. If a student has not been picked up, the student will be sent to after care and the parent will be charged the daily per child rate for using this program.

#### **B. Before and After Care**

Our Lady of Peace School offers a Before and After Care Program.

Before Care is offered from 7:00 – 7:45 a.m. It is supervised by a teacher and includes breakfast. After Care is offered directly after school until 6:00 p.m. Information and forms are available from the school office.

#### **C. Returning to school after hours.**

Students are not permitted to return to the classroom or to re-enter the building during lunch, recess or after dismissal without permission.

#### **D. School Visitors/Volunteers**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

#### **E. Attendance and Absence**

A student's absence from school interferes with his academic progress. When a student is absent from school, a parent should call the office by 9:30 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of students.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness be required, parents will consult with the Principal and present a written reason for the absence.

The school calendar provides for some extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Students who are absent due to illness have one day for each day absent to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent, a parent may call the school office to arrange for homework assignments. Homework assignments may be picked up at the school office after dismissal.

For short absences, students should make arrangements with classmates regarding assignments, as well as consult with the teacher. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests that are missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

There are five reasons for excused absences.

1. Funeral - Death in the family
2. Freshman for a day – one time only for 8<sup>th</sup> grade students
3. Court appearance
4. Right-to-Life March
5. Take your Child to Work Day with advanced notice

Excessive absences of 19 days or the equivalent of 19 days including tardiness can be cause for a student to be retained in the current grade for another year.

If a student is absent during the school day, he/she will not be able to participate in any after school activity on that same day.

Students needing medical appointments during school hours require a written note from their parent. Parents are required to sign out with the office if they choose to remove their child during the school day. If the child returns to school during the same school day, he again signs in with the office. Students, who are away from school for an appointment for 3 ½ hours or more, will be counted as absent for ½ day.

Students will only be released to the custodial parent(s) of record. If the parent(s) would like a child released to another adult, the parent(s) must make this request in writing to the principal prior to the day of release.

## **F. Uniforms/Dress Code**

All students are required to adhere to the dress code that has been established at Our Lady of Peace School as a sign of their loyalty to the school and its philosophy. All uniforms are purchased from Fertig's Department Store in Perth Amboy at 195 New Brunswick Avenue, 732-442-1079. All uniforms and student belongings should be labeled with the student's name. Shirts must be tucked in for all students.

Pre-K students are permitted to wear the gym uniform every day.

### **BOYS**

Grades Pre K – 5

School navy blue dress trousers  
School light blue golf shirt – long or short sleeves  
Navy blue or white socks 2" above the ankle  
Black or navy blue dress shoes

Optional School navy blue cardigan sweater **(no sweatshirts or hoodies indoors)**

Grades 6 – 8

School gray dress trousers – plain or pleated front  
Pants to be worn at the waist with a belt  
School royal blue golf shirt – long or short sleeves  
Navy, white, or gray socks 2" above the ankle  
Black or navy blue dress shoes

Optional School gray cardigan sweater **(no sweatshirts or hoodies indoors)**

### **GIRLS**

Grades Pre K – 5

School plaid skort or skirt (skirt must at least touch the knee)  
School light blue golf shirt – long or short sleeves  
Navy blue or white knee socks or anklets 2" above the ankle or tights  
Black or navy blue dress shoes with heels no higher than 1-1½ inches

Optional School navy blue cardigan **(no sweatshirts or hoodies indoors)**

Grades 6 – 8

School gray skort or skirt (skirt must at least touch the knee)  
School royal blue golf shirt – long or short sleeves  
Navy, gray, or white knee socks, anklets 2" above the ankle or tights  
Black or navy blue dress shoes with heels no higher than 1-1½ inches.

Optional School gray cardigan sweater **(no sweatshirts or hoodies indoors)**

Ballerina shoes are **not** acceptable. Examples of acceptable shoes are hush puppies and penny loafers.

Girls in grades Pre K through 5 may wear navy blue uniform pants during the winter months.

Girls in grades 6 through 8 may wear gray uniform pants during the winter months.

From Sept.1 through Oct. 15 and May 1 through the last day of school, there is an **optional** summer uniform.

Boys and Girls in grades Pre K through 5

Navy uniform shorts

School light blue golf shirt

White sneakers with full length white crew socks 2" above the ankle

Boys and Girls in grades 6 through 8

Gray uniform shorts

School royal blue golf shirt

White sneakers with full length white crew socks 2" above the ankle

Gym uniforms are the same for boys and girls. School gym shorts may be worn in May, June, Sept., and until Oct. 15. Gym short sleeve shirts and gym pants may be worn at anytime on gym day. We suggest wearing the school sweatshirt in the cold weather. Sneakers and full length white crew socks should also be worn.

The uniform, **without extraneous adornments**, must be worn every day of school unless told otherwise by the principal.

Hair must be well groomed, clean, and out of the eyes. Boys' hair should not touch the collar. No tails. All extreme hair styles are a violation of the dress code. Girls' hair clips and bows are to be **very** small in size. Hair is to remain its natural color without being streaked, highlighted, or dyed in any way. Girls may wear **one** pair of **small** post earrings or **small** hoops no larger than a dime worn on the ear lobe. Boys are not permitted to wear earrings.

Fake nails, tips, nail polish, and costume jewelry are not permitted. No jewelry, except a religious necklace, a watch, and school pins will be allowed.

**No jewelry is to be worn on gym day.**

All students must be in uniform everyday. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal.

Students who are out of uniform without this excuse will be sent to the office and the parent must be called to bring the proper clothing

### **Dress for Out-of-Uniform Days**

*Students may wear, includes, but is not limited to:*

- ❖ appropriate jeans, slacks, dresses, skorts
- ❖ tennis shoes, short socks
- ❖ shorts no shorter than three inches above the knee
- ❖ skirts no shorter than three inches above the knee
- ❖ jogging suits, sweatshirts
- ❖ jewelry

*Students may not wear: (Sample)*

- ❖ flip-flop sandals, open back shoes, tennis shoes that convert to roller skates
- ❖ tank tops, T-shirts with inappropriate writing
- ❖ tennis shoes that convert to roller skates
- ❖ biker shorts, pajama pants
- ❖ make-up, hats

Good rule: If you don't think you should wear it, you shouldn't. All uniform regulations and guidelines are subject to the discretion of the principal.

### **G. Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found. Items placed in the Lost and Found remain there for 90 days. At the end of each marking period, items are donated to charity.

### **H. Communication between Home and School**

In order to insure that all communications from school reaches home in a timely manner, Our Lady of Peace School uses a weekly folder system. Official folders containing all correspondence are sent home on Tuesdays and should be returned the following day. Information may not be sent home if the weekly folder has not been returned. Official school-wide communications are sent with the youngest child.

### **I. Telephone Use Policy**

Permission to use the telephone must be obtained from the office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **J. Cell Phone Policy**

Middle School students are permitted to bring a cell phone to school. The cell phones are given to the teacher in homeroom at start of day and returned to the students at dismissal. The cell phones of those not complying with this rule will be confiscated.

- Phones must be kept in the "Off" position during the school day.
- Pagers or other communications devices are not allowed.

### **K. Inspection of Property**

Students are required to keep text books, workbooks, notebooks, and papers neat and free from extraneous marks. White out is not to be used on school papers, tests, or homework. Text books are to be covered. Damaged or lost books must be paid for at the end of the school year. Books and papers must be carried to and from school in a book bag/or backpack.

## **IV. Admission Policy**

## **A. Nondiscrimination Policy**

Our Lady of Peace School admits students of any race, religion, color, and national ethnic origin to all the rights, privileges, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **B. Title IX**

Our Lady of Peace School adheres to the tenets of Title IX; “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **C. Requirements**

Children entering Pre-K3 must be three (3) years of age by October 31.

Children entering Pre-K4 must be four (4) years of age by October 31.

Children entering Kindergarten must be five (5) by October 31.

At the time of registration, new students seeking admission in Grades K-8 at Our Lady of Peace School are evaluated on the basis of current standardized test scores and report cards on their readiness to enter the school.

Requirements for Admission include:

- ❖ Birth Certificate (original)
- ❖ Baptismal Certificate and other appropriate sacramental records (Catholic applicants only)
- ❖ Report Cards
- ❖ Standardized Test Results
- ❖ Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will have a probationary period of 3 months in which to make him/her comfortable, both socially and academically. If during the trial period there are any problems that cannot be resolved, a student may be asked to withdraw his attendance at Our Lady of Peace School.

Non-Catholic students whose parents accept the philosophy at Our Lady of Peace School will be accepted on a space available process. All students will participate in the program of religion, including liturgical services and instruction.

#### **D. Withdrawal from School**

Parents must notify the main office in writing several days in advance of the date they intend to transfer their child to another school. All unpaid fees are to be paid at this time and text books and library books must be returned. School records are not issued to parents. They are mailed to the new school on request from the principal of the new school.

### **V. Finance/Tuition**

Our Lady of Peace School distributes its tuition schedule for the following school year immediately prior to Catholic Schools' Week which is held during the last week of January.

Tuition is to be paid according to the FACTS contract signed by each family. The school reserves the right to cancel registration of any student when parents/guardians fail to satisfactorily meet tuition payments during the preceding semester or in such cases to require parents/guardians to make full tuition payment in advance of registration acceptance.

### **VI. Academic Information**

#### **A. Curriculum Offerings**

The curriculum stresses academic achievement within a Christian community where the theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can come to an understanding of the Christian ideals. At Our Lady of Peace School, we strive to "teach as Jesus did."

The Diocesan Curriculum Guidelines, consistent with the State of New Jersey Guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a differentiated approach to the content areas.

Our Lady of Peace School offers students opportunities for growth in the following major subjects:

1. Religion - Catholic doctrine and tradition, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation

Liturgical services are held for the entire school community.

Students in Grades 5 and 8 take The ACRE (Assessment of Catechesis Religious Education) Test.

2. Language Arts - The Language Arts Program at Our Lady of Peace follows the NJ state standards. It begins in Early Childhood classes and continues throughout the student's school career. The lower grades start with a phonetic based program for reading. In grades 3, 4, 5 the emphasis is on learning to write a paragraph, basic grammar, and reading novels. When students enter the middle school, the Language Arts program is based on the love of reading through literature that incorporates writing skills, higher-level grammar and advanced vocabulary techniques.
3. Mathematics - In grades 1 through 5, the students are learning Math using the Everyday Math Program. This program concentrates on learning the basic skills needed to succeed. Students are introduced to various concepts including basic operations, measurement, geometry, decimals, and fractions. In grades 6 - 8 the students use their basic math knowledge to deal with higher level concepts. The skills taught at this level are problem solving, pre-algebra, geometry, percents, measurement, and probability.
4. Physical Education - Physical part of the health triangle (Social/Emotional/Mental/Spiritual/and Physical) includes motor skills, problem solving, negotiation, sportsmanship and conflict resolution skills. This would also include team work, respect, understanding another person's limitations, social interaction skills, movement ability, taking direction and following rules. Students learn to enjoy physical activity while not compromising safety with a variety of selected activities.
5. Spanish - Taught in all grades at Our Lady of Peace School. Early Childhood, Kindergarten, first and second grades meet once a week. Grades three and four meet twice a week. Grades five through eight meet three times a week.  
  
All grades learn The Sign of the Cross, The Hail Mary, The Our Father and The Glory Be prayers in Spanish.  
  
Early Childhood, Kindergarten and 1<sup>st</sup> Grade concentrate on the basics such as greetings, goodbyes, courtesy phrases, colors and numbers. Second grade reviews and reinforces these basics while being introduced to other topics such as food, animals, family members, etc.  
  
Third grade begins working on their note taking skills while reviewing previous topics and expanding on them. For example, days of the week and months are reintroduced, but now also how to write the date. Fourth through Eighth grades keep building on the previous years' knowledge by reviewing and adding vocabulary and grammar each year.
6. Social Studies - Following the New Jersey core curriculum standards and Diocesan guidelines the Our Lady of Peace Social Studies curriculum offers a program rich in experience. A comprehensive course of study from early childhood through middle school allows our students the opportunity to learn and appreciate the history, culture, and traditions of the world in which they live. All being taught with the ultimate goal of good Catholic citizenship.

7. Science - Based on state and diocesan core curriculum standards. Concepts are introduced in the primary grades through the reading program. The intermediate grades develop an understanding of the scientific process. The inquiry method utilized in middle school strengthens problem solving and critical thinking skills. Throughout the curriculum, science and technology in our modern society are presented within the framework of Catholic values and the development of responsible informed citizens of tomorrow.
8. Fine Arts - Fine Arts at Our Lady of Peace consists of Art, Music and Drama, with additional opportunities for Dance. The Art, Music and Drama curriculum follows the NJ State and Diocesan Guidelines and encompasses Theory, History, creativity, student critique, and offers opportunities for our students to show their talents.
9. Computer Literacy - The purpose is to involve students in activities aimed at improving, using, and mastering their academic skills as well as developing their understanding and appreciation of technology. While academic skills mastery is the controlling ingredient in each project, the children acquire technological literacy as they are introduced to the world of technology defined as human innovation and invention.

**Grading Scale:**

At Our Lady of Peace School teachers use a uniform grading scale when marking tests and when computing marking period and semester grades.

In order for any student to receive full credit, all assignments must be completed neatly, legibly, and within the specified time frame. Time extensions for approved reasons must also be met.

Grades 1 and 2:			Specials Grades - 1 and 2:		
Outstanding	(O)	97 - 100	Outstanding	(O)	97 - 100
Very Good	(VG)	93 - 96	Very Good	(VG)	93 - 96
Good	(G)	85 - 92	Good	(G)	85 - 92
Satisfactory	(S)	75 - 84	Satisfactory	(S)	75 - 84
Needs Improvement	(N)	70 - 74	Needs Improvement	(N)	70 - 74

Grades 3 - 8:		Specials Grades 3-8:	
A+	97 - 100	O+	99 - 100
A	93 - 96	O	93 - 98
B+	89 - 92	G+	90 - 92
B	85 - 88	G	85 - 89
C+	80 - 84	S+	83 - 84
C	75 - 79	S	75 - 82
D	70 - 74	N+	73 - 74
F	69 and Below	N	70 - 72
		U	69 or lower
		I	0%

## **B. Report Cards/Progress Reports**

Report cards are distributed to students in grades 1 through 8 four times a year: November, January, April, and June. Kindergarten children will receive report cards in January, April, and June. Progress reports for students in grades 1 through 8 can be accessed on PowerSchool at the midway point of each marking period.

Parents can sign up on PowerSchool for progress reports and have them sent to their e-mail address. Report card envelopes are to be signed by parents or guardians and returned to the teacher within three days.

## **C. Testing**

The Terra Nova Test standardized test is given in the spring for Grades 2 through 8. The Terra Nova Writing Test is administered to Grades 4 and 7 in the Spring. The first grade is tested in the fall of each year. Teachers will administer subject tests throughout the year. Semester exams are given in January and June for students in grades 6-8.

## **D. Honors and Awards**

For Grades four and up:

### **Principal's List**

Grades of A+ and A                      No checks in behavior  
At least G+'s or better for specials

### **Honor Roll**

Grades of B or higher                      No checks in behavior  
At least G's or better for specials

## **E. Promotion and Retention**

Advancement to the next grade in Our Lady of Peace School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **F. Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. During academic probation, a student may not participate in school extra curricular activities.

## **G. Homework Policies**

Homework is assigned to help students become self-reliant and self-directed. A reasonable amount of home study is important in the development of study habits and in achieving good grades. The amount and type of work will be determined by the teacher and will depend upon the grade level of the student. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

As a general rule, it would be safe to assume that students have homework nightly.

Homework can be in various forms, such as: written, specific assignments, study of specific material, research, short-term or long-term projects, or individually assigned skill review. Depending on the grade level and the discretion of the individual teacher, the parent or guardian may be required to sign the student's planner or assignment book.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. All teachers have homework posted on their page on the school's website at [olpfords.com](http://olpfords.com).

Although every effort will be made to minimize homework over weekends, sometimes it is unavoidable. In these situations where the class progress will be adversely affected, homework will be given. If homework or studying for a test is necessary over a weekend, parental support will minimize any student stress.

#### **H. Technology Acceptable Use Policy**

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with law and the religious mission of Our Lady of Peace School. No student is permitted to use technology to access or send inappropriate information or materials.

A permission form signed by the student, parent/guardian, and teacher is required before any student is provided with internet access privileges. (See Appendix)

#### **I. Library**

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of \$.05 per day is required for overdue books. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.

### **VII. Spiritual Growth/Sacramental Programs**

The sacramental life of the children of the Catholic tradition is an important component of the religion program. Preparations for two sacraments, Reconciliation and the Eucharist, form the core of our efforts in Grade 2. Candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist and Confirmation are only conferred on students baptized in the Roman Catholic tradition.

The non-Catholic student is welcome at Our Lady of Peace School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled for the students during the school year.

## **VIII. Student Services**

### **A. Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is available from your child's teacher. This is the only form that may be used to allow a student to attend a field trip. If your child fails to bring his permission slip home, you may copy the form provided in the appendix. Call the school for information needed to complete the form. Note: A fax does not take the place of an original signature.
7. A telephone call will not be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child to participate in a field trip by stating so on the proper form. Students are to stay home that day and will be counted absent.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are non-refundable except at the discretion of the administration and trip coordinator.
11. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

### **B. Medications**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a) Child's name
- b) Name of the doctor prescribing the child's medication
- c) Frequency

- d) Dose
- e) Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a) Child's name
- b) Frequency
- c) Dose
- d) Date

### **C. Lunch Program**

Our Lady of Peace School offers a (hot) lunch program daily. The menu for the month is sent home a few days before the beginning of each month. You may order lunch for the entire month or for any individual dates. Please fill out the form attached to the menu and send it in with a check for the correct amount. Your child will be given credit for lunches that have been paid for but not taken because of absence. If students forget their lunch or lunch money, the cafeteria staff will provide them with a lunch and notify the parent or guardian of the cost.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or candy. Parents/students may not bring lunches from carry-out restaurants.

Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are in order at all times.

### **D. Food Allergy Policy:**

Our Lady of Peace School recognizes that life threatening food allergies are a condition affecting many school children. We welcome all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Our Lady of Peace School will maintain a school wide procedure addressing life threatening reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **E. Class Parties**

Parties are not to be held without special permission of the principal. On their birthdays, students may bring allowable treats or snacks (see appendix for appropriate snacks) for their classmates.

## **IX. School Discipline**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in

fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

- Students are to obey all school rules and to be respectful to all teachers and adults who assist in school programs.
- Students are expected to enter and exit the building in an orderly manner.
- Running or excessive loud talking in classrooms, halls, cafeteria, on the stairs or when moving between buildings is not permitted.
- Students are not to bring electronic or sport equipment to school unless permission has been given to do so. The school will not assume responsibility for the loss or breakage of these objects.
- Students are required to attend classes scheduled in either building according to their daily schedules. Therefore, each student should come to school dressed for the weather. If the weather is such that unsafe conditions exist, the principal will use her discretion and authority to re-schedule or cancel the affected classes.
- Students are required to participate in gym. Students will not be excused from gym without a note from the parent or guardian. A medical excuse is required when a student misses two or more consecutive gym classes. Students who are unprepared for gym will receive a failure for the class that day.
- Students are not permitted to leave the school premises during the school day without a written note from the parent or guardian and the permission of the principal.
- Students are asked to obey all bus rules as well as all safety rules established throughout the school.
- Students are forbidden to chew gum in school or on the school grounds.
- Library books are to be returned on time.

### **A. Off Campus Conduct**

The administration of Our Lady of Peace School reserves the right to discipline students for off-campus behavior that is illegal or not consistent with behavior expectations of its students during the course of the school day.

Our Lady of Peace School complies with the Memorandum of Agreement in accordance with Diocesan Policy.

### **B. Memorandum of Agreement**

“Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of their students, interfere with the teaching or supervisory duties or staff, must accept the consequences of these choices.”

Students are expected to be respectful of others and of others' property; be obedient to authority; be orderly; cooperate with students, teachers, and all others within the school; act in an appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church.

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

- School authorities shall follow procedures outlined in the *Memorandum of Agreement* which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited below are a mere

summary of the behaviors cited in the *Memorandum of Agreement* and are not to intended in any way to supplement, revise, or supersede the specific language of that document.

- physical violence or the threat of physical violence;
  - bringing weapons to school;
  - bringing drugs to school;
  - threatening another person with weapons, drugs, and/or violence;
  - On-going bullying and/or even one instance of bullying that present an imminent danger to others.
  - Brings to school toys or other objects that can be dangerous or used as a weapon.
- If a student engages in any one of the aforementioned acts, the *Memorandum of Agreement* requires that the principal or his designee: (a) call the local police department immediately upon being informed of the student's violation of this policy, (b) call the parents to inform them of what has transpired, (c) call the appropriate administrator in the Catholic Schools office, and (d) suspend the student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Office of the Schools.
  - Policy of the Office of the Schools requires that the school inform the parents/guardians that the parents/guardians must: (a) arrange to have the child interviewed by a Certified Psychologist and (b) present a letter signed by the Psychologist to the school principal to consider for reinstatement to school.

Due to the provisions of the *Memorandum of Agreement*, Our Lady of Peace School will implement the disciplinary actions outlined above when behavioral infractions occur. Parents will assist their children by helping them to realize the consequence of misbehavior.

### **C. Cheating**

Because each student's work is considered privileged, cheating of any type will not be tolerated. Students who choose to cheat, giving or taking of material, will face a failing grade, detention, suspension and/or expulsion.

### **D. Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal and teacher. Detention takes precedence over practices, lessons, ballgames, etc. If a student misses a scheduled detention due to absence, a make up date will be scheduled.

### **E. Suspension**

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

## **F. Separation from School**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Peace School. Students who have been expelled may appeal this decision to the Diocesan Superintendent of Schools.

## **G. Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or any school function face suspension and/or expulsion.

## **H. Harassment/Bullying**

Our Lady of Peace School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously and will be reported to the local authorities in compliance with the Memorandum of Agreement.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Bullying is a form of harassment.

## **I. Restitution**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement cost for damaged or lost text books before any final reports, transcripts, or diplomas are presented.

## **J. Student Search**

The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out.

## **X. Student Records**

### **A. Change of Information**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up-to-date.

### **B. Transfer of Records**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until the Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

## **XI. Emergency Situations**

## **A. Fire Drills**

State Law requires that there be 10 fire drills a year. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's facing away from the building;
5. Return to the building when the signal is given.

## **B. Crisis Response Drills**

Crisis response drills are held periodically. These procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to assigned place
3. Follow procedures outlined in Crisis Management Plan
4. Return to classroom when signal is given.

## **C. Crisis Plan**

Our Lady of Peace School has implemented a Crisis Plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations.

## **D. Weather Emergencies**

Our Lady of Peace School will usually follow the decision of the Woodbridge Township Schools in regards to school cancellations or delayed openings due to inclement weather. Announcements will be made between 6:30 a.m. and 8:00 a.m. on WCTC – 1450 AM, WMGQ – 98.3 FM, and TV 12. The Honeywell Alert System will be activated in case of school closings or delayed openings.

Delayed Openings: 10:00 a.m. (Buses will pick students up approximately 2 hours later than usual.) If parents decide to keep a child home due to weather conditions when the school is open, the child will be marked absent. Parents are urged to use their judgment during extreme weather conditions.

If we have an emergency closing after the students are in school, the school will make every effort to notify the parents of the closure. Please keep your Honeywell information current. After Care will only be available for **one hour after the closing.**

## **XII. Right to Amend**

Our Lady of Peace School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

**The Appendix to this manual contain the following forms:**

Field Trip Permission Slip – Out of State

Field Trip Permission Slip – In State

Technology Agreement Statement/Acceptable Use

Photo Video Release

Peanut Free Snacks

**PARENTAL REQUEST FOR FIELD TRIP – Out of State**

Catholic Schools Office – Diocese of Metuchen

This portion to be completed by school representative prior to duplication.

School\_\_\_\_\_ City\_\_\_\_\_

Activity\_\_\_\_\_ Cost to student\_\_\_\_\_

Destination\_\_\_\_\_ Phone\_\_\_\_\_

Educational Objective\_\_\_\_\_ Supervising Teacher\_\_\_\_\_

Departure Date/Time\_\_\_\_\_ Return Date/Time\_\_\_\_\_

Name of Bus Company\_\_\_\_\_

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This portion to be completed by parent or guardian.

Student's Name\_\_\_\_\_ Grade\_\_\_\_\_

Parent/Guardian\_\_\_\_\_ Home Phone\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Health Insurance Company:\_\_\_\_\_

Policy Number\_\_\_\_\_

Please indicate any special medical problems, dietary needs or allergies\_\_\_\_\_

Family Physician\_\_\_\_\_ Phone\_\_\_\_\_

---

Parent/Guardian: Please read carefully and sign below:

I request that my son/daughter participate in the above-described activity and consent to the mode of transportation as indicated.

Should emergency medical treatment be necessary and I am unable to be contacted immediately, I authorize the delegated agents of the above-named school to act on my behalf and approve appropriate treatment.

I specifically waive claim or claims that may be derived from any accident or injury sustained by my son/daughter en route, during and returning from the activity. I further agree to indemnify and save supervisors working on their behalf.

I further understand that school representatives are NOT permitted to dispense medication.

During the hours of this trip, I can be reached at (phone number)\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Notary signature/seal\_\_\_\_\_ Date\_\_\_\_\_

## PARENTAL REQUEST FOR FIELD TRIP – In State

Catholic Schools Office – Diocese of Metuchen

This portion to be completed by school representative prior to duplication.

School \_\_\_\_\_ City \_\_\_\_\_  
Activity \_\_\_\_\_ Cost to student \_\_\_\_\_  
Destination \_\_\_\_\_ Phone \_\_\_\_\_  
Educational Objective \_\_\_\_\_ Supervising Teacher \_\_\_\_\_  
Departure Date/Time \_\_\_\_\_ Return Date/Time \_\_\_\_\_  
Name of Bus Company \_\_\_\_\_

---

This portion to be completed by parent or guardian.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Health Insurance Company: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Please indicate any special medical problems, dietary needs or allergies \_\_\_\_\_  
Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

---

Parent/Guardian: Please read carefully and sign below:

I request that my son/daughter participate in the above-described activity and consent to the mode of transportation as indicated.

Should emergency medical treatment be necessary and I am unable to be contacted immediately, I authorize the delegated agents of the above-named school to act on my behalf and approve appropriate treatment.

I specifically waive claim or claims that may be derived from any accident or injury sustained by my son/daughter en route, during and returning from the activity. I further agree to indemnify and save supervisors working on their behalf.

I further understand that school representatives are NOT permitted to dispense medication.

During the hours of this trip, I can be reached at (phone number) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_

**OUR LADY OF PEACE SCHOOL**  
**Internet and Acceptable Use Policy**  
**School Year- 2010-2011**

I understand the use of the school's computers and Internet connections is a privilege provided by the school for educational purposes. The misuse of this privilege will result in the loss of computer usage for the entire marking period or longer depending upon the degree of offense. Appropriate reasons to revoke privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system. Any video or music files are only to be used with the permission of a teacher for an assigned project. Our Lady of Peace provides Internet filtering programs on all Internet accessible computers within the school, which filters out inappropriate sites and materials. No student is allowed within the computer lab without the supervision of an adult.

The Pastor, Principal, and Technology committee regulate all software programs that are used by the students and staff. These packages are screened for appropriate nature, grade level ability, and purpose within the school setting. Any software found to be of questionable nature will be immediately removed from the computer system. Any programs downloaded by students without permission from the teacher in charge will also be removed immediately, and the student will be disciplined for this action. Students are not allowed to check e-mail or access sites that allow chatting with other Internet users. Any student found to be accessing e-mail, chat rooms, or any other site (e.g. My Space) for the use of communication will be disciplined accordingly. Food, drink, gum or candy is not allowed while at a computer station.

By signing this document, I agree to the standards and rules set by O.L.P. School. I understand that these policies and restrictions are in place for my protection and benefit. I also understand that O.L.P. will do everything possible to restrict access to controversial materials. O.L.P. will not be held responsible if access is acquired without supervision and the school or any of its personnel will not be held responsible for materials acquired on the Internet. I give my permission for my student to access the Internet and use the computer software during school hours for the sole purpose of academic benefit and learning.

\_\_\_\_\_  
(Student) (Date)

\_\_\_\_\_  
(Parent or Guardian) (Date)

# *Our Lady of Peace School*

*Fully accredited by the Middle States Association of Schools and Colleges*

P.O. Box 69, Amboy Avenue, Fords, New Jersey 08863-0069

Phone # 732-738-7464 Fax # 732-738-0026

School Website: [www.olpfords.com](http://www.olpfords.com)

Rev. Msgr. Andrew L. Szaroleta, Pastor

Mrs. Frances C. Comiskey, Principal

## **Photo Release Form**

I hereby grant to the Diocese of Metuchen and its parishes, schools and assigns, the irrevocable and unrestricted right to use, reproduce and publish photograph(s) or video(s) of me, including my image and likeness for Diocesan, parish or school publications, advertising, or website(s), or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

I hereby release The Diocese of Metuchen and its trustees, officers, employees, agents, legal representatives, and assigns from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s) and/or video(s).

IN WITNESS WHEREOF, the undersigned, intending to be legally bound hereby sets their hand and seal the date written below.

Student's Name (Print) \_\_\_\_\_

\_\_\_\_\_ Date:

Signature: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

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Parent/Guardian (Please Print):

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Parent/Guardian Signature:

## Peanut Free Snacks

### **Fruits**

All fresh fruit  
Dole Fruit Bowls  
Del Monte Fruit To-Go Cups  
Sun-Maid Raisins (not chocolate covered)  
Applesauce Cups  
Motts Fruit Blasters Applesauce Tubes

### **Cookies**

Nilla Wafers  
Oreos & Mini Oreos (not mint-creme)  
Chips-A-Hoy (not minis)  
Bisco Wafers, Teddy Grahams  
Pepperidge Farm - Milano, Chessmen, Shortbread  
and Sugar Cookies  
Keebler - Butter Cookies, Grasshopper Cookies  
Nabisco - Barnum Animal Crackers, Oatmeal & Iced  
Oatmeal Cookies, Cameo Cookies, Fig  
Newtons, Kool Stuff Strawberry Seas Bars  
Hostess Ho-Ho's & Twinkies  
Rice Krispie Treats (plain only)  
Nutri-Grain Apple Cinnamon/Brown Sugar Twists

### **Vegetables**

All Fresh Vegetables Including:  
Carrots or Celery Sticks with Cream Cheese or Dip

### **Gummy Snacks**

(Not Brachs.) Only Betty Crocker or Nabisco Fruit  
Snacks including: Fruit Roll-Ups, Fruit By The Foot  
Gushers, Shark Bites, Fun Fruits  
Scooby Doo Fruit Snacks, Trix Fruit Snacks  
Hi-C Fruit Snacks, Pokemon Fruit Snacks  
Crackers  
Honey Maid - Cinnamon Grahams & Sticks,  
HoneyGrahams & Sticks  
Ritz Crackers (plain only, not sandwiches)  
Keebler Club Crackers (original only)  
Nabisco Saltines, Sunshine Cheez-Its  
Triscuit, Wheat Thins  
Pepperidge Farm Cheddar Goldfish (only plain, pretzel or cheddar. Not Cinnamon Grahams)  
Sargento- Mootown Crackers & Cheese Dip  
Keebler Town House Crackers  
Sportz Cheddar Crackers  
Kraft Handi-Snacks Cinnamon Graham Crackers  
w/Applesauce Dip  
Kraft Handi-Snacks Crackers with Cheese Dip

## **Salty Snacks**

Rold Gold Pretzels, Snyder's of Hanover Pretzels  
Ruffles Potato Chips, Lays Potato Chips  
Fritos, Doritos (not crackers)  
Cheetos, Tostitos, Pringles (original only)  
Popcorn - Pop Secret, Orville Redenbacher, Healthy Choice

## **Jellos and Puddings**

Hershey Chocolate Pudding Tubes  
Kraft Handi-Snacks - Wacky Gels, Vanilla & Chocolate Pudding, Hunts - Juicy Gels, Vanilla & Chocolate Pudding, Jello - Gelatin Cups, X-treme Jello Tubes, Vanilla, Chocolate & Oreo Pudding  
Dole Fruit-n-Gel, Delmonte Fruit & Gel To-Go Bowls

## **Frozen Treats**

Minute Maid - Juice Bars, Fruit & Cream Swirls,  
Frozen Lemonade  
Good Humor - Fudgesicles, Popsicles, Fire Crackers,  
Great Whites, MicroPops, and Scribblers  
Nestle - Itzakadooies, Icecreamers Flintstones  
Rainbow Sherbet Treats & Juicy Juice Frozen Juice Pops, Lick-A-Colors  
Tropicana Fruit Juice Bars, Welch's Fruit Juice Popsicles, ICEE Frozen Treats

## **Misc.**

Cheese  
Yogurt (not soy brands) - Gogurt, Danimals, etc.  
T. Mazettis Carmel Apple Dip (with apples)  
Pizza - Papa John's, Dominoes, Flippers, Pizza Hut  
Candy - Starburst, Skittles, Twizzlers, Hershey Milk Chocolate Bars (not with almonds) and Hershey Kisses (not with almonds & not Hugs), Milk Duds, DOTS, Sour Patch Kids, and Tootsie Rolls  
Doughnuts - Krispy Kreme "Original Glazed" only (only from the store - with or without sprinkles.  
Not pre-packaged from a grocery store)  
Jet Puffed Marshmallows

*\*\*\*Important: Due to continual changes in manufacturer packaging and processing, please read the ingredient label of your snack chosen from this list to ensure that it does not contain any of the following... peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour, peanut/nut meal, or any of the statements "May contain traces of peanut/nuts" or "Manufactured in a facility that also processes peanuts (and/or other nuts)".*