

# LEHIGH ELEMENTARY SCHOOL



Kindergarten through 5<sup>th</sup> Grade --- 8:45 A.M. to 3:15 P.M.

**Our school office is open 7:30 A.M. to 4:00 P.M.  
Monday through Friday**

**LEHIGH ELEMENTARY SCHOOL  
800 BLUE MOUNTAIN DRIVE  
WALNUTPORT, PA 18088**

Mrs. Cassandra Herr, Principal

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# LEHIGH ELEMENTARY

## STUDENT HANDBOOK SUPPLEMENT

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# Lehigh SOAR Rules

The following expectations are designed to help students make responsible decisions by thinking carefully and choosing wisely.

- Strive to do our best
- Obey all rules
- Act safely
- Respect everyone and everything

<b>Rule</b>	<b>Expectations</b>	<b>Infractions include but are not limited to the following:</b>	
<b>Strive to do our best</b>	Complete quality work	Rushing to finish work	
	Stay on task	Fooling around	
	Be honest	Lying	
	Do our own work	Cheating	
	Be fair to others	Not being fair to others	
	Show good sportsmanship	Making fun of losing teams	
	Go directly to our destination	Walking around the halls	
	Discard lunch materials appropriately	Throwing things on the floor	
	Use time wisely	Wasting time	
	Be careful	Not being careful	
	<b>Obey all rules</b>	Use indoor voices	Talking loudly
Listen to adults		Not listening to adults	
Follow directions		Not following directions	
Raise our hands		Calling out	
Complete our work		Wasting time & not completing work	
Follow dress code		Dressing inappropriately	
Return signed papers		Forging parents' signatures	
Obey adults		Being defiant to adults	
No gum chewing		Chewing gum	
<b>Act safely</b>	Walk	Running	
	Walk	Skipping	
	Walk	Jumping	
	Keep hands to ourselves	Pushing	
	Keep hands and feet to ourselves	Fighting	
	Keep hands to ourselves	Hitting	
	Keep feet to ourselves	Tripping	
	Keep objects to ourselves	Throwing objects	
	Sit on bus seat	Standing	
	Sit on bus seat	Kneeling	
	Stay out of bus aisle	Leaning or standing in aisle	
	Stay off of road at bus stop	Running or walking in road	
	Use playground equipment safely	No walking up slides the wrong way	

<b>Respect everyone and everything</b>	Use kind words	Name calling
	Use kind words	Teasing
	Use kind words	Talking back
	Use kind words	Cursing, using obscene language
	Use kind actions	Using inappropriate or obscene gestures
	Respect people's possessions	Stealing
	Respect people's possessions	Trading objects with others
	Keep hands and feet to ourselves	Fighting
	Keep hands to ourselves	Hitting
	Keep body to ourselves	Spitting
	Keep body to ourselves	Biting
	Keep hands to ourselves	Pinching
	Keep hands to ourselves	Pushing
	Keep hands to ourselves	Pulling hair
	Keep feet to ourselves	Kicking
	Keep cafeteria clean	Throwing food and objects
	Keep hallways clean	Scuffing the floor
	Respect building and school property	Vandalizing school property

**NOTE: Students with serious or chronic behavior problems must be referred to the counselor/administrator.**

### **Consequences**

Administrators will use discretion when determining consequences based on the circumstances, the child's age, and the child's developmental level.

# **Lehigh Vision**

*The vision of  
Lehigh Elementary  
School is to nurture,  
educate, and meet  
the needs of each  
child as a learner  
and member of  
society.*

## Lehigh Staff Assignments 2018-2019

AREA	STAFF NAME	RM	EXT
<b>Kindergarten</b>	<b>Mrs. Carolyn Albright</b>	<b>122</b>	<b>18122</b>
	<b>Mrs. Alana Heller</b>	<b>124</b>	<b>18124</b>
	<b>Mrs. Lisa Jones</b>	<b>120</b>	<b>18120</b>
	<b>Mrs. Kathleen Nota</b>	<b>118</b>	<b>18118</b>
<b>1<sup>st</sup> Grade</b>	<b>Mrs. Jennifer Adams</b>	<b>163</b>	<b>18163</b>
	<b>Mrs. Jessica Schaffer</b>	<b>119</b>	<b>18119</b>
	<b>Mrs. Rachel Schrampf</b>	<b>121</b>	<b>18121</b>
	<b>Mrs. Alison Sugra</b>	<b>117</b>	<b>18117</b>
<b>2<sup>nd</sup> Grade</b>	<b>Mrs. Erica Amato</b>	<b>156</b>	<b>18156</b>
	<b>Mrs. Joanne Bryant</b>	<b>161</b>	<b>18161</b>
	<b>Mrs. Denise Straub</b>	<b>162</b>	<b>18162</b>
	<b>Mrs. Christy Warfel</b>	<b>164</b>	<b>18164</b>
<b>3<sup>rd</sup> Grade</b>	<b>Mrs. Jennifer Fulfaro</b>	<b>157</b>	<b>18157</b>
	<b>Ms. Laura Meyers</b>	<b>158</b>	<b>18158</b>
	<b>Mrs. Beth Wolfel</b>	<b>159</b>	<b>18159</b>
<b>4<sup>th</sup> Grade</b>	<b>Mrs. Rebecca Bernal</b>	<b>149</b>	<b>18149</b>
	<b>Mr. Craig Schutts</b>	<b>147</b>	<b>18147</b>
	<b>Mrs. Andrea Tonnies</b>	<b>142</b>	<b>18142</b>
	<b>Mrs. Lisa Weller</b>	<b>140</b>	<b>18140</b>
<b>5<sup>th</sup> Grade</b>	<b>Mrs. Kelly Allabach</b>	<b>132</b>	<b>18132</b>
	<b>Mrs. Kate Erdosy</b>	<b>134</b>	<b>18134</b>
	<b>Mr. Mike Frohnheiser</b>	<b>135</b>	<b>18135</b>
	<b>Mrs. Trisha Meleski</b>	<b>133</b>	<b>18133</b>
<b>Learning Support</b>	Ms. Katie Biechy	139	18139
	Mrs. Cynthia Heffley	146	18146
	Mrs. Marlise Lesperance K-2	131	18131
	Mrs. Corissa Strohl	011	18011
	Mrs. Robin Zamadics	009	18009
<b>SE Lead</b>	Mrs. Susan Neal	019	18019
<b>I.U.</b>	Ms. Jennifer Bell	152	18152
<b>I.U.</b>	Mr. Greg Mikovitch	148	18148
<b>Principal Secretaries</b>	Mrs. Cassandra Herr	101	18102
	Mrs. Melissa Pany	102	18102
	Mrs. Denise Mickley	102	18000

	<b>Small Conference</b>	109	18109
	<b>Large Conference</b>	123	18123
<b>Art</b>	Mrs. Pat Aroniss	016	18016
<b>Band</b>	Mrs. Lori Emery	015	18015
<b>ESL</b>	Ms. Christine Nemeš	012	18012
<b>Gifted</b>	Mrs. Pam Kremus	013	18013
<b>Guidance</b>	Mrs. Adrienne Costenbader	104	18104
<b>IST – L.A.</b>	Mrs. Glenda Cuchran	130	18130
<b>IST – Math</b>	Mrs. Meghan Lloyd	128	18129
<b>Library</b>	Mrs. Karen Paterick	128	18128
<b>Music</b>	Mrs. Amanda Dungan	014	18014
<b>Nurse</b>	Mrs. Megan McHugh	103	18103
<b>Orchestra</b>	Ms. Susan Lischner	001	18001
<b>Phys Ed</b>	Mr. Matt Walters	004	18004
<b>Psychologist</b>	Ms. Kelsey Uppling	018	18018
<b>Reading</b>	Mrs. Elyse Matika	160	18160
<b>Speech</b>	Mrs. Keri Muldowney	136	18136
<b>Technology</b>	Mr. Jarad Haupt	144	18144
<b>Café</b>	Mrs. Annette Knappenberger		
<b>Monitors</b>	Mrs. Mary Mason		
<b>Instructional Assistants</b>	Mrs. Anna Costalas		
	Ms. Laura Benes		
	Mrs. Angie Eaton		
	Mrs. Lisa Gilly Library		
	Mrs. Faye Gross		
	Mrs. Melinda McCann		
	Mrs. Lisa Paulus		
	Mrs. Vicki Steiner		
	Mrs. Nancy Stover		
<b>Custodians</b>	Mr. Rick Smith (Head)		
	Mr. Wilbur Bullsnahe		
	Ms. Megan Strohl		
	Mr. Eric Bauer		
<i>Staff may also be reached by email using the first 7 letters of their last name and the first initial of their first name. For example: herrc@nasdschools.org</i>			

## **ARRIVAL, DISMISSAL, and SECURITY PROCEDURES**

School opens officially at 8:45 AM. At that time, bus students are allowed to enter through the front of the building. While we encourage all of our students to ride the bus, we realize there may be times when you must drop your child at school in the morning. You may do so at the north parking lot drive-through to avoid interference with the buses. Please follow directions of our security staff. ***Please move to the far end of the drive-through to avoid traffic backup on Blue Mountain Drive.*** Please drop off your child **between 8:40-8:50** so he/she may reach the classroom by 8:55, the start of the day. The door at the far end of the building (near the playground) is monitored for **student-only admission from 8:40-8:50 AM. If you wish to accompany your child into the building, you must park in a designated spot, not in the drive-through, and enter the building through the main entrance.**

**\*\*PLEASE NOTE\*\*\* The side loop for parent drop off will not open until 8:35 AM. This is to prevent the traffic from backing up on Blue Mountain Drive when parents arrive too early for student drop off. Anyone arriving prior to 8:35 AM will need to park in the regular parking lot, until the drop off loop is open.**

Due to security procedures, the building is locked at all times. Entry to the building must be through the front door that is monitored by a camera. Simply press the buzzer and someone from the office will assist you.

When visiting the school, please first stop first in the office where you will sign in and receive a visitor's badge. **You must present photo ID when picking up your child or entering the building for any reason.**

**The parking lot by the main front door is for bus traffic only.**

Bell One students will be dismissed at approximately 3:20 PM.

Bell Two students will be dismissed at approximately 3:25 PM.

**Parent parking is located in the north parking lot and the overflow parking area by the playground only.**

- \* *Student Pickups will be dismissed at approximately 3:15 PM.*
- \* ***THE STUDENT PICKUP AREA IS LOCATED AT THE SIDE DOORS IN THE NORTH PARKING LOT. Due to limited space, parents may wait outside the pickup area. These doors will open at 3:10 PM.***

### **EVERY DAY PICKUPS**

- \* *If you plan to pick up your child/children every day, please complete a form available in the office. Once the form is completed, you will receive a laminated card with your child's/children's names.*
- \* *You must present that card every day when picking up your child. however, you will not have to sign out your child/children every day.*

## **OCCASIONAL PICKUPS**

- \* *If you occasionally pick up your child/children at dismissal, you must send a written note to your child's teacher(s) each time.*
- \* *In the event of an emergency, you must call the Lehigh office before 2:30 PM. If you call the office after 2:30 PM, your child/children must go home on the bus.*
- \* *Occasional pickups will also be dismissed at the side door in the north lot.*
- \* *You will need to present photo ID, and sign out your child/children. Mrs. Heffley, Mrs. Mickley, or another staff member will be there to assist you after 3:10 PM.*
- \* *Please form a line by the side door, have your Pickup card or photo ID ready, and use the crosswalks to return to your parked car, after your child/children are dismissed.*

Thank you for your cooperation in keeping all of our Lehigh students safe.

## **CLUBS**

Ski Club - Students in Grades 4 and 5 can participate in a worthwhile ski program. It lasts for six weeks, one night per week. Students must be transported by a parent to the Blue Mountain Ski Area where they will receive a ski lesson given by a certified ski instructor. After their lesson, club members may ski with friends or a family member until it is time to leave.

Drama Club - This is a very active and visible extracurricular group, consisting of fourth and fifth graders. Students interested in dramatics or public speaking would be interested in this club. Their weekly meetings and rehearsals also include acting workshops.

Environmental Club – Students in Grades 3 and 4 are invited to participate this club, which maintains our beautiful building Courtyard. Meetings are held monthly in the fall and spring.

## **PTA**

The Lehigh Parent Teacher Association is very active in school affairs and maintains a strong interest and commitment to the well-being of all our children. The PTA is responsible for underwriting many of our school programs. Throughout the school year the PTA sponsors a number of activities - for example the Book Fair - that are designed to benefit our students. Your support of our PTA through membership and attendance at PTA meetings and events will be greatly appreciated.

Please join us at our Lehigh PTA meetings on the first Monday of each month (2nd Monday of September) at 6:30 PM in our MPR/Cafeteria.

PTA officers for the 2018/2019 school year are:

President	Mrs. Laura Nederostek
Vice President	Mrs. Angela Buskirk
Secretary	Mrs. Stacy Helm
Treasurer	Mrs. Rochelle Figura





