

Parent Handbook

Gotwals Elementary School Quick reference book

Gotwals Elementary School

Grades 1 to 4

1 E. Oak Street

610-275-1077

Principal– Ms. J. Fernandez

Lead Teacher– Mrs. D. Wilson

Counselor– Ms. L. Ruggiano

Nurse– Ms. L. Zangara

WELCOME!

We are pleased to welcome you to the J.K. Gotwals Elementary School. Under the guidance of a dedicated professional staff and nurtured by a loving family our teachers believe that all students can achieve and that learning should be interesting, rewarding and engaging. Our goal is for all students to develop to their highest potential academically, physically, and socially.

Your child will be instructed daily in all of the major curricular areas. Help to support your child's success by:

- Providing a quiet time and space each day to complete homework.
- Reading to your child and talking about books in your native language.

Making sure your child is well rested and attending school every day.

Educational success depends on many factors. When parents, teachers and administrators work together we are most successful in meeting the needs of your child.

We invite you to read about our school on the Norristown Area School District website.

Jeanette Fernandez

Principal

Admissions

All student registrations for grades K-12 are now done at the administration building located at 401 N. Whitehall Road by appointment only. 610-630-5016.

Attendance

PA law states that school district is responsible for monitoring and maintaining records of attendance of students. All absences are considered as unlawful until the school receives a written excuse explaining the reason for an absence. Parents/Guardians should submit the written explanation within three calendar days of the absence.

Failure to provide a written excuse after three days will result in the absence being permanently counted as unlawful.

School hours for students.

Breakfast begins at 8:30. Students are permitted in the building beginning at 8:25. The instructional school day ends at 3:20. Students will begin to be dismissed at 3:25 on regular days and 12:25 on Early Dismissal days. Please note that there is NO BREAKFAST on early dismissal days. Students should report to school no earlier than 8:45.

Transportation to and from school.

All transportation involving district school buses is handled by the NASD transportation department at 610-630-5022. The individual school do not decide or assign any bus information.

For any changes in end of the day transportation, a **written note** must be submitted, including but not limited to, someone other than the authorized people arriving to take the student. Anyone taking a student from school must provide valid ID and sign the student out in the main office.

Due to the activities at the close of the school day, no changes can be made after 2:45 each day.

Family Folder

Every Wednesday, your child/children will bring home a folder of important information. Please remember to look for the Family Folder and return any necessary papers.

General Information

*Students at Gotwals Elementary School are required to wear school uniforms.

Uniforms consist of red top and black bottom. Open toe shoes and tank tops are not permitted.

*Student discipline will be handled in accordance with the NASD Discipline Code.

*Student will have Physical Education where sneakers are necessary. Please be sure to keep track of when your child has phys. Ed.

*Periodically throughout the year, automated phone calls with important information, including closing information, will be made. **Please be sure to notify the main office immediately whenever your contact information changes.**

*Students who walk or take a car home will be dismissed from one of the side doors at 3:25. Unless special arrangements are made with the principal, no students are picked up in the main office during regular dismissal time.

*The staff at Gotwals work very closely so generally speaking, concerns regarding behavior and discipline fall under the Lead Teacher, personal emotional concerns fall under the role of the counselor, transferring school records falls under the building secretary, medical information falls under the school nurse, basic and initial learning issues fall under the classroom teacher and food service concerns may be brought to the cafeteria manager from 8:00-1:00 each day. The principal is also, always a resource for any and all of the above.