




PUNXSUTAWNEY AREA ELEMENTARY SCHOOL

465 Beyer Avenue, Punxsutawney, PA 15767
Phone (814) 938-5151 x 2000 Fax (814) 938-2671

Dr. Sharon Weber, Principal
Dr. Michael Guidice, Assistant Principal

TO: Parents/Guardians of K-6 Students
FR: Dr. Sharon Weber, Principal 
DA: September 14, 2018
RE: Dismissal Reminders for K-6 Parents/Guardians

With the first week of school behind us, I'd like to thank everyone for their patience while we found a dismissal process that works best for our school. Our top priority is for our students' safety. Now that we have systemic procedures in place, we need all parents/guardians' assistance by adhering to the following dismissal practices:

- If you have a change on how your child is going home (e.g.: your child will be a car rider rather than a bus rider for a day, or he or she will ride a different bus than normally scheduled.....) you **MUST** send in a note or complete a bus pass. Bus passes are found on our website www.punxsy.k12.pa.us Click on the District Home icon (top left corner of screen) and select Elementary School from the drop-down menu. Then click on Resources and select Handbooks and other documents from the drop-down menu to find the Daily Bus Pass. Daily Bus Passes are also available in the elementary office.
- If you have more than one child, you will need to send a note in about the change to **EVERY ONE** of your children's teachers.
- If there is an emergency, parents/guardians may call the office **before 2:30 pm**. If you do not send a note or call in by 2:30 pm, we will follow your child's normal dismissal procedure.
- Parents/guardians may **NOT** text or call their child and tell them to go home a different method (i.e.: a car pick up rather than be a walker for the day). Changes **MUST** go through the school.
- All K-6 parent pick ups are in the back of the building. No parent/guardian may pull students out of the bus lines in the front. Again, see above for proper procedures. Cars may start lining up at 3:05.
- If a parent/guardian requests a bus change, understand that there is a period of 3-days before the switch may be made. A request through the transportation office (814) 938-5151 x 1116 will not take affect the same day. The Transportation Director (Paul Hetrick) or Transportation Secretary (Kelly Surkala) will let parents know when the change will take place. Until that time, parents/guardians will follow what was previously in place or make temporary arrangements until the new bus route is established. Once that time occurs, the transportation office will contact the parent/guardian.

If you have any dismissal questions, please contact your child's teacher or me at (814) 938-5151 x 2000. For busing questions, contact the Transportation Office at (814) 938-5151 x 1116. Thank you for your cooperation during this important part of the day!

NOTICE OF NONDISCRIMINATION

The Punxsutawney Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Gerald G. Gigliotti (Title IX Coordinator) at Punxsutawney Area High School, 500 North Findley Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6531, or Kate Shaffer (Section 504 Coordinator) at District Administration Offices - Punxsutawney Area School District, 300 Center Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6520.