



North Allegheny School District
Marshall Elementary School

5135 Wexford Run Rd.
Wexford, PA 15090
724-935-4044
Dr. Marc E. Thornton, Principal
Mr. Matt Heckmann, Assistant Principal

August 2023

Dear MES Families,

North Allegheny School District is committed to providing your child with a safe and child-friendly environment in which to learn. If you are picking up your child/children at the end of the day instead of riding the bus, please note the following:

- ☐ An assigned number will be sent home with all children at the end of the day on the first day of school (Monday, August 21, 2023). **Each family will receive two cards with your assigned number. It is your responsibility that if someone other than the parent is picking up your child(ren), they are given the assigned family number card.** All students in a particular family will have the same assigned number. **This number will be used for end of day pick-ups only.**
- ☐ If you choose to pick up your child at the end of the school day, please write a note informing your child's teacher that he or she will be a pick-up at 3:20 p.m. An electronic copy of the MES School Note is available on our school website. The teacher will make note of it for the end of the day and give your child a card with your family number on it. Your child will have your corresponding family number. When the staff members on car pick-up duty see your assigned family number, they will then release your child/children to you. Upon exiting the building, the staff member will collect the student's number. **Only when numbers match, will the student be released.** Once you have your child, this will conclude the dismissal procedure.
- ☐ **Please note, parents/guardians will not be permitted to congregate outside of the gymnasium or cafeteria vestibule doors to wait for their child. All parents/guardians must wait in the drop off/pick-up loop inside their vehicle. Students will not be released to parents standing outside these doors nor will they be dismissed from the main office.**
- ☐ It is very important that you decide **before** your child leaves for school if he or she will be a pick-up that day. If the need arises over the course of the day for you to pick up your child(ren) at school, please call the school before **2:00 p.m.** **Again, this procedure is not for early dismissal. It is intended for the end of day pick-ups at 3:20 p.m. only.** The number you receive is only for your family and should not be used if your child(ren) is/are riding the bus home.

We believe these procedures will help ensure our afternoon dismissals are safe and orderly, and we recognize that this process will be slower the first few days of school. Once all families become familiar with the process, our dismissal procedures run smoothly. Thank you for your kind attention to this procedure.

Sincerely,

Marc E. Thornton, Ed.D.
Principal

Matt Heckmann
Assistant Principal