



North Allegheny School District  
Marshall Elementary School

5135 Wexford Run Rd.

Wexford, PA 15090

724-935-4044

*Dr. Marc E. Thornton, Principal*

*Ms. Rachel Fields, Assistant Principal*

August 2018

Dear MES Families,

North Allegheny School District is committed to providing your child with a safe and child-friendly environment in which to learn. As part of these safety procedures, we ask our families to be cognizant of our dismissal protocol. 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 your child (family count) on August 23, 2018. 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 conclusion of the school day, please send in a **handwritten note** informing your child's teacher that he or she will be a pick-up at 3:20 p.m. **Do not send your child's teacher an email about a pick-up.** If a teacher is absent that day, a substitute will not have access to the teacher's email and will not see the note. 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 duty see your assigned number, they will then release your child(ren) to you. Upon exiting the building, the staff member will collect the student's number. **Only when the numbers match, will the student be released.** Once you have your child, this will conclude the dismissal procedure.
- It is very important that you make a decision **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 only meant for end of the day pick-ups at 3:20 p.m.** The number you receive is only for your family and should not be used if your child(ren) is/are riding the bus home.

**There are no pick-ups in the office after 3:15 p.m. Parents will be directed to the Cafeteria Entrance and should have their family number accessible.**

**Requests for pick-ups received after 2:00 p.m. may cause you and your child(ren) to be delayed.**

We believe these procedures will help ensure our afternoon dismissals are safe and orderly. Thank you for your kind attention with this procedure.

Respectfully,

Marc E. Thornton, Ed.D.  
Principal

Rachel Fields  
Assistant Principal