

# MARSHALL ELEMENTARY SCHOOL



★ **Jessica M. Scott, Principal**

## Car Pick-up Procedures

### Regular Everyday

1. When you arrive for car pick-up please go to the left side of the building (closest to the basketball court).
2. You will be given a number (two copies) the first week of school.
  - a. This number is to be displayed in your windshield.
  - b. If you do not have your number you will have to go to the office to sign your child out.
3. We will escort the student out to your car.
4. Please refrain from the following in line:
  - a. Cell phone use
  - b. Smoking
  - c. Getting out of your vehicle
5. Please do not stop to put things in the trunk. Allow your student in your vehicle and then pull into a parking spot if you need to rearrange your child's items.

### Special Occasion or other car pick-ups

1. Send in a note or call the school office prior to 3:00 pm.
  - a. Include the student name and also the name of the person picking up your child.
  - b. You will be required to sign out the child and the names must match.
  - c. Please have your ID ready, you might be asked to show a driver's license in order for your child to be excused.
2. If the names do not match up or the person picking up the child is not on the emergency card, the student will not be released. We will check with the parent/guardian before the student will be released.
3. You will enter the parking lot the same way as morning car drop-off.
4. The student names will be read at 3:40 to go to the classroom for dismissal.
5. You do not need to get out of the car; all students will be brought out to their vehicle.
6. The school security guard or a teacher will meet you there and verify all information prior to students being released.

**Office Pick-up is to be used for special occasions only and must be cleared by Mr. Johns prior to the day.**

**LAUREL HIGHLANDS SCHOOL DISTRICT**  
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