

Georgian Heights Alt. Elementary
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

DISMISSAL POLICY

Dear Georgian Families,

Attached is the Dismissal Policy for Georgian Heights Elementary. If the after school instructions change for your child(ren), **you must send a note into the office.** You are welcome to use the Dismissal Change Form attached to this document and located on our website: ccsoh.us/GeorgianHeightsES. Due to safety concerns we will no longer accept calls in to the office. **Please make sure you read and are familiar with this information.** Please see attached diagram regarding dismissal traffic expectations. Please refrain from parking in the bus lane as it is a safety hazard for children. Violators will be given no trespass letters.

Unless otherwise announced, ALL CAR RIDERS

1. Will be released from the Primary playground exit at 3:20 p.m. Students will be released to cars with car rider signs indicating child(ren) names. Place the sign in your front dash so it is visible to staff. Only authorized parents/guardians and adults eighteen (18) and over are permitted by the district to sign students out of school.
2. Please stay in your vehicle and remain in line. If you get out of line to get in front of another vehicle you will be asked to go to the end of the line. This will allow us to keep students out of the weather (rain, cold, heat) and keep them safe from potential accidents.

STUDENTS WILL ONLY BE RELEASED TO ADULTS IN A CAR. This will remove the safety of students crossing traffic in the parking lot.

3. **If you forget your sign you will need to park your car in the parking lot, enter the building to obtain a new sign. You will need to get back in line for pick up.**

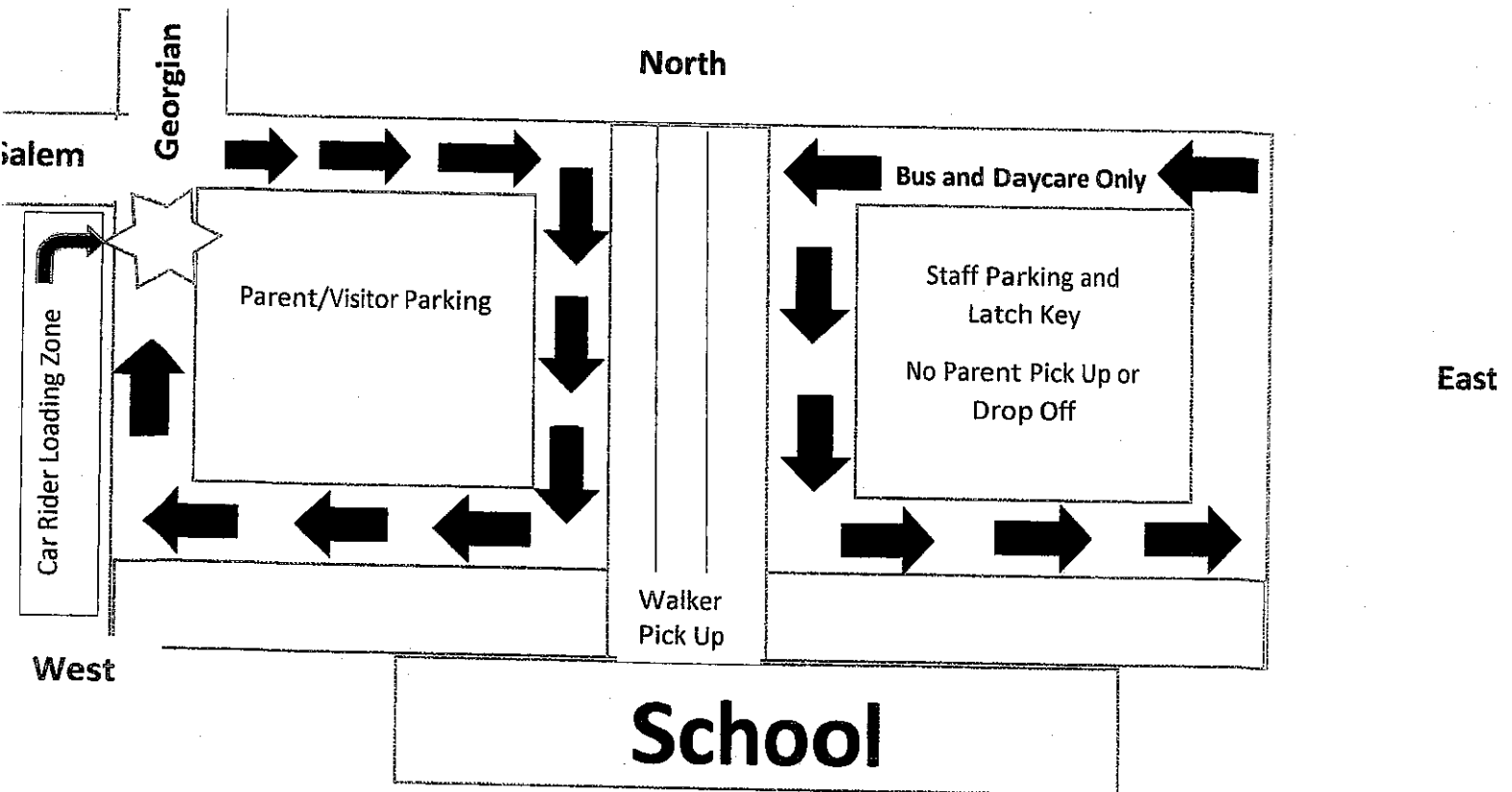
Walkers: Walkers will be dismissed at 3:25 p.m. Students will exit the main entrance and wait at the flag pole for siblings/family or walk directly home. Please don't stand directly in front of the doors to enable us to get children out.

Bus Information: Bus riders will be dismissed at 3:30 p.m. If your child has been assigned to a bus route, he/she will be sent home on the bus unless the school receives **written directions to change the dismissal plan.** For concerns regarding a late bus; please call Columbus City Schools' Transportation Department at 614-365-5074.

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

Georgian Heights Alternative Elementary School

Dismissal and Pick Up Diagram



Parking

Parent/Visitor parking is available on the West parking lot with access from Georgian or Salem Drives.

Car Rider

- Any student being picked up and leaving in a vehicle is considered a car rider.
- There is no parking (in the lot or along the curb) permitted for car rider students.
- All car riders will enter the West parking lot and follow along the curb. Please note the flow is REVERSED from the previous pick up procedure.
- All vehicles will have the student name(s) displayed in their dashboard. Your student(s) will be called to come wait for dismissal as you approach the loading zone.
- One vehicle is permitted to load in the loading zone.
- Remain in your vehicle at all times.

Walker Pick Up

Parents or siblings who walk to Georgian Heights to pick up their student(s) may wait at flagpole across from the main entrance. If necessary, please park your vehicle on Salem, Savannah or Briggs Road on the East of Savannah Dr. to ease bus congestion.

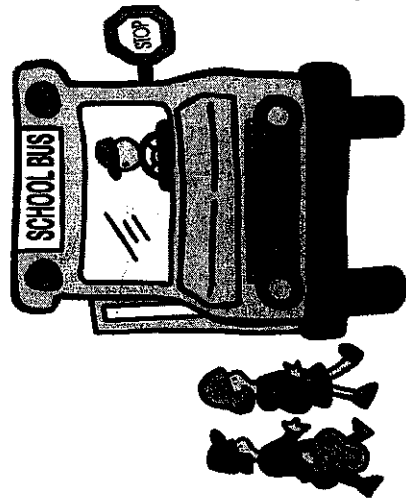
GHAES Dismissal Change Form

Date: _____ Teacher: _____
Student Name: _____

➤ My child will be going home ◀

This change is for:

today following date(s): _____



Parent Signature

Parent Phone #

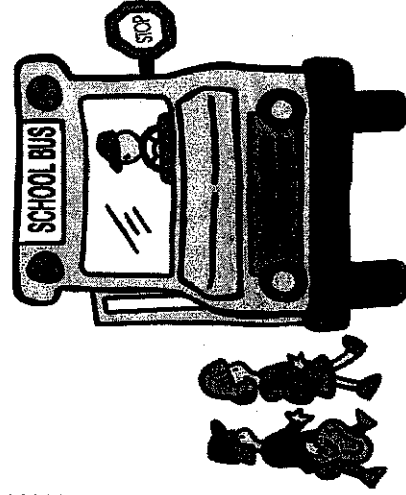
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