

# TRAFFIC AND TRANSPORTATION

## TRAFFIC PATTERNS

Each year SCA reviews the traffic patterns and policies and formulates a plan that ensures student safety and orderly traffic flow. The plan must also coordinate with church functions and events. At times, traffic must be rerouted for funerals and other unexpected events. Advance notice for rerouting is not always possible, but everything possible will be done to keep parents informed of changes. Parent cooperation is vital and will ensure a safer and more orderly traffic flow. Teachers and administrators will be on duty to ensure compliance. Parents are asked to be considerate of others and respect the school policies.

- The congestion, both of parked cars and people, would be a major problem if everyone decided to walk their children to their classrooms. Accordingly, SCA insists that drivers drop their children off or pick them up through the car line and exit the area in the regular flow of traffic. The only exception to this would be preschool children who use Warrior Overtime and arrive early or stay late. To assist in the safety of students, parents should not get out of their cars and walk up to retrieve children to avoid the line. If a student has an appointment and needs early dismissal, parents should send a note or email to the school receptionist and pick up the child at the school office before dismissal. Parents who won the King/Queen of the car line as an auction item at the annual Spring Fundraiser have permission to be at the front of their respective car lines.
- Parents who have business to conduct with the school office, should park in a marked parking space so traffic is not hindered around the school entrances. Parents should not park in front of the school office or in the fire lane around the corner from the flag pole. Also, students should not be dropped off around the corner from the office near the flag pole as this creates a safety issue.
- Parents should not drive around cars dropping off in the car line.

## TRAFFIC MAP

Please visit the SCA website to view morning drop-off and afternoon pick up maps. <http://scawarriors.org/traffic-maps/>

## MORNING DROP-OFF

- Under no circumstances should any student be dropped off prior to 7:00 a.m. Early morning staff members are not on duty to supervise children until 7:00 a.m. Parents should make certain SCA staff is on duty and supervising the child before driving away.
- Only students enrolled in Warrior Overtime should arrive between 7:00 and 7:30 a.m. Students arriving before 7:30 a.m. will be charged an early morning care fee. Parents needing this service should contact the SCA Warrior Overtime office. Students not enrolled in Warrior Overtime should arrive after 7:30 a.m. Upon arrival, students should remain in the designated areas until released by SCA staff.
- Parents who drop off students at the fellowship hall should make certain attendants are on duty before dropping off children. This area is not monitored before 7:30 a.m. Earlier arrivals should be dropped off at

the front of the building. Children arriving before 7:30 a.m. will be taken to the fellowship hall at 7:30 a.m. by SCA staff.

- Parents of preschool students who arrive before 8:15 a.m. should park in the lined spaces between the flag pole and the Well and walk their preschool children into the building at the office and to the motor playroom.
- If more than one age group is in a vehicle, all students may be dropped off at the youngest child's drop-off location. Students will then be routed to the proper area for their age group.
- The fellowship hall drop off area will be monitored until 8:00 a.m. After 8:00 a.m. students should be dropped off at the front office entrance. All non-PK students arriving after 7:58 a.m. will be tardy even though an attendant may help students out of the car. Attendants are on duty for safety, not for monitoring tardies. Students unloaded at or after the 7:58 a.m. warning bell will be directed to the office for a tardy slip. Only students who arrive after 8:00 a.m. should be dropped off at the school office entrance.
- Tardy judgments are assessed by when the computerized tardy bell sounds. The tardy bell rings at 8:00 a.m. meaning that students are expected to be seated in the classroom, ready for the day to begin. Therefore, if students are getting out of the car when the 7:58 a.m. warning bell rings, they do not have enough time to get to class and into their seats before the tardy bell rings and will be considered tardy.
- Students who are dropped off in unapproved, unsafe areas will be given a warning on the first offense and disciplinary action thereafter. The safety of all students must be first priority.
- Reminder: Before 8:00 a.m., no students may be dropped off at the school office door. Parents must use the published drop-off procedure. Parents must not pass cars in the drop-off line.
- Reminder: Elementary students will lose recess time or the parent's account will be charged \$10 after 4 tardies. Intermediate, middle and high school students will be placed in detention after four tardies.

### **AFTERNOON PICK-UP**

- All students not enrolled in Warrior Overtime are expected to be picked up at their stated dismissal times. After 15 minutes grace, students will be sent to Warrior Overtime and charged for this service. All students 6<sup>th</sup>-12<sup>th</sup> grades remaining in the building 15 minutes past the dismissal bell will be sent to after school study hall and charged for the service. No students will be allowed in hallways after 15 minutes past the dismissal bell. Athletes remaining at school for a late practice or a competition must also report to study hall by 15 minutes past the dismissal bell. Athletes are not charged for this service on practice days. Athletes or the siblings of athletes are not allowed to hang around in the gym waiting for practice. Administration will be contacted if siblings are seen in this area. 5<sup>th</sup> and 6<sup>th</sup> grade athletes must go to their car line with their class. From there, a teacher will dismiss those athletes to change clothes in a nearby restroom, then the teacher will dismiss them to walk to their athletic practice.
- Students are released from their classrooms when the bell rings. They will arrive at the pick-up locations approximately five minutes after dismissal time.
- Parents wishing to pick up all children at the oldest child's dismissal time may send younger siblings to the after-school sibling care room for an annual registration fee (registration paperwork must be completed). The oldest child should pick up the younger siblings from the after-school sibling care room immediately after dismissal (3K/4K students must be picked up by authorized adults). ALL students remaining in the sibling room past 3:30 will automatically be sent to Warrior Overtime and charged the normal daily fee.

- Each parent will be issued 2 visor cards with the family's ID number. Cards should be given to persons authorized to pick up students. It will be necessary for anyone who does not have a visor card to come inside for a permit. The Receptionist will need to see a driver's license or picture id in order to issue a permit. Permits will only be issued to persons authorized to pick up the student. Permits are dated and valid for one day. Parents will need to get into the car line and give the permit to the dismissal teacher. Parents may not use the permit for walk-up or inside pick-ups. Parents should call the school office if a visor replacement is needed.
- On occasions when a student will not be picked up by parents or the normal designated person(s), a note must be sent to the teacher giving permission for the student to ride with someone else. For safety purposes, students are not permitted to ride with someone without prior notification. The designated person should have proper identification ready to show the teacher. Parents should not wait until the end of the day to notify the office of alternate pick-up procedures. Notes must be sent in the mornings to ensure the teacher gets the message. In the event alternate plans must be made after the student has arrived to school, the school office should be notified before noon. After noon, it will be necessary for the alternate pickup person to come inside for a permit, before returning to the car line.
- Students needing early dismissal should be checked out through the office. Parents are not permitted to go to the classroom, wait on the sofa outside the school office area, or get out of their cars and go to the dismissal door.
- Students may not leave the school premises without permission. All students must sign in and out at the school office during the day.

### **STUDENT CONDUCT AND BEHAVIOR ON BUSES**

- Avoid walking in front of or behind the vehicle.
- Clean up trash before exiting vehicle.
- Maintain a calm environment on the bus. Moving about the bus should be minimal. Loud voices and horseplay are not acceptable behavior.
- Students should not sit in the driver's seat or touch any of the panel controls of a bus.
- Students should not board a bus before the driver.
- Students should not hang arms out of windows.
- Students should keep in mind their behavior is a testimony to others on the road.

### **STUDENT USE AND PARKING OF PERSONAL VEHICLES**

High school students who are properly licensed may drive their personal vehicles to school subject to the following rules:

- All student vehicles must be registered in the school office.
- Vehicles must be in safe operational condition. Any signs, bumper stickers, or window stickers must reflect a Christian attitude.
- Vehicles must be operated in a safe and courteous manner in the parking lot.
- Student drivers must park in the designated parking area (see traffic map online).
- Once a vehicle is parked in the morning, a student is not permitted to return to it until the end of the school day. Permission to go to vehicles must be obtained from the office.
- Student drivers must not exceed 10 mph in any area of the school parking lot.
- Parental permission is required for student drivers to transport other students in vehicles both on and off school grounds. Example, driving a group of classmates or teammates from the front parking lot to the gym parking lot is not permitted. At no time should students be transported in the back of trucks.
- Students are not permitted to leave campus for lunch unless it is a school approved field trip. Students are also not permitted to drive home to retrieve items left behind (lunch, homework, clothing, etc.) without parental permission.

## **STUDENTS WALKING HOME FROM SCHOOL**

Students who wish to walk home from school must receive permission from their parents and Administration prior to walking home.