

First things, first—

For ALL Families: St. Peter's @ Southwest and St. Peter's ECLC/PreK @ St. Peter's:

WHEN TO COME TO SCHOOL

ECLC/PK and K-8 classes begin on Wednesday, August 16, with a Noon dismissal. Thursday and Friday, August 17 and 18, will be full school days. We will celebrate our first all-school Mass at 8:15 a.m. on Thursday, August 17. Extended care will be offered for interested families, beginning the first day of school. School doors open at 7:40 a.m. (K-8 @ Southwest) and 7:45 (ECLC/PK @ St. Peter's), and the final tardy bell will ring at 8 a.m. **Please be sure that your child is in his/her classroom by 7:55 a.m., so that the school day and year is begun on the right track.** Classes begin at 8 a.m., so it is essential that students are in their classrooms, ready to begin the day promptly. Attendance and lunch counts, as well as Morning Prayer and announcements, including birthdays, begin at 8 a.m. **We ask for your commitment to ensure you provide your children adequate time to enter the building and get settled for the school day. Entering late not only gets your child off to a slow start, it also disrupts the flow of the class for classmates and the teacher. We will be monitoring tardiness very closely and contacting parents should a pattern of tardiness emerge.**

OTHER REMINDERS

ECLC/PK students wear play clothes throughout the year. All other students should be in uniform on the first day of school. Please consult your handbook for specific uniform guidelines. Reading the handbook thoroughly will help familiarize you with school procedures and policies; this additional "Southwest Guide Book" will hopefully be especially helpful to those parents of students in grades K-8!

Because we are dismissing at Noon on August 16, there is no need for students to bring lunches, except for those in Extended Care. Students may bring a snack, to be eaten during recess time. In addition, we strongly urge you send your children to school with reusable water bottles CLEARLY LABELED with your child's first and last name. Having a bottle filled prior to the school day will save all valuable time. **Lunch service will begin the first full week of school, starting Monday, August 21—all students will need to bring packed lunches Thursday and Friday, August 17-18.** Preschool students bring lunches daily. While microwaves will be available for student use, we expect that students need to only warm up food, not cook completely—"easy meals" cooked in advance to be warmed up helps facilitate time management in the cafeteria. Please consider purchasing thermos-type containers to keep food warm, especially for young children who cannot use microwaves without assistance.

We ask you to remember that students' immunization records must be updated and/or complete and on file in the school office before the first day of school. By state law, students may not attend classes unless this requirement has been met. In addition, all new students must have a copy of their birth certificate on file, as well as baptism certificates.

WHAT TO BRING TO BACK TO SCHOOL NIGHT ON MONDAY, AUGUST 14

Students may bring all supplies to school between 3-6 p.m. on August 14, or on the first day of school. Students will take supplies to their homerooms. Teachers will have drop-off procedures posted. Supplies such as pencil bags and backpacks should be properly labeled with children's names. If pencils are sharpened, there is much less stress those first days of school. All supplies will be kept in students' pencil bags, desks, or collected for use in the classroom and art room. You may come any time between 3-6 p.m.; however, we ask that you allow for enough time to be out of the building by 6 p.m. We would also like to remind you that this open house allows your children to see their classrooms, as well as greet teachers. Our School Board has a fabulous Passport activity planned—please pick up your children's passport before heading to classrooms! If you pre-ordered school supplies from School Tool Box last spring/early summer, your child's box of supplies will be in his/her classroom.

We are all so excited for a fabulous 2017-2018 school year—please do not hesitate to call the school office with any questions!

Now, on to our travels to Southwest!

Welcome to St. Peter's Semester Abroad! We are ready for the 2017-18 school year to begin at our "home away from home", Southwest High School. Many thanks go to the volunteers who helped move our furniture and supplies, the teachers and staff who rose to the challenge, and the parents and students who are facing this change with such positive attitudes. We will be back in our renovated school before we know it. Until then, much of our school year is unchanged. We will still offer hot lunch, extended care, enrichment courses and parochial league sports teams. As always, we will have a book fair, conferences, First Reconciliation for second graders, and a Christmas program. The details of all those events are being planned. Most of all, your children will receive an excellent, Christ-centered education in a safe and loving environment.

This guide book contains information to help you navigate through these few months at Southwest. Please do not hesitate to contact us with questions. Let the adventure begin!

Mary Omecene and Angie Meyer, St. Peter's School Administration

Details about the Southwest Building

We are excited to breathe new life into the Southwest High School building, if only for a short time. Built in 1925, Southwest has stood as an icon of the Brookside neighborhood, along with St. Peter's, for many years. As with any old building, there are quirks and inconveniences we must deal with, but overall the building is in good condition.

St. Peter's is the only current occupant. The building has four floors; we are using all of the second and part of the first floor. There are doors on the first floor that remain closed to discourage access from our area to unoccupied parts of that level, but they are unlocked to allow exit in case of emergency. After 8 a.m., all entrance/exit doors will be locked and visitors will enter only after being buzzed in at the main entrance, which is the southwest entrance near parking on the west side of the school building.

There are four flights of stairs: two in the front of the building and two in the back. We will primarily use the back stairways because they are closer to our entrances, offices, and classroom spaces. (Please refer to the attached maps and see below regarding entrances). We will not use the main entrance on the east side (off Wornall Road) and will only use those east stairways for emergencies and perhaps to get children to and from the auditorium on Thursday mornings for Mass.

There are locked gates on all four stairways leading up from the second floor, preventing access to the upper floors. Even though we do not plan to use the front stairways, fire safety regulations prevent us from completely blocking them. We have marked the stairways with safety tape and will instruct the students to not use them. Staff and volunteers will monitor them closely.

All spaces that are off limits to students will be locked or blocked off, including: closets, storage areas, the boys' and girls' locker rooms on the first floor, the old swimming pool (which is drained), the auditorium balcony, and all unoccupied areas.

As with many old buildings, there are fewer restrooms than we would like. We will all be patient as we work out bathroom break schedules and sharing plans.

Signs will be posted asking neighbors and unauthorized visitors to stay off campus during school hours unless they have business with the school, also directing authorized visitors to the school office. An increased volunteer presence will help us monitor the building, both inside and outside. If you can volunteer some time, please contact the school office at (816) 523-4899.

Main Entrance and Administrative Offices at Southwest

The southwest door of the Southwest building is the main entrance to St. Peter's School. (Please refer to map.) This entrance will be used during the school day by visitors, volunteers, tardy students, students who are leaving or returning from appointments with a parent, parents picking students up from extended care, and all others who have business in the administrative offices. Visitors are "buzzed in" at this entrance. All other entrances are locked and inaccessible, except for the center double doors on the north side, which are used briefly in the morning for drop off, then locked. (See drop-off procedure below.)

The west entrance is not a drop-off point in the morning. Parents who wish to enter the building with their child may park and use this entrance or the north doors (until 8 a.m.). The visitor parking lot should be accessed for entrance and exit from 66th Terrace to the south, and parents and visitors should refrain at all times from driving or parking in the alleyway that runs behind Southwest.

The administrative offices for Mary Omecene, Angie Meyer, and school secretary Stephanie Holcombe are just inside the west entrance. All visitors must check in at the office.

Southwest School Day Schedule

7:00 a.m.-Extended care available in cafeteria; students going to extended care may enter through west door.

7:40 a.m.-Building open for all students.

7:55 a.m.-Students should be in their classrooms

8:00 a.m.-Day begins with prayer, announcements, attendance, and lunch count. Students arriving after 8 a.m.

should proceed to the office through the west door for a tardy slip. **Tardy students must be attended by an adult when entering St. Peter's School. Please plan to arrive on time unless appointments preclude doing so.**

3:20 p.m.-School dismisses for K-8 students; ECLC/PK dismisses at 3:05 p.m..

6:00 p.m.-Extended care ends.

Drop Off, Pick Up, and Parking

Student drop off in the morning takes place on 65th Street, on the north side of the campus. Please approach from the west and pull up to the sidewalk next to the building, all the way to, but not past, the safety patrol. Students should not exit the vehicle until it has reached the safety patrol area, where volunteers will open passenger side doors to allow students to exit. Drivers should remain in their cars, in a single file line. Please do not leave the line and pass other cars. During peak school traffic, only right turns are allowed from 65th Street onto Wornall Road. For everyone's safety, please do not drop students off in the parking lot, west alley, or on Wornall Road.

Specific pick-up procedures for your child (Kindergarten through Grade 3) will be shared with parents by homeroom teachers. Students in grades K-3 must be picked up by a parent, responsible adult, or older sibling, as communicated to the teacher. Students in grades 4-8 should meet parents or caregivers in a designated area on campus OR meet with peers to walk/bike home. There is no continuous pick-up anywhere on campus. Please do not use Wornall Road for parking, waiting, or picking up students.

There is a parking lot behind the school for staff, volunteers, and visitors. Parents may park in available spots when picking up children for appointments, when sick, or dropping off students from appointments or briefly visiting the school office and/or volunteering during the school day. Again, it is essential for safety that students who are tardy are escorted into the building by an adult, to check in at the school office. Please plan for timely arrival to school!

Since these procedures are new to everyone, they will be reviewed and changed as necessary. We appreciate your patience as we work through this process.

For parents who must pick up at ECLC on the St. Peter's campus and then at Southwest, we recognize there may be some difficulty retrieving your child at Southwest on time. We plan to spend the first several days of school evaluating this and will make adjustments if necessary. Thanks for your continued patience.

Biking and Walking to School

Bike racks are available at the rear of the building near the STP main entrance. Students who bike or walk to school should use sidewalks and crosswalks if possible, cross at intersections and obey all traffic signals. As this will likely be a new route for your student(s), please review it and all safety rules prior to the first day of school. We plan to have our crossing guard stationed on Wornall at the traffic signal/school crossing.

Outdoor Play Areas

During the school day, St. Peter's has exclusive access to outdoor play areas, including the track and field. We are aware that many neighbors are accustomed to using the campus; we are posting signs reminding them of our hours and asking that they clean up after their pets.

As you may be aware, for many years the Kansas City School District has rented out the Southwest fields and gyms (there are two) to outside groups for sports practices. They have reserved the right to continue this practice during the term of St. Peter's stay, but only outside of school hours. The earliest a group can use the outdoor fields is 4 p.m.; the gyms cannot be used by others until after 6 p.m.

St. Peter's does not have any entitlement to these spaces other than for student use during school hours. The extended care program has access to the gym until 6 p.m. and to outdoor spaces if the KCSD has not leased them out. St. Peter's sports teams will not use the fields or gyms for practices or games. This also includes recreational teams composed of St. Peter's students, such as Brookside soccer. Such use must be arranged through the KCSD.

Extended Care Program

As always, extended care is provided for a fee to interested families. On days when school is in session, hours are 7:00-7:45 a.m. and 3:20-6:00 p.m. When school is dismissed at noon, the hours are 12:00 until 6:00 p.m. Extended care is located in the cafeteria and accessed through the west door. In addition to the cafeteria, the gym will be available for playtime as will outdoor space, to the extent it has not been leased by the KCSD to other groups. We will not have details about any such lease arrangements until later this summer. If outdoor space is leased out, we will ensure that our students are separated from other groups and will not allow others access to the building under any circumstances.

Families with Children on Both Campuses

Families who have students in ECLC/Pre-K as well as K-8 face some unique challenges during this semester abroad. We appreciate your patience as we work through these issues.

The administration offices are in the Southwest building but Mary Omecene, Angie Meyer and Mary Stewart will make frequent visits to the ECLC/Pre-K classrooms. The children still have music, PE, extended care, and conferences in the Legacy Center.

ECLC/Pre-K classes dismiss at 3:05 p.m. Since these are the only classes on the St. Peter's main campus, there is ample parking at dismissal time. Parents who must then pick up other children at the Southwest campus are free to pick up their ECLC/Pre-K student(s) early. After the first few weeks of school we will make adjustments as necessary. Please remember that extended care ends at 6 p.m. on both the main and Southwest campuses.

Student Movement within Building

Southwest is a big building but will become easy for the children to navigate after a few days. When students arrive in the morning at the designated school entrance on 65th Street, members of the staff and safety patrol will direct them to their classrooms. Grades 1-3 are at the top of the stairs near the drop-off entrance. Kindergarteners will be guided to their first-floor classrooms.

We employ a buddy system for movement within the building during the school day. Students only move outside the classroom if they are with a staff member, their class or at least one other student.

At dismissal, students in K-3 are escorted from the building to a designated spot outdoors, (as communicated by the teacher) where they must be picked up by a parent, responsible adult or older sibling. Those in K-3 who are going to extended care will be led to the cafeteria. Students in grades 4-8 exit the building on their own but are instructed as to which stairway and exit to use. The halls and stairways are monitored by staff members to ensure that the children leave directly. All children must leave the building unless they are going to extended care, an enrichment class, or have a reason to be in the building which has been previously approved by a staff member.

Please supervise your children carefully once they are dismissed!

Weekly Mass

All-school Mass is celebrated every Thursday morning in the Southwest auditorium. Our agreement with the Kansas City school district allows us access to the auditorium once a week for this purpose only. As always, parents and guests are invited to attend. Please enter through St. Peter's main entrance on the west side of the building, and allow enough time to check in as a visitor.

St. Peter's Main Campus

Throughout the fall semester, we will hold volleyball and basketball tryouts, practices, games and events organized by the Athletic Committee in the St. Peter's gym, and some groups may have meetings in the garden room. Meyer Fest will also be held on the main campus on October 7. There will be no other activities in the school building. Please do not enter the building for any other purpose unless previously authorized by the administration, and do not enter the construction area. It is definitely a "hard hat" zone and safety is the top priority. If you are in the building for a sports event or meeting, please do not allow your children to go outside unsupervised, even to the playground. There are construction materials and supplies in the south parking lot that could pose a hazard.

Daring Disciples Deliver

"If you serve me, you must go with me." ~John 12:26