Mary Paxton Keeley Elementary
Parent Handbook
2018-2019

Phone: (573) 214-3570
Fax: (573) 214-3571
ONE AND DONE!
You can now use one login to access our NEW CPS Families Portal!

What’s inside the portal?
- Home Access Center
- Schoology
- My School Bucks School Lunch Account System
- Parent Messaging System
- CPS Digital Resources
- And more!

How do I access the CPS Families Portal?
1. Verify your email address is current and valid during registration, schedule pick-up, OR back-to-school night. Your child’s school must have you identified as a guardian with Home Access Center access in order to have portal rights.
2. Prior to the first day of school, you will receive two emails from CPS, one with your 5-digit Guardian ID and one with a temporary password.
3. When you log in for the first time you will be able to change your password.
4. Visit the CPS website, your school’s website, OR the CPS Families Portal direct link to log in.
5. Store passwords for CPS systems using portal passkeys to create single sign-on.
6. Customize your portal set-up to access your frequently used systems and resources.

http://portal.cpsfamilies.org
Welcome to Mary Paxton Keeley Elementary School for the 2018-2019 school year. We are excited to welcome many of you back, while welcoming new families for the first time. At Paxton Keeley, we strive to provide every child with an outstanding educational experience. As Paxton Keeley begins its seventeenth year of operation, the staff and I look forward to getting to know each of you personally as we continue to shape our learning environment to support every child to reach his or her fullest potential. We strive to maintain a reputation of excellence as we seek to meet the needs of all children enrolled in our school. Our staff members bring a wealth of experience, which enhances our school, and your student’s educational experience. Our mission is to challenge each child’s mind, celebrate success as we create the future!

Our K-5 faculty will consist of 5 classroom teachers per grade level and a variety of specialists including Special Education, Physical Education, Art, Music, Guidance and Counseling, English Language Learning, Media Specialists, Occupational and Physical Therapists. Each staff member comes to school excited about the support they provide the students of Paxton Keeley Elementary.

Our community is much broader than just the physical walls of our school. Our partners in education are Barnes & Noble and West Broadway HyVee. We also partner with the University of Missouri and have a plethora of university students working alongside our teachers, as well as Adventure Club operating before and after school care on site.

This handbook is provided as a quick reference for information you will need and want to know. Please keep it readily available for your use during the school year. It is also available on our web page, http://www.cpsk12.org/kee.

As the principal, my role is to provide your child with the best educational setting possible. Please feel free to send me a note, call or drop by for a visit to let us know how we are doing. Parent input is invaluable. I look forward to working with you in the most important job we have - educating your child.

Adrienne Patton, Principal
(573) 214-3570
apatton@cpsk12.org
Mary Paxton Keeley Elementary

Mission
Challenge Your Mind! Celebrate Success! Create Your Future!

Vision

Our school will be a safe, welcoming environment that empowers students to become contributing, responsible citizens pursuing knowledge and celebrating success. Our school is founded on the belief that we are: Kind, Safe, Cooperative, Respectful and Responsible.

Students will be actively engaged in meaningful work. Students will accept personal responsibility and recognize mistakes as learning opportunities.

• We will challenge and support every student through instruction that accounts for individual differences and learning styles.
• We will post clear learning targets and use common assessments to challenge and engage students.
• We will use positive behavior strategies to address the needs of the whole child.

Teams will work together to support all students while communicating collaboratively. Teams will presume positive intent as they professionally seek answers to difficult challenges.

• We will share responsibility for student success by monitoring performance and providing specific feedback.
• We will examine and reflect on instructional practices to ensure the effectiveness of our teaching.

The education of our students is a responsibility shared by school, home and community.

• We welcome families by providing opportunities to share in the students’ education.
Belief Statements

We believe:

- We create a community of life-long learners that nurtures the character and intellect of each individual.
- A safe environment nurtures and supports learning and growth for every student.
- Effective teaching should be child centered to meet individual needs.
- Students are entitled to authentic and fair assessment using a variety of methods including self, peer, and teacher as well as standardized approaches.
- Relevant data from effective assessment will drive instruction.
- An effective school is one in which:
  - All students and staff experience a community of respect.
  - All students and staff are safe emotionally, physically, and psychologically.
  - All students and staff experience a positive, friendly, comfortable environment.
  - All students and staff are aware of the needs and rights of others.
  - All students and staff are welcome and safe regardless of differences.
  - Student learning and parent/community involvement are highly valued.
  - All staff expresses high and clear expectations for all students.
  - Students and staff experience a sense of togetherness/belonging.
  - Teachers will be given support and training to provide quality instruction
  - Curriculum, instruction, and assessment is engaging and purposeful and meets the needs of all students.
  - Teachers are provided time to plan and implement effective instruction.
  - Teachers will continue to be learners by engaging in activities that enhance the quality of instruction.

- Effective curriculum is:
  - Varied and engaging
  - Uniform across the district
  - Vertical and horizontal in its application
  - Focused (essential)
  - Developmentally appropriate
  - Well defined and articulated; well-rounded and balanced
  - Relevant to student needs
  - Promotes independent learners and productive citizens
  - District, state, and national standards-based while considering the community within the school

- Effective instruction is:
  - Varied and engaging; interesting and relevant
  - Coordinated and supports curriculum as well as individual needs
  - Supportive of the purpose of our school and district standards
  - Supportive of flexible grouping and other techniques that meet varied learning styles and needs
  - Most productive for our time investment
  - Content-rich and teaches students how to learn

- Effective assessment is:
  - Ongoing, appropriate, authentic, flexible, reflective, informative, manageable, formal and informal
  - Thought provoking and uses constructed response items
  - Individualized, where appropriate
  - Inclusive of student input
  - Aligned to curriculum and used to drive instruction and decision making for each student
  - Multi-faceted and uses a variety of assessment strategies, including constructed response items
  - Accurate and consistently reported
Mary Paxton Keeley

Mary Paxton Keeley was born on June 2, 1886 in Independence, MO. She is the daughter of John Paxton and Mary Neil Gentry.

She enrolled in the University of Missouri School of Journalism when it opened in 1908 and was the first woman to graduate in 1910. She continued to follow her passion and received a Masters Degree in Journalism from the University of Missouri School of Journalism in 1928.

In 1910, Mary Paxton Keeley was employed as a reporter for the Kansas City Post. From 1929-1952, she taught journalism at Christian College (now Columbia College).

She served in the American Red Cross in France during World War I.

**Interesting Facts about Mary Paxton Keeley**

- One of the founders of the Columbia Art League
- Lifelong friend of Bess Truman and godmother of Margaret Truman
- Great-granddaughter of Ann Hawkins Gentry
- Given the honor of choosing the color of graduation tassels for journalism commencements worldwide and chose the color “red”
- Self-taught photographer at age 65 and “unofficial” photographer for the medical school
- She was an artist
- She collected stamps
- In her later life, she resided at Lenoir Convalescence Home and died at age 100 in 1986
- The artwork displayed in our commons near the portrait of Mary Paxton Keeley are her original works of art
Mary Paxton Keeley Elementary School
Spirit Page

Our School Mascot:
Comet

Our School Colors:
Red, White & Blue

Our School Song
(to the tune of MU Fight Song)

We’re the Comets of Paxton Keeley
And we are number one!
All our teachers and friends and parents
Make Paxton Keeley fun!
A community of lifelong learners
And friends we’ll always be,
Kind, safe, cooperative, respectful and
Responsible are we!

Hooray, Hoorah, Paxton Keeley!
Hooray, Hoorah, Paxton Keeley!

Go Comets!
<table>
<thead>
<tr>
<th>Principal</th>
<th>Adrienne Patton</th>
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<tr>
<td>Assistant Principal</td>
<td>Amy Rogers</td>
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<td>Principal Secretary</td>
<td>Melissa Hill</td>
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<td>Building Secretary</td>
<td>Janet Smith</td>
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<td>Part-time Secretary</td>
<td>Maureen Duncan</td>
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<td>Home School Communicator</td>
<td>Tammy Redden</td>
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<td>Kindergarten</td>
<td>Carissa Mariott</td>
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<td>Maddie Dingman</td>
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<td>Carol Stoddart</td>
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<td>Sarah Sadewhite</td>
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<td>Jeanine Davison</td>
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<td>Christy Kruse</td>
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<td>Jane Wellman</td>
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<td>Patricia Wayland</td>
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<td>Susan Finke</td>
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<td>Katie Fitzgerald</td>
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<td>Stephanie Hamisak</td>
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<td>Mark Bowers</td>
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<td>Paige Cowdrey</td>
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<td>Debbie Heifner</td>
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<td>Dana Howell</td>
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<td>School Psychologist</td>
<td>Areke Latham</td>
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<td>Educational Diagnostician</td>
<td>Caysea Dachroeden</td>
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<td>Kara German</td>
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<td>Para Educators</td>
<td>Christine Fischer</td>
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<td>Tanisha Gordon</td>
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<td>Courtney Blackwell</td>
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<td>Rebecca Townlain</td>
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<td>Morris Davis, Head</td>
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<td>Kackie Crump</td>
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<td>Candice Thornton</td>
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<td>Kitchen</td>
<td>Shelly Lee, Mgr.</td>
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<td>Veda Ham</td>
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<td>Carolyn Gordon</td>
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Paxton Keeley Building Map
2018-2019

ELEVATOR

101  Jessica Patchett
100S  Kindergarten
101S  Music & Art
103  Jennifer Woldruff
100  Part-Time
Kindergarten
102  Laurie Potter
100E  Kindergarten
104  Carissa Mariott
104  Kindergarten

106  Marisa Sherbo
102  Kindergarten

107  Bailey Millington
109  1st Grade
108  Sam Krahm
101  1st Grade

105  Kindergarten

110  Elly Eckhoff
111  Speech
112  Nancy Moss
114  Multi Age
113  Susan Finke
115  Counselor - Sadewich
117  Kelly Lyman
116  Grade
118  Barb Schmidt
119  Jennifer Abram
120  4th Grade
121  Kalyun Kochin
122  Carol Stoddard
125  Media Center
131  Conf
132  132B
133B  133A
134S  134A
135A  135
136A  136B

124  CAFS
123  KITB
124A  RECEIVING
124B  RECEIVING
125  Stage
126  GYM

126A  Mark Bowers, Paige
126B  Cowdrey & Ryan
126C  Armstrong

FIRST FLOOR
ELEVATOR

201 Amanda McBee
2nd Grade

203 Sara Hitchcock
2nd Grade

205 Jane Wellman
EL

200 Camilla Gilliland
2nd Grade

202 Laura Knoesel
2nd Grade

204 Megan Phillips
2nd Grade

207 Jessica Steele
5th Grade

209 Dan Keenoy
5th Grade

210 Nicole Burks
5th Grade

211 Katie Fitzgerald
Music

212 Chris Remmer
SPED

213 Kelsey Whittet
3rd Grade

215 Kelly Fox
3rd Grade

216 Monica Miller
3rd Grade

214 Theresa Bowen
3rd Grade

206 Shelli Thelen
5th Grade

208 Cheryl Rackers
5th Grade

206

218 218C 218Z

218C
- If you plan to get out of your car you should be in a parking spot. **DO NOT exit your car in the circle drive!**
- PLEASE DO NOT block the circle drive. Traffic should always be flowing.

- Please pull all the way around the circle drive before dropping off your student(s)
- Please do not park in the circle drive, traffic needs to keep moving, especially at dismissal

- The circle drive will be blocked off from 2:15-3:15 each day.

**Paxton Keeley Parking Map**

- ONE WAY
  This is a parking lot, not a second circle drive.

- Crosswalk
  Only Enter if you want to park. This helps keep our students safe in the crosswalks.
Day-to-Day Guidelines and Routines

Bell Schedule-
Arrival: 7:55 a.m.  Doors Open and Breakfast Begins
8:15 a.m.  First Bell
8:20 a.m.  Attendance Bell – Students arriving after 8:20 a.m. must sign in at
the office and get a tardy pass.
Instruction begins promptly at 8:20 a.m.

Dismissal: 3:20 p.m.  Dismissal procedure begins.
(Please do not block the circle drive.)

Attendance (Absences and Appointments)
Columbia Public Schools has set guidelines and expectations for student attendance. Consistent school
attendance is essential for positive academic success. Attendance is of the utmost importance to us, and
we do take the time to track attendance closely. Please note:
• The goal for every Columbia Public School student is a minimum of 90% attendance.
• Student attendance will be monitored throughout a trimester and specific actions will be taken
when attendance concerns occur.
• Long-term illness, long-term medical care, and absences as a result of the death of a close family
member will be exceptions when attendance concerns are reviewed.
• Please keep in mind that student absences are calculated by the minute. Tardies quickly add up,
and students who are consistently late miss morning routines and vital instruction time. We take
tardies as seriously as we take absences.
• When a student is absent, parents should call the school after to explain the absence. At 9:00 a.m.
each day, the school office will contact those who have not notified us about a child’s absence.
This step is a safety measure.

Late arrival – Early dismissal
• Attendance is affected when students are tardy (arrive after 8:20 a.m.) and/or checked out before
dismissal 3:20 p.m. Attendance is taken by the minute for state reporting. Every minute counts!
• The tardy bell is 8:20. Students arriving after 8:20 a.m. will need to sign in at the office.
• If a student accumulates more than three (3) tardies per trimester, it could have a negative effect on
academic progress, which may result in lower marks on progress reports.
• Tardies due to medical appointments and bus issues will not be held against the student.
• Parents should contact the classroom teacher if students have an appointment for which they must
leave early during school hours.
• Parents should check the child out in the office. Office staff will call students to come to the
office when parents arrive. This allows your child to stay in the classroom as long as possible for
instructional purposes.

Questions about attendance policies and procedures can be directed to the school attendance secretary,
Mrs. Smith, assistant principal, Mrs. Rogers or principal, Mrs. Patton.
**Arrival and Departure**
- Classes begin at **8:20 a.m.** each morning.
- Your child should arrive at school between **7:55 a.m.** and **8:20 a.m.** Students may have breakfast during this time if they choose.
- Dismissal is at **3:20 p.m.** Students exit the building from youngest (kindergarten) to oldest (5th grader).
- **Please Note:** 3:00-3:20 is a hectic time in the office each day. Transportation changes not sent to the teacher need to be called into the office before 3:00 each day. We cannot guarantee your message or change get made if not received prior to 3:00 pm.

**Before School Procedures**
- Students may enter the building at **7:55 a.m.**
- Students arriving by bus or daycare van will enter the back of the building via the east doors. **The back parking lot is for staff, busses, and daycare vans only.**
- Car riders may choose to park in the parking lots in front of the building, across the street behind Walmart or pull through the circle drive.
- Enter the parking lot through the entrance. DO NOT pull in through the exit.
- Proceed at a slow and safe speed as you enter.
- ALL vehicles must form a single line and follow the traffic pattern outlined in the attached map. NO DOUBLE LINES are allowed.
- Please pull as far forward as you can to drop your child off in the DROP OFF ZONE which consists of the entire circle drive.
- Students should only enter the building by the front doors unless arriving by daycare van or bus.
- Please adhere to city parking violations. You should refrain from parking within yellow lines on the street or the red curb in the circle drive. Violators may be ticketed or towed.
- **At no time, busy or not, should anyone park in the circle drive, parking lot lanes, or exit their car while waiting to pick up children.**

**After School Procedures**
- Buses and daycare vans park in the back parking lot. All bus and daycare van riders will wait in the gym or rear of the Commons until loaded.
- Parents waiting to pick students up for dismissal should park in the parking lots in front of the building or across the street behind Walmart. **Please DO NOT park in the circle drive and block the flow of traffic.** The circle drive will be closed off from 2:15 until 3:15 to ensure continuous vehicle flow once pickup begins.
- Enter the parking lot through the entrance. DO NOT pull in through the exit.
- Proceed at a slow and safe speed as you enter.
- ALL vehicles must form a single line and follow the traffic pattern outlined in the attached map. NO DOUBLE LINES are allowed.
- Please pull as far forward as you can before coming to a stop regardless of your child’s grade level.
- **If you do not plan to park, please wait until 3:20 to enter the circle drive to be respectful of others. This allows traffic to have continuous movement.**
- All walkers and car riders exit the building through the front doors and congregate by the grade level sign. (Independent walkers can check out with the teacher and head home.)
- Students wait with the grade level and classroom teacher until parents or guardians arrive to pick them up. We ALWAYS dismiss Kindergarteners first so please do not block the circle drive waiting for a 5th grade student.
- Students should check out with the teacher before leaving.
- If your child is unable to buckle themselves in their car seat or booster seat quickly, please park and walk to meet them at dismissal. Parents are asked not to hold up the line to assist their child.
- **At no time, busy or not, should anyone park in the circle drive, parking lot lanes or exit their car while waiting to pick up children.**
Early Student Pickup
Parents are asked to communicate with their child’s teacher if they are leaving early for the day. This allows the teacher to gather any papers ahead of time to assist the child in leaving as quickly and quietly as possible without disturbing instruction. **Parents may not request that their child come to the office to meet them for early checkout.** This allows your child to remain in the classroom as long as possible to learn. Children who come to the office to wait often worry when parents run late. This will reduce your child’s anxiety and minimize office congestion. Parents must check out their child in the office.

Bus Transportation
School buses are provided for children who reside more than one mile from school in our attendance area. Transportation is furnished by a private carrier, STA, who can be reached at (573) 214-3860. Students are expected to adhere to the bus expectations. Administration will work with bus drivers to ensure students’ safety.

Bicycles and Scooters
Children in grades 4 and 5 are permitted to ride their bicycles to school if they obey rules and regulations. We discourage those living south of Broadway from riding bicycles due to the hazardous traffic. Younger children may ride their bike to school if accompanied by an adult. **Skateboards are not allowed.**

Extended School Day Services
The UMC Adventure Club provides childcare before and after school. This is a program designed primarily to provide care for children of working parents; however, any child may participate. The program will care for children in grades K-5 from 6:45-8:20 a.m. and from 3:20-6:00 p.m. on all days in which school is in session (except the week of Thanksgiving). To enroll, or for more information, call 884-2582.

Playground/Recess Expectations
Adult supervision is provided for all recess periods. The lunch recess is supervised by our classroom aides, and other recesses are supervised by classroom teachers. Playground boundaries and general expectations are posted, reviewed, and practiced throughout the school year. Playground equipment is provided and maintained for children. Because of this, children should not bring items to school for recess. The playground is off limits before and after school until 6:00 pm due to our district contract with Adventure Club.

Recess - Excused
A parent’s **written excuse** for a child to stay in from recess will be honored for **three days**. If a child must be excused for more time, a doctor's excuse will be required. Please don't send notes requesting children to remain in during recess because it's “too cold” or “too hot”. Students are not allowed to stay in their rooms unless the building is having indoor recess due to supervision. Students staying in from recess will be supervised in the office. During concerning weather conditions, frequent checks are made concerning temperature and wind velocity to determine the length of recess periods based on district guidelines. Children should come to school dressed appropriately for the weather to go outside for recess.

Emergencies
If you have an emergency and need to get in touch with your child, please call our office at 214-3570. If there is weather or a community emergency, please follow the guidelines outlined below:

- Know that your child will be held in a safe location at school.
- Don’t call at the time of the emergency. We will be busy making sure that your child is safe.
- We regularly practice for all types of emergencies and disasters, so your children are well-prepared and know what to do. Staff and students regularly practice procedures for fire, severe weather, earthquake, as well as intruder, emergency lockdown and evacuation procedures.
- If you feel that you must come to school during an emergency, please report to the office area and you will be directed to a safe area in which to wait for your child.
- If you feel you must check your child out at that moment, **only your own child** will be released to you after you sign them out.
School Cancellations
Cancellation of school, due to weather or other conditions, will be broadcast on your local radio stations. School closings are also posted on the district website: www.cpsk12.org.

Food Services

Breakfast
Breakfast is served from 7:55-8:15 a.m. Students arriving after 8:15 may pick up a breakfast and take it to their classroom. Menus will vary from day to day. The cost is $1.85 (or $.30 for reduced).

Lunches
Hot lunches are served daily. Children may purchase the hot lunch, salad bar, OR sack lunch. The cost for lunch is $2.80 (or $.40 reduced). Children may also purchase extra milk ($0.50) and ice cream (Grades 1-5 only) for $0.75. An automated lunch system allows parents to send a check or cash to the office to deposit any amount in their child’s account. Forms are available in the office. Make checks payable to Columbia Public Schools. Parents may also make a deposit in their child’s account on the district website www.cpsk12.org. Students use their student number to access their account and parents can decide whether their children may or may not purchase ala carte items.

Parents may eat lunch with their children, however, space is limited. We do have picnic tables available outside the cafeteria. Adult lunches cost $3.75.

Free and Reduced Meals
Families who may benefit from reduced or free school meals, may apply and qualify for the Free and Reduced Program. You must apply online at www.cpsk12.org each year, even if your child qualified the previous school year. Please contact our office if we can help in any way.

Lunch with Your Child
Eating lunch with your child is a special event for both parent/relative/grandparent and the child. We encourage parents to find time to visit and have a lunch with their children. We ask that parents help us maintain our lunch room routines when they visit. You can do this by:

- Be on time…Children can easily be disappointed when expecting their special lunch visitor.
- Sign in at the office and wear a visitor sticker.
- Parents may only bring lunch for their own children. Many of our students have food allergies that you may not be aware of.
- Please make sure you follow our cafeteria rules and set a good example. We expect students and visitors to stop talking when the lights go off and to clean up their spot and throw all trash away. Adult role-models support our efforts and encourage appropriate lunchroom behavior.

Breakfast, Lunch and Recess Schedules

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<thead>
<tr>
<th></th>
<th>Recess</th>
<th>Lunch</th>
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</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10:05-10:30</td>
<td>10:30-10:55</td>
</tr>
<tr>
<td>1st Grade</td>
<td>10:30-10:55</td>
<td>10:55-11:20</td>
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<tr>
<td>2nd Grade</td>
<td>11:55-12:20</td>
<td>12:20-12:45</td>
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<tr>
<td>3rd Grade</td>
<td>12:20-12:45</td>
<td>12:45-1:10</td>
</tr>
<tr>
<td>4th Grade</td>
<td>10:55-11:20</td>
<td>11:20-11:45</td>
</tr>
<tr>
<td>5th Grade</td>
<td>12:45-1:10</td>
<td>1:10-1:35</td>
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Discipline and Safety
Positive Behavior Interventions and Support (PBIS)

THE COMET COMMITMENT

I promise to be a Kind, Safe, Cooperative, Respectful and Responsible Learner.

All behavior expectations revolve around our Comet Commitment. These are the basis for every classroom’s behavior plan. All children are expected to know and behave according to these expectations.

Every effort is made to create an orderly school environment, which allows quality instruction and productive learning to take place. With everyone working together, this will be accomplished.

All classrooms determine and base expectations on the Comet Commitment and our school behavior expectations matrix. Teachers teach, model, practice and provide feedback for all school expectations.

Columbia Public Schools also follow the guidelines of the Missouri Safe Schools Act. The purpose of this act is to ensure that school is a safe place for students and employees. It is important to know that this law means that no drugs, no weapons, and no malicious physical contact will be tolerated in school, on school grounds, or on school buses. If weapons are brought to school by students, mandatory suspensions and/or long-term expulsion are consequences. Specifics about this act and consequences for children are included in the district student handbook.

Bullying

Bullying is a concern not only as a national focus, but is a topic Paxton Keeley administration, teachers, and staff take very seriously. The district’s definition of bullying includes: Intimidation, unwanted aggressive behavior, or harassment that is repetitive or substantially likely to be repeated AND causes a reasonable student to fear for his or her physical safety or property; or substantially interferes with the educational performance, opportunities, or benefits of any students without exception; or substantially disrupts the orderly operation of the school. Bullying behavior includes, but is not limited to: physical acts, including violence, gestures, theft, or property damage; oral or written, or electronic communication, including name-calling, put-downs, extortion, or threats; and threats of reprisal or retaliation for reporting such acts.

- Board Policy JFCF (found on the district website) outlines the definition of bullying and the responsibilities that CPS schools must take.
- Not all inappropriate behavior is bullying, but without appropriate action bullying behavior will often evolve.
- All school personnel are required to attend a Bullying Prevention workshop. During the school year this training is reviewed and discussed.
- All employees who witness or receive a report of bullying shall report the incident on a Bullying Report Form. Parents may also complete a Bullying Report Form. Forms can be found on the district website.
- Bullying will not be tolerated at Paxton Keeley.

Parents should never hesitate to contact their child’s teacher, the school counselor, or a school administrator when bullying type behaviors are directed toward their child.

Cameras for Security Purposes

Our school has security cameras throughout the building. These cameras allow for increased safety and security for our students, staff, and property in our building.

Locked Doors

The exterior doors of Paxton Keeley are locked for your child’s safety. Please enter the building by using the front doors and check in at the office to receive a visitor’s pass. Please ensure all doors close securely upon entering and exiting our building and do not allow others to “tailgate” or sneak in behind you. We must all be vigilant in our quest to keep all students and staff safe.
Drills and Emergency Preparedness
Unfortunately, we live in a world where emergencies happen. We attempt to prepare students for all possible situations which may arise. We conduct multiple fire, tornado, earthquake and intruder drills. We want students to understand how to respond if they are ever faced with a true emergency.

General Guidelines
Birthdays
Birthdays are always exciting for children. Due to the District Wellness Policy and disruptions to the academic process, we respectfully request that you **DO NOT send treats, favors, or party invitations** honoring your child’s birthday. Floral items, balloons and candy bouquets sent to students will be held in the office until the end of the day. The student may pick them up and take them home. Teachers will recognize students in the classroom and students’ will be honored during morning announcements. The PTA provides a student directory which will assist families with contacting friends for birthday parties.

Calendar
The Columbia Public Schools elementary calendar can be found on the Columbia Public School homepage, [www.cpsk12.org](http://www.cpsk12.org) and events specific to Paxton Keeley can be found on our webpage, [www.cpsk12.org/kee](http://www.cpsk12.org/kee).

Lost and Found
The school is not responsible for lost items. To help reduce the number of lost articles, it is strongly recommended that your child's name be printed with permanent ink on school supplies, on the **inside** of coats, hats, boots, gloves, and all other personal property. Please check the lost and found containers regularly. At the end of each trimester, families will be encouraged to check the lost and found because items will be donated to community agencies.

Dress and Appearance
All students may wear clothes you consider appropriate so long as they do not disturb the educational atmosphere of the school. (By disturb, we mean any type of outfit that would draw an unusual amount of attention or comment from other students or staff.)

Gum
Students are not permitted to chew gum freely in school. Students may chew gum in their classroom at the discretion of their teacher for special occasions. Gum is **NOT** to be chewed in the halls, gym, playground, or on the buses.

Personal Property
Personal property such as radios, MP3 or IPODs, CD players, laptops, personal iPads, handheld video games, and cameras are not to be brought to school unless used for educational purposes. Paxton Keeley is not responsible for lost or stolen items. **Cell phones are discouraged.** If your child needs to carry a cell phone, they need to ensure the phone is silenced or turned off for the duration of the school day. If the cell phone becomes a disruption to the learning environment it may be confiscated. A parent or guardian may be asked to pick up the phone from the office depending on the situation.

Animals are not to be brought to school without teacher and principal approval due to allergies and various individuals’ comfort levels with any given animal.

Toys and Gadgets
Toys, game cards, and gadgets should not be brought to school. This includes balls, bats, games, collector’s cards, etc. These items distract from learning and often become lost, broken or stolen. Items may be taken from your child for you to collect at a later time.
Instruction and Learning

Field Trips
The purpose of field trips is to further student learning. Field trips are connected to the district curriculum and provide children with experiences and enrichment opportunities related to what they are learning. Parents are sometimes asked to help chaperone to maintain safe and manageable sizes of groups to maximize the learning experience. There are limited numbers of parents needed for field trips, so not all parents who volunteer will be asked to chaperone. Specific guidelines for parents on field trips will be provided by the teacher. Permission for field trips is granted with your signature on the student emergency card.

If you wish to volunteer to chaperone for a field trip you will be required to complete a Volunteer Application Form and pass a Background Check. Since the Background Check can take up to two weeks, it would be advantageous to complete the forms ahead of time or at the beginning of the school year to ensure you are approved to volunteer. Please see the forms on the following pages.

Comprehensive School Counseling
Counselors provide services in these areas:
- **Responsive Services:** Individual and group counseling, consultation and referral to provide support for personal circumstances, concerns or problems interfering with a student’s educational progress and social and/or emotional health. Parent/guardian involvement with the activities of this area are critical in helping students overcome barriers. While school counselors are school-based mental health providers and may use therapeutic strategies in work with students, school counselors do not provide child therapy.
- **Curriculum:** Classroom lessons and activities from kindergarten through grade 5 help students learn about themselves and others and assist students with the development of coping skills to deal with life’s problems. Additionally, students develop skills to promote school and career success.
- **Individual Student Planning:** One-on-one consultation and group activities provide assistance with academic success and post-secondary and career readiness. Activities are designed to help students evaluate educational, career and personal goals and develop personal plans of study.

Our school counselors are available to help children, families, and teachers. Children receive development lessons emphasizing self, problem solving, peer interactions, and decision-making skills. District requirements include a lesson containing a video and discussion on abuse. A detailed letter will be sent to families regarding this lesson. Please call 214-3570 to communicate with our counselor, Sarah Sadewhite or part-time counselor, Jeanine Davison.

Homeschool Communicator
The Homeschool Communicator’s role is to support students and parents. She works to build relationships with families to provide multiple services including but not limited to: transportation to school, school events and medical appointments, work one on one or within small groups with students and work with families to access community resources. Please call 214-3570 to communicate with our homeschool communicator, Tammy Redden.

Homework Guidelines
Research shows daily reading is essential in developing literacy skills at all levels; therefore, students should read or be read to each night. General guidelines for the amount of time spent on homework per district guidelines is 10 minutes per grade level per night. If you have concerns about the amount of homework your child receives, or the amount of time it takes for him or her to complete it, please talk to your child’s teacher.

Physical Education
Students are to wear tennis shoes and appropriate clothing to participate in physical education classes. The focus of PE classes is to actively participate; consequently, attendance and involvement is necessary for success. Nonparticipation will require a doctor’s excuse, or prior communication with the teacher. The doctor’s excuse should include the dates of inactivity or any limitations the student requires.
PTA
The Paxton Keeley PTA is very active, and your participation is greatly encouraged. Parent involvement
in our school program is essential to your child’s success. The PTA provides multiple opportunities for
parents to participate and contribute to our school program. We encourage you to support our school by
joining the Paxton Keeley PTA. PTA meetings are regularly scheduled and typically fall on the first
Monday evening of the month at 6:30 in the Media Center. Anyone is welcome to attend and encouraged to
do so. The first PTA event will be a general PTA meeting and fundraising kickoff in conjunction with our
Back to School Night September 4 at 6:30 pm. Each parent is invited to visit the classroom and to meet the
teacher. A complete PTA program schedule is included in this handbook but be sure to mark your calendars
for this year’s Comet Carnival, Friday, October 12. Melissa Selsor will serve as PTA president this year.

School Health Services and Routines
Jodi Thomas is the fulltime RN assigned to Paxton Keeley. If the nurse is not in our building for some reason
at the time of an emergency, she will be easily accessible by phone or another nurse close in proximity will
be on call and available to assist. All Paxton secretaries have completed a Red Cross First-Aid Course and
are trained first-aid providers.

Medicine (Prescriptions)
Only the school nurse or trained office staff will administer physician prescribed medication to students,
AFTER a form is filled out by the parent. These forms are available in the Main Office.

| Any over-the-counter medications, such as Tylenol, cough syrup or cough drops, eye drops, ear drops,
etc. MUST be accompanied with a medication form, as well as a note or prescription (written or faxed)
from the physician. Our fax # 214-3571.

NO PRESCRIPTION MEDICINE OR OVER-THE-COUNTER MEDICATION WILL BE GIVEN
BY SCHOOL PERSONNEL UNLESS THIS PROCEDURE IS FOLLOWED. |

It is our district policy to send children home whom have a temperature of 100 degrees or higher. Students
also exhibiting vomiting or diarrhea will be sent home. This is done in effort to help prevent the spread of
germ. If children are not running a temperature of 100 degrees or higher and are not suffering from vomit or
diarrhea will be encouraged to return to class for the remainder of that day. **However, if your child is sent
home, please note, district policy states children should not return to school if they have had a
temperature or vomiting within the past 24 hours.**

Special Health Concerns
It is important for parents to inform the school nurse of special health conditions, which may be a concern
or necessitate emergency care. Examples of special health conditions are: a hearing loss, allergies,
asthma, diabetes, and seizure disorders. It is beneficial for the nurse to be aware of any, and all
medications your child is taking in or outside of school.

Immunizations
Immunizations are required by Missouri Law for students to be enrolled in and attend school (MO State
Law 19 CSR 20-28.010; sections 167.181, 192.006.1, and 210.003). The parent or guardian of each student must furnish the school satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or other health facility or a statement of medical or religious exemption from immunizations. The nurse should be informed of immunizations a student receives after enrollment in order to maintain current and accurate information on the student’s health record as required by state law. Students who were enrolled during a previous school year will be denied attendance for the current school year if not in compliance with Missouri immunization law.

Health Screenings
Vision and Hearing – Vision and hearing screening exams will be conducted throughout the school year
based on the schedule determined by the district or as determined necessary. If a vision or hearing
concern is detected, the student’s parent or guardian would be notified. The exams are screening exams
and not meant to be diagnostic.
If your child is absent from school, please let the office know by 9:00 am.

You can either:

Call us at 214-3570
Speak to one of the secretaries or leave a message

Or

Email us at:
keeley@cpsk12.org