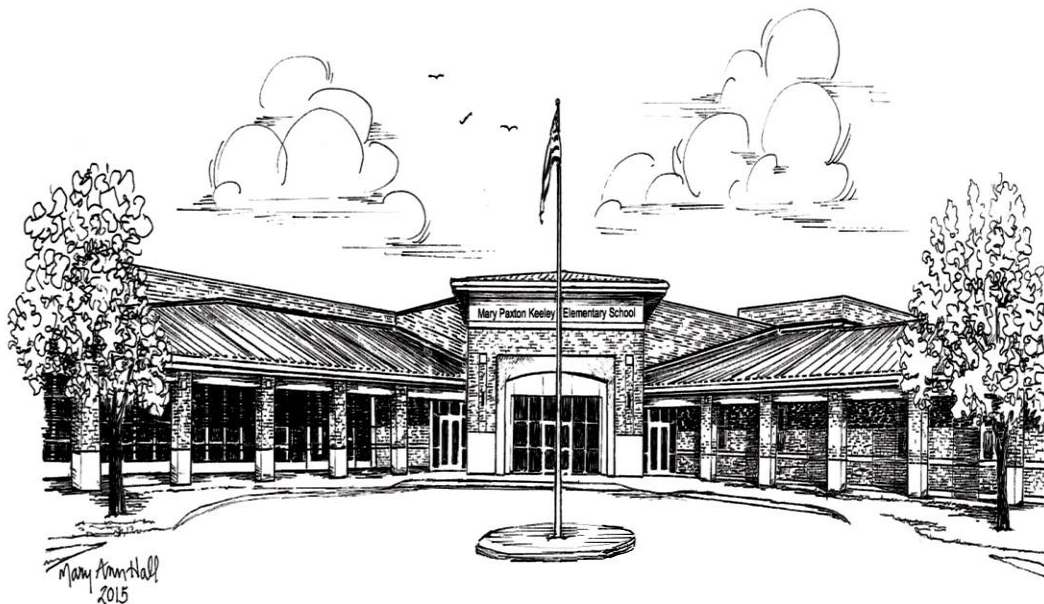


Mary Paxton Keeley Elementary *Parent Handbook* 2020-2021



Phone: (573) 214-3570
Fax: (573) 214-3571



Columbia
PUBLIC SCHOOLS

LOW TO NO COST INTERNET

■ LOCAL PROVIDER COVERAGE AREA LINKS

Choose a link below to see if your address is in a coverage area.

Mediacom:
<https://shop.mediacomcable.com/shop/addr?id=>

Charter:
<https://www.spectrum.com/>

CenturyLink:
<https://www.centurylink.com/home/>

■ CPS PROVIDED HOTSPOTS

CPS will provide a HotSpot for student use for families

- Who qualify for Free/Reduced lunch
- AND do not live in the coverage of one of the local internet providers.

■ LOCAL PROVIDER DISCOUNT INFORMATION

If you live in a coverage area and qualify for free and reduced lunch you could qualify for low cost internet.

Mediacom offers the Connect2Compete program:
<https://mediacomc2c.com>

Charter/Spectrum offers the Internet Assist program:
<https://www.spectrum.com/browse/content/spectrum-internetassist.html>

CenturyLink offers the LifeLine program:
<https://www.centurylink.com/about-us/community/communitydevelopment/lifeline.html>

■ FREE WIFI AT ALL CPS BUILDINGS AND SOME LOCAL BUSINESS

If you qualify for a hotspot but it does not provide service at your address.

Mediacom wi-fi access points in certain parts of town are available:
<https://mediacomcable.com/xtream-hotspots/>

Charter wi-fi access points in certain parts of town are available:
<https://www.spectrum.com/free-wifi-hotspots/missouri/columbia>

Welcome to Mary Paxton Keeley Elementary School for the 2020-2021 school year. It feels as though this will be a historic year for students and changes in education. Regardless of how your child will be accessing instruction this year, we're excited you will be part of the Paxton Keeley Elementary Learning Community! At Paxton Keeley, we strive to provide every child with an outstanding educational experience, and this year will be no different. Our number one priority as a school is to keep our students and staff safe, and 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 grade level teams look a little different this year with 3-4 in-person classrooms and 1-2 virtual teachers from each grade level. We have a variety of specialists to support students including Special Education, Physical Education, Art, Music, Guidance and Counseling, English Language Learning, Media Specialists, Occupational and Physical Therapists. Each staff member is passionate about what they do and are excited to provide instruction and support for the students of Paxton Keeley Elementary.

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 an e-mail, 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 our community of learners 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!*

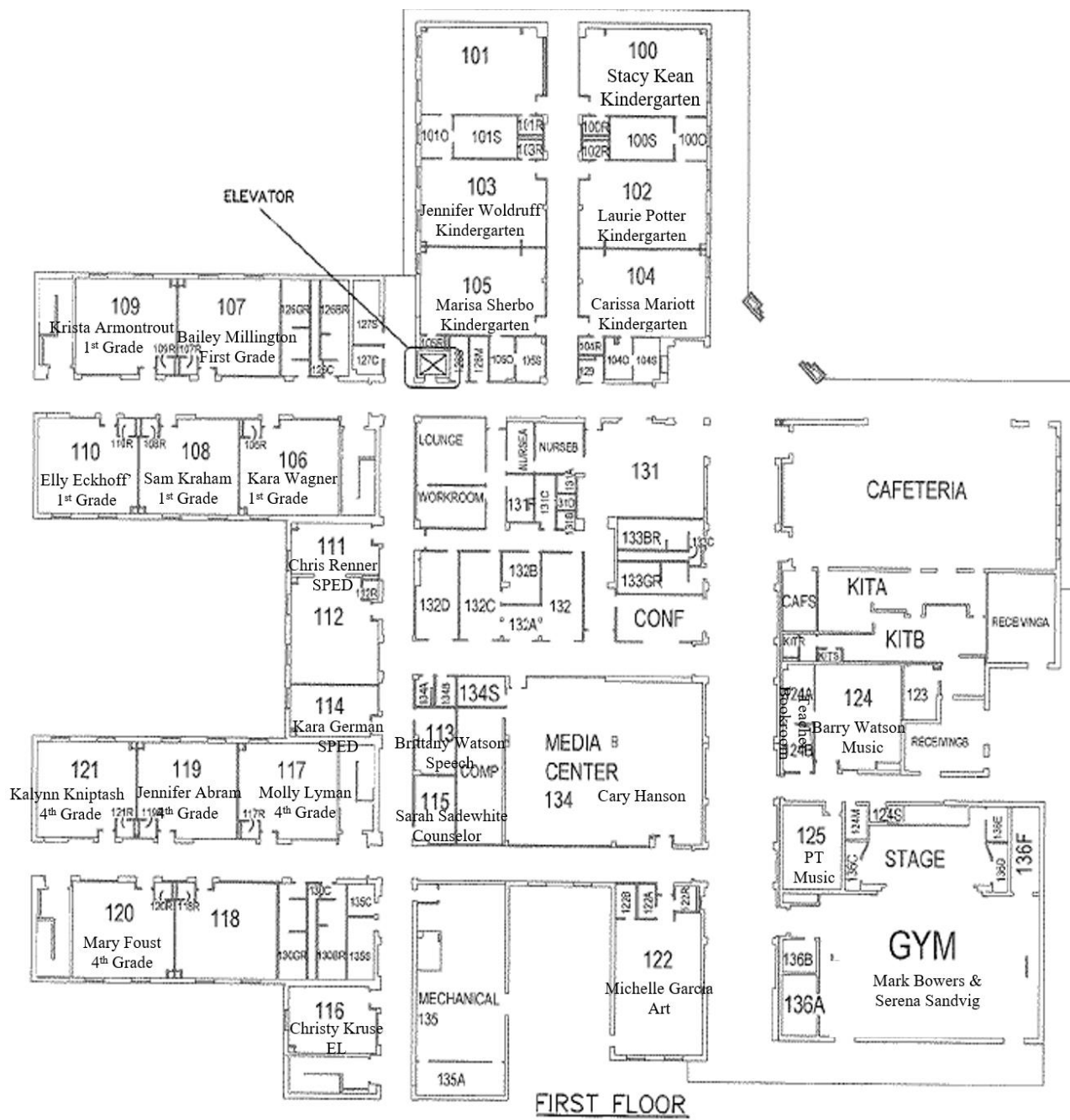
*Hooray, Hoorah, Paxton Keeley!
Hooray, Hoorah, Paxton Keeley!*

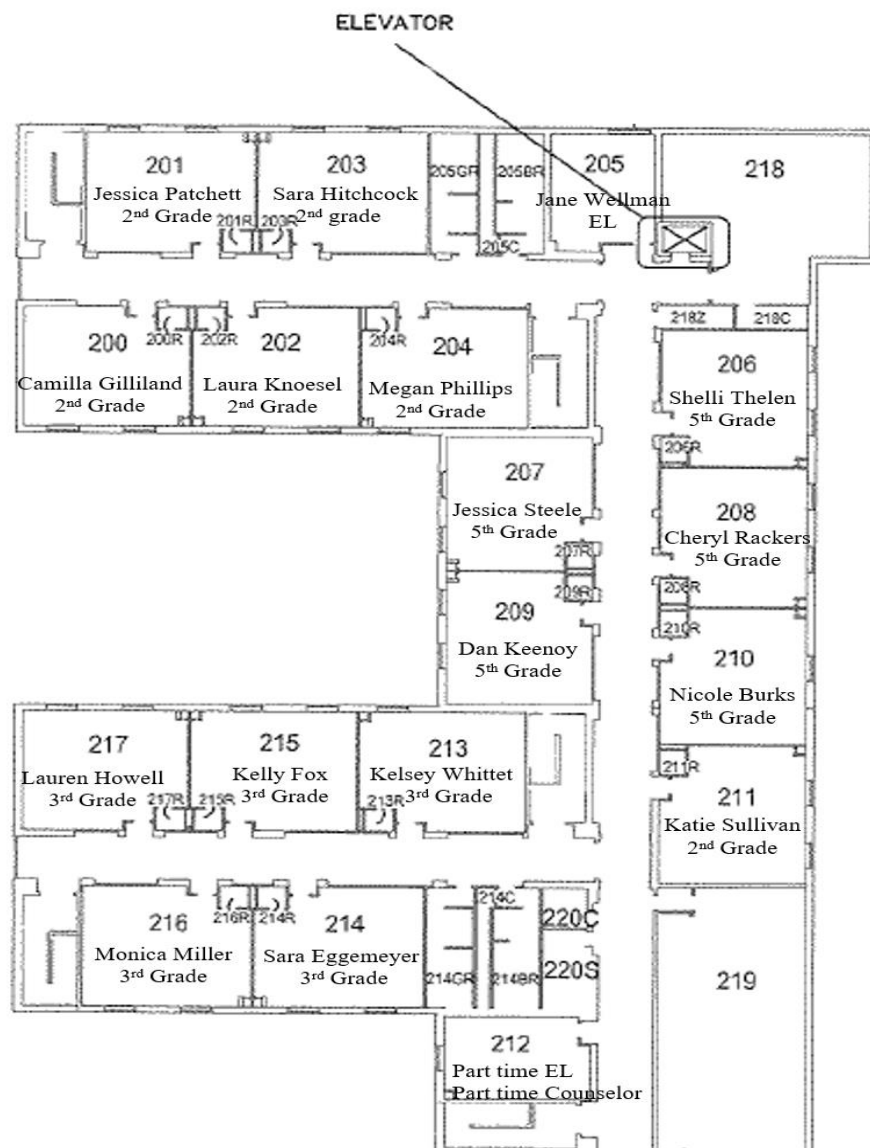
Go Comets!

Paxton Keeley Staff List 2020-2021

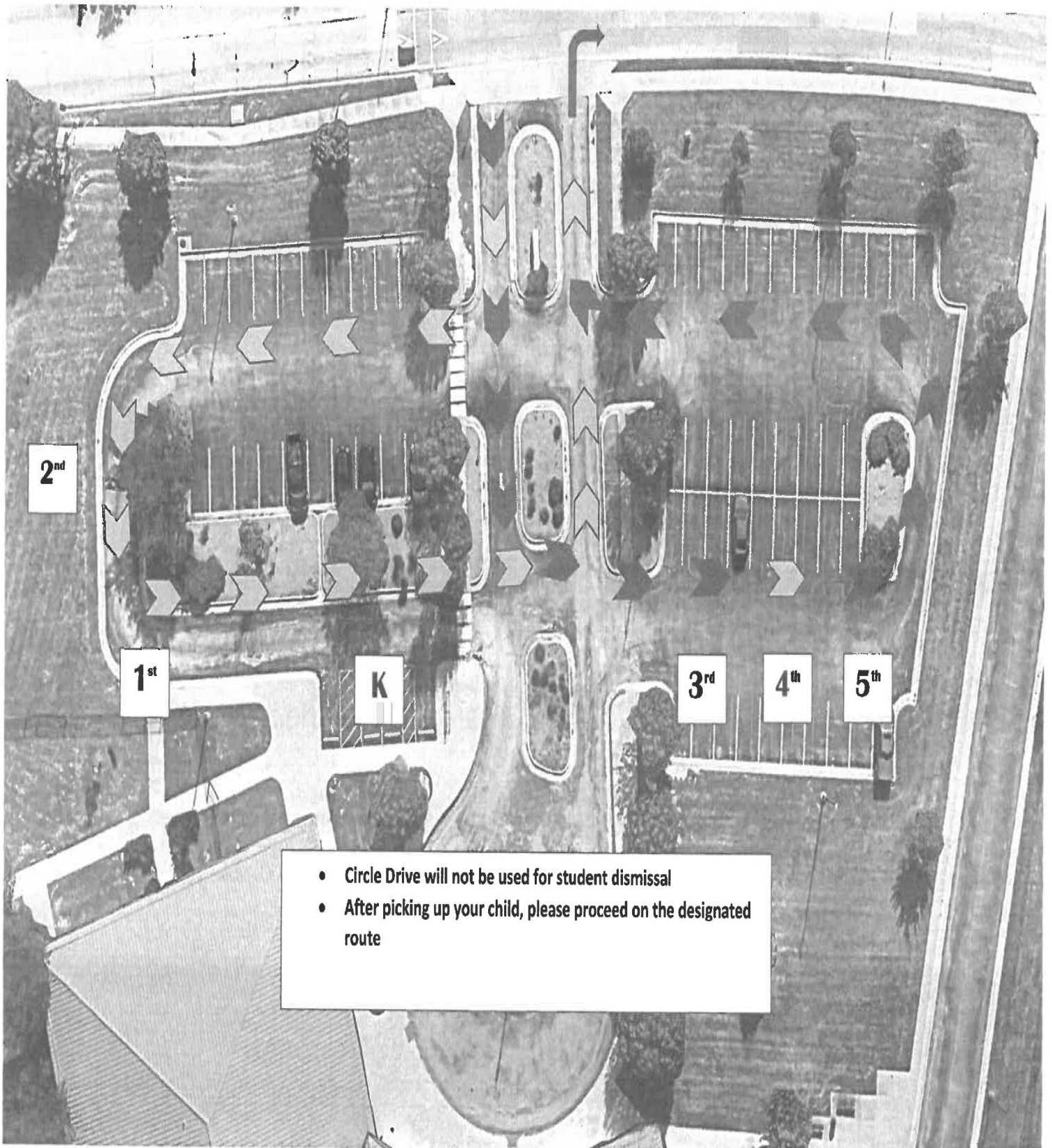
Principal	Adrienne Patton	Art	Michelle Garcia
Assistant Principal	David Stallo	Counselor	Sarah Sadewhite
Principal Secretary	Melissa Hill	Part-time Counselor	Jeanine Davison
Building Secretary	Dawn Anderson	EL (K-2)	Christy Kruse
Part-time Secretary	Maureen Duncan	(3-5)	Jane Wellman
Home School Communicator	Tammy Redden	Part-time EL	Becky Alexiou
Kindergarten	Stacy Kean	Media Specialist	Caroline Hanson
	Carissa Mariott	Part-time Media Specialist	Katherine Canepa
	Laurie Potter	Media Clerk	Kim Buresh
	Marisa Sherbo	Technology IA	Sarah Harley
	Jennifer Woldruff *	Part-Time Technology IA	Jordan Burford
1st Grade	Krista Armontrout	Computer Tech	Matthew Spry
	Elizabeth Eckhoff *	Music	Barry Watson
	Samantha Kraham	Physical Education	Mark Bowers
	Bailey Millington	APE	Ty Harrison
	Kara Wagner	Speech	Brittany Watson
2nd Grade	Camilla Gilliland	School Psychologist	Areke Latham
	Sarah Hitchcock*	Educational Diagnostician	Cynthia Wibberg
	Laura Knoesel *	Learning Specialists	Kara German
	Jessica Patchett		Chris Renner
	Megan Phillips	Nurse	Jodi Thomas
	Katie Sullivan	Nurse Secretary	Kate Hallsted
3rd Grade	Sara Eggemeyer	Para Educators	Christine Fischer
	Kelly Fox		Sarah Hadley
	Lauren Howell*		
	Monica Miller	Custodians	Nancy Arroyave
	Kelsey Whittet *		Kackie Crump
4th Grade	Jennifer Abram		Leon Hughes
	Mary Foust		Lili Shook
	Kalynn Knipdash		Candice Thomson
	Molly Lyman	Kitchen	Shelly Lee, Manager
5th Grade	Nicole Burks		Veda Ham
	Dan Keenoy *		Carolyn Gordon
	Cheryl Rackers	Seniors/Student Teachers	Drew Guise (Miller)
	Jessica Steele		Morgan Johnson (Lyman)
	Shelli Thelen		Adam McGovern (Eggemeyer)
Classroom Aides	Tabitha Ballew		Charlee Patterson (Gilliland)
	Madison Blitz		Tess Phillips (Thelen)
	Kurt Edwards		
	Jacob Nolan		
	Jason Stanley		
	MacLaine Thelen		
* Virtual			

Paxton Keeley Building Map 2020-2021





Dismissal Map



Day-to-Day Guidelines and Routines

Bell Schedule-

<u>Arrival:</u>	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.

(PLEASE REFER TO PAXTON COVID-19 ARRIVAL PLAN BELOW)

<u>Dismissal:</u>	3:20 p.m.	Dismissal procedure begins. (Please do not block the circle drive.)
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(PLEASE REFER TO PAXTON COVID-19 DISMISSAL PLAN BELOW)

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 each trimester and specific actions will be taken when attendance concerns occur.
- Long-term illness, long-term medical care, and absences because 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, Ms. Anderson, assistant principal, Dr. Stallo, 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.**
- 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 change of plans can be executed if not received prior to 3:00 pm.

Before School Procedures- NEW for 2020-2021 School Year

- Students may enter the building at 7:55 a.m.
- **Please pull your vehicle to the painted yellow lines in the circle drive prior to dropping off students. Students will exit the vehicle on the passenger side and move towards the front of the building following painted stars on the sidewalk.**
- Students should only enter the building by the front doors unless arriving by 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. The circle drive will be unavailable beginning at 2:30 pm every day.**
- Cars should pull around the circle drive as far as possible before allowing the child to exit the vehicle.
- **Once car-riders exit the vehicle, they should locate the gold stars to help them move towards the front doors of the school allowing for social distancing. Students will be directed by an adult supervisor to enter the building. Students should then proceed from green tile to green tile following the star stickers on the floor, without passing other students.**
- 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 and busses only.*
- 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.

After School Procedures

- Buses park in the back-parking lot. All bus riders will wait in their designated dismissal spots either in the gym or in the commons adjacent to back doors.
- Daycare Vans – Students who ride daycare vans will dismiss from the art classroom. A supervisor will escort the students from their designated classroom to the daycare vans.
- Parents waiting to pick students up for dismissal should only park in the parking lot across the street behind Walmart. **Please DO NOT park in the circle drive or the main parking lot and block the flow of traffic. To begin the 2020-2021 school year, the circle drive will not be used for parent pick-up**
- 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 note changes to the traffic pattern outlined in the map.**
- 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 in the parking lot behind Walmart, please wait until 3:20 to begin the pick up process. This allows traffic to have continuous movement.**
- All walkers and car riders will exit the building and move toward their designated dismissal spot indicated on the attached map. (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 flow of traffic waiting for a 5th grade student.

- Students should check out with the teacher before leaving.
- Students should enter the vehicle from the passenger side of the vehicle.
- 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 to be considerate about slowing the flow of traffic because the child needs assistance to buckle up.
- **At no time should anyone park in the circle drive, traffic flow lanes, or exit their car while waiting to pick up children.**

Early Student Pickup – NEW FOR 2020-2021

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. If you are picking your child up early, we ask you to pull into the circle drive, call the office, and an office staff member will escort your student out to the vehicle. Parents will not be permitted in the building to pick their children up. Students will remain in their classroom until the parent or guardian is in the circle drive. 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. All student checkouts must go through the office. Please complete all early checkouts prior to 3:00. Once dismissal procedures have started, it is challenging to locate a student and bring them to you.

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, Student Transportation of America (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. The district and bus company have worked diligently to accommodate social distancing for students this year.

Bicycles and Scooters

Children in grades 4 and 5 are permitted to ride their bicycles to school if they obey rules and regulations. 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. For the 2020-2021 school year, classrooms will be assigned a recess zone daily where students will have a variety of activities to participate in while continuing to allow for social distancing. Each classroom will have a designated set of playground equipment to use while at recess. To begin the 2020-2021 school year no students will be permitted to use any large structured playground equipment during recess. 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**. For the 2020-2021 school year, due to limited extra adult supervision and building protocols, students who have a written excuse to miss recess will remain with their class outside, weather permitting, but will be allowed to sit out and refrain from participation. 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 excused for recess are not allowed to stay in their rooms unless the building is having indoor recess. During severe 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:

- Please know 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.

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 within the building and immediate exterior.

Drills for 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.

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

***For the 2020-2021 school year, students will eat breakfast and lunch in their designated classrooms with their stable group.**

Breakfast

Breakfast is served from 7:55-8:15 a.m. Breakfast stations will be set up in two different locations (one by the front main entry for car riders and one by back entry for bus riders). Students arriving after 8:15 will pick up their breakfast from the main entry. Menus will vary from day to day. The student cost is \$2.00 (or \$.30 for reduced).

Lunches

Hot lunches are served daily. For the 2020-2021 school year, children may purchase a hot lunch, yogurt plate, OR pizza pleaser. The student cost for lunch is \$2.95 (or \$.40 reduced). For the 2020-2021 school year, the cafeteria will not be utilized for lunch. Lunch stations will be provided where students will pick up their lunch after recess and eat in their classroom. Parents will not be permitted to eat lunch with their child during the school year. Although we understand how special it is for parents to eat lunch with their child during the school day, we must follow social distancing guidelines set forth by the county health department. 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 deposit any amount in their child's account. Parents may deposit money into their child's account through their family portal link at www.cpsk12.org.

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.

Breakfast, Lunch and Recess Schedules

7:55-8:15	Breakfast	
	Recess	Lunch
Kindergarten	10:10-10:35	10:40-11:05
3 rd Grade	10:40-11:05	11:10-11:35
1 st Grade	11:10-11:35	11:40-12:05
4 th Grade	11:40-12:05	12:10-12:35
2 nd Grade	12:10-12:35	12:40-1:05
5 th Grade	12:40-1:05	1:10-1:35

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. We say our daily pledge together as a building during morning announcements.

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. This training is reviewed and discussed throughout the school year.
- 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.

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 an online student directory which will assist families with contacting friends for birthday parties. If you need additional assistance teachers will often help you get into contact with other families but cannot disseminate contact information without permission.

Calendar

The Columbia Public Schools elementary calendar can be found on the Columbia Public School homepage, www.cpsk12.org and events specific to Paxton Keeley can be found on our webpage, 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 -NEW for 2020-2021

Per guidance from the Boone County Health Department and Columbia Public Schools, students will not be attending field trips to begin the school year. All efforts will be made for students to experience field trip opportunities once guidance has been given by Columbia Public Schools.

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, as well as 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 with small groups of 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-NEW for 2020-2021

To begin the school year, physical education will be conducted outside of the gymnasium to ensure social distancing guidelines. Students will still be required to wear tennis shoes and appropriate clothing to participate in physical education class.

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. **To begin the 2020-2021 school year, PTA meetings will be held via zoom. Information regarding dates and times of the meeting will be shared prior to the meeting.** A complete PTA program schedule is posted on our website and monthly newsletters will be sent home via Friday Folder alerting you of upcoming events. Colleen Lamond will serve as PTA president this year.

School Health Services and Routines

(Please see attached Covid-19 Response from Columbia Public Schools)

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 germs. Children not running a temperature of 100 degrees or higher and who are not suffering from vomit or diarrhea will be encouraged to return to class for the remainder of the 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.

COVID-19 Response from CPS

CPS Health Services staff providing health care will be using either KN-95 respirators or N-95 respirators fit-tested (and trained in its proper use, if equipment is available). Additionally, protective eyewear will be provided to nurses.

CPS Health Services staff regularly keeps a log of health room visits. The name and phone/number/address of all persons seen with fever and new cough will be recorded. Due to student privacy, these records are not public, however, information may be shared with the Columbia/Boone County Health Department, as appropriate.

The Columbia/Boone County Health Department will provide guidance on students and staff who have had contact with people who are suspected COVID-19 positive.

In the Event of a Suspected Case of COVID-19

In the event of a suspected case of COVID-19, the following protocols will be followed:

SCENARIOS

- An employee or student doesn't feel well and visits the school nurse.
- The nurse determines symptoms may be COVID related.
- The employee or student will be temporarily separated from others.

EMPLOYEE

- The employee will contact their primary healthcare provider and the provider will arrange for testing.
- If the employee tests positive for COVID, the provider that ordered the test will call the employee with the positive result.
- The Health Department will also contact the employee and conduct a risk assessment (contact tracing). If the employee resides in a county other than Boone, then that county's Health Department will contact the employee.
- The Health Department will ask the employee about all close contacts the employee had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the individual and any other person at possible risk of being infected with what to do.

STUDENT

- The school nurse will contact the parent. When the parent arrives, the nurse will encourage the parent to have the child tested. The nurse will offer to assist the parent with making phone calls to the healthcare provider.
- The nurse will also notify the CPS Director of Nursing and discuss next steps.
- The healthcare provider will arrange for the student to be tested. If the student tests positive for COVID, the healthcare provider will contact the parent.
- The Health Department will then contact the parent and conduct a risk assessment (contact tracing).
- The parent will be asked about any close contacts the student may have had from the 48 hours prior to symptoms up to and including the day the employee began isolation measures.
- They will direct the parent on what the student and any other person at possible risk of being infected with what to do.

PROTOCOLS

1. If the employee has been told to self-isolate, they should contact his/her/their direct supervisor/principal. If the student has been told to self-isolate, the family will be requested to call the school. The school will check to see if there are siblings or other family members in Columbia Public Schools.
2. The principal/supervisor will contact her/his/their direct supervisor (e.g., Assistant Superintendent). The direct supervisor will contact the Superintendent. Superintendent will advise the Cabinet and the Board of Education.
3. Superintendent will consider initiating the following CPS Positive COVID-19 Protocols:
 - Safety and Security will consider closing the building for 24-48 hours.
 - Human Resources **must** be contacted so that leave protocols can be initiated.

- The Communications Department will contact the Health Department for additional guidance.
- Official communication to the Board of Education, CPS administrators (as appropriate), and families (and media, if appropriate) will come from the Communications Department (Michelle Baumstark, Community Relations).
- The building principal or building supervisor (or area supervisor) will follow up with the staff member or family of the student.

4. In order for an employee or child to return to school/work, the following benchmarks must be achieved:

- 24 hours with no fever **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- 10 days since symptoms first appeared

Depending on one's healthcare provider's advice and availability of testing, it is appropriate to get tested to see if you still have COVID-19. If one does get tested, they can be around others when they have no fever, respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart.

Student Safety and Well Being

Parent Responsibilities: Before I send my child to school, I will:

1. Check their temperature and assess their symptoms; if they have a fever of 100.4 or higher, or a cough, shortness of breath, or loss of taste or smell, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, or if they have been in direct contact with someone who has COVID-19, they will stay home and I will contact our medical provider.
2. Make sure they have their mask, water bottle, iPad, charger and school supply kit in their backpack.
3. I will discuss the importance of social distancing with my student prior to the start of school. It will be difficult to ensure students maintain distance, but it is necessary for staff and students to understand the importance of doing so to prevent exposure.
4. I will send my child with a water bottle because drinking from water fountains will be discouraged and only used to fill water bottles.
5. In order to minimize the exposure of all students and staff to others outside of their assigned small groups, non-essential visitors and parents will not be permitted beyond the secure vestibules at school buildings.

Family Involvement for Online Learning:

How can I best support my student during remote learning?

Space: If possible, we recommend establishing a set place in your home for online learning. This might be a kitchen table, small desk, or other area in the home that your student comes to associate with online learning. Please keep school materials nearby, including your CPS issued iPad, notebook/paper, pencils, headphones, etc. Having a consistent routine and procedure for materials helps facilitate learning.

Technology: Students will likely need support to get started to ensure they know how to log in for video conference classes and also to access Schoology and other platforms that will be used.

Schedule: Your classroom teacher will send regular information about the online schedule. We are striving to have fairly consistent morning schedules including breaks and lunch. Following the afternoon read-alouds, schedules will be more flexible to include small group work in enrichment and intervention. Please make sure you know when your student is expected to be online during these times and help them to login promptly.

Communication: Look for emails and communication from the classroom teachers. These messages include important information about expectations, activities, and learning. We know this is a new adventure in learning and that everyone is likely to have many questions. Don't hesitate to reach out for help.

Encouragement: Your encouragement matters. Students will have independent practice activities, choice reading, and other projects to complete offline. Please encourage them with this work, help with any questions they may have, and stay positive about their learning process. Asking what your child is learning and other experiences in your own life, the world, or texts you may have read together helps solidify content and cultivate lifelong learning.

Student Expectations During Remote Learning:

Distance learning and online learning platforms are an extension of the classroom. Students are expected to follow all established school and classroom rules and expectations.

- Students will follow behavior expectations, dress code guidelines and norms outlined in the Columbia Public Schools elementary handbook
- Students are responsible for the safety, maintenance, and activity of their own device
- Students are expected to maintain a school-appropriate environment while participating in live meetings; students should be wearing school appropriate attire and create a workspace that maximizes learning and minimizes distractions.


Columbia Public Schools Pandemic Period/Response


In the event there is evidence of district-wide transmission of COVID-19, or if there is wide-spread human-to-human transmission in Boone County or the City of Columbia, CPS will enter the highest level of alert, which may include restrictions on access to buildings, if recommended by public health authorities.

In order for CPS employees and the general public to best understand access rules, CPS will use a Daily Mode Indicator:

Daily **MODE** Indicator

COLUMBIA PUBLIC SCHOOLS





Safety and Well Being
Pandemic Period/Response Activities
 In the event there is evidence of district wide transmission of COVID-19, or if there is wide-spread human-to-human transmission in Boone County or the City of Columbia, CPS will enter the highest level of alert, which may include restrictions on access to buildings, if recommended by public health authorities.

In order for CPS employees and the general public to best understand access rules, CPS will use a Daily Mode Indicator.

Traditional School (Pre-Pandemic School): All classes will take place in school buildings. There are no restrictions on visitors and volunteers in the building.

In School with AMI Support: Courses will be taught with a technology integration model. Courses will align with CPSVirtual courses and be taught in the building with teachers using technology. Only students and staff in CPS buildings. Visitors and volunteers must receive preapproval from the elementary or secondary assistant superintendent.

AMI (Alternative Method of Instruction): AMI refers to school courses taught only online when triggered by a building closure.

Online Learning: Elementary students will receive instruction online through CPSElementary@Mizzou and middle and high school students will receive instruction through CPSVirtual. Online will NOT be impacted by COVID-related building closures.

LEVEL 1

- Traditional School

LEVEL 2

- In Person
 - All buildings - classes taught in school with AMI support
- CPSElementary@Mizzou and CPSVirtual are not impacted

LEVEL 3

- In Person
 - Most buildings open - classes taught in school with AMI support
 - Some buildings closed - classes taught as AMI due to COVID exposure
- CPSElementary@Mizzou and CPSVirtual are not impacted

LEVEL 4

- In Person
 - Most buildings open - classes taught in school with AMI support
 - Some buildings closed - classes taught as AMI due to COVID exposure
 - The district-wide, in-person attendance rate is below 80%. School District is preparing for a possible district closure
- CPSElementary@Mizzou and CPSVirtual are not impacted

LEVEL 5

- All school buildings closed
- Classes taught as AMI due to COVID exposure
- CPSElementary@Mizzou and CPSVirtual are not impacted

CPS Daily Mode Indicator Definitions

Traditional School (Pre-Pandemic School): All classes will take place in school buildings. There are no restrictions on visitors and volunteers in the building.

In School with AMI Support: Courses will be taught with a technology integration model. Courses will align with CPS Virtual courses and be taught in the building with teachers using technology.

Online School: Elementary students will receive instruction online through CPSElementary@mizzou and Middle and High School students will receive instruction through CPS Virtual. Online School will NOT be impacted by COVID-related building closures.

AMI (Alternative Method of Instruction): AMI refers to school courses taught only online when triggered by a building closure.

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