



Charles M. Russell Middle School **of the Performing Arts**

Main Office 328-5200
Attendance 328-5211
Counseling Office 328-5215

3825 Montebello Drive W
Colorado Springs, CO 80918
www.d11.org/russell

Office Hours
7:45am-4:15pm Monday thru Friday
Class Day 8:40am- 3:40pm

Mission Statement: Charles M. Russell School of the Performing Arts offers a rich arts-infused middle school experience designed to create and feed a lifelong passion for learning.

Vision Statement: With the support of staff, parents, community, Russell Middle School students will be productive members of society who are knowledgeable, confident, and of high character.

Respect **O**wnership **C**hoice **K**nowledge **S**afety

NONDISCRIMINATION STATEMENT School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the school principal or D11 nondiscrimination compliance coordinator: Alvin Brown, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone: 520-2271, FAX: 520-2442, EMAIL: alvin.brown2@d11.org

DECLARACIÓN DE NO DISCRIMINACIÓN El Distrito Escolar 11 de Colorado Springs está comprometido a una política de no discriminación en cuanto a raza, credo, color, sexo, ascendencia, orientación sexual, religión, origen nacional, edad, y/o impedimento. La discriminación y/o el acosamiento que sucedan a base de factores arriba mencionados no se tolerarán y deben ser denunciados de inmediato al director de la escuela o al coordinador de cumplimiento con la no discriminación en D11: Alvin Brown, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903. Teléfono: 520-2271, FAX: 520-2442, Correo electrónico: alvin.brown2@d11.org.

GENERAL INFORMATION

Picking Up and Dropping Off Students

We recognize that traffic is congested immediately before and after school. Therefore we ask for parent cooperation in driving safely and in following the traffic flow arrows. **STUDENTS SHOULD ONLY USE THE DESIGNATED CROSSWALKS TO CROSS MONTEBELLO.** Please observe all “No Parking” zones in the vicinity of the school; only drop off or pick up students on the Russell side. This is for the safety of all children and adults in our community. Any student who is not in a structured activity after school must be picked up no later than 4:00 p.m. Any student who must wait for rides after 4:00 p.m., are to wait in front of the building by the front office. Students who loiter on campus after school hours can be subject to disciplinary action and police citation.

Bus Riders

Have ID with the bus logo in order to ride the bus which leaves 10 minutes after the last bell. Once a bus has pulled away from the curb it cannot pick up any other students.

Bicycles/Scooters/Skateboards – Russell does not accept any responsibility or liability for bicycles, scooters and/or skateboards. Students are expected to bring a cable and lock for their own bike. All bikes, scooters and skateboards must be walked when on school property.

Before school starts

Students are to arrive after 8:00 am. We do not have supervision outside for your child to be here before 8:20 am.

Once students arrive, they must stay on campus.

Go to the cafeteria between 8:00 and 8:25 for breakfast.

Be seated in the cafeteria or remain outside. There is no hallway access during breakfast times.

If you get “grab and go” breakfast, get your breakfast as soon as you enter the building.

Enter the building at the appropriate grade level entrance. Doors open at 8:30.

Be in class by the 8:35 bell and finished with breakfast by the end of announcements.

Keep large back packs and coats in lockers. **Only string backpacks will be allowed in classrooms.**

Any drink container in the hallways, lockers, and classrooms must be closed or have a leak-proof lid.

Bell Schedule: Monday, Wednesday and Friday

6 th Grade			7 th Grade			8 th Grade		
1 st	8:40-9:32	Core	1 st	8:40-9:32	Core	1 st	8:40-9:32	Elective
2 nd	9:38-10:30	Core	2 nd	9:38- 10:30	Core	2 nd	9:38-10:30	Core
	10:30-11:00	Lunch	3 rd	10:34-11:26	Elective	3 rd	10:34-11:26	Core
3 rd	11:04-11:56	Core		11:26-11:56	Lunch	4 th	11:30-12:22	Core
4 th	12:00-12:52	Elective	4 th	12:00-12:52	Core		12:22-12:52	Lunch
5 th	12:56- 1:48	Core	5 th	12:56-1:48	Elective	5 th	12:56-1:48	Core
6 th	1:52- 2:44	Core	6 th	1:52-2:44	Core	6 th	1:52-2:44	Elective
7 th	2:48-3:40	Elective	7 th	2:48-3:40	Core	7 th	2:48-3:40	Core

Bell Schedule: Tuesday and Thursday

6 th Grade			7 th Grade			8 th Grade		
1 st	8:40-9:27	Core	1 st	8:40-9:27	Core	1 st	8:40-9:27	Elective
2 nd	9:33-10:20	Core	2 nd	9:33-10:20	Core	2 nd	9:33-10:20	Core
	10:20-10:50	Lunch	3 rd	10:24-11:11	Elective	3 rd	10:24-11:11	Core
3 rd	10:54-11:41	Core		11:11-11:41	Lunch	4 th	11:15-12:02	Core
4 th	11:45-12:32	Elective	4 th	11:45-12:32	Core		12:02-12:32	Lunch
5 th	12:36- 1:23	Core	5 th	12:36- 1:23	Elective	5 th	12:36- 1:23	Core
6 th	1:27- 2:14	Core	6 th	1:27- 2:14	Core	6 th	1:27- 2:14	Core
7 th	2:18-3:05	Elective	7 th	2:18-3:05	Core	7 th	2:18-3:05	Elective
8 th	3:09-3:40	Raider Time	8 th	3:09-3:40	Raider Time	8 th	3:09-3:40	Raider Time

Counseling Mission Statement

The mission of Russell Middle School counseling department is to provide a comprehensive and developmentally appropriate school-wide counseling program that effectively supports student achievement and success by ensuring every student acquires competencies needed in academic, career and personal/social development.

Counseling Services

Counseling services offered include: Binder Organization, Grade Checks, Success Plans, Support Groups, Conflict Mediation between peers/teachers, Behavior Intervention, Academic Intervention/Planning, Motivation, Stress Management, Family Issues, Crisis/Abuse Situations, Bullying, Study Skills, College and Career Readiness preparation. If you need to see a counselor, fill out a form (in between classes) in the counseling center. If it is an emergency, check in with your teacher and get permission to the counseling center.

Hallways

Walk in the halls and stay to the right.

Maintain a voice level of 2 or below.

Do not loiter or gather in large groups or impede the flow of traffic.

Do not horse play, have physical contact, or public displays of affection.

IDs

Each District-11 student gets issued an identification card with his/her picture on it during the early part of the first quarter. Students are expected to wear their ID each school day. IDs are required to ride the busses, gain access to dances, borrow books from the library, and receive meals in the cafeteria. IDs are to be treated like school property: they should not be written on or damaged in any way. Lost or damaged IDs will need to be replaced within two weeks at a cost of \$5 to the student.

Fees

Class fees, cafeteria payments, field trips, donations, planners, IDs, Yearbooks, Full-Price Athletics can be paid by cash, checks made out to Russell Middle School or online at myschoolbucks.com.

Lockers

Students will be assigned lockers at the beginning of the school year. Students are expected to follow locker policies. Failure to abide by locker policies could result in forfeiture of a student's locker privilege for the remainder of the semester.

- Only the person assigned to the locker is allowed to use the locker. Combinations must never be given to anyone. Students should not store the belongings of another student in their locker. Lockers will not be opened by staff for a student to retrieve belongings stored in another student's locker.

- Lockers must be shown respect. Do not kick them, write on them, put stickers on them or deface them in any way. The use of magnets to post pictures, etc., is suggested. Lockers are expected to be kept reasonably clean. Students should report any locker problems to the counseling office.

- Students should never leave the lock "preset" on the last number of their combination. Students should check their locker to make sure it is secure before walking away, including spinning the dial.

- Lockers are the property of Russell Middle School and are loaned to students. Administration and Campus Security may open and check lockers whenever it is deemed necessary. From time to time, District-11 conducts random searches with dogs for any illegal substances or weapons that students might be keeping in lockers.

Note: Locker dimensions are 9 inches wide and 10 inches deep.

Backpacks, Stringbags, Purses, ETC.

Given the large number of students at Russell, and the safety issues, Russell students can only carry stringbags while traveling from class to class. Before and after school, students may carry backpacks in the hallways; these bags must be stored in lockers during the school day.

Lunch

Keep voice levels at a 2 or below.

Go directly to a table if lunch is brought from home.

Join a line if buying a lunch.

Have ID ready to swipe when approaching the cashier.

Energy drinks (such as Monster and Red Bull) are not allowed on campus during school hours.

Remain at one location and raise hand to get up or be excused.

Clean your area and throw trash away.

Get a pass from the teacher before lunch to leave the cafeteria during lunch.

When outside:

- All food and drinks stay inside.
- Stay in the designated area of the south field, and stay off of the fence.
- Keep all activities safe and school appropriate.
- Make sure all trash goes in the trash can.
- Enter the cafeteria at a voice level of one.

Free and Reduced Priced Meal Application System

Colorado Springs School District 11 *Food and Nutrition Services* offers web-based Free and Reduced Meal Application system.

<http://www.d11.org/FNS/Pages/Free-and-Reduced.aspx>. While paper applications will continue to be available for families at school cafeterias, we highly encourage families to use the web-based system for faster, more convenient processing. All information provided is kept strictly confidential at all times.

Meal Payment System

Colorado Springs School District 11 *Food and Nutrition Services* offers a web-based meal payment system where families can add funds to multiple students. All information provided is kept strictly confidential at all times. <https://www.Myschoolbucks.com>. Please contact Food & Nutrition Services with any questions or concerns at 719-520-2934.

Q – ParentConnection

ParentConnect is a WEB application that provides parents with direct access to their student's data. Some of the available information includes: Grades, Assignments, Schedules, and Attendance.

To receive your PIN and password for this access, please come to counseling with proper identification between 8 am and 4 pm.

This information can only be obtained in person and with photo identification.

To Use Q Parent Connect: Go to <http://www.d11.org>. Click on the Q Icon.

Enter your assigned pin and password.

If indicated, select your student using the drop down arrow.

The main screen will be displayed.

Click the desired choice along the left side of the screen. Many screens have additional options available by clicking on the provided links.

When you are finished, click the Sign Out button located at the top right corner of the screen.

If you need assistance with this application, the Help menus provide complete instructions or you may contact Mr. Orsborn at (328-5223).

ACTIVITIES

After school activities

Students must be in a structured and staff sponsored activity if they are at school after hours. Rides must be arranged in advance in order to continue participation.

Activities/Clubs

Art Club, BEST Robotics, Elite Dance, Forensics, Golf, National Junior Honor Society, WEB, before and After School Tutoring, Fly Fishing Club. This list is subject to change. Some before and after school activities have eligibility requirements.

School Athletics

Russell offers sports all year long. Fall sports include football, wrestling and girls' track. Winter sports include girls' basketball and boys' basketball. Spring sports include volleyball and boys' track. A variety of intramural sports opportunities are offered throughout the year.

Requirements for Participation

Students must complete five practices before they are allowed to compete in a game or meet. All students who wish to participate in interscholastic athletics are expected to maintain grades of D's or better in all of their classes in order to compete. Grades are checked weekly. Prior to the first practice, athletes must turn in all of the following documentation to the front office:

- The yellow CHSSA Statement by Physician and Parent for Athletic Participation card which requires a physician signature indicating that the student has passed a physical within the year and a parent signature indicating insurance coverage. Yellow cards are good for one calendar year.
- The blue Emergency Information/Consent for Emergency Treatment for Interscholastic Activity Injuries card. This must be filled out prior to each sport.
- The District athletic fee. Athletic fees are \$50.00 for each sport. If the student receives reduced price lunch, the fee is \$33.00. If the student receives free lunch, the fee is \$17.00. **Students MUST present their letter from Food and Nutrition Services (520-2924) stating which program they are on at the time the fee is paid. Free and reduced athletic fees must be paid at Russell Middle School.** Checks should be made out to Russell Middle School or online at myschoolbucks.com (for Full-Priced Athletics, only).

Admission

Admission to games will cost \$0.50 for kindergarten to 8th -grade students and \$1.00 for high school students and adults. Classic tournaments cost \$1.00 for kindergarten to 8th -grade students and senior citizens, and \$2.00 for high school students and adults. Games may be played at each of our middle schools and also at high school and District facilities. Participating athletes, coaches and children younger than kindergarten are admitted free.

DISCIPLINE

Discipline issues to know about

Laser pointers, projectiles and fireworks are classified as standard weapons in our district and prohibited.

Refrain from fighting, including hitting in self-defense; this will result in a suspension and possible police citation.

Contribute positively to the learning environment; continued disruption will not be tolerated and the student will be disciplined.

Bullying behavior will not be tolerated. Perpetrators will be disciplined.

Graffiti and Vandalism are illegal and offenders will be disciplined and reported to the police.

Students are expected to follow directions from staff at all times.

Safety

Do not open doors to allow people into the building. All guests must enter through the front doors and check in at the office.

Parents must deliver all medication (prescription and over the counter) with the completed blue physician form to the front office where medications are stored.

Physical Contact

School is a professional learning environment; therefore, students are expected to interact respectfully, to include honoring each other's personal space. It is expected that students make no physical contact at all times on campus, except under the supervision of an adult for the purposes of a school-related activity. Inappropriate physical touch can result in disciplinary action and/or legal consequences.

District Student Code of Conduct

Abide by the district board approved policies found at <http://www.d11.org/boe/policies/dctoc.htm> or policies found on <http://www.d11.org/sitemaps/students.htm>

ATTENDANCE

Tardies

Be on time to all classes! Tardies are disruptive to the learning environment. Excessive tardiness will incur discipline through the teacher and/or the front office.

Absences

Attend school daily to meet state law requirement of 1056 hours of school per school year.

Call in all absences to the attendance secretary @ 328-5211 within 48 hours of the absence.

Fill out an extended absence form for pre-arranged absences.

Excessive absences (excused or unexcused) may lead to disciplinary and/ or legal proceedings.

RAIDERS REJECT BULLYING

The only way to erase bullying is to expose it.

- Bullying is when a person or group repeatedly harms, harasses, intimidates or excludes another student.
- Spreading rumors, "joking around" and "messaging around" can be perceived as bullying and usually lead to bullying. Make sure no one sees you as a bully.
- What to do if you are getting bullied: Stay in control (do not engage, bully back or fight), tell the person to stop (if you feel safe and confident), tell the first adult you see, tell administration where bullying is occurring, get support from an adult, avoid situations where bullying may occur, report any repeated bullying after the initial report.
- A bystander is anyone who is aware that bullying is happening. A bystander can make the situation better by getting adult help.
- A bystander can be part of the problem by laughing, encouraging, or ignoring the bullying.
- Cyber bullying is bullying through use of cyberspace such as text, email, social network sites. It is recorded forever through a digital footprint.

Avoid cyber bullying by not engaging, retaliating or forwarding negative hateful comments or rumors.

- If someone is cyber bullying you, un-friend, hide or delete the person from your contacts; do not respond. Show your parents and involve the

Police if necessary.

- Rumors are a major catalyst for bullying so make sure that you are not a part of the problem and check your sources of information.
- Russell Middle School does not condone bullying. In order to address any bullying issues we must know about it. If it is addressed and it does not stop, we need to know so we can do something else.

Normal Peer Conflict	Bullying
Equal power of friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Generally not serious	Purposeful
Equal emotional reaction	Serious with threat of physical or emotional harm
Not Seeking power or attention	Strong emotional reaction from victim and little or no emotion reaction from bully
Generally not trying to get something	Seeking power, control, or material things
Remorse- will take responsibility	May attempt to gain material things or power
Accidental	No remorse- may blame the victim

(Source: *Bully Proofing Your School: A Comprehensive Approach for Elementary Schools*, Carla Garrity, et al, June 2000)

170 Student Contact Days-Elementary.
 (Includes 2 parent/teacher conference days)
 173 Student Contact Days-Secondary
 (Includes 2 parent/teacher conference days)
 185 Teacher Contract Days

**COLORADO SPRINGS
 SCHOOL DISTRICT 11
 2018-2019**

**Approved
 1-24-18**

1st Semester 2018

July

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July
 7/4 Independence Day

August

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August
 8/6-8/8 New Teacher Orientation
 8/9 - Building Meeting Day
 8/10 - Teacher Work Day
 8/13-8/14 - Prof. Development Days
 (ES- 1/2 Prof. Dev., 1/2 Work Day)
 8/15 - First Day of School

September

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September
 9/3 Labor Day
 9/4 - Data Collaboration Day-No Students
 9/24 - Prof. Dev. Day-No students
 (ES- 1/2 Prof. Dev., 1/2 Work Day)

October

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October
 10/3 Official Count Day
 10/12 - End of 1st Quarter (40 days)
 10/15 - Teacher Work Day-No students
 10/16 - Beginning of 2nd Quarter
 10/25-10/26-Parent/Guardian/Teacher Conferences

November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November
 11/12 Veteran's Day Observed
 11/19-11/23- Thanksgiving Break-
 District Closed

December

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December
 12/19 - end of 2nd quarter (42 days)
 12/19 - end of 1st semester (82 days)
 12/20 - 1/4 - Winter Break (Students)
 12/20 - 1/2 - Winter Break (Teachers)
 12/25 - Christmas Day

KEY
 13/13
 [] -No Students -(Conferences (2),Data Collaboration Days (2),
 District/Bldg. (1), Teacher Work (5), Prof Development (4) (may
 include in-service, data analysis, team planning, data entry, etc.)
 □ = Schools Closed
 [- Beginning of Quarter,] = End of Quarter

2nd Semester 2019

January

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January
 1/1 New Year's Day
 1/3 - Prof. Dev. Day-No students
 (ES- 1/2 Prof. Dev., 1/2 Work Day)
 1/4 - Teacher Work Day-no students
 1/7 - Students Return
 1/7 - 3rd Qtr/2nd Semester begins
 1/21 Martin Luther King Day-
 District Closed

February

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February
 2/18 Presidents' Day-District closed

March

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March
 3/8 - End of 3rd quarter (43 days)
 3/11 - Teacher Work Day-no students
 3/12 - Beginning of 4th quarter
 3/25 - 3/29 Spring Break

April

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April
 4/29 - Data Collaboration Day -
 no students
 4/29 - Kindergarten Registration Day

May

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May
 5/21 - End of 4th Q ES (45 days)
 5/21 - Last Day ES (88 days)
 If additional days are not required
 5/22 - Teacher Work Day - ES
 5/24 - End of 4th Q MS/HS (48 days)
 5/24 - Last Day MS/HS (91 days)
 If additional days are not required
 5/27 Memorial Day
 5/28 - Teacher Work Day MS/HS

June

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June
 High School Graduation Dates
 5/21 Coronado HS 9am, Mitchell HS 3pm - World Arena
 5/22 Palmer HS 9am, Doherty HS 3pm - World Arena
 Alternative High Schools - Roy J. Wasson Campus:
 5/1 Achieve - Testa
 5/1 Early College HS , Bijou
 6/1 Adult Education
 All school schedules may be adjusted for final exams, state required
 testing and graduation.

