

Russell Middle School Additional Parent Information Sheet

Main line 719-328-5200
Attendance 719-328-5211

- If you need to **contact your child** during the school day and need a response please contact the school at the above numbers. **Please remember that students are Not allowed to text or make/ receive calls on their cell phones during the school day.** This is a disruption to the learning environment.
- You are always welcome to visit Russell. If you would like to **visit your student** during the school day please contact the teachers and administration the day before. If you would like to visit during lunch please check in at the front office for your visitor's pass.
- If you have a **question or concern** that you would like to address with your child's teacher please contact that teacher directly. Email is the best form of communication for teachers due to their teaching schedule. Each grade has a grade level specific counselor that you may contact. There are two Assistant Principals that are available for building concerns. Please call the main # 328-5200.
- **Powerschool and Schoology** - Both parents and students have access to Powerschool and Schoology to check on grades, attendance, behavior, assignments and more by either internet or phone access. This is your way of checking on and requesting homework for your student.
- **Planners** are the best tool for your child to stay on top of their academics. Your child should use it daily to record the homework for the day and any assignment due dates. Planners can also be used for school- to – home communication.
- You can access our **morning announcements** daily on the Russell website.
www.d11.org/Russell
- School District #11 Board approved **Student Code of Conduct** can be found on the District web site at
<https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf>
- All **medicines** including prescription and over the counter medication must be kept in the front office and be accompanied with a doctor's notice of usage.
- If your child is **absent**, you must call 328-5211 within 24 hours to excuse the absence. If you are planning on your child being absent for more than 3 days please contact the attendance clerk for a pre-arranged absence form. For additional information on Board approved Attendance Policies please see
<https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf>
- **Additional Information:**
 - *District Discipline Policy:
<https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf>
 - *Electronic user agreement: Digital signature will appear when student log onto the school's network

*Personal Devices Policy:

<https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf>

- **Student Fees:** Student fees can be paid with cash or checks (made out to Russell Middle School), or paid online with debit/credit card at Myschoolbucks.com

Item/Class/Event	COST	Item/Class/Event	COST
Lost Planner	\$5.00	Orchestra	\$20.00
Lost ID	\$5.00	Band/Orch. Rental fee	\$20.00
Yearbook	\$40	PE Uniform/Dance Uniform – Optional	\$15.00
Band	\$20.00		
Choir	\$15.00		