



Charles M. Russell Middle School
of the Performing Arts

3825 Montebello Drive W
Colorado Springs, CO 80918

Main Office 328-5200
Attendance 328-5211
Counseling Office 328-5215
www.d11.org/russell

Office Hours: 8:00am-4:00pm Monday thru Friday
Charles M. Russell Middle School
of the Performing Arts
Class Day 8:35am- 3:44pm

Colorado Springs School District 11 is committed to a policy of nondiscrimination on the basis of disability, need for special education services (whether actual or perceived), race, creed, color, sex, marital status, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, genetic information or protected activity. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, District 11 administrator/supervisor or District 11 nondiscrimination compliance/grievance coordinator. For additional information, please contact the District 11 Equal Opportunity Programs Office 1115 North El Paso Street, Colorado Springs, CO 80903 E-MAIL: rappkr@d11.org PHONE: (719) 520-2271 FAX: (719) 520-2442

El Distrito Escolar 11 de Colorado Springs está comprometido con una política de no discriminación por discapacidad, necesidad de servicios de educación especial (ya sea real o percibida), raza, credo, color, sexo, estado civil, orientación sexual, condición transgénero, identidad de género, expresión de género, origen nacional, religión, ascendencia, edad, información genética o actividad protegida. Cualquier acoso/discriminación de estudiantes y/o personal, basado en las áreas protegidas antes mencionadas, no será tolerado y debe informarse inmediatamente al director de la escuela, al administrador/ supervisor del Distrito 11 o al coordinador de quejas/cumplimiento de no discriminación del Distrito 11. Para obtener información adicional, póngase en contacto con la Oficina de Igualdad de Oportunidades del Distrito Escolar 11 1115 North El Paso Street, Colorado Springs, CO 80903 CORREO ELECTRÓNICO: rappkr@d11.org TELÉFONO: (719) 520-2271 FAX: (719) 520-2442

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 of the street. 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 8:15 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 small backpacks will be allowed in classrooms. Any drink container in the hallways, lockers, and classrooms must be closed or have a leak-proof lid

Counseling Mission Statement

The mission of the Russell Middle School Counseling Department is to enhance students' educational performance and interpersonal skills by providing all students equitable access to a comprehensive and developmentally appropriate counseling program that focuses on academic achievement, social and emotional, and career development.

Counseling Services

Counseling services offered include: Organization skills, 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 low conversational voice level. Do not loiter or gather in large groups or impede the flow of traffic. Do not horse play, have physical contact, or engage in 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, home sporting events, extra-curricular activities, 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 and will be held accountable for any issues that arise. 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 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 bags that fit in their lockers while traveling from class to class. Before and after school, students may carry larger backpacks in the hallways. Still, these bags must fit and be stored in lockers during the school day.

Lunch

Keep voice at a low conversational level

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 low voice level

Free and Reduced Priced Meal and the Meal Payment System

School Meals for SY2022-23

The federal waivers that allowed all students to eat free for the last 2 years have expired.

District 11 Food and Nutrition Service, along with other districts across the nation, will be returning to the National School Lunch Program (NSLP) next school year. This is the same lunch model that was used prior to the pandemic.

- Students will use their student ID to receive meals. This will decrease the time the students spend in the lines at meal service.
- Households will need to apply for free or reduced (FRL) meals next school year in order for students to receive their meals at no charge. **Please put money on their student's lunch account electronically.

**Students with an FRL eligibility status this school year will temporarily carry-over for the first 30-days of school, ultimately giving more time and flexibility to households to reapply during the 2022-23 school year. Households who do not have FRL eligibility and would like this should apply for free or reduced meals .

Free and Reduce Meal Application link: <https://www.myschoolapps.com>

or scan the QR Code:



Households that do not qualify for free or reduced meals will need to log into MySchoolBucks and set up a "cafeteria" account for their student to put money into their lunch account at: <https://www.myschoolbucks.com>.

PowerSchool and Schoology

PowerSchool and Schoology are WEB based applications that provide parents with direct access to their student's data. Some of the available information includes: Grades, Assignments, Schedules, and Attendance.

PowerSchool and Schoology separate access codes. These are distributed at Fall Check-in or when your student is enrolled. If you need your code, it can be obtained by contacting Russell Middle School. This information can only be obtained in person and with photo identification. If you need assistance with this application, you may contact Mr. Orsborn at (719)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, LGBTQ club, National Junior Honor Society, WEB, before and After School Tutoring. This list is subject to change. Before and after school activities have eligibility requirements.

School Athletics

Russell offers sports all year long. Fall sports include football through Parks-and-Rec, 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 Colorado Springs School District 11 Physical and Participation Form requires a physician signature indicating that the student has passed a physical within the year and a parent signature indicating insurance coverage, photo release, and a statement of eligibility and assumed risks. Yellow forms are good for one calendar year.
- If your student qualifies to be on the team they will need to turn in 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

- Weapons (guns, knives etc.) are not allowed on campus. Laser pointers, projectiles and fireworks are classified as standard weapons in our district and prohibited.
- Illegal drugs, controlled substances, paraphernalia (for example pipes and vape pens), alcohol, and tobacco are not allowed on campus.
- 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.

Student Accountability System

If students do not meet minimum academic requirements or follow behavioral expectations, they will not be eligible to attend or participate in any school-sponsored activities and events; this includes field trips and 8th grade Continuation. In order to participate school-sponsored activities and events, students may not have more than one F or any serious disciplinary infractions.

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

<https://www.d11.org/cms/lib/CO02201641/Centricity/domain/69/SectionJ/JICDA.pdf>

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 (719)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
- If a student is absent more than 10 days in a school year, a doctor's note will be required for subsequent days to be excused. If a student is absent more than 4 days in a month, a doctor's note is also required for days to be excused. **THIS IS COLORADO STATE LAW.**

Title 22, Colorado Revised Statutes: Education Article 33: School Attendance Law of 1963 Section 104

(1) (a) Except as otherwise provided in subsection

(2) of this section, every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided by this section, shall attend public school for at least the following number of hours during each school year:

(I) One thousand fifty-six hours if a secondary school pupil;

(II) Nine hundred sixty-eight hours if an elementary school pupil in a grade other than kindergarten;

(III) Nine hundred hours if a full-day kindergarten pupil; or

(IV) Four hundred fifty hours if a half-day kindergarten pupil.

(b) Notwithstanding the provisions of paragraph (a) of this subsection (1), a school or schools shall not be in session for fewer than one hundred sixty days without the specific prior approval of the commissioner of education.

(c) A student who participates in an on-line program pursuant to the provisions of article 30.7 of this title shall be deemed to attend school in accordance with the requirements of this subsection (1).

(d) Nothing in this section shall be interpreted to require a child who begins attending preschool or kindergarten at five or six years of age to advance to first grade in the following school year. A parent of a child who began attending preschool or kindergarten at five or six years of age may notify the child's school of the parent's wish that the child not advance to first grade in the following school year, and a school that receives such notice shall not advance the child to first grade in the following school year.

See more at: http://www.cde.state.co.us/choice/homeschool_attendancelaw#sthash.FpV0sgyN.dpuf

DRESS CODE

Thank you, parents and students, for your help maintaining our dress code guidelines consistently at Russell Middle School. Our goal in enforcing a coherent dress code is to sustain a positive, orderly, and safe learning environment focused on academic achievement with minimal distractions. Our guidelines mirror those established by Colorado Springs School District #11 Board of Education:

- Students should wear tops that are acceptable. Off shoulder shirts should have tanks underneath. Tanks should have three finger shoulder width straps without chests or undergarments showing.
- Midriff, undergarments, and chests should not be showing or visible at any time.
- Shorts and dresses need to be longer than fingertips. If the attire is too short, students will be asked to change. Leggings underneath are preferable. Basketball shorts are appropriate.
- When wearing leggings as pants, please ensure that they are not see-through.
- Students should wear shirts that do not reveal undergarments
- Sports jerseys that hang far below the armpit must have a tank or shirt underneath. (no undergarments should be showing)
- All hoodies need to have hoods off/down in the building at all times.
- Sagging pants are not allowed. This is a District 11 policy.
- All shoes must have a sole.
- Slogans must be positive, not offensive to others, and appropriate for the school environment
- Ripped pants: any holes above mid-thigh need to have legging or shorts underneath.
- No underwear as outerwear (undershirt tanks, boxers etc.)
- No pajamas (pants, tops gowns etc.)
- Russell is a hats, sunglasses, and costume (cat ears, tails, drawing on skin, dress-up) free zone

Students who do not comply with the dress code will be asked to change into appropriate clothing. Our goal is to maintain a safe, orderly, and positive environment focused on learning for students who attend school at Russell Middle School every day. Parents, we appreciate your help in assisting your student with appropriate school wear and thank you in advance for the positive outcome.

Please feel free to access the District 11 Board of Education established and approved policy JICA for Student Dress, Accessories, and Grooming at <https://www.d11.org/cms/lib/CO02201641/Centricity/domain/69/SectionJ/JICA.pdf>

ELECTRONICS

Personal Electronic Media Devices (cell phone, headphones and other electronic devices) should not be seen, heard, or used during the school day from the moment students enter the building to the last bell.

Cell phones need to be placed and kept in the student's locker or at home during the school day. They should not be in a student's backpack or on their person. Use of a device such as calling, texting, social networking, gaming, listening to music, in the building and during class is strictly prohibited.

Disobeying the school's Electronic Device Policies. Including personal device and school assigned devices, will result in discipline. Administration reserves the right to r evoke the privilege of using or having an electronic device on school grounds if this policy is not followed consistently.

Russell Middle School is not responsible for lost or stolen items.