

ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road

Fairfield, CT 06824-5010

Phone (203) 255-8345 - Fax (203) 255-8214



Megan Tiley, Principal
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students
Karin Shaughnessy, Assistant Principal

Guidelines on “Who to Contact”

Teacher emails are available on the RLMS webpage. Please note that all school emails are: First Initial, Last Name@fairfieldschools.org. For example, mtiley@fairfieldschools.org

- 1. Contact the *Classroom Teacher* with questions about:**
 - a. What is happening in the classroom.
 - b. Homework, student progress, specific grading questions. Remember...much of this will be available on Infinite Campus.
 - c. Any concern that a parent has regarding an aspect of the students’ classroom experiences should always be directed **initially** to the classroom teacher.
- 2. Contact the *Crew Liaison* with questions about:**
 - a. Crew policies – interdisciplinary activities.
 - b. Field Trips
 - c. Scheduling crew conferences
- 3. Contact the *School Counselor* with questions about:**
 - a. Scheduling
 - b. Academic placement
 - c. Adjustment problems
 - d. Peer relationships
 - e. Overall academic performance
- 4. Contact the *Curriculum Leaders* with questions about:**
 - a. Curriculum content and requirements
 - b. Textbooks and materials
- 5. Contact the *Dean* with questions about:**
 - a. Student discipline
 - b. Bus issues
 - c. General school safety concerns

6. Contact the Principal or Assistant Principals with questions about:

- a. Special Education testing, placement and instruction
- b. School activities
- c. Overall curriculum
- d. Facilities
- e. School-wide communications
- f. Any items not listed elsewhere