

# ***ROGER LUDLOWE MIDDLE SCHOOL***

689 Unquowa Road

Fairfield, CT 06824-5010

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



**FAIRFIELD  
PUBLIC SCHOOLS**

Megan Tiley, Principal  
Steve DeAngelo, Assistant Principal

Karin Shaughnessy, Assistant Principal  
Jason Purzycki, Dean of Students

## 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](mailto:Name@fairfieldschools.org). For example, [mtiley@fairfieldschools.org](mailto: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