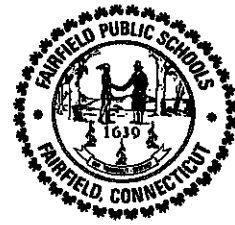


ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road

Fairfield, CT 06824-5010

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



Megan Tiley, Principal
Ian Banner, Assistant Principal

Karin Shaughnessy, Assistant Principal
Steve DeAngelo, Dean of Students

August 22, 2016

Dear Parents and Students:

Welcome back to Roger Ludlowe Middle School to our returning families and a special "Welcome" to families who will be entering Roger Ludlowe for the first time in September from our feeder elementary schools.

All students please note: *Your homeroom assignment can be found on Infinite Campus at www.fairfieldschools.org. Information will be posted by the end of the day on Wednesday, August 24th, 2016. Please note that the appearance of student schedules have changed format. Your child will receive an explanation of his or her day to day schedule on the first day of school.*

As the end of summer draws near, we have been extremely busy preparing our school for another wonderful year. Our building looks fantastic and as we put the final touches on our facility in preparation for the first day of school we would like to recognize and thank Mr. Bernie Loreda, our Head Custodian, and his crew for the outstanding job they do during the summer. We are fortunate to have such a hard working and dedicated custodial staff that is committed to providing our students and staff with such a clean and pleasant place to learn and teach.

Last year we completed another successful year at Roger Ludlowe, and we look forward to building on those successes this year. Our year was success due to the commitment and collaborative effort of our faculty, parents, and most importantly, our students.

At this time we would like to introduce you to our new and very talented staff members who have been hired at Roger Ludlowe through a rigorous and highly competitive interviewing and screening process, as well as those staff members returning to new positions for the upcoming year. Please join me in making them feel welcome:

Christopher McAleese	Technology Education/Computer
Michael Friedrichs	Art
Kathy Reddy	Art
Sara Goepfrich	Social Studies
Meg Capodanno	7 th Grade Special Education
Pat Zingoni	6 th Grade Special Education
Amy Yasback	Ed Trainer
Officer Edward Kovac	School Resource Officer (SRO)

Parents will have many opportunities to get involved and play an important role in continuing to develop our building and its traditions. Most importantly you can demonstrate how important your child's education is by joining the Roger Ludlowe Middle School PTSA (form will be sent electronically) and by attending and supporting special activities throughout the year.



Upcoming activities that we would like to see all parents participate in:

- ◆ **Grade Six, Seven & Eight & UA Open House: Thursday, September 22, 2016 from 7:00 – 9:00 p.m.**
- ◆ **RLMS Family Picnic – Thursday, September 15, 2016 from 5:00 – 7:00 p.m. – RLMS Bus Loop/Cafeteria (Rain – RLMS Gymnasium)**

- ◆ **New Student Orientation – Friday, August 26th from 11:00am-12:30pm**

We would like to invite our sixth, seventh and eighth grade students who are new to the Fairfield Public Schools to a special student orientation on Friday, August 26, 2016, from 11:00 to 12:30 p.m. **New students who have registered during the summer to attend Roger Ludlowe Middle School should contact our Counseling Office at 255-8343 on Tuesday, August 23rd or Wednesday, August 25th between 9:00 a.m. – 2:00 p.m. to confirm participation in this orientation.**

1. **Orientation Day, Grade 6 Students – Wednesday, August 31, 2016 from 9:00 –11:00 a.m.**

Our Grade 6 Orientation Day is designed to provide one final opportunity for incoming grade six students to become familiar with Roger Ludlowe Middle School. On this day, sixth grade students will enter the building through the front entrance where they will be greeted and directed to their homerooms. During the two hour orientation, the students will meet their classmates, meet their teachers, get their schedules, secure their new lockers and combinations, tour the building and meet with members of the administrative/counseling team. It is truly an important day that is filled with information and excitement! ***Please remember that your homeroom assignment can be found on Infinite Campus at www.fairfieldschools.org.***

Please be aware that there will be no bus service and no lunch served on this orientation day, Wednesday, August 31, 2016.

Since school buses **do not** run on this orientation day, please plan to provide transportation for your child – car pooling when possible. Students should be dropped off at the school's main entrance (facing Unquowa Road) and they will proceed into the main entrance doors where they will be directed to the proper location. *Please do not drop off children in the middle of the parking lot.* Please pick up your child at 11:00 a.m. in the same location.

All Roger Ludlowe Middle School incoming Grade 6 students are expected to attend this orientation session so they may become acquainted with their new building and their fellow crew students and teachers before the first official day on Thursday, September 1, 2016.

**** On Orientation Day students should bring a sharpened pencil, a pen and a notebook unless directed otherwise by the information provided in their respective crew letter.**

2. **Opening Day of School—Thursday, September 1, 2016:**

ALL STUDENTS will report to school on Thursday, September 1st for a full day of school: 8:00 a.m.-2:50 p.m. Full bus transportation will be provided. **All students will report directly to their homerooms.**

3. **Transportation:**

Buses

Bus eligibility begins one mile from school property. Students living beyond a mile will be permitted to take a school bus. Please see Mrs. Eckert in the main office with questions regarding bus assignments.

NOTE: BUS TRANSPORTATION BEGINS ON THURSDAY, SEPTEMBER 1, 2016.

The bus routes and times for pick-up for Ludlowe will be posted on the Fairfield Public Schools Website the week of August 22, 2016. If you have any questions regarding transportation, please contact the transportation office at 255-8385.



Late Bus: Beginning Monday, September 19, 2016:

A special "late bus" runs at 4:00 p.m. *Mondays and Thursdays* for students who stay after school for extra help or after school activities. **The late bus does not run on Tuesdays, Wednesdays or Fridays.** To ride the late bus students must be regular bus riders and must sign up for the late bus at the end of their activities outside at the late bus area in the front of our building. There are three late buses. Students should take the late bus that has a stop nearest their regular bus stop. Students must ask to be let off at the stop nearest their home. The late bus route schedule will be sent electronically and will also be posted in the office. Parents: *Please review the late bus route with your child to identify the stop that is closest to your home.*

Roger Ludlowe Middle School Parent/Student Drop-off / Pick-up

Parents: Please use the student pick-up/drop-off area in the *REAR* of our building from 7:50 a.m. until 8:10 a.m. beginning Thursday, September 1, 2016. Students may not be dropped off at the front of the school unless they are late, after 8:10 a.m., to school. **PLEASE PULL YOUR CAR FORWARD AS TRAFFIC MOVES FORWARD.** *Please refer to the traffic pattern flyer and directions that will be sent in a follow up email. Please follow these procedures to keep our children safe.*

4. Student Class Schedule:

Homeroom teachers will give students their class schedules and review them with the students. Students who believe their schedule is not correct should make an appointment with their counselor that day.

5. Student Handbook/Assignment Book:

Students will receive a new Roger Ludlowe Student Handbook/Assignment Book provided by the PSTA. This booklet contains a great deal of important information about our school, expectations, and opportunities available to students. Students should read it carefully *alone as well as with their parents*. In addition to the handbook/assignment book, this daily planner was developed to assist students in improving study skills, organization, and character development. *Please use this valuable tool on a regular basis.*

6. Problem Solvers:

We have many friendly and helpful staff members at Roger Ludlowe Middle School. Students with questions may ask their homeroom teacher or another crew teacher. If the homeroom teacher cannot help directly, students will be referred to someone who can give assistance. Some of our other helpers include:

- Our school counselors can help with personal problems that are affecting your schoolwork. The grade six counselor is Ms. Kate Harder, the grade seven counselor is Mrs. Kelly Cummings and the grade eight counselor is Mrs. Karyn McNeil. Mrs. Kelly Renna will be working with all three grade levels.
- Our Dean, Mr. Steve DeAngelo, will help with many situations especially with any problem or situation on the school bus, in our cafeteria, or with the student activities programs.
- Our Administrators, Ms. Tiley, Dr. Banner and Mrs. Shaughnessy can also be of assistance for any questions or concerns.
- Our Secretarial and Custodial staffs are working every day to keep our very busy building well organized and a place students and families can feel good about. They are always ready to assist as well.

7. Supplies:

Required school supplies are supplied by the school. Personal school supplies may vary by grade level and crew, therefore, please refrain from major purchases until after carefully reviewing your child's crew newsletter, which is posted on the RLMS website. If the crew letter is not specific regarding personal supplies that are required on the first day, then students should arrive at school with a notebook and a sharpened pencil and a pen.



8. **Summer Reading List:**

REMINDER: The Middle School Language Arts Comprehensive Literacy Program Model promotes a rich community of readers by offering a broad selection and varied reading levels. Our Summer Reading Program provides you with the names of some popular authors as well as links to Nutmeg and Newberry and other award lists so that you may choose from a wide selection of quality literature.

You are expected to read **at least** two books. We hope that you will read many more. In September, you will complete a Language Arts assignment based on the two books you chose.

Additional information can be found on the RLMS webpage.

<http://fairfieldschools.org/schools/rlms/>

9. **Sixth, Seventh, and Eighth Grade Math Packets (OPTIONAL):**

Students entering sixth, seventh and eighth grades were reminded that an optional but highly recommended math summer study packet is available on the RLMS webpage and the Fairfield Public Schools Website. <http://fairfieldschools.org/curriculum-instruction/subjects/math/>

Please be advised the school will not be collecting these optional summer math packets. Parents are encouraged to have their child complete their optional respected grade level packet and then use the answer key also provided on the website to check the answers.



10. **School Telephones:**

Main Office: 255-8345(option 5); Deans: 255-8346; Psychologist and School Counselors: 255-8343; School Nurse: 255-8404. (These numbers are also listed in the new handbook/assignment book. Parents are encouraged to call whenever they feel we can be of assistance. Teachers and crews are available for consultation. Office personnel will forward messages to teachers or if you prefer, will have the teacher phone you after school.

*We do request parents refrain from making personal calls or texting their children during the school day. **Except for an emergency, we cannot deliver personal messages to students in classrooms. This includes notifying students when personal items have been dropped off in the main office (see the "Important Procedures Reminders" email notice.)***

11. **Absence Call-In Phone:**

In order for parents to be sure their children have arrived safely at school each day, the Fairfield Public Schools has an absence call-in program. At Roger Ludlowe Middle School we ask that the parent calls our special number 255-8403 any day their child will not be attending school or if the child will be arriving late to school. Our call-in tape receives calls from 9:00 p.m. through 9:00 a.m. the next day. If we do not hear from the parent, the student will be marked absent and the attendance secretary or the dean will contact the parent.

12. **After-School Activities including BASKETBALL and CHEERLEADING REQUIREMENTS:**

All students wishing to participate in any after-school activity (intramurals or clubs) throughout the year must have a parent complete and sign **Intramural Permission Form, Student and Parent Concussion Informed Consent Form and Sudden Cardiac Arrest Form.** The completed forms should be returned to your child's homeroom teacher. Students interested in trying out for the basketball or cheerleading teams must carefully review and adhere to all of the requirements and deadlines. All forms are available on the RLMS webpage.

PLEASE NOTE: Mandatory meeting information will be announced prior to students trying out for varsity basketball and varsity cheerleading.

13. **Cafeteria/Student Dining Room**

Hot lunch – The traditional lunch is \$ 2.85, the deluxe lunch is \$ 3.85 and milk costs \$.55. In addition to the regular hot lunch meal, our cafeteria offers a variety of hot and cold sandwiches, soup, salads and desserts. All students can choose and pay for their lunch on a daily basis. Full lunch service begins on Thursday, September 1, 2016. If you would like information on how to sign up for a pre-paid lunch account for your child please go to www.mypaymentsplus.com and register for a free account.

Families wishing to apply for meal assistance participation in this program must submit a completed form **one per family**. The forms should be forwarded to the main office. Families who have previously participated in the meal assistance program must submit the new 2016-2017 application one form per family in order to be considered for participation for this academic year. Families may request an application from the school counseling office.

14. Medical Reminders:

- PARENTS: Please notify the school nurse immediately if your child develops **chicken pox or strep throat** any time during the school year.
- All students **ENTERING GRADE SEVEN MUST** have had a physical exam on or after the following date, 8/15/14, to begin classes at RLMS as a seventh grader. If we do not have a record of it on file, we will attempt to contact the parent before school starts. Please check with your doctor to be sure all immunizations are complete and up to date as immunization requirements have changed for students entering seventh grade.

SPECIAL NOTE: CONNECTICUT STATE STATUTE MANDATES THAT CHILDREN WITHOUT THIS INFORMATION ON FILE WILL NOT BE ALLOWED TO START THEIR CLASSES.

You will be e-mailed a copy of the Emergency Form that needs to be completed and returned to the student's homeroom teacher on Thursday, September 1, 2016. Please send in any updated information for this form as the need arises throughout the year.

The Town of Fairfield Dental Program is available to students that apply and qualify, and provides no cost dental screenings, teeth cleanings and limited dental treatment. Applications may be downloaded and returned to the school nurse at the start of the school year.

15. Communication and Involvement:

Everyone at Roger Ludlowe strives to deliver an excellent educational program for each student. We will make every effort to communicate with parents about our program and their student's progress through conferences, report cards, progress reports, phone calls, Open Houses and the weekly PTSA Blast. If parents ever need information or have a question, please do not hesitate to contact us.

16. Parent Conferences: (IMPORTANT INFORMATION)

The middle school schedule is designed to accommodate parent conferences during each week throughout the year. If you would like to schedule a conference with a specific teacher please contact the teacher via phone at 255-8345 or by e-mail. If you would like to meet with your child's crew teachers' please either contact your child's respective school counselor at 255-8343 or crew liaison to schedule this conference.

District Parent Conferences can be scheduled for:

Thursday, October 20th from 1:15 – 3:15 p.m.

Wednesday, October 26th from 1:15 – 3:15 p.m.

Thursday, October 27th from 6:00 – 8:00 p.m.

NOTE: Crew liaisons or teachers of students who may be experiencing academic difficulty early in the year will contact these students' parents/guardians and invite them to one of the above conferences. If you are not invited to one of these district conferences, please refer to item #17 underlined above regarding Parent Conferences.

17. Digital Recording/Photograph/Social Media:

Because we live in a digital age, we will be photographing our students throughout the year for educational purposes, for orientation slides, posters, or student memorabilia. If parents **do not** want their child photographed, please write to Mrs. Susan Eckert in the main office before school begins.

18. PTSA:

Everyone's involvement in PTSA is most important. Whether as an officer, committee chairperson, or "helper," membership and participation in PTSA extends and enriches all our children's school experiences. We strongly urge all our parents to read the information that you will receive via email and to respond to the PTSA membership drive. Let's strive for 100% membership this year! Membership tables will be set up at our Open House evenings for your convenience. Our major fund-raiser is the PTSA sponsored Walk-a-thon, which will occur in the early fall. For more information or to sign up for the weekly PTSA Blast, go to www.rlmspta.com.

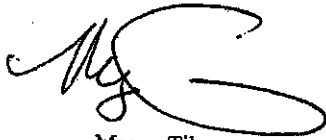
19. **EXTRA HELP:**

Each RLMS staff member is available every Monday and Thursday from 2:50 – 3:10 in their respective classroom to provide extra help. No student sign-up is required since this is on a drop in basis. If your child requires additional extra help beyond these times, please have your child speak with their teacher to make an appointment for the additional help required. Please feel free to also communicate with your child's teacher to schedule extra help sessions if your child needs additional support beyond the Monday and Thursday extra help sessions information provided above.

We hope this information helps parents and students prepare for the 2016-2017 school year. At Roger Ludlowe Middle School we have the staff and materials to provide a quality and challenging education for each student. Our expectations for each student's effort, achievement, and behavior will be high, and we expect each student to set the model for future students at Roger Ludlowe Middle School. With home and school working together, every student can be very successful at Roger Ludlowe. We encourage both parents and students to get involved in school activities. Do not hesitate to call us with questions, suggestions, or concerns.

All of our students are expected on Thursday, September 1st at 8:00 a.m., our first official day for the 2016-2017 school year. We will see you then! Best wishes for an exciting and productive school year and enjoy the remaining days of your well-deserved summer vacation.

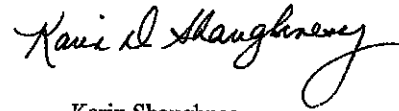
Sincerely,



Megan Tiley
Principal



Ian Banner
Assistant Principal



Karin Shaughnessy
Assistant Principal

REMINDERS OF IMPORTANT RLMS DATES

New 6th, 7th, & 8th Grade Students to Fairfield Public Schools – Orientation

SAVE THE DATE: Friday, August 26, 2016
11:00 to 12:30

Please Join Us!

RSVP necessary

(Please call on 255-8343 on Tuesday, August 24 or Wednesday, August 25, 2016, between 9:00 – 2:00, to confirm your attendance. Thank you.)

Open House Night

Thursday, September 22, 2016, 7:00 – 9:00 p.m.

Grade Six, Seven, Eight and Unified Arts

RLMS Family Picnic

Thursday, September 15, 2016, from 5:00 p.m. – 7:00 p.m.
in the RLMS Bus Loop/Cafeteria

Parents should plan on bringing a dinner/picnic for their family.

Entertainment will be provided by PTSA

Food will be available for purchase.

RAIN OR SHINE

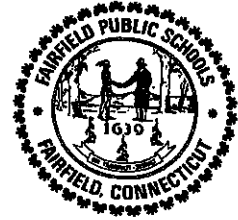
In the event of inclement weather this event will be relocated to our RLMS cafeteria.

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



Megan Tiley, Principal
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students
Karin Shaughnessy, Assistant Principal

August 22, 2016

Dear RLMS Parents and Guardians,

I am writing to you to enlist your support regarding school safety and security. Please read this entire memo as it outlines some procedural updates for your information. In order to keep Roger Ludlowe Middle School as safe and secure as possible, we need everyone's help and that includes you. Thank you in advance for your help and attention to this important matter.

1. One of the most important things we can do to insure a secure building is to limit access to the school to only those people who should be here, primarily students and staff members and those who have an appointment at the school. As you know, we have instituted a buzzer system that requires everyone to ring the bell in order to come into the school. We have averaged about 100 "buzzer interruptions" on a daily basis. This means that the front office secretary must stop what she is doing, answer the bell, inquire into the matter and then provide instructions to the person out front. Most times, it is an adult who has brought an item to school that their child has forgotten at home such as homework, notes, lunches, musical instruments, etc. Consider not coming to school with the forgotten item. This is the best option as one of the primary lessons of middle school is personal responsibility. We work hard trying to teach this every day to our young students. It will not be the end of the world if a student does not have a book, homework, gym clothes or instrument on a particular day because they have forgotten it. Yes, they will need to address this with their teacher, but that is part of the personal responsibility that they need to assume. It will be a valuable lesson for them if you do not bring the item to school and they need to deal with this on their own. I can assure you that they are capable of this and that their teachers will handle it appropriately.

Items that must be delivered to RLMS will be left on a covered cart outside of the main entrance doorway. Parents/guardians will be asked to leave the item with the student name and grade noted on the item. The cart is within eyesight of the main office and items will be collected throughout the day. It will be the student's responsibility to retrieve the item from the Main Office.

2. It is imperative that the students be present every day for the full day, unless they are sick. I am asking you once again to **make every effort to schedule appointments outside of the school day or during vacation periods.** If it is impossible to schedule around the school day, please be sure your child has a note that they will be dismissed early stating the reason and

time for leaving. This note should be turned into the attendance secretary before school starts so we are aware when the student is leaving and can keep a record of it.

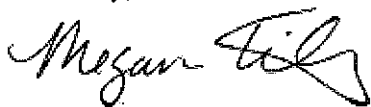
3. School visitors will only be allowed into the school if they have an appointment with a staff member or other legitimate reason for entering the school. This includes parents and community members as well as former students. Appointments will be confirmed with the staff member in question. All other activities for which someone is entering the school must be approved by school personnel.

4. Please do not let anyone else in behind you if you have been buzzed into the school. We keep a log of every visitor and do not want multiple people entering at once. Each visitor needs to request access individually by ringing the bell.

We continue to work with the Fairfield Police Department to update our procedures and to insure a safe and secure learning environment. Limiting access to the school is an unfortunate reality given the times within which we are living. Please know that the RLMS staff and students appreciate your attention to the procedures contained in this memo. If you have any questions or concerns about this information, please feel free to email or call me at school so these may be addressed.

Thank you again for your support in this important matter.

Sincerely,

A handwritten signature in cursive script that reads "Megan Tiley".

Megan Tiley
Principal

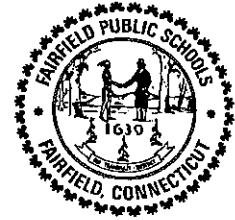
NOTE: Emergency Messages are sent through Infinite Campus. If you do not receive these, then you need to insure that your contact information is updated. Thank you.

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



Megan Tiley, Principal
Ian Banner, Assistant Principal

Karin Shaughnessy, Assistant Principal
Steve Deangelo, Dean of Students

August 22, 2016

IMPORTANT

Please read these Roger Ludlowe Middle School student drop-off and pick-up procedures.

Dear Parent(s):

Welcome back to another exciting school year at Roger Ludlowe Middle School. In order to provide the most efficient and safe drop-off and pick-up procedures for our students and their parents, we have included the following procedures and directional map for your information and utilization. We would appreciate it if everyone responsible for dropping off and picking up your child is familiar with the procedures and abides by them in order to alleviate traffic congestion issues and more importantly help us keep our children safe.

1. All parents dropping off their child between 7:50 a.m. and 8:10 a.m. must enter the rear driveway of RLMS (see attached map) on Unquowa Road and proceed on the one-way road to the gymnasium entrance. Please be sure to instruct your child to exit your vehicle on the side closest to the building so they do not have to navigate traffic in the drop-off area. **Please do not drop off students anywhere else on our school campus for obvious safety reasons.** PLEASE PULL AS FAR FORWARD AS POSSIBLE. After dropping off your child continue around the rear of school and exit onto Mill Plain Road.
For your child's safety, parents should not drop off children in the bus loop or any other location, including the front lots of Fairfield Ludlowe High School and Roger Ludlowe Middle School.
2. Students who walk to school in the morning can enter the building at either the bus loop entrance or the gymnasium entrance in the rear of the school. It is up to the individual student walkers to choose the location that is most convenient to them.
3. (Pick-Up Only) If you are waiting to pick up your child please park single file along the rear of the building and meet your child at the rear gymnasium entrance so that you can escort your child safely to your vehicle. **Please do not double park.** PLEASE PULL AS FAR FORWARD AS POSSIBLE. We must keep traffic on Unquowa Road clear. Please pull up the hill (there is a yellow pole as a marker). Continue to pull forward as traffic moves. Once you pick up your child you may pull out carefully into the access road to exit the parking lot following the traffic pattern to Mill Plain

Road. As vehicles leave their parking spots those vehicles waiting can replace those that vacated their spots.

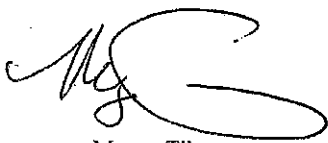
4. Permission due to special medical circumstances will be given to students requiring to be dropped off in front of the school between 7:50 and 8:10 a.m. and picked up between 2:30 and 3:00. Please speak with an administrator to discuss any special circumstances prior to deviating from these drop-off / pick-up procedures.
5. Student drop-offs and pick-ups for emergency purposes or doctor appointments between the hours of 8:10 a.m. and 2:50 p.m. will only be in the front of the building. **Reminder: Parents must park their vehicle and meet their child in the main office to sign their child out.** Students are not permitted to leave the building until they are signed out in the main office and escorted by a parent. Parent must show identification to the main office staff prior to the school personnel releasing any child.
6. If you are helping drop off or pick up your child's project and it requires parent assistance please feel free to park your vehicle in the front parking lot and take as much time as you need to complete your task after first signing in at the office. **Please do not park along the curb in the no parking zone.**
7. Parents who have meetings with school personnel may park in front of the school, sign in at the main office and complete their school business.

Please give yourself enough time so that you are not in a rush and feel tempted to disregard these rules.

Please be advised parents not following these procedures will be directed to the proper locations for drop-offs and pick-ups.

Thank you in advance for your co-operation in following these procedures.

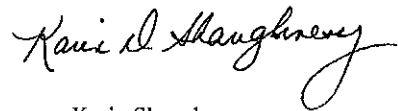
Sincerely,



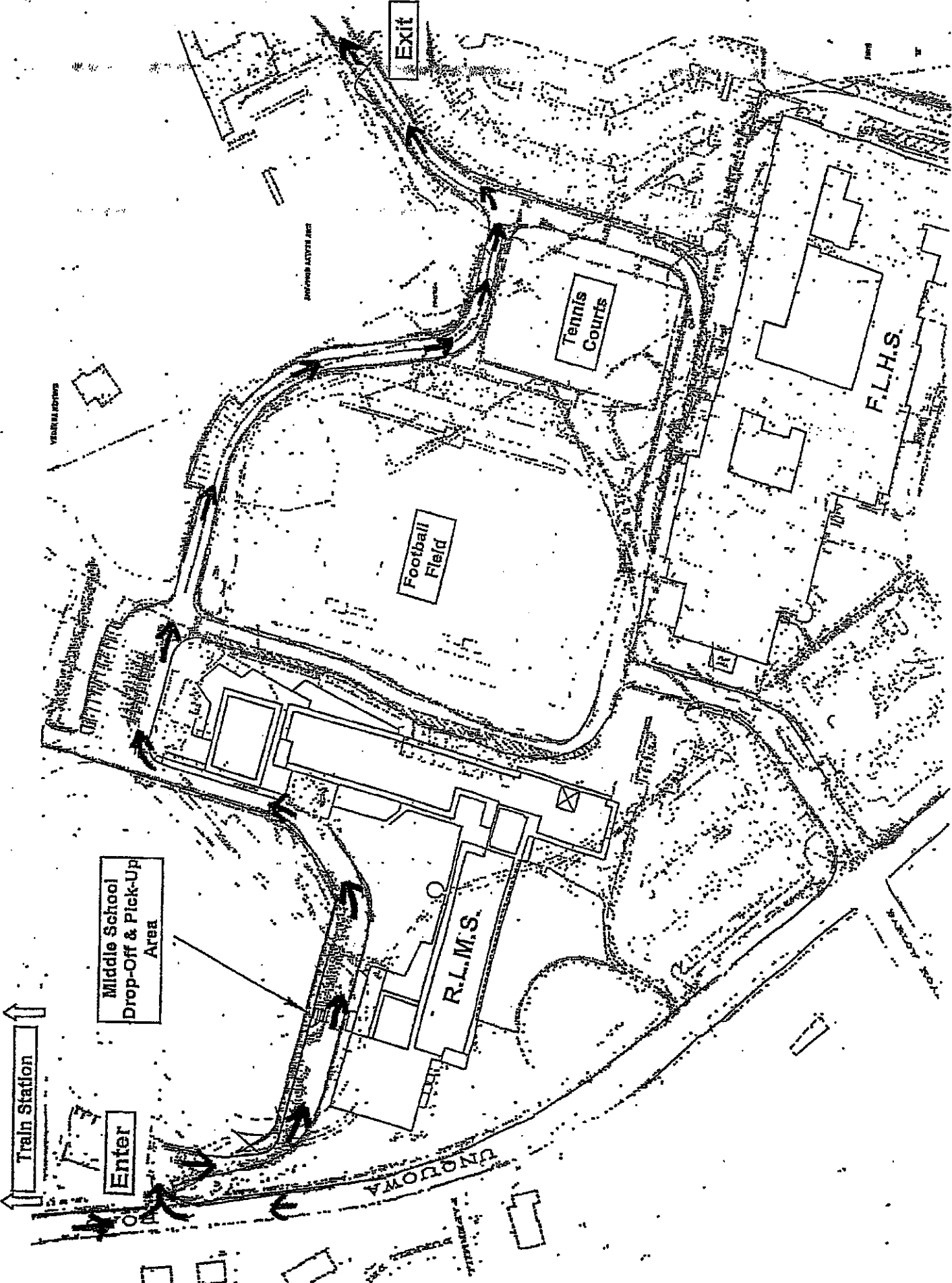
Megan Tiley
Principal



Ian Banfer
Assistant Principal



Karin Shaughnessy
Assistant Principal



Exit

Tennis Courts

Football Field

F.L.H.S.

R.L.M.S.

Middle School Drop-Off & Pick-Up Area

Train Station

Enter

UNOYAWA

IMPORTANT PROCEDURAL REMINDERS

Please help us to provide our students and staff with uninterrupted instruction time by following Roger Ludlowe's

ATTENDANCE PROCEDURES:

1. **CALL THE ATTENDANCE RECORDING LINE (255-8403) TO REPORT ALL REASONS FOR STUDENT ABSENCES AS WELL AS AN ANTICIPATED LATE ARRIVAL AT SCHOOL.** Otherwise the student will be marked absent for the day and unnecessary calls will be made to your home and/or place of business.
2. **STUDENTS NEEDING TO LEAVE SCHOOL BEFORE 2:50 P.M. MUST BRING A NOTE FROM HOME TO THE MAIN OFFICE BEFORE HOMEROOM ON THE MORNING OF THE EARLY DISMISSAL.** The student will "trade in" the early dismissal note from home for a pass from the attendance secretary in order to leave class and meet the parent in the main office at the designated time.
3. **WHEN ITEMS ARE DELIVERED TO SCHOOL UPON THE REQUEST OF A STUDENT, or because they left something at home, items should be delivered to the drop off cart at the main entrance. THE STUDENT ASSUMES THE RESPONSIBILITY OF RETRIEVING THE ITEM IN THE MAIN OFFICE.** This procedure eliminates interrupting the classroom, however, consideration is always given in an emergency.
4. **WHEN ITEMS ARE DELIVERED TO SCHOOL PRIOR TO LUNCH WITHOUT A STUDENT'S KNOWLEDGE,** THE ITEM WILL BE BROUGHT TO THE CAFETERIA FOR THE STUDENT TO PICK UP AT LUNCHTIME. WE ASK THAT ITEMS NOT BE BROUGHT IN AFTER 10:45 A.M.
5. **STUDENTS ARE ENCOURAGED TO MAKE ALL AFTER-SCHOOL TRANSPORTATION ARRANGMENTS PRIOR TO ARRIVING AT SCHOOL IN THE MORNING.** Again, consideration is always given in emergency situations so that students will be able to use the office phone.
6. **STUDENTS WHO ARRIVE TO SCHOOL LATE DUE TO A MORNING MEDICAL APPOINTMENT MUST BRING A NOTE FROM THE PHYSICIAN OR DENTIST TO BE CONSIDERED "EXCUSED"** however the "tardy" will still appear on the report card. Please try to avoid early morning appointments whenever possible. If you know in advance that your child will be tardy, please remember to notify the office by using our attendance line (255-8403) to report the anticipated late arrival (see #1 above.) **THANK YOU!**

2016-2017 ROGER LUDLOWE MIDDLE SCHOOL DATES TO REMEMBER

August	26	Friday	11:00 - 12:30 - New Student Orientation - No Bus Service
	29	Monday	All Teachers Report to Schools
	30	Tuesday	Professional Development - District Wide
	31	Wednesday	Grade 6 - Orientation 9:00 a.m. - 11:00 a.m. - No Bus Service / No Lunch
September	1	Thursday	First Day of School - Bus Service Begins/Lunch Service Begins
	5	Monday	Labor Day - (School closed)
	13	Tuesday	PTSA Meeting - 7:00 p.m. - Cafeteria
	15	Thursday	Family Picnic - 5:00 - 7:00 p.m. - Bus Loop/Cafeteria (Rain-RLMS Cafeteria)
	19	Monday	Late Bus Service Begins - 4:00 p.m.
	22	Thursday	Open House Grade 6, 7 & 8 & UA 7:00 - 9:00 p.m.
October	3	Monday	Rosh Hashanah - (School closed)
	7	Friday	Walk-a-Thon Fundraiser
	11	Tuesday	Picture Day - Auditorium
	12	Wednesday	Yom Kippur (School closed)
	13	Thursday	Walk-a-Thon Fundraiser -Rain Date
	20	Thursday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (1:15 - 3:15p.m.)
	25	Tuesday	PTSA Meeting - 9:30 a.m. - Team Room
	26	Wednesday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (1:15 - 3:15 p.m.)
	27	Thursday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (6:00-8:00 p.m.)
November	TBA		Basketball & Cheerleading Tryouts
	8	Tuesday	Election Day - Professional Development Day for Staff (School closed)
	10	Thursday	End of First Marking Period (subject to change)
	11	Friday	Veterans' Day (School closed)
	15	Tuesday	PTSA Meeting - 9:30 Team Room
	18	Friday	Report cards posted to IC (Subject to change)
	22	Tuesday	Picture Make-Up Day - Team Room
	23	Wednesday	Early dismissal - 12:40 - No lunch served - Thanksgiving Recess
	24 & 25	Thurs - Friday	Thanksgiving Recess - (School closed)
December	5	Monday	Winter Concert - Grade 6 - 7:00 p.m.
	6	Tuesday	Winter Concert - Grade 7 - 7:00 p.m.
	7	Wednesday	Winter Concert - Grade 8 - 7:00 p.m.
Dec. 26,2016	-	Jan. 3,2017	Holiday Recess - (School closed)
January	3	Tuesday	School Re-opens
	10	Tuesday	PTSA Meeting - 7:00 p.m. - Team Room
	16	Monday	Martin Luther King Jr. Day - (School closed)
	17	Tuesday	Basketball Bash - 3:10 - 4:30 p.m. - Gym
	27	Friday	End of 2nd marking period (Secondary)(Subject to change)
February	3	Friday	Report cards posted to IC (Subject to change)
	14	Tuesday	PTSA Meeting - 9:30 a.m. Team Room
	17	Friday	Teacher Professional Development - (School closed)
	20	Monday	President's Day - (School closed)
March	14	Tuesday	PTSA Meeting - 9:30 a.m. - Team Room
	30	Friday	Drama Production
April	1	Saturday	Drama Production
	7	Friday	End of 3rd marking period (Secondary)(Subject to change)
	10th-14th	Monday-Friday	Spring Recess - (School closed)
	21	Friday	Report cards posted to IC (Subject to change)
	25	Tuesday	PTSA Meeting - 9:30 a.m. - Team Room
May	8	Monday	Spring Concert - Grade 8, 7:00 p.m.
	9	Tuesday	Spring Concert - Grade 7, 7:00 p.m.
	10	Wednesday	Spring Concert - Grade 6, 7:00 p.m.
	23	Tuesday	PTSA Meeting - 9:30 a.m. - Team Room
	29	Monday	Memorial Day - (School closed)
June	5	Tuesday	PTSA Meeting & coffee for incoming 6th grade parents - 9:30 a.m.
	9	Thursday	End of 4th marking period (tentative)
	12	Monday	Tentative Closing Exercises 2:30 - Tentative Early Dismissal 12:40 (snowdays will extend date)
	13	Tuesday	Tentative last Day of School - Tentative Early Dismissal - 12:40 (snowdays will extend date)
	13	Tuesday	Report cards posted to IC (Subject to change)
			Dates to be announced for year end activity day for each grade

EMERGENCY FORM

Student's Name _____ Date of Birth _____ M/F ___ Grade ___ HR ___

Home Address _____ Zip Code _____ Phone _____

Student lives with: _____ Both Parents _____ Mother _____ Father

Other (explain): _____

In Case of Illness or Emergency, please refer to the following:

Mother's/Guardian's Name _____ Cell Ph# _____ Business Ph# _____

Father's/Guardian's Name _____ Cell Ph# _____ Business Ph# _____

Relative or Neighbor _____ Phone _____

Relative or Neighbor _____ Phone _____

e-mail address Mother: _____

Father: _____

In the event of a medical emergency, the school reserves the right to call an ambulance and transport the child by ambulance to the nearest hospital or, if feasible, to the preferred hospital indicated on this Emergency Card. Parents will be contacted as promptly as possible.

In case of emergency, if it is necessary to call a physician or dentist, contact:

Pediatrician _____ Phone _____

Dentist _____ Phone _____

Hospital preferred _____

Health Problems (*allergies, medications, significant medical conditions*)

I give permission for essential medical information to be communicated to appropriate school personnel to ensure my child's health and safety in school.

Parent/Guardian Signature _____ Date _____

If there are any ***Custody*** issues – Please explain in detail: _____

Please notify the school IMMEDIATELY when changes need to be made in the above information.

ROGER LUDLOWE MIDDLE SCHOOL
 689 Unquowa Road
 Fairfield, CT 06824

INTRAMURAL PARTICIPATION FORM

Parents/Guardians:

Clubs and intramural sports are based on the concept that every student can get involved and participate regularly. There are no "cuts!" We do expect your child to make a commitment to attend the activity on a regular basis and try his or her best. All activities meet after school from 3:00 p.m. to 4:00 p.m. on the days scheduled by the intramural or club advisor.

Before your child can participate in any intramural or club activity, this information/permission form must be completed and returned to the homeroom teacher. We advise completing and submitting this form as early as possible. This permission form will cover participation in any and all intramural and club activities for the 2016-2017 academic year.

I give _____ Homeroom _____ permission to participate in the intramural or club program.

 Parent/Guardian Signature

Student's Name _____

Date of birth _____

Address _____

Home phone _____

Parent/Guardian _____

Business phone _____

Grade _____ Regular Physician _____

Dr.'s Phone _____

Has your child had any illness or injury that might affect his/her involvement in sports? YES ___ NO ___

If YES, explain: _____

In the event of an emergency requiring medical attention, I hereby grant permission to a physician or hospital staff to attend to my child. I expect every effort will be made to contact me in order to receive my specific authorization before any treatment or hospitalization is undertaken.

Parent/Guardian Signature _____ Date _____

EMERGENCY TREATMENT INFORMATION

	YES	NO		YES	NO
Kidney injuries	___	___	Asthma	___	___
Heart Condition	___	___	While competing do you wear glasses/contacts?	___	___
Spleen Injury	___	___	Allergic to bee stings	___	___
Diabetes	___	___	Allergic to medication*	___	___

*If YES, please explain: _____

ROGER LUDLOWE MIDDLE SCHOOL ATHLETICS

Athletic Emergency Information

Sport: _____
Name: _____ Birth Date: _____ Grade: _____
Address: _____
Parent/Guardian: _____ Home Telephone: _____
Mother's Business Phone: _____ Father's Business Phone: _____
Family Physician: _____ Preferred Hospital: _____
Emergency Phone Number (friend/relative): _____

Parental Permission

I give permission for my child to participate in middle school athletics realizing that such activity involves the potential for injury which is inherit in all sports. I acknowledge that even with the best coaching, use of appropriate equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability or even death. I acknowledge that I have read and understand this warning.

_____ Date

_____ Parent/Guardian Signature

Excess Medical Declaration

The Town of Fairfield provides accident insurance for sports participants. This policy provides excess coverage and commences only after other insurance has been used. Athletes are encouraged to obtain regular student accident insurance, available through the RLMS main office.

Is the student covered under any health/accident insurance or prepayable plan? Yes/No _____

Name and address of Insurance Company: _____

Athletic Code for Athletes

The Roger Ludlowe Middle School Athletic Program believes our student-athletes are special. As such, our athletes have a responsibility to provide a positive image on the fields and courts, in the classroom and in our community. Our athletes are expected to conduct themselves in accordance with this code.

On the playing field or courts: Fair play is expected at all times. An athlete does not use profanity. An athlete has respect for teammates, opponents, officials and spectators.

In the classroom: A good athlete is also a good student. This does not necessarily mean the top of the class, but does mean good attendance, participation, effort and behavior. An athlete can not participate in practices or contests on days when not in attendance in school.

In our community: The way an athlete acts in our community is very important. As an athlete, we shall represent our team, our school and the Town of Fairfield with dignity.

The use of illegal substances: An athlete shall not use or have in possession tobacco or any drugs (narcotics and alcohol). This is a twenty-four hour rule and includes use beyond the school day.

I have read the Athletic Code for Athletes and agree to adhere to it while participating in athletics at Roger Ludlowe Middle School. Failure to comply with this code could result in suspension or dismissal from my team.

_____ Athlete's Signature

_____ Parent/Guardian Signature

Roger Ludlowe Middle School

Student and Parent Concussion Informed Consent Form 2016-17

This consent form was developed to provide students and parents with current and relevant information regarding concussions and to comply with Connecticut General Statutes (C.G.S.) Chapter 163, Section 149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by the State Board of Education* and Section 10-149c: *Student athletes and concussions. Removal from athletic activities. Notification of parent or legal guardian. Revocation of coaching permit.*

What is a Concussion?

National Athletic Trainers Association (NATA) - *A concussion is a "trauma induced alteration in mental status that may or may not involve loss of consciousness."*

Centers for Disease Control and Prevention (CDC) - *"A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth."* -CDC, Heads Up: Concussion

http://www.cdc.gov/headsup/basics/concussion_what.html

Even a "ding," "getting your bell rung," or what seems to be mild bump or blow to the head can be serious" -CDC, Heads Up: Concussion Fact Sheet for Coaches http://www.cdc.gov/concussion/HeadsUp/pdf/Fact_Sheet_Coaches-a.pdf

Section 1. Concussion Education Plan Summary

The Concussion Education Plan and Guidelines for Connecticut Schools was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum the following:

1. The recognition of signs or symptoms of concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

Section 2. Signs and Symptoms of a Concussion: Overview

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.

Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/ slurred speech
- Slow/clumsy movements
- Loses consciousness
- Amnesia/memory problems
- Acts silly/combative/aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

Symptoms of a concussion may include (i.e. what the athlete reports):

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

State law requires that a coach **MUST** immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.**

Section 3. Return to Play (RTP) Protocol Overview

Currently, it is impossible to accurately predict how long an individual’s concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

Concussion Management Requirements:

1. No athlete SHALL return to participation in the athletic activity on the same day of concussion.
2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored for an appropriate amount of time following the injury to ensure that there is no worsening/escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP protocol (Recommended one full day between steps)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity, <70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact sport drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic participation

* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don’t resolve, the athlete should be referred back to her/his medical provider.

Section 4. Local/Regional Board of Education Policies Regarding Concussions

***** Attach local or regional board of education concussion policies *****

I have read and understand this document the “Student and Parent Concussion Informed Consent Form” and understand the severities associated with concussions and the need for immediate treatment of such injuries.

Student name: _____ Date _____ Signature _____
(Print Name)

I authorize my child to participate in _____ for school year 2016-2017
(Sport/Activity)

Parent/Guardian name: _____ Date _____ Signature _____
(Print Name)

References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition), 2008: 77-82.
<http://www.nfhs.org>
http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx.
2. Centers for Disease Control and Prevention. Heads Up: Concussion in High School Sports. http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>

Resources:

- Centers for Disease Control and Prevention. Injury Prevention & Control: Traumatic Brain Injury. Retrieved on June 16, 2010.
<http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. Heads Up: Concussion in High School Sports Guide for Coaches. Retrieved on June 16, 2014.

**Roger Ludlowe Middle School
Sudden Cardiac Arrest
Student & Parent Informed Consent Form
2016-17**

NOTE: This document was developed to provide student-athletes and parents/guardians with current and relevant information regarding sudden cardiac arrest. A new form is required to be read, signed, dated and kept on file by the student-athlete's associated school district annually to comply with Connecticut General Statutes Chapter 163, Section 10-149f: SUDDEN CADIAC ARREST AWARENESS EDUCATION PROGRAM.

Part I – SUDDEN CARDIAC ARREST - What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

PART II - HOW COMMON IS SUDDEN CARDIAC ARREST IN THE UNITED STATES?

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. It is a leading cause of death for student athletes.

According to an April 2014 study for PubMed the incidence was

- 0.63 per 100,000 in all students (6 in one million)
- 1.14 per 100,000 athletes (10 in one million)
- 0.31 per student non-athletes (3 in one million)
- The relative risk of SCA in student athletes vs non-athletes was 0.65
- There is a significantly higher risk of SCA for boys than girls

Leading causes of sudden death among high school and college athletes, according to the NCAA (on CBS News, June 28, 2012)* are heat stroke, heart disease and traits associated with sickle cell anemia. Prevention of sudden death, the same study concludes, is associated with more advanced cardiac screening with attention to medical histories and birth records, improved emergency procedures, and good coaching and conditioning practices.

PART III - WHAT ARE THE WARNING SIGNS AND SYMPTOMS?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as: fainting or seizures during exercise; unexplained shortness of breath; dizziness; extreme fatigue; chest pains; or racing heart. These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. With fast, appropriate medical care, survival is possible. Administering cardiopulmonary resuscitation (CPR) — or even just compressions to the chest — can improve the chances of survival until emergency personnel arrive.

(<http://www.mayoclinic.org/diseases-conditions/sudden-cardiac-arrest/basics/>)

WHAT ARE THE RISKS OF PRACTICING OR PLAYING AFTER EXPERIENCING THESE SYMPTOMS?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

REMOVAL FROM PLAY

Any student-athlete who shows signs or symptoms of SCA must be removed from athletic activity and referred to a licensed health care professional trained specifically in the treatment of cardiac care. The symptoms can happen before, during or after activity.

RETURN TO PLAY

Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed and written clearance be provided by a licensed medical provider.

To summarize:

- SCA is, by definition, sudden and unexpected.
- SCA can happen in individuals who appear healthy and have no known heart disease.
- Most people who have SCA die from it, usually within minutes.
- Rapid treatment of SCA with a defibrillator can be lifesaving.
- Training in recognition of signs of cardiac arrest and SCA, and the availability of AEDs and personnel who possess the skills to use one, may save the life of someone who has had an SCA.

(National Heart, Lung, and Blood Institute)

I have read and understand this document the "Student & Parent Informed Consent Form" and understand the severities associated with sudden cardiac arrest and the need for immediate treatment of any suspected condition.

Student name: _____ Date _____ Signature _____
(Print Name)

I authorize my child to participate in _____ for school year _____
(Sport/Activity)

Parent/Guardian name: _____ Date _____ Signature _____
(Print Name)

Sources:

Simons Fund - <http://www.simonsfund.org/>

Pennsylvania Department of Health - <http://www.simonsfund.org/wp-content/uploads/2012/06/Parent-Handout-SCA.pdf>

STUDENT CALENDAR

FAIRFIELD PUBLIC SCHOOLS

2016 - 2017

Revised 1/8/2016

July							August							September (21)								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2		1	2	3	4	5	6						1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30			
31																						
4 Independence Day							29 All Teachers Report 30 Prof. Dev. Day - All Certified Staff 31 Orientation for Grade 6 and Grade 9							1 First Day of School - Full Day 5 Labor Day								
October (19)							November (18)							December (17)								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5						1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
30	31																					
3 Rosh Hashanah 11 No After School or Evening Activities 12 Yom Kippur 12 Prof. Dev. Day (Elem.) Early Dismissal <> Conf. Days (Elem. & Middle) Early Dismissal							8 Election Day/Prof. Dev. All Certified Staff 11 Veterans' Day 23 Early Dismissal 24, 25 Thanksgiving Recess							23 Start of Holiday Recess - Early Dismissal 26 Holiday Week Begins 30 Holiday Week Ends								
January (20)							February (18)							March (23)								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1				1	2	3	4					1	2	3	4	
1	(2)	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
15	(16)	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31			
29	30	31																				
2 New Year's Day 3 Schools Reopen 16 Martin Luther King Day							△ Prof. Dev. Day (Elem.) Early Dismissal 17 Prof. Dev. Day - All Certified Staff 20 Presidents' Day							○ Conf. Days (Elem. ONLY) Early Dismissal								
April (15)							May (22)							June (9)								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1							1							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30			
30																						
○ Conf. Day (Elem. ONLY) Early Dismissal 10 Spring Recess Begins 14 Good Friday 14 Spring Recess Ends							29 Memorial Day							13 Last Day for Students & Teachers (The first eight snow days will extend the length of the school year and the date of High School Graduation; additional snow days will reduce the April vacation beginning with the first day, April 10.)								

- ☐ Schools Not In Session
- < > Conference Days (Elem. & Middle) Early Dismissal
- Conference Days (Elem. ONLY) Early Dismissal
- △ Early Dismissal (Elementary ONLY)
- () State Required Holidays

ROGER LUDLOWE MIDDLE SCHOOL



MONDAY & THURSDAY ONLY – Late Bus Routes – 2016-17

Late Bus: Beginning Monday, September 19, 2016:

A special "late bus" runs at 4:00 p.m. Mondays and Thursdays ONLY (no late bus on Tuesdays, Wednesdays and Fridays) for students who stay after school for extra help or school activities. To ride the late bus students must be regular bus riders and must sign up for the late bus at the end of their activities outside at the late bus area. There are four late buses. Students should take the late bus that has a stop nearest their regular bus stop. Students must ask to be let off at the stop nearest their home. The late bus route is enclosed with this mailing and will also be posted in the office.

Parents: Please review the late bus route with your child to identify the stop that is closest to your home.

Late Bus #1 Monday & Thursday

LIST OF LATE BUS STOPS

- 1 Bronson Rd & Rockview Rd
- 2 Mill Hill Rd & Split Rock Rd
- 3 191 High Meadow Rd
- 4 Mill Hill Terr & Carriage Dr
- 5 Mill Hill Terr & Mill Hill Rd
- 6 Mill Hill Terr & Acorn La
- 7 Mill Hill Terr & Evelyn St
- 8 Woodrow Ave & Sherwood Pl
- 9 Mill Hill Rd & Barberry Rd
- 10 1135 Mill Hill Rd
- 11 Mill Hill Rd & Fawn Ridge La
- 12 120 Cedar Rd
- 13 Bronson Rd & North Cedar Rd
- 14 Bronson Rd & Hill Farm Rd
- 15 Hulls Farm Rd & Jessica La
- 16 Cedar Rd & Half Mile Rd
- 17 Cedar Rd & Sturbridge La
- 18 Bronson Rd & Fulling Mill La
- 19 Bronson Rd & Cider Mill La
- 20 Bronson Rd & Twin Brooks La
- 21 Bronson Rd & Hill Farm Rd
- 22 Bronson Rd & Governors La
- 23 Governors La & Redding Rd
- 24 439 Redding Rd
- 25 Redding Rd & Verna Hill Rd
- 26 Redding Rd & Merwins La
- 27 Old Academy Rd & Dunham Rd
- 28 Dunham Rd & Gay Bowers Rd
- 29 Cross Highway & Congress St
- 30 3791 Congress St
- 31 Hill Farm Rd & Hillside Rd
- 32 Hillside Rd & Greenfield Hill Rd
- 33 1338 Brookside Dr
- 34 Verna Hill Rd & Greenfield Rd
- 35 Hill Farm Rd @ 2nd driveway
- 36 Hill Farm Rd & Sherwood Farm Rd
- 37 Brookside Dr & Mill River Rd
- 38 Mill River Rd & Duck Farm Rd
- 39 Duck Farm Rd & Riverview Rd
- 40 Duck Farm Rd & Alma Dr
- 41 Duck Farm Rd & Hunter Rd
- 42 Mill Plain Rd & Carroll Rd
- 43 Mill Plain Rd & Flower House Dr
- 44 Mill Plain Rd & Pell Meadow Dr

Late Bus #2

- 1 Fairfield Pl & Overhill Rd
- 2 Sasco Hill Rd & Harbor Rd/Tide Mill Terr
- 3 Sasco Hill Rd & Sasco Hill Terr
- 4 Oldfield Rd & Lee Dr
- 5 Oldfield Rd & South St
- 6 Oldfield Rd & Flora Blvd
- 7 Oldfield Rd & South Pine Creek Rd
- 8 South Pine Creek Rd & Rita Ave
- 9 South Pine Creek Rd & Bonney Terr
- 10 South Pine Creek Rd & Gorham Rd
- 11 South Pine Creek Rd & Risley Rd
- 12 South Pine Creek Rd & Pine Creek Ave
- 13 Pine Creek Ave @ The Park
- 14 South Pine Creek Ave & Old Dam Rd
- 15 Old Dam Rd @ The 'Y'
- 16 South Pine Creek Rd & Flax Rd
- 17 South Pine Creek Rd & Southfield Rd
- 18 South Pine Creek Rd & South Pine Creek Ct
- 19 Post Rd & Beaumont St
- 20 Ruane St & Welch Terr
- 21 Ruane St & Gould Ave
- 22 Gould Ave & Oldfield Rd
- 23 Oldfield Rd & Mona Terr
- 24 Oldfield Rd & Oldfield Dr
- 25 Oldfield Rd & Alden St
- 26 Oldfield Rd & James St
- 27 Blaine St & Nichols St
- 28 Nichols St & Catherine St
- 29 Oldfield Rd & Catherine Terr
- 30 Oldfield Rd & Reef Rd
- 31 Reef Rd & Howard St
- 32 Pratt St & Veres St
- 33 Cummings Ave & Reef Rd
- 34 Reef Rd & Quincy St
- 35 Reef Rd & One Rod Highway
- 36 Reef Rd & Fairfield Beach Rd
- 37 Fairfield Beach Rd & Rowland Rd
- 38 Rowland Rd & Edward St
- 39 Edward St & Lalley Blvd
- 40 Edward St & Birch Rd
- 41 Fairfield Beach Rd & Beach Rd
- 42 Beach Rd & Colonial Dr
- 43 Beach Rd & Fern St
- 44 Beach Rd & Judson Rd
- 45 Judson Rd & South Benson Rd
- 46 South Benson Rd & Oyster Rd
- 47 South Benson Rd & Riverside Dr
- 48 Riverside Dr & Turney Rd
- 49 Turney Rd & Old Post Rd
- 50 Post Rd & Shoreham Village Dr
- 51 Post Rd & Shoreham Terr
- 52 Riverside Dr & Shoreham Terr
- 53 Riverside Dr & Bay Edge Ct
- 54 Riverside Dr & Cambridge St
- 55 Old Post Rd & Belmont St
- 56 Old Post Rd & South Benson Rd
- 57 Old Post Rd & Beach Rd
- 58 Old Post Rd & Old Post Rd
- 59 Round Hill Rd & College Park Dr
- 60 Round Hill Rd & Woods End Rd
- 61 Woods End Rd & Lawrence Rd
- 62 Mill Plain Rd & Duck Farm Rd
- 63 Mill Plain Rd @ Riverfield School Driveway
- 64 Mill Plain Rd & Robert La

Late Bus #3Monday & ThursdayList of Bus Stops

- 1 River Rd & Taintor Dr
- 2 Westway Rd & Willow St
- 3 Westway Rd & Pequot Ave
- 4 Pequot Ave & Gunston Rd
- 5 Pequot Ave & Old South Rd
- 6 Pequot Ave & Center St
- 7 Pequot Ave & Old Post Rd South
- 8 Pequot Ave & Prospect La
- 9 Mill Hill Rd & Bronson Rd
- 10 Kings Dr & Kings Lane
- 11 Old Post Rd South & Rennell Dr
- 12 Rennell Dr & Spruce St South
- 13 Center St & Post Rd
- 14 Oxford Rd & Oxford Pl
- 15 Westford Dr @ The 'Y'
- 16 Kings Hwy West & Taylor Pl
- 17 Southport Woods Dr & Mill Hill Terr
- 18 Mill Hill Terr & Village La
- 19 Mill Hill Terr & Osborne La
- 20 Osborne La & Gray Rock Rd
- 21 Hulls Hwy & Arbor Dr
- 22 Ivy La & Village La
- 23 Ivy La & Flintlock Rd
- 24 Flintlock Rd & Range Rd
- 25 Range Rd & The Knoll
- 26 Hulls Hwy & Butternut La
- 27 Sturges Hwy & Ingleside Rd
- 28 840 Sturges Hwy
- 29 Fleming Rd #210
- 30 Ironside Rd & Silverspring Rd
- 31 Silver Spring Rd & Spring Hill Rd
- 32 Silver Spring Rd & Old Hickory Rd
- 33 Old Hickory Rd & Ingleside Rd
- 34 Sturges Hwy & Wellington Dr
- 35 Merwins La & Riders La
- 36 Merwins La & Labbanca La
- 37 Merwins La & Horseshoe La
- 38 Jennie La & Hollow Tree Cir
- 39 Queens Grant Rd & Queens Grant La
- 40 Queens Grant Rd & Queens Grant Dr
- 41 439 Merwins La
- 42 300 Merwins La
- 43 Merwins La & Fair Oak Dr

Delayed Opening Schedule

On days that the Fairfield Public Schools will have a delayed opening due to inclement weather, we will be following a **TWO** hour delayed opening schedule.

Delayed opening schedule for Roger Ludlowe Middle School is as follows: **school will open at 10:00 a.m. and homeroom will start at 10:10.**

Please plan for this in advance.

Early Dismissal

On days that the Fairfield Public Schools has an early dismissal due to inclement weather, Roger Ludlowe Middle School will dismiss at
12:40 p.m.

Please plan for this in advance.



Town of Fairfield

Fairfield, Connecticut 06824

Public Health Nursing
100 Mona Terrace

Tel: 203-256-3150
Fax: 203-256-3172

TO: Parent/Guardian

FROM: Town of Fairfield Director of Health

The Town of Fairfield Health Department provides dental screenings, teeth cleaning, and topical fluoride treatments by a dental hygienist for all students that have Husky insurance or meet income guidelines. Additionally, limited funding for eligible students is available for care by participating dentists for problems such as cavities or tooth extractions. **For children with Husky or Medicaid (Title 19): The Town of Fairfield Health Department has been approved by the State of Connecticut as a Husky/Medicaid/Title 19 Provider. You MUST include your child's 9-digit ID number.**

If you wish to apply for a dental screening, cleaning, fluoride treatment, or dentist services for your child, complete all requested information below and **RETURN IT TO YOUR CHILD'S SCHOOL NURSE BY SEPTEMBER 23, 2016. ALL ITEMS MUST BE COMPLETED.**

**A tradução em Português deste formulário está disponível na diretoria.
Se puede pedir este formulario en español en la oficina principal.**

Dental Clinic Program Application

Child's Name: _____ School: _____ Grade/Class: _____
(Please print)

Address: _____ Phone #: _____

Does child have a heart problem or other medical condition that would impact receiving dental treatment?

_____ Yes _____ No Please

explain _____

Check all that apply: Child has: _____ HUSKY Insurance: ID # _____

_____ Private dental insurance

_____ None of the above

Have you recently applied for HUSKY Insurance? _____ Yes _____ No

If you do not have Husky insurance, you must provide income information and sign the permission statement below. You will be notified of your eligibility.

- Family maximum annual adjusted gross income: \$ _____
- Number in household: _____

Please sign below:

I give my permission for the above-named child to receive a dental screening, teeth cleaning, and fluoride treatment by the dental hygienist in school if he/she is eligible for these services.

Parent/Guardian Signature _____ Date: _____

Daytime Telephone #: _____

(RETURN TO THE SCHOOL NURSE BY SEPTEMBER 23, 2016)

Fairfield Public Schools
Fairfield, CT 06825

TO: Parents and/or Guardians
FROM: Lisa Moscato
DATE: August 9, 2016
SUBJECT: Student Voluntary Accident Insurance 2016-2017

Below is the link to Bollinger Insurance Solutions with information explaining the "Student Accident Insurance Plans" available to all students in the **Fairfield Public Schools**.

There are two plans available.

PLAN A - SCHOOL TIME ONLY PLAN

This insurance coverage is for the hours and days when school is in session and while attending school sponsored and supervised activities.

- During school year
- On the school premises
- Travel to and from school
- School supervised activities
- Class trips

PLAN B - 24-HOUR ACCIDENT COVERAGE

This insurance coverage is in force around the clock. It becomes effective the day your enrollment and remittance are received by the insurance company and continues until the first day of school the following year.

- Any covered activity
- 24 hours a day, including summer
- Covers weekends and vacation periods
- Protection at home or while away

Accidental dental benefits are available as well as a Student Life Insurance Plan. An overview of these benefits can be viewed on the Bollinger Insurance Solutions website, <http://www.bollingerschools.com/myschool/insurance-products.aspx?id=951>.

Online Applications:

Parents may apply for their child's coverage online by visiting Bollinger's website, <http://www.bollingerschools.com/myschool/insurance-products.aspx?id=951>. Parents may purchase coverage directly online by using their credit card.

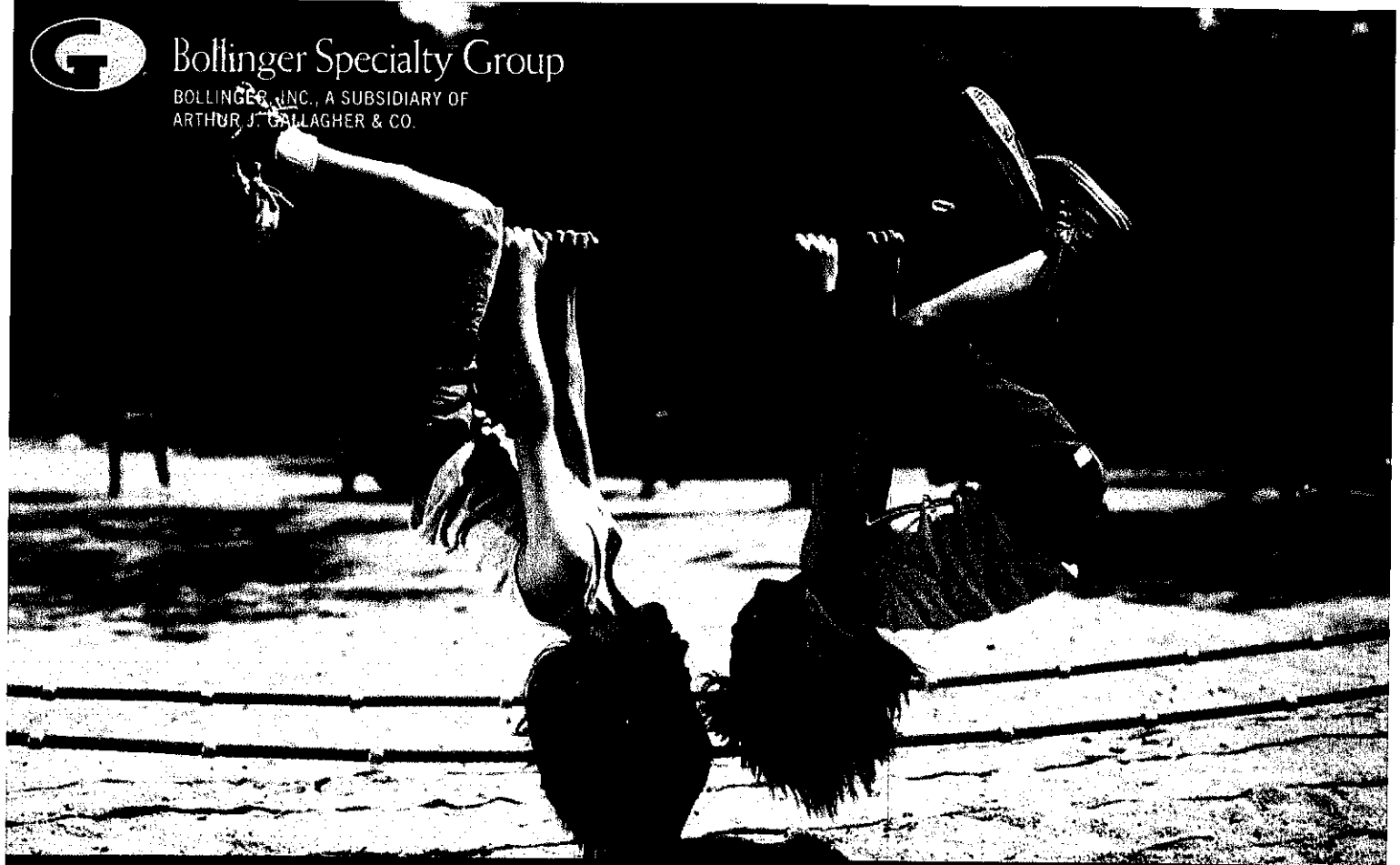
Insurance for accidental injury is the responsibility of the parents. The school system does not provide insurance for injuries other than certain coverage for participants in interscholastic sports.

If you have any questions regarding this insurance, please contact Bollinger Insurance Solutions at 800-526-1379 or the John M. Glover Agency, Inc. at (860) 828-8888.



Bollinger Specialty Group

BOLLINGER, INC., A SUBSIDIARY OF
ARTHUR J. GALLAGHER & CO.



K-12 Voluntary Student Accident Insurance

Available Coverage Options

Depending on which program your school provides, some or all of the following voluntary insurance products are available for purchase on a voluntary basis:

- \$500,000 School Time Only Student Accident Insurance
- \$500,000 Round The Clock – 24 Hour Accident Coverage
- \$10,000 Student Life Insurance
- \$5,000 Student Dental Accident Insurance

Kids will be Kids!

1. Make sure your child is properly covered against unforeseen accidents.
2. Purchase coverage at your convenience from any computer.
3. Follow the easy step by step instructions and you're done in minutes!

These Voluntary Participation Student Accident Insurance Plans offered through your school can be purchased easily online at:

www.BollingerSchools.com



Bollinger Specialty Group

BOLLINGER, INC., A SUBSIDIARY OF
ARTHUR J. GALLAGHER & CO.

Bollinger Specialty Group
115 S Jefferson Rd, Bldg 200
Whippany, NJ 07981

1 800.350.8005
1 973.932.2876
www.BollingerSchools.com

Student Accident Insurance Programs

2016-2017

Continued

Voluntary Student Accident Insurance Program – Plan B - 24 hour coverage

A Fairfield Public School student accident report form must be filled out and signed by the school official if accident occurs on school property. A completed copy must be sent to the Business Office for the file. *Note: This insurance is Non-excess and is considered the student's primary coverage.*

Examples of what is covered:

- Any injury incurred during the coverage period.

Examples of what is not covered:

- School sports (this type of injury is covered under the interscholastic/intramural insurance coverage).

Instructions for filing a Voluntary Student Accident Claim with Bollinger Insurance Solutions:

In case of accident please secure a claim form from the school or by going to the **Bollinger Website @ www.BollingerSchools.com**.

- The claim form must be filed within 90 days from the date of injury.
- Treatment must commence within 90 days from the date of injury.
- A school official will complete and sign the front section of the claim form for school related injuries only.
- If this accident is not a school related injury parent and/or guardian should complete the front of the claim form.
- The parent and/or guardian must sign the authorization at the bottom of the form.
- Forward the accident report form, claim form and itemized medical bills (include the explanation of benefits) to:

**Bollinger, Inc.
Claims Administrator
PO Box 1346
Morristown, NJ 07962**

- Subsequent bills should be sent in as you receive them. Please show the student's name, the policy number, and the date of accident on all of the subsequent bills. An additional claim form is not necessary.
- **DO NOT** leave the claim form with the medical facility
- All benefits will be paid to **Providers**, unless accompanied by paid receipts.

For details on the above insurance coverage or claims instructions, please call **BollingerInsurance Solutions** at **1-866-267-0092** or visit their website at **www.BollingerSchools.com**.

STAFF NAMES WITH E-MAIL ADDRESSES-2016-17

NAME	SUBJECT/CREW	E-MAIL ADDRESS
Administration		
Tiley, Meg	Principal	mtiley@fairfieldschools.org
Banner, Ian	Assistant Principal	ibanner@fairfieldschools.org
Shaughnessy, Karin	Assistant Principal	kshaughnessy@fairfieldschools.org
DeAngelo, Steve	Dean of Students	sdeangelo@fairfieldschools.org
Teachers		
Albright, Jeffery	General Music	jalbright@fairfieldschools.org
Andrejczyk, Stacy	Math - 8M & Science	sandrejczyk@fairfieldschools.org
Aronin, Matt	LA - 8M	maronin@fairfieldschools.org
Baker, Michelle	LA - 8L	mbaker@airfieldschools.org
Baldwin, Jeanine	Science-6M	ibaldwin@fairfieldschools.org
Beatty, Cheryl	LMC	cbeatty@fairfieldschools.org
Boocks, Daniel	Tech Ed	dboocks@fairfieldschools.org
Brion, Julia	Music	jbrion@fairfieldschools.org
Brown-Wilusz, Leah	Science - 7S	lbrownwilusz@fairfieldschools.org
Bucci, Linda	Speech & Language	lbucci@fairfieldschools.org
Byrne, Steve	SS - 6M	sbyrne@fairfieldschools.org
Campbell, Bonnie (Caroline)	LA specialist	ccampbell@fairfieldschools.org
Capodanno, Meg	Spec Ed 7M	mcapodanno@fairfieldschools.org
Christoffersen, Susan	Spanish	schristoffersen@fairfieldschools.org
Cipu, Betsy (Mary)	Math Resource	mcipu@fairfieldschools.org
Collins, Greg	PE	gcollins@fairfieldschools.org
Corbiere, Mary Ellen	Math - 8L	mcorbiere@fairfieldschools.org
Cowenhoven, Jennifer	World Language	jcowenhoven@fairfieldschools.org
Cummings, Kelly	Counselor - Grade 7	kcummings@fairfieldschools.org
Delahunt, Debra	PE	ddelahunt@fairfieldschools.org
Dellamargio, Anne	LA - 7	adellamargio@fairfieldschools.org
DeNomme, Jill	Science - 6L	idenomme@fairfieldschools.org
DeSilva, Terri	Reading	tdesilva@fairfieldschools.org
DeVito, Stephanie	Special Ed - 7L	sdevito@fairfieldschools.org

Dias-Kohler, Cheryl	Science - 7L
Dickenson, Dave	Health
Flashman, Michelle	Consumer Science - Sewing
Friedrichs, Lisa	Reading - Gifted
Friedrichs, Michael	Art
Fumasoli, John	Music
Gaffney, Joanna	ELL
Glogan, Gail	PE
Goepfrich, Sarah	SS - 6 & 8
Grech, Vlasta	French
Halpin Brunt, Shannon	Science - 8M
Harder, Kate	Counselor - Grade 6
Haxhi, Richard	SS - 7L
Hemion, Maryclaire	Art
Hernandez, Maria	World Language
Jones, Debra	SS - 8M
Kaczegowicz, Kim	LA-6, 8 & Gifted
Kaplan, Fiorina (Rina)	Spanish - Grade 7
Kempton, Lori	Consumer Science - Foods
Kroqi, Gjorgj	Music
Kryspin, Sandy	Spanish
Kulas, Lauren	Special Ed - 6
Lafond, Amy	Music
Lareau, Janice	Math/Science - 6M-
Lazar, David	Math - 6 & 7
Lindine, Linda	Special Ed - 8M
Louie, Karen	LA - 6M
Maline, Shari	Health
Manware, Cindy	LA - 7S
McAleese, Christopher	Tech Ed/Computer
McNeil, Karyn	Counselor - Grade 8
Motoso, Lenny	SS - 7S
Mullen, Kimberly	Special Ed - 7S

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O'Hara, Kevin	Math - 7S	kohara@fairfieldschools.org
Paladino, Lauren	LA - 6L	lpaladino@fairfieldschools.org
Proskinitopoulos, Penny	Computer Teacher	pproskinitopoulos@fairfieldschools.org
Reddy, Kathy	Art	kreddy@fairfieldschools.org
Reilly, Thomas	Math - 7 & 8	treilly@fairfieldschools.org
Renna, Kelly	Counselor - 6, 7 & 8	krenna@fairfieldschools.org
Rosenau, Margaret	Social Worker	mrosenau@fairfieldschool.org
Scianna, Jessica	Speech & Language	jscianna@fairfieldschools.org
Shemesh, Lisa	Math - 7L	lshemesh@fairfieldschools.org
Simpson, Phil	SS - 7M	psimpson@fairfieldschools.org
Shore, Peggie	World Language	pshore@fairfieldschools.org
Spigarolo, Donna	Special Ed - 6M	dspigarolo@fairfieldschools.org
Swaller, Ryan	SS - 6L	rswaller@fairfieldschools.org
Syrop, Jeff	PE	jsyrop@fairfieldschools.org
Tomeczyk, Justin	SS - 8L	jtomeczyk@fairfieldschools.org
Tomei, Matt	Math - 6L	mtomei@fairfieldschools.org
Torrence, Polly (Mary)	Music	mtorrence@fairfieldschools.org
Varcoe, Chris	Science - 8L	cvarcoe@airfieldschools.org
Vernon, amy	Spec. Ed	avernon@fairfieldschools.org
Walker, Lili	Computer	lwalker@fairfieldschools.org
Warfield, Laurie	FCS	lwarfield@fairfieldschools.org
Wojdaszka, Erin	Special Ed - 6, 7 & 8-CLC	ewojdaszka@fairfieldschools.org
Young, Walter	Psychologist	wyoung@fairfieldschools.org
Ziarnik, Joanna	ELL	jiarnik@fairfieldschool.org
Zimmerman, Owen	Science - 7M	ozimmerman@fairfieldschools.org
Zingoni, Pat	- 6Spec. Ed	

Tech Support:
Husvar, Brandon

Computer Tech

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Nurses:

Dannato, Lynn
Cara, Vino

Nurse
Nurse

ldannato@fairfieldschools.org
cvino2@fairfieldschools.org

Secretaries:

Adams, Janice
Eckert, Susan
Herrman, Barbara
Milet, Barbara

Adm Asst, Counseling Center
Adm Asst, Main Office Receptionist
Adm Asst, MO/Attendance/Dean
Adm Asst, To the Principal

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bmilet@fairfieldschools.org