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 21, 2017

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: <u>Your homeroom assignment can be found on Infinite Campus at www.fairfieldschools.org.</u> <u>Information will be posted on Infinite Campus after Wednesday, August 23rd. Your child will receive an explanation of his or her day to day schedule on the first day of school.</u>

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 Loredo, 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:

Eva Balazs	7/8 th Math	
Allison Barwise	Speech and Language	
Meg Bayers	7 th grade Language Arts	
Keri Bryant	World Language	
Nicola Callahan	Library Media Specialist	
Karen Coppolla	7 th grade Science	
Anne Joyce	Gifted and Talented	
Denise Lewis	Health	
Cristina Murray	6 th grade Special Education	
Matthew Onderko	6 th Grade Math	

Elena Reilly	6 th Grade Social Studies	
Marie Riggs	Speech and Language	
Victoria Smyth	Ed Trainer	
Megan Wallace	Ed Trainer	
Carmen Yordan	World Language	
Molly Zanella	Family Consumer Science	

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:

- ♦ New Student Orientation Friday, August 25th from 11:00 am 12:30 p.m.
- ♦ Grade Six, Seven & Eight & UA Open House: Thursday, September 28, 2017 from 7:00 − 9:00 p.m.

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 25, 2017, 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 starting on Monday August 21st to confirm participation in this orientation.

1. Orientation Day, Grade 6 Students - Wednesday, August 30, 2017 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 30, 2017.

Since school buses <u>do not</u> 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, August 31st, 2017.

** On Orientation Day students should bring a sharpened pencil, a pen and a notebook.

2. Opening Day of School—Thursday, August 31st, 2017:

ALL STUDENTS will report to school on Thursday, August 31st 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, AUGUST 31, 2017

The bus routes and times for pick-up for Ludlowe will be posted on the Fairfield Public Schools Website the week of August 21, 2017. If you have any questions regarding transportation, please contact the transportation office at **255-8385**.



Late Bus: Beginning Monday, September 18, 2017:

A special "late bus" runs at 4:00 p.m. <u>Mondays and Thursdays</u> 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: <u>Please review the late bus route with your child to identify the stop that is closest to your home.</u>

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, August 31·2017. Students may <u>not</u> 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 Mrs. Karyn McNeil, the grade seven counselor is Ms. Kate Harder and the grade eight counselor is Mrs. Kelly Cummings. 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.

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.

Additional summer reading information can be found at: https://sites.google.com/a/fairfieldschools.net/summer-reading-2015/

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.

 $\underline{http://schcdn.fairfieldschools.org/schools/rlms/content/uploads/2015/09/2017-MS-Summer-packet-\underline{letter-to-students.pdf}}$

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

All students wishing to participate in <u>any</u> after-school activity (intramurals, team sports <u>or</u> 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. All forms are done electronically ONLINE. Information can be found on the RLMS website. Link to "Activities".

http://forms.fairfieldschools.org/athletics/

- Intramural Sports Registration Select the option "Add a New Student Athlete". Please note that the option you want to choose is RLMS INTRAMURAL SPORTS, even if your child is participating in sports like basketball, cross-country, cheerleading, golf, track, volleyball and yoga.
- The RLMS INTRAMURAL SPORTS registration will cover your child in ALL intramural activities or sports for the entire school year.

13. Cafeteria/Student Dining Room

Hot lunch – The traditional lunch is \$3.10, the deluxe lunch is \$4.05. In addition to the regular hot lunch meal, our cafeteria offers a variety of hot and cold sandwiches, soup, salads and desserts. Breakfast is available daily for \$1.50. All students can choose and pay for their breakfast or lunch on a daily basis. Full lunch service begins on Thursday, August 31, 2017.

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 2017-2018 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 <u>had</u> a physical exam on or after the following date, 8/15/15, 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, August 31st. 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. RLMS posts all information/electronic mailings on the RLMS website.

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 19^{th} from 1:15-3:15 p.m. Wednesday, October 25^{th} from 1:15-3:15 p.m. Thursday, October 26^{th} 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.

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.

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 2017-2018 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, August 31st at 8:00 a.m., our first official day for the 2017-2018 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

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REMINDERS OF IMPORTANT RLMS DATES

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

<u>SAVE THE DATE:</u> Friday, August 25, 2017 11:00 to 12:30

Please Join Us!

RSVP necessary

(Please call 255-8343 starting on Monday, August 21st to confirm your attendance. Thank you.)

Open House Night

Thursday, September 28, 2017, 7:00 – 9:00 p.m.

Grade Six, Seven, Eight and Unified Arts

ROGER LUDLOWE MIDDLE SCHOOL

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Megan Tiley, Principal Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students Karin Shaughnessy, Assistant Principal

August 21, 2017

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.

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,

Megan Tiley

Megan to

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.

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 21, 2017

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 <u>not</u> 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.

Permission due to special medical circumstances will be given to students requiring to 4. 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.

Student drop-offs and pick-ups for emergency purposes or doctor appointments 5. 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.

If you are helping drop off or pick up your child's project and it requires parent 6. 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.

Parents who have meetings with school personnel may park in front of the school, 7. 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.

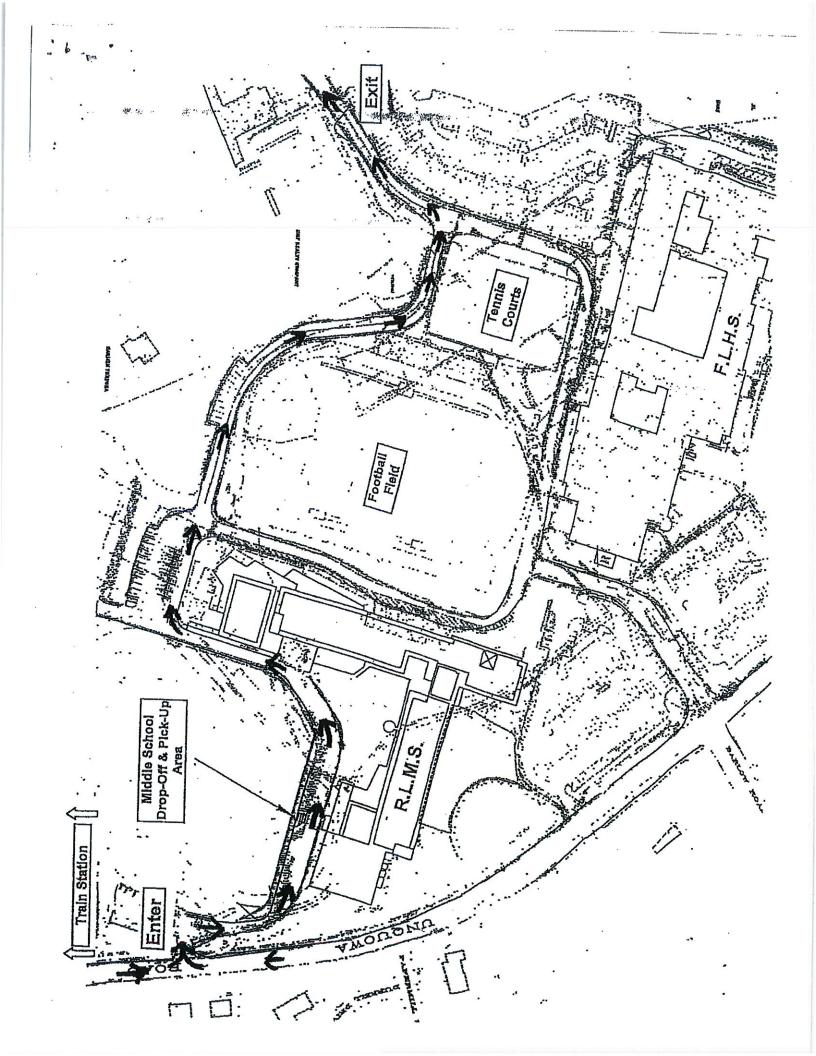
Sincerely,

Megan Tiley Principal

Ian Banner

Karin Shaughnessy Assistant Principal Assistant Principal

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IMPORTANT PROCEDURAL REMINDERS

Please help us to provide our students and staff with <u>uninterrupted</u> <u>instruction time</u> 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 <u>WITHOUT A STUDENT'S KNOWLEDGE</u>, THE ITEM WILL BE BROUGHT TO THE CAFETERIA FOR THE STUDENT TO PICK UP AT LUNCHTIME. <u>WE ASK THAT ITEMS NOT BE BROUGHT IN AFTER 10:45 A.M.</u>
- 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!

G: Attendance Procedures

2017-2018 ROGER LUDLOWE MIDDLE SCHOOL DATES TO REMEMBER

			2017 2010 NO SERVE DE CONTENTIDO DE SONO DE DATES TO REMEMBER
August	25	Friday	11:00 - 12:30 - New Student Orientation - No Bus Service
	28	Monday	All Teachers Report to Schools
	29	Tuesday	Professional Development - District Wide
	30	Wednesday	Grade 6 - Orientation 9:00 a.m 11:00 a.m No Bus Service / No Lunch
	31	Thursday	First Day of School - Bus Service Begins/Lunch Service Begins
September	4	Monday	
oeptember		Autoritation of the Control	Labor Day - (School closed)
	12	Tuesday	PTSA Meeting - 7:00 p.m Team Room
	14	Thursday	Family Picnic - 5:00 - 7:00 p.m Bus Loop/Cafeteria (Rain-RLMS Cafeteria)
	18	Monday	Late Bus Service Begins - 4:00 p.m.
	21	Thursday	Rosh Hashanah - (School closed)
	28	Thursday	Open House Grade 6, 7 & 8 & UA 7:00 - 9:00 p.m.
October	6	Friday	Walk-a-Thon Fundraiser - 1:00 - 2:45 (Rain date10/12)
	10	Tuesday	Picture Day - Auditorium
	12	Thursday	* 0/2 (20) 8000
	17	50V6 VA 50	Walk-a-Thon Fundraiser -Rain Date
		Tuesday	Early Dismissal - 12:40 - No lunch served - Professional Development
	19	Thursday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (1:15 - 3:15p.m.)
	24	Tuesday	PTSA Meeting - 9:30 a.m Team Room
	25	Wednesday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (1:15 - 3:15 p.m.)
	26	Thursday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (6:00-8:00 p.m.)
November	TBA		Basketball & Cheerleading Tryouts
	7	Tuesday	Election Day - Professional Development Day for Staff (School closed)
		Thursday	End of First Marking Period (subject to change)
	10	32.5 308 8 50 8 50	
		Friday	Veterans' Day (School closed)
	14	Tuesday	PTSA Meeting - 9:30 Team Room
	17	Friday	Report cards posted to IC (Subject to change)
	21	Tuesday	Picture Make-Up Day - Team Room
	22	Wednesday	Early dismissal - 12:40 - No lunch served - Thanksgiving Recess
	23 & 24	Thurs - Friday	Thanksgiving Recess - (School closed)
December	4	Monday	Winter Concert - Grade 6 - 7:00 p.m.
	5	Tuesday	Winter Concert - Grade 7 - 7:00 p.m.
	11	Monday	Winter Concert - Grade 8 - 7:00 p.m.
	12	Tuesday	
Dec 25 2017			Early Dismissal - 12:40 - No lunch served - Professional Development
Dec. 25,2017	-	Jan. 3,2018	Holiday Recess - (School closed)
January	2	Tuesday	School Re-opens
	9	Tuesday	PTSA Meeting - 7:00 p.m Team Room
	15	Monday	Martin Luther King Jr. Day - (School closed)
		Friday	End of 2nd marking period (Secondary)(Subject to change)
	30	Tuesday	Early Dismissal - 12:40 - No lunch served - Professional Development
		Tuesday	Basketball Bash - 3:10 - 4:30 p.m Gym
February	2	Friday	
rebruary			Report cards posted to IC (Subject to change)
	13	Tuesday	PTSA Meeting - 9:30 a.m. Team Room
	15	Thursday	Early Dismissal - 12:40 - No lunch served - Professional Development
	16	Friday	Teacher Professional Development - (School closed)
	19	Monday	President's Day - (School closed)
		Tuesday	Basketball Bash - 3:10 - 4:30 p.m Gym (SNOW DATE)
March	13	Tuesday	PTSA Meeting - 9:30 a.m Team Room
	13	Tuesday	Early Dismissal - 12:40 - No lunch served - Professional Development
	23	Friday	Drama Production
	24	Saturday	Drama Production
Ameil	27	€18000000000000000000000000000000000000	ASSESSMENT OF THE PROPERTY OF
April		Friday	End of 3rd marking period (Secondary)(Subject to change)
	9th-13th	Monday-Friday	Spring Recess - (School closed)
	20	Friday	Report cards posted to IC (Subject to change)
	24	Tuesday	PTSA Meeting - 9:30 a.m Team Room
May	7	Monday	Spring Concert - Grade 8, 7:00 p.m.
**	8	Tuesday	Spring Concert - Grade 7, 7:00 p.m.
	9	Wednesday	Spring Concert - Grade 6, 7:00 p.m.
	22	- Name - 19	COST COST COST COST COST COST COST COST
		Tuesday	PTSA Meeting - 9:30 a.m Team Room
	22	Tuesday	Early Dismissal - 12:40 - No lunch served - Professional Development
	28	Monday	Memorial Day - (School closed)
June	5	Tuesday	PTSA Meeting & coffee for incoming 6th grade parents - 9:30 a.m.
		Thursday	End of 4th marking period (tentative)
	11	Monday	Tentative Closing Exercises - Tentative Early Dismissal 12:40 (snowdays will extend date)
	12	Tuesday	Tentative last Day of School - Tentative Early Dismissal -12:40 (snowdays will extend date)
	12	Tuesday	Report cards posted to IC (Subject to change)
	12	. 20004	
			Dates to be announced for year end activities

EMERGENCY FORM

Student's Name	Date	of Birth _		_ M/F	_Grade	HR
Home Address						
Student lives with: Both Parents Mothe						
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						
e-mail address Mother:						
Father:		-1				
by ambulance to the nearest hospital or, if feasible, to the prefe Parents will be contacted as promptly as possible. In case of emergency, if it is necessary to call a physician or de Pediatrician	entist	, contact	:			•
Dentist						
Hospital preferred						
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Please notify the school IMMEDIATELY when changes need to be made in the above information.

Adopted by the Board of Education on October 18, 2016

STUDENT CALENDAR FAIRFIELD PUBLIC SCHOOLS 2017 - 2018

REVISED 5/16/2017

S	TM T	2017 - 2018	5/16/2017
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Schools Not In Session

Conference Days (Elem. & Middle) Early Dismissal

Conference Days (Elem. ONLY) Early Dismissal

Prof. Dev. Day Early Dismissal

^() State Required Holidays



Late Bus #2 Monday & Thursday

ate Bus: Beginning Monday, September 18, 2017:

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	3.500 TT00 TO 1 A

- 11 Mill Hill Rd & Fawn Ridge La 12
- 120 Cedar Rd Bronson Rd & North Cedar Rd 13
- Bronson Rd & Hill Farm Rd 14 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
- Bronson Rd & Hill Farm Rd 21 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 Mill Plain Rd & Pell Meadow Dr 44

List of Bus Stops

- 1 Fairfield Pl & Overhill Rd Sasco Hill Rd & Harbor Rd/Tide Mill Terr
- Sasco Hill Rd & Sasco Hill Terr 3
- Oldfield Rd & Lee Dr
- 5 Oldfield Rd & South St
- Oldfield Rd & Flora Blvd
- Oldfield Rd & South Pine Creek Rd South Pine Creek Rd & Rita Ave
- South Pine Creek Rd & Bonney Terr 10
- South Pine Creek Rd & Gorham Rd South Pine Creek Rd & Risley Rd 11
- 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'
- South Pine Creek Rd & Flax Rd 16
- 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
- Oldfield Rd & Alden St 25
- 26 Oldfield Rd & James St 27
- Blaine St & Nichols St 28 Nichols St & Catherine St
- Oldfield Rd & Catherine Terr 29
- 30 Oldfield Rd & Reef Rd 31
- Reef Rd & Howard St 32
- Pratt St & Veres St 33 Cunnimgs Ave & Reef Rd
- Reef Rd & Quincy St Reef Rd & One Rod Highway 35
- 36 Reef Rd & Fairfield Beach Rd 37 Fairfield Beach Rd & Rowland Rd
- 38 Rowland Rd & Edward St Edward St & Lalley Blvd 39
- Edward St & Birch Rd 40
- 41 Fairfield Beach Rd & Beach Rd 42 Beach Rd & Colonial Dr
- 43 Beach Rd & Fern St
- Beach Rd & Judson Rd 44 Judson Rd & South Benson Rd 45
- 46 South Benson Rd & Oyster Rd
- 47 South Benson Rd & Riverside Dr 48
- Riverside Dr & Turney Rd Turney Rd & Old Post Rd 49
- 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 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 Mill Plain Rd @ Riverfield School Driveway 63
- Mill Plain Rd & Robert La

Late Bus #3

Monday & Thursday

List 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 SouthRd
- 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 & Labbance 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 <u>TWO</u> 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 DENTAL CLINIC APPLICATION

Public Health Nursing 100 Mona Terrace

Telephone (203) 256-3150 Fax (203) 256-3172

To:

Parent/Guardian

From:

Town of Fairfield Director of Health

The Town of Fairfield Health Department provides teeth cleaning and topical fluoride treatments by a dental hygienist for all students meeting 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 cleaning, fluoride treatments, or dentist services for your child, complete the information below and RETURN THIS FORM TO YOUR CHILD'S SCHOOL NURSE BY

ALLITEMS	MUST BE COMPLETED	
Child's Name:	School:	Grade/Class:
Address:		
Does child have a heart problem or othe work? Yes No	er medical condition requiring ant	ibiotics before dental
Check all that apply: Child has:	HUSKY Insurance # Medicald (Title 19) # Private dental insurance None of the above	
Have you recently applied for Medicaid	(Title 19) or HUSKY Insurance?	Yes No
You must provide income information a of your eligibility:		
Family maximum annual adjust Number is household	ted gross income \$	
I give my permission for the above-name the dental hygienist in school if he/she is	ed child to receive teeth cleaning a eligible for these services.	nd fluoride treatment by
Parent/Guardian Signature		Date:
Daytime Telephone #:		

Fairfield Public Schools Fairfield, CT 06825

TO:

Parents and/or Guardians

FROM:

Lisa Moscato

DATE:

August 2, 2017

SUBJECT:

Student Voluntary Accident Insurance 2017-2018

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 valid 24 hours a day.

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

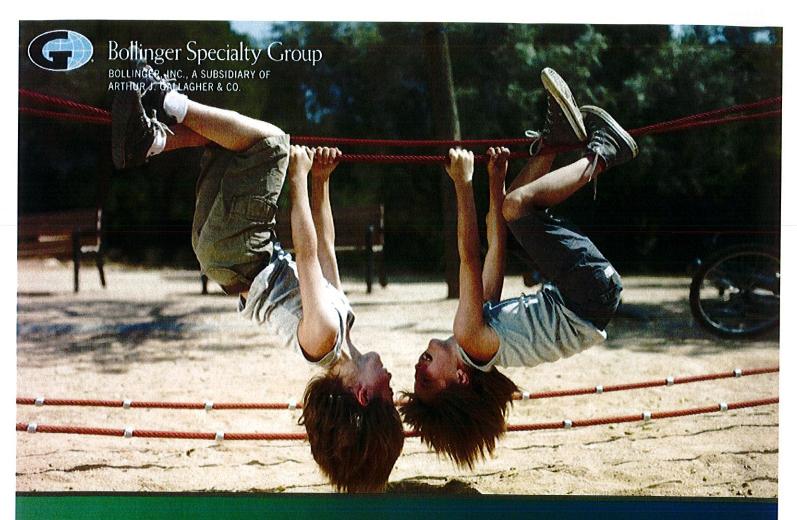
Accidental dental benefits are available as well as a Student Life Insurance Plan. An overview of these plans and benefits are on the Bollinger Insurance Solutions website, http://www.bollingerschools.com/myschool/insurance-products.aspx?id=951.

Online Applications:

Parents may apply and purchase this coverage online by visiting Bollinger's website - https://www.bollingerschools.com/cartv1/school-insurance.aspx?formid=49&insuredid=951.

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.



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



STAFF NAMES WITH E-MAIL ADDRESSES-2017-18

Administration

Tiley, Meg

Shaughnessy, Karin DeAngelo, Steve

Teachers

Albright, Jeffery Andrejczyk, Stacy

Balazs, Eva

Baldwin, Jeanine

Bayers, Meg (Margaret)

Boocks, Daniel

Brown-Wilusz, Leah

Bryant, Keri

Bucci, Linda

Cipu, Betsy (Mary)

Collins, Greg

Coppola, Karen

Corbiere, Mary Ellen

Delahunt, Debra Cummings, Kelly

Banner, lan

Baker, Michelle

Aronin, Matt

Barwise, Allison

Brion, Julia

Byrne, Steve

Callahan, Nicola

Capodanno, Meg

Christoffersen, Susan

Cowenhoven, Jennifer

SUBJECT/CREW

Assistant Principa Assistant Principal Principal

Dean of Students

Math - 8M & Science General Music

LA-8L LA - 8M

Math

Science-6M

Speech & Languarge

Tech Ed

Music

Science - 7M

World Language

Speech & Language

SS - 6M

Spec Ed 7L/8S

World Language

Math Resource

Science - 7

World Language Math - 8L

Counselor - Grade 8

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Science - 6L
Reading
Special Ed - 8S
Science - 7L
Health
Consumer Science - Sewing
Reading - Gifted
Art
Music
PE
SS - 7
Science - 8M
Counselor - Grade 7

Counselor - Grade 7
SS - 7L
Art
World Language

World Language
SS - 8M
Gifted & Talented

World Language
Consumer Science - Foods
Music

World Language Special Ed - 6, 7 & 8 CLC

Music Science - 6S Math - 6S Health Special Ed - 8M

LA - 6M Health LA - 7M

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Tech Ed/Computer
Counselor - Grade 6
SS - 8S
Special Ed - 7M
Special Ed - 6S
LA - 7L
Special Ed - 8L
Math - 7M
Math - 6M
LA - 6S
Computer Teacher/Tech Inte

Computer Teacher/Tech Integrationist Art

SS - 6S Math - 8M

Counselor - 6, 7 & 8

Speech & Language Social Worker

Math - 7L

World Language

SS - 7M

Special Ed - 6M

SS - 6L

PE

SS - 8L

Math - 6L Music

Science - 8L

Spec. Ed - 6L

Special Ed - 6, 7 & 8-CLC

Computer

٧L

Psychologist FCS

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