

ROGER LUDLOWE MIDDLE SCHOOL

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Megan Tiley, Principal
Ian Banner, Assistant Principal

Keith O'Rourke, Dean of Students
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PRINCIPAL'S MESSAGE

August 28, 2014

Dear RLMS Families:

Welcome to the 2014-2015 school year!

I am looking forward to meeting parents that are able to attend the opening PTSA meeting on Tuesday, September 9th at 7pm. It will be a wonderful opportunity to begin our journey together and share our vision of the middle school student.

I would like to give my ongoing "pitch" in the use of Infinite Campus. This is our primary mode of communication of grades, attendance and important updates as the year begins. As the school year starts, it is critical that you make sure you frequently log in to Infinite Campus so that you receive message from the school and gather information about your child's academic progress. You can find help with this process at our district website.

Parents, please be sure to review your household emergency contact information and please make sure your account settings are complete. Middle School students can log in with their Fairfield Public Schools network username and password.

All student schedules are now available through the student and parent portal. Students: if you are having difficulty with your password or username you must wait until your return to school to reset it.

Parents who are having difficulty should email reghelp@fairfieldschools.org and we will respond as soon as possible, normally within two business days. Students are directed NOT to email this address. Additional support regarding Infinite Campus can be found at the following link:

http://fairfieldschools.org/parent_resources_infinite_campus.htm

Finally, I wanted to provide you with some guidelines on “**Who to Contact**” when you have a concern or need clarification. Teacher emails are available on the RLMS webpage. Please note that all school emails are:

First Initial, Last Name@fairfieldschools.org. For example, mtiley@fairfieldschools.org

- 1. Contact the *Classroom Teacher* with questions about:**
 - a. What is happening in the classroom.
 - b. Homework, student progress, specific grading questions. Remember...much of this will be available on Infinite Campus.
 - c. Any concern that a parent has regarding an aspect of the students’ classroom experiences should always be directed **initially** to the classroom teacher.
- 2. Contact the *Crew Liaison* with questions about:**
 - a. Crew policies – interdisciplinary activities.
 - b. Field Trips
- 3. Contact the *School Counselor* with questions about:**
 - a. Scheduling
 - b. Academic placement
 - c. Adjustment problems
 - d. Peer relationships
 - e. Overall academic performance
- 4. Contact the *Curriculum Leaders* with questions about:**
 - a. Curriculum content and requirements
 - b. Textbooks and materials
- 5. Contact the *Dean* with questions about:**
 - a. Student discipline
 - b. Bus issues
 - c. General school safety concerns
- 6. Contact the *Principal or Assistant Principals* with questions about:**
 - a. Special Education testing, placement and instruction
 - b. School activities
 - c. Overall curriculum
 - d. Facilities
 - e. School-wide communications
 - f. Any items not listed elsewhere

Our dedicated and talented teachers have spent the past week getting their classrooms ready and preparing for the upcoming year. By the time you receive this message, the year will be underway! The faculty and staff are looking forward to a great year. Do not hesitate to contact your child's crew liaison, teacher, school counselor, or myself if you have any questions or need any additional support throughout the year.

GO BULLDOGS!!

Megan Kelly