

ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road

Fairfield, CT 06824-5010

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



Megan Tiley, Principal
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students
Karin Shaughnessy, Assistant Principal

September 3, 2013

Dear RLMS Parents:

I am hoping by the time you receive this newsletter that I have had the opportunity to meet many of you at the first PTSA meeting of the year. Thank you PTSA members for hosting a lovely “Meet and Greet” as the school year begins.

Here’s my second “pitch” for Infinite Campus! I wanted to make all parents aware that 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. Additionally, our wonderful Library Media Specialists have made themselves available to parents during our Open House night on September 11th. **Please feel free to come to the RLMS Library as early as 6pm if you would like assistance in logging into your Infinite Campus account.** 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.

The year is well underway and I am finding ways to meet your children. The cafeteria and bus areas are buzzing with beginning of the year excitement. It is wonderful to see old friendships renewed from the summer break along with many students reaching out to meet new people. This past week, our sixth graders attended a presentation that addresses bullying and negative behaviors. Following the presentation, students completed *reflective questions* and signed the **Anti-Bullying pledge** (page 25 in the student agenda), if they had not done so already. The **Anti-Bullying Pledge/ Parent/Student Acknowledgement Form** are to be handed in to students’ homeroom teachers. This pledge and the conversations around bullying are important issues that we must address as an entire school community.

Finally, I wanted to provide you with some guidelines on “Who to Contact” when you have a concern or need clarification. 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

Do not hesitate to contact me if you have any questions regarding the upcoming year at Roger Ludlowe Middle School. I am hoping to see all of you at our Open House on the 11th.

Warm regards~



Megan Tiley
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