

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 24, 2015

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 on Wednesday, August 26th, 2015. 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:

Jeffery Albright	General Music
Michelle Baker	8 th grade Language Arts
Rodger Bryan	6 th , 7 th , 8 th grade Music (Strings)
Meg Capodanno	6 th grade Special Education (long-term substitute)
Elsa Cardoso	World Language
Jennifer Cowenhoven	World Language
Zachary Garafolo	8 th grade Mathematics (student teacher)
Paul Goodman	7 th grade Social Studies
Maryclaire Henion	Art
Maria Hernandez	World Language
Alyssa Jones	6 th grade Mathematics
Kim Kaczegowicz	7 th grade Language Arts/Gifted Resource
Joseph McGrath	6 th grade Science (long-term substitute)
Christine McMaster-Sander	7 th grade Science
Natalie Odierna	Building Sub
Elizabeth Raver	7 th grade Mathematics

Kelly Renna	6 th , 7 th , 8 th grade School Counseling
Jessica Scianna	Speech & Language
Peggie Shore	World Language
Amy Vernon	6 th grade Special Education
Laurie Warfield	Family and 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:

- ◆ **Grade Six, Seven & Eight & UA Open House: Thursday, September 10, 2015 from 7:00 – 9:00 p.m.**
- ◆ **RLMS Family Picnic – Thursday, September 17, 2015 from 5:00 – 7:00 p.m. – RLMS Bus Loop/Cafeteria
(Rain – RLMS Gymnasium)**
- ◆ **New Student Orientation – Friday, August 28th 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 28, 2015, 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 25th or Wednesday, August 26th between 9:00 a.m. – 2:00 p.m. to confirm participation in this orientation.**

1. Orientation Day, Grade 6 Students – Wednesday, September 2, 2015 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, September 2, 2015.

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 3, 2015.

**** 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 3, 2015:

ALL STUDENTS will report to school on Thursday, September 3rd 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.**

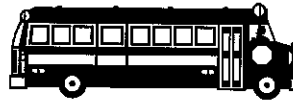
3. Transportation:

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 3, 2015.

The bus routes and times for pick-up for Ludlowe will be posted on the Fairfield Public Schools Website as of August 15, 2014. If you have any questions regarding transportation, please contact the transportation office at 255-8385.



Late Bus: Beginning Monday, September 21, 2015:

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 3, 2015. Students may not be dropped off at the front of the school unless they are late, after 8:10 a.m., to school. ***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. Kelly Cummings, the grade seven counselor is Mrs. Karyn McNeil and the grade eight counselor is Ms. Kate Harder. 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, Mr. 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 Workshop 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 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; 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** and **Student and Parent Concussion Informed Consent 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.

PLEASE NOTE: Mandatory meeting information will be announced prior to students trying out for varsity basketball and varsity cheerleading. All permission forms and emergency paperwork are due to coaches by Friday, October 16th. The dates for all clinics and tryouts will be announced no later than November 6th.

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 3, 2015. 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 2015-2016 application one form per family in order to be considered for participation for this academic year.

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, 8/15/13, 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 3, 2015. 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.

17. 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 22nd from 1:15 – 3:15 p.m.

Wednesday, October 28th from 1:15 – 3:15 p.m.

Thursday, October 29th 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.

18. Videotaping/Photographs:

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.

20. 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.

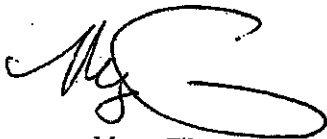
21. EXTRA HELP:

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 2015-2016 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 3rd at 8:00 a.m., our first official day for the 2015-2016 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.

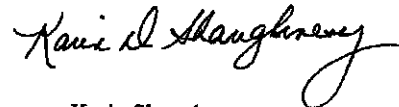
Sincerely,



Megan Filey
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 28, 2015
11:00 to 12:30

Please Join Us!

RSVP necessary

(Please call on 255-8343 on Tuesday, August 25 or Wednesday, August 26, 2015, between 9:00 – 2:00, to confirm your attendance. Thank you.)

Open House Night

Thursday, September 10, 2015, 7:00 – 9:00 p.m.

Grade Six, Seven, Eight and Unified Arts

RLMS Family Picnic

Thursday, September 17, 2015, 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

RAIN OR SHINE

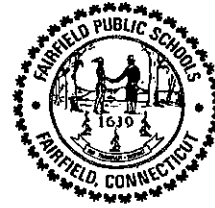
In the event of inclement weather this event will be relocated to our RLMS large gymnasium.

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Megan Tiley, Principal
Ian Banner, Assistant Principal

Steve DeAngelo, Dean of Students
Karin Shaughnessy, Assistant Principal

July 23, 2015

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. Another major cause of interruptions is picking up students or bringing them back from appointments (doctor, dentist etc.) during the school day. 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.

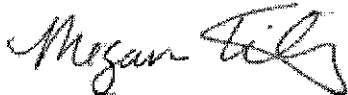
3. School visitors will only be allowed into the school if they have an appointment with a staff member or other legitimate reason for entering the school. This includes parents and community members as well as former students. Appointments will be confirmed with the staff member in question. All other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

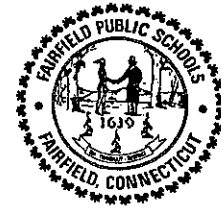
NOTE: Emergency Messages are sent through Infinite Campus. If you do not receive these, then you need to insure that your contact information is updated. Thank you.

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Megan Tiley, Principal
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Karin Shaughnessy, Assistant Principal
Steve Deangelo, Dean of Students

August 21, 2015

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. 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.

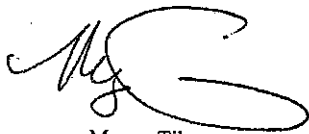
4. Permission due to special medical circumstances will be given to students requiring to be dropped off in front of the school between 7:50 and 8:10 a.m. and picked up between 2:30 and 3:00. Please speak with an administrator to discuss any special circumstances prior to deviating from these drop-off / 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.

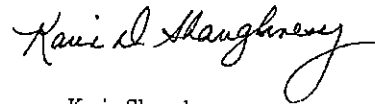
Sincerely,



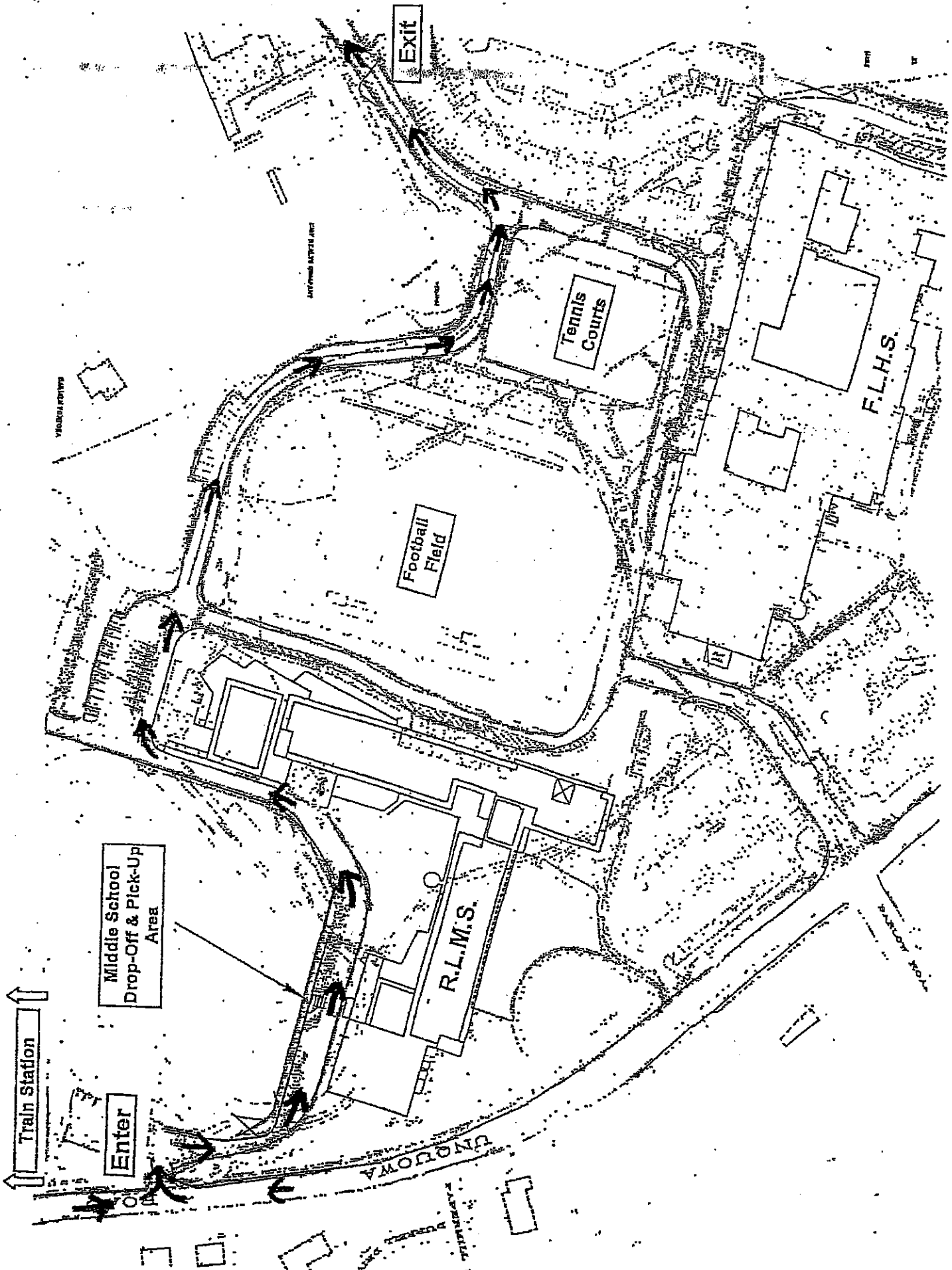
Megan Tiley
Principal



Ian Barber
Assistant Principal



Karin Shaughnessy
Assistant Principal



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!**

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.

2015-2016 ROGER LUDLOWE MIDDLE SCHOOL DATES TO REMEMBER

August	28	Friday	11:00 - 12:30 - New Student Orientation - No Bus Service
	31	Monday	All Teachers Report to Schools - Staff Luncheon ?
September	1	Tuesday	Professional Development - District Wide
	2	Wednesday	Grade 6 - Orientation 9:00 a.m. - 11:00 a.m. - No Bus Service / No Lunch
	3	Thursday	First Day of School - Bus Service Begins/Lunch Service Begins
	7	Monday	Labor Day - (School closed)
	10	Thursday	Open House Grad 6, 7 & 8 & UA 7:00 - 9:00 p.m.
	14	Monday	Rosh Hashanah - (School closed)
	15	Tuesday	PTSA Meeting - 7:00 p.m. - Cafeteria
	17	Thursday	Family Picnic - 5:00 - 7:00 p.m. - Bus Loop/Cafeteria (Rain-RLMS Gymnasium)
	21	Monday	Late Bus Service Begins - 4:00 p.m.
	22	Tuesday	No After School or Evening Activities
	23	Wednesday	Yom Kippur (School closed)
October	9	Friday	Walk-a-Thon Fundraiser - 10:00 a.m. - 12:00 noon
	13	Tuesday	Picture Day - Auditorium
	13	Tuesday	PTSA Meeting - 11:00 a.m. - Team Room
	16	Friday	Walk-a-Thon Fundraiser - 10:00 a.m. - 12:00 noon (Rain date)
	16	Friday	Last Day for turn in Permission Slips & Emergency forms for Basketball & Cheerleading Teams
	22	Thursday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (1:15 - 3:15 p.m.)
	28	Wednesday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (1:15 - 3:15 p.m.)
	29	Thursday	Parent Teacher Conferences - 12:40 Dismissal (No Lunch Served) (6:00-8:00 p.m.)
November	TBD		End of 1st marking period (Secondary)(Subject to change)
	TBA		Basketball & Cheerleading Tryouts
	3	Tuesday	Election Day - Professional Development Day for Staff (School closed)
	10	Tuesday	PTSA Meeting - 11:00 a.m. Team Room
	11	Wednesday	Veterans' Day (School closed)
	12	Wednesday	Picture Make-Up Day - Team Room
	TBD		Report cards issued for 1st marking period (Subject to change)
	25	Wednesday	Early dismissal - 12:40 - No lunch served - Thanksgiving Recess
	26 & 27	Thurs - Friday	Thanksgiving Recess - (School closed)
December	15	Tuesday	PTSA Meeting - 11:00 a.m. - Team Room
	7	Monday	Winter Concert - Grade 6 - 7:00 p.m.
	8	Tuesday	Winter Concert - Grade 7 - 7:00 p.m.
	9	Wednesday	Winter Concert - Grade 8 - 7:00 p.m.
12/24/2015	1/4/2016		Holiday Recess - (School closed)
January	4	Monday	School Re-opens
	12	Tuesday	PTSA Meeting - 7:00 p.m. - Team Room
	18	Monday	Martin Luther King Jr. Day - (School closed)
	21	Thursday	Basketball Bash - 5:30 - 9:00 p.m. - Gym
	TBD		End of 2nd marking period (Secondary)(Subject to change)
	28	Thursday	Basketball Bash - 5:30 - 9:00 p.m. - SNOW DATE - Gym
February	TBD		Report cards issued for 2nd marking period (Subject to change)
	9	Tuesday	PTSA Meeting - 11:00 a.m. Team Room
	12	Friday	Teacher Professional Development - (School closed)
	15	Monday	President's Day - (School closed)
March	15	Tuesday	PTSA Meeting - 11:00 a.m. - Team Room
	25	Friday	Good Friday - (School closed)
April	5	Tuesday	PTSA Meeting - 11:00 a.m. - Team Room
	TBD		End of 3rd marking period (Secondary)(Subject to change)
	TBD		Report cards issued for 3rd marking period (Subject to change)
	11 - 15	Monday-Friday	Spring Recess - (School closed)
May	9	Monday	Spring Concert - Grade 8, 7:00 p.m.
	10	Tuesday	PTSA Meeting - 11:00 a.m. - Team Room
	10	Tuesday	Spring Concert - Grade 7, 7:00 p.m.
	11	Wednesday	Spring Concert - Grade 6, 7:00 p.m.
	30	Monday	Memorial Day - (School closed)
June	9	Tuesday	PTSA Meeting - 11:00 a.m. Team Room
	15	Wednesday	Tentative Closing Exercises 2:30 - Tentative Early Dismissal - 12:40 (snowdays will extend the date)
	16	Thursday	Tentative Last Day of School - Tentative Early Dismissal - 12:40 (snowdays will extend the date)
	16	Thursday	End of 4th marking period (tentative)

DATES TO BE ANNOUNCED: - YEAR-END ACTIVITY DAY FOR EACH GRADE

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 2015-2016 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 2015-16

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

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 _____
(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.iww.com/cisportsmed/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.

ADOPTED BY THE BOARD OF EDUCATION ON
DECEMBER 9, 2014

STUDENT CALENDAR

FAIRFIELD PUBLIC SCHOOLS

2015 - 2016

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

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



Late Bus: Beginning Monday, September 21, 2015:

A special "late bus" runs at 4:00 p.m. Monday and Thursday 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

- 1 370 Bronson Rd
- 2 Bronson Rd & Rockview Rd
- 3 Mill Hill Rd & Split Rock Rd
- 4 191 High Meadow Rd
- 5 Mill Hill Terr & Carriage Dr
- 6 Mill Hill Terr & Mill Hill Rd
- 7 Mill Hill Terr & Acorn La
- 8 Mill Hill Terr & Evelyn St
- 9 Woodrow Ave & Sherwood Pl
- 10 Mill Hill Rd & Barberry Rd
- 11 932 Mill Hill Rd
- 12 1135 Mill Hill Rd
- 13 Mill Hill Rd & Fawn Ridge La
- 14 360 Cedar Rd
- 15 295 Cedar Rd
- 16 Bronson Rd & North Cedar Rd
- 17 Bronson Rd & Hill Farm Rd
- 18 Hulls Farm Rd & Jessica La
- 19 681 Hulls Farm Rd
- 20 Cedar Rd & Half Mile Rd
- 21 Cedar Rd & Sturbridge La
- 22 1731 Bronson Rd
- 23 Bronson Rd & Fulling Mill La
- 24 Bronson Rd & Cider Mill La
- 25 Bronson Rd & Twin Brooks La
- 26 Bronson Rd & Hill Farm Rd
- 27 Bronson Rd & Governors La
- 28 Governors La & Redding Rd
- 29 190 Redding Rd
- 30 439 Redding Rd
- 31 Redding Rd & Verna Hill Rd
- 32 Redding Rd & Merwins La
- 33 Old Academy Rd & Dunham Rd
- 34 Dunham Rd & Gay Bowers Rd
- 35 1500 Redding Rd
- 36 Cross Highway & Congress St
- 37 3810 Congress St
- 38 1893 Hillside Rd
- 39 1681 Hillside Rd
- 40 2644 Bronson Rd
- 41 Hill Farm Rd & Hillside Rd
- 42 731 Hillside Rd
- 43 Hillside Rd & Greenfield Hill Rd
- 44 340 Hill Brook La
- 45 143 Hill Brook La
- 46 1338 Brookside Dr
- 47 50 Mine Hill Rd
- 48 Verna Hill Rd & Greenfield Rd
- 49 254 Verna Hill Rd
- 50 Hill Farm Rd @ 2nd driveway
- 51 535 Hill Farm Rd
- 52 355 Hill Farm Rd
- 53 Hill Farm Rd & Sherwood Farm Rd
- 54 93 Greenfield Hill Rd
- 55 Brookside Dr & Mill River Rd
- 56 Mill River Rd & Duck Farm Rd
- 57 Duck Farm Rd & Riverview Rd
- 58 Duck Farm Rd & Alma Dr
- 59 Duck Farm Rd & Hunter Rd
- 60 Mill Plain Rd & Carroll Rd
- 61 Mill Plain Rd & Flower House Dr
- 62 Mill Plain Rd & Pell Meadow Dr

Late Bus #2 Monday & Thursday

List of Bus Stops

- 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 Cunnings 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
- 65 Pine Tree Lane & Beacon View Dr

Roger Ludlowe Middle School – Late Bus Schedule

Late Bus #3

Monday & Thursday

List of Bus Stops

- 1 River Rd & Taintor Dr
- 2 564 Harbor Rd
- 3 Westway Rd & Willow St
- 4 Westway Rd & Pequot Ave
- 5 Pequot Ave & Gunston Rd
- 6 Pequot Ave & Old South Rd
- 7 Pequot Ave & Center St
- 8 Pequot Ave & Old Post Rd South
- 9 Pequot Ave & Prospect La
- 10 Mill Hill Rd & Bronson Rd
- 11 Kings Dr & Kings Lane
- 12 Old Post Rd South & Rennell Dr
- 13 Rennell Dr & Spruce St South
- 14 Center St & Post Rd
- 15 Oxford Rd & Oxford Pl
- 16 Westford Dr @ The 'Y'
- 17 Kings Hwy West & Taylor Pl
- 18 Southport Woods Dr & Mill Hill Terr
- 19 Mill Hill Terr & Village La
- 20 Mill Hill Terr & Osborne La
- 21 Osborne La & Gray Rock Rd
- 22 Hulls Hwy & Arbor Dr
- 23 364 Hulls Hwy
- 24 Ivy La & Village La
- 25 Ivy La & Flintlock Rd
- 26 300 Flintlock Rd
- 27 Flintlock Rd & Range Rd
- 28 Range Rd & The Knoll
- 29 615 Hulls Hwy
- 30 21 Daybreak La
- 31 Hulls Hwy & Butternut La
- 32 814 Hulls Farm Rd
- 33 Sturges Hwy & Ingleside Rd
- 34 840 Sturges Hwy
- 35 1300 Sturges Hwy
- 36 Fleming Rd #210
- 37 Ironside Rd & Silverspring Rd
- 38 Silver Spring Rd & Spring Hill Rd
- 39 Silver Spring Rd & Old Hickory Rd
- 40 Old Hickory Rd & Ingleside Rd
- 41 Sturges Hwy & Wellington Dr
- 42 Merwins La & Riders La
- 43 Merwins La & Labbanca La
- 44 Merwins La & Horseshoe La
- 45 Jennie La & Hollow Tree Cir
- 46 Queens Grant Rd & Queens Grant La
- 47 Queens Grant Rd & Queens Grant Dr
- 48 640 Merwins La
- 49 439 Merwins La
- 50 300 Merwins La
- 51 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
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 dental screenings, teeth cleaning, and topical fluoride treatments by a dental hygienist for all students meeting income guidelines or that have CT Husky insurance. Additionally, limited funding is available for eligible students, to receive dental care by participating dentists, for problems such as cavities.

For children with Connecticut Husky insurance: The Town of Fairfield Health Department has been approved by the State of Connecticut as a Husky dental provider. You **MUST** include your child's 9-Digit Husky ID Number.

If you wish to apply for a dental screening, cleaning, fluoride treatment, or dentist services for your child, complete the information below and **RETURN THIS FORM TO YOUR CHILD'S SCHOOL NURSE.**

ALL ITEMS MUST BE COMPLETED

Child's Name: _____ School: _____ Grade/Class: _____

Address: _____ Phone #: _____

Does child have a medical condition that would impact receiving dental treatment?

Yes No If yes, please explain: _____

Check all that apply: Child has: HUSKY Insurance# _____
 Private dental insurance
 None of the above

Have you recently applied for CT HUSKY or Medicaid Insurance? Yes No

If you do not have CT Husky or Medicaid 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 is household _____

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 #: _____



Bollinger Specialty Group

BOLLINGER, INC. A DIVISION OF
BOLLINGER SPECIALTY GROUP, INC.



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 DIVISION OF
BOLLINGER SPECIALTY GROUP, INC.

Bollinger Specialty Group

700 JFK Parkway

Shrew 08084, NJ 08088

202.321.0013

1.877.331.1111

www.BollingerSchools.com

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Fairfield Public Schools** offers healthy meals every school day. Breakfast costs \$1.50 at **Holland Hill, McKinley, Fairfield Woods MS, Roger Ludlowe MS, Tomlinson MS, Fairfield Ludlowe HS and Fairfield Warde HS**; lunch costs \$2.65 at the elementary schools, \$2.85 at the middle schools and \$2.90 at the high schools. Deluxe meals are offered only at the middle and high schools and cost \$3.85. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

Note: Children receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA) benefits may be directly certified and automatically eligible for free meals without further applying for benefits. Questions regarding SNAP/TFA and direct certification should be sent to the determining official **Doreen Munsell, Director of Finance & Business Services, 501 Kings Highway East – Ste. 210, Fairfield, CT 06825**. If you have received a NOTICE OF DIRECT CERTIFICATION for free meals, **do not** complete the application. However, **do** let the school know if any children in your household are *not* listed on the **Notice of Direct Certification** letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving SNAP or TFA benefits from are eligible for free meals.
- Foster children that are under the **legal** responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless or runaway are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart:

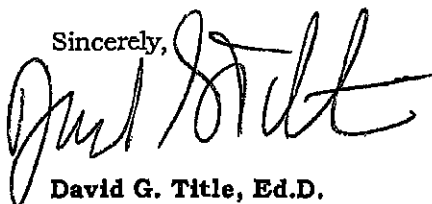
REDUCED FEDERAL ELIGIBILITY INCOME CHART Effective 7/1/2015 to 6/30/2016			
Household size	Yearly	Monthly	Weekly
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional person:	+7,696	+642	+148

2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Andrea Leonardi at (203) 255-8379 or aleonardi@fairfieldschools.org**.
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Fairfield Public Schools, Food Service Department, 501 Kings Highway East – Ste. 210, Fairfield, CT 06825**.
4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Fairfield Public Schools, Food Service Department, (203) 255-8370** immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Doreen Munsell, Director of Finance & Business Services, 501 Kings Highway East - Ste. 210, Fairfield, CT 06825 or (203) 255-8383.**
10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Fairfield Public Schools, Food Service Department, 501 Kings Highway East - Ste. 210, Fairfield, CT 06825 or (203) 255-8370** to receive a second application.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP benefits and to contact the Department of Social Services office in your town, contact United Way's free referral number 2-1-1 (free call, statewide).

If you have other questions or need help, call **Fairfield Public Schools, Food Service Department, (203) 255-8370.**

Sincerely,



David G. Title, Ed.D.
Superintendent of Schools

2015-2016

Application for Free and Reduced-price School Meals or Free Milk

Complete one application per household. Please use a pen (not a pencil).

Application No: _____

STEP 1

List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."
 Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	School	Grade	Student? Yes No	Foster Head Start	Even Homeless or Runaway
_____	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Check all that apply

STEP 2

Do any Household Members (including you) currently participate in one or more of the following Assistance Programs: SNAP OR TFA: Check one: YES or NO (This does NOT include medical (HUSKY) benefits.) To shorten the approval process, it is strongly recommended that you submit proof of SNAP or TFA eligibility with this application. See instructions.

If NO household member participates in SNAP or TFA, skip Step 2 and if a household member does participate in SNAP or TFA, write a SNAP OR TFA case number here and then go to STEP 4 (Do not complete STEP 3)

Case Number: _____
Write only one case number in this space.

STEP 3

Report income for ALL Household Members (Skip this step if you wrote a SNAP or TFA Number in STEP 2)

Please read How to Apply for Free and Reduced Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

A. Child Income
 Sometimes children in the household earn income. Please include the TOTAL income earned by all Child Household Members listed in STEP 1 here.

Child Income	How often?	
	Weekly	Bi-Weekly
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

B. All Adult Household Members (including yourself)
 List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do not receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Member (First and Last)	Earnings from Work		Public Assistance/Child Support/Alimony		Pensions/Retirement/All Other Income		How often?	
	Weekly	Bi-Weekly	Weekly	Bi-Weekly	Weekly	Bi-Weekly	Weekly	Bi-Weekly
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Household Members (Children and Adults - Step 1 & Step 3) _____

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: _____

Check if no SSN

STEP 4

Contact Information and Adult Signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available) _____ Apt # _____

City _____ State _____ Zip _____

Daytime Phone and Email (optional) _____

Printed name of adult completing the form _____ Signature of adult completing the form _____

Today's date _____

OPTIONAL Children's Racial and Ethnic Identifies

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):

- Hispanic or Latino
- Not Hispanic or Latino

Race (check one or more):

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

For School Use Only – Do Not Write Below This Line

Determining Officials (DO) for the Local Education Agency MUST complete this section.

Annual Income Conversion: Weekly X 52 ♦ Every 2 weeks X 26 ♦ Twice a Month X 24 ♦ Monthly X 12
(Only convert to annual income if there are different frequencies of income listed in Step 3.)

- Directly Certified Based on the State Direct Certification List Date Certified on DC List: _____
- SNAP/TFA Household (*Reminder*). The DO must confirm a handwritten SNAP/TFA number) Foster Child Head Start Confirmed Homeless or Runaway

Income Household: Total household income: _____ per _____ Household Size: _____

Application approved for: Free Meals Reduced-Price Meals Application Denied

Date Notice Sent: _____ Signature of Determining Official: _____ Date: _____

HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit **one** application per household, even if your children attend more than one school in the Fairfield Public Schools. The application must be filled out completely to certify your children for free or reduced-price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact **Karen Sanborn, Food Service Department at (203) 255-8370 or ksanborn@fairfieldschools.org**.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do **NOT** have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include **all** members in your household who are:

- Children age 18 or under and are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless or runaway youth;
- Students attending the Fairfield Public Schools, regardless of age.

- List each child's name.** For each child, print their first name, middle initial and last name. Use one line of the application for each child. Please print clearly. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.
- List the name of the school and grade (if applicable) that each child attends and check the box to confirm if the child is a student at the school.**
- Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are only applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.
- Are any children enrolled in a federal Head Start or Even Start Program in the school system?** If you believe any child listed in this section may meet this description, please mark the "Head Start" or "Even Start" box next to the child's name and **complete all steps of the application.**
- Are any children homeless or runaway?** If you believe any child listed in this section may meet this description, please mark the "Homeless or Runaway" box next to the child's name and **complete all steps of the application.**

STEP 2: HOUSEHOLD MEMBER PARTICIPATION IN ONE OR MORE ASSISTANCE PROGRAMS – SNAP OR TFA (THIS DOES NOT INCLUDE MEDICAL OR HUSKY BENEFITS)

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or
- Temporary Family Assistance (TFA)

A. IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Skip to STEP 3 on these instructions and STEP 3 on your application.
- Leave STEP 2 blank.

B. IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- Check off “Yes” and provide a case number for SNAP or TFA. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact your DSS Social Worker. **Note: Do not use a HUSKY Medical Benefits Number since this number is not a SNAP or TFA case number. It is also recommended (but not required) that you submit proof of this SNAP or TFA case number when you submit the application for processing. Proof does NOT include a copy of the CONNECT card.**
- Skip to STEP 4.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

A. Report all income earned by children. Refer to the chart titled “Sources of Income for Children” in these instructions and report the combined gross income for ALL children listed in Step 1 in your household in the box marked “Total Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Sources of Income for Children	
Sources of Child Income	Examples
<ul style="list-style-type: none"> • Earnings from work • Social Security <ul style="list-style-type: none"> o Disability Payments o Survivor’s Benefits • Income from persons <i>outside</i> the household • Income from any other source 	<ul style="list-style-type: none"> • A child has a job where they earn a salary or wages. • A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased, and their child receives social security benefits. • A friend or extended family member <i>regularly</i> gives a child spending money. • A child receives income from a private pension fund, annuity, or trust.

FOR EACH ADULT HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all members in your household who are:

- Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.*
- Do not include people who:
 - Live with you but are not supported by your household's income and do not contribute income to your household.
 - Children and students already listed in Step 1.

How do I fill in the income amount and source?

- FOR EACH TYPE OF INCOME:**
- Use the charts in this section to determine if your household has income to report.
 - Report all amounts in **gross income ONLY**. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes or deductions.
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
 - Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
 - Mark how often each type of income is received using the check boxes to the right of each field. **Note:** Income must be listed as being received either: weekly; bi-weekly; 2 X month; or monthly. **Do not list income annually.**

B. List Adult Household member's name. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." **Do not list any household members you listed in STEP 1.** If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

C. Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D. Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal but regular payments should be reported as "other" income in the next part.

E. Report income from Pensions/Retirement/All other income. Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

F. Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced-price meals or free milk.

G. Provide the last four digits of your Social Security Number. The household’s primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SS#.”

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) • Strike benefits <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>) • Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> • Unemployment benefits • Worker’s compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran’s benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A. Provide your contact information.** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B. Sign and print your name.** Print your name in the box “Printed name of adult completing the form” and sign your name in the box “Signature of adult completing the form.”
- C. Write Today’s Date.** In the space provided, write today’s date in the box.
- D. Share children’s Racial and Ethnic Identities (optional).** On the back of the application, we ask you to share information about your children’s race and ethnicity. **This field is optional and does not affect your children’s eligibility for free or reduced-price school meals.**

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals/Milk Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Please sign for those additional benefits below if you are interested in receiving them. By signing for the benefits, you are certifying that you are the parent/guardian of the child(ren) for whom the application is being made. Note: Sending in this form will not change whether your children get free or reduced price meals or free milk.

No! I do NOT want information from my Free and Reduced Price School Meals/Milk Application shared with any of these programs.

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals/Milk Application with Fairfield Public Schools Summer School Principals (for fee waivers).

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals/Milk Application with Fairfield Public Schools Principals (for prom tickets, caps/gowns):

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals/Milk Application with Fairfield Public Schools Principals (for musical instruments).

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals/Milk Application with Fairfield Public Schools Principals (for field trips).

Yes! I DO want school officials to share information from my Free and Reduced Price School Meals/Milk Application with Town of Fairfield, Recreation Department (for camp discounts).

If you checked yes to any or all of the boxes above, complete the information below and sign the form. Your information will be shared only with the persons and applicable programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call the Food Service Department at (203) 255-8370. Return this form along with your Application for Free and Reduced Price Meals to your child's school.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



Does Your Child Have Health Insurance?

Connecticut offers low-cost or free coverage!

Dear Parent / Guardian,

Is your child protected by health insurance? If not, your school and the State of Connecticut want to help. Connecticut's HUSKY Health program, for example, pays for doctor visits (including physical exams), prescriptions, emergency care, vision and dental care, mental health care, special healthcare needs and more. It's for children under age 19 in families of all incomes. Approximately 300,000 Connecticut children now have their health care covered by the HUSKY Health program.

There are two parts to the HUSKY Health program for children:

- I. **HUSKY A** (or Medicaid) - For children in families with limited income. Parents, relative caregivers and pregnant women may also be eligible.
- II. **HUSKY B** (or Children's Health Insurance Program) - For children in families with higher incomes.

To apply online, please visit AccessHealthCT.com. To apply by phone, please call 855-805-4325 (TTY: 855-789-2428). For general information about HUSKY Health, please visit HuskyHealth.com. You can apply for HUSKY A or HUSKY B any time of the year.

Open Enrollment 2016 begins November 1, 2015 through January 30, 2016.

Most Connecticut residents will have to wait until the next open enrollment period to get health care coverage through Access Health CT. You may be able to get coverage earlier if you qualify for Medicaid (HUSKY A or D) or CHIP (HUSKY B) or if you have a **Qualifying Life Event**.

What is a Qualifying Life Event?

Qualifying Events include*:

- Getting Married
- Having or adopting a child
- Permanently moving to Connecticut from another state
- Losing other affordable, minimum Essential Health Benefits
- Having a change in income or household status

*For more information visit Learn.AccessHealthCT.com



Information on SNAP: Supplemental Nutrition Assistance Program
(formerly the Food Stamp Program)



Even more good nutrition news! If you qualify for free school meals, you might also qualify for SNAP!

Dear Parent/Guardian:

We want to make sure that everyone who may be eligible knows about SNAP (formerly called Food Stamps). SNAP helps people to buy food for themselves and their families. SNAP benefits are issued each month on plastic debit cards. You can use them to buy food at major supermarkets, neighborhood grocery stores, and some farmers' markets.

HOW TO QUALIFY:

Whether you qualify for SNAP depends on:

- your income;
- the number of people that you live with;
- certain types of assets such as money in the bank; and
- your monthly shelter expenses.

You can get SNAP benefits even if you own your home or a car. The state will not place a lien on your home or your car if you get SNAP benefits.

Household Size	Gross Monthly Income	Gross Annual Income
1	\$1,800	\$21,600
2	\$2,425	\$29,100
3	\$3,052	\$36,624
4	\$3,678	\$44,136
5	\$4,303	\$51,636
6	\$4,930	\$59,160

Larger households = higher incomes

If you have access to the Internet, you can go online to see if you might be eligible for SNAP. Go to www.connect.ct.gov and click "Am I Eligible?"

TO APPLY OR GET MORE INFORMATION:

- 1) To find your local DSS office, call United Way's free referral number 2-1-1 (free call statewide).
- 2) You can apply online at www.connect.ct.gov and click "Apply for Benefits." Or, get the paper SNAP application in English or Spanish at www.ct.gov/dss/lib/dss/pdfs/applications/w-1e.pdf.
- 3) Or, you may contact one of these community health centers to enroll in SNAP!

Community Health Services Hartford (860) 808-8786	Community Health & Wellness Center of Greater Torrington (860) 387-0448	CIFC Greater Danbury Community Health Center (203) 743-0100, ext. 254	Fair Haven Community Health Center New Haven (203) 777-7411, ext. 5082	First Choice Health Centers East Hartford, Manchester, Vernon (860) 528-1359, ext. 241
Generations Family Health Center Willimantic, Norwich, Putnam (860) 450-7471, ext. 6300	Optimus Health Care Bridgeport, Stamford, Stratford (203) 696-3260, ext. 3326	Southwest Community Health Center Bridgeport (203) 332-3542	StayWell Health Center Waterbury (203) 756-8021, ext. 3814	United Community & Family Services Norwich, New London, Plainfield, Jewett City (860) 822-4353

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Community Health Center
Association of Connecticut

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