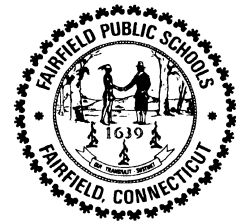


# ***ROGER LUDLOWE MIDDLE SCHOOL***

689 Unquowa Road

Fairfield, CT 06824-5010

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



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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,



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.