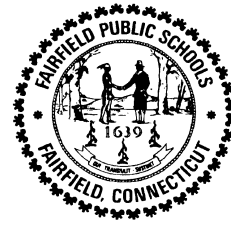


# **ROGER LUDLOWE MIDDLE SCHOOL**

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](http://www.fairfieldschools.org). Information will be posted on Wednesday, August 26<sup>th</sup>, 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 <sup>th</sup> grade Language Arts
Rodger Bryan	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> grade Music (Strings)
Meg Capodanno	6 <sup>th</sup> grade Special Education (long-term substitute)
Elsa Cardoso	World Language
Jennifer Cowenhoven	World Language
Zachary Garafolo	8 <sup>th</sup> grade Mathematics (student teacher)
Paul Goodman	7 <sup>th</sup> grade Social Studies
Maryclaire Henion	Art
Maria Hernandez	World Language
Alyssa Jones	6 <sup>th</sup> grade Mathematics
Kim Kaczegowicz	7 <sup>th</sup> grade Language Arts/Gifted Resource
Joseph McGrath	6 <sup>th</sup> grade Science (long-term substitute)
Christine McMaster-Sander	7 <sup>th</sup> grade Science
Natalie Odierna	Building Sub
Elizabeth Raver	7 <sup>th</sup> grade Mathematics

Kelly Renna	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> grade School Counseling
Jessica Scianna	Speech & Language
Peggie Shore	World Language
Amy Vernon	6 <sup>th</sup> 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 28<sup>th</sup> 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 25<sup>th</sup> or Wednesday, August 26<sup>th</sup> 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](http://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 3<sup>rd</sup> 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.**

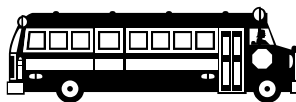
**3. Transportation:**

**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 16<sup>th</sup>.** 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](http://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 22<sup>nd</sup> from 1:15 – 3:15 p.m.**

**Wednesday, October 28<sup>th</sup> from 1:15 – 3:15 p.m.**

**Thursday, October 29<sup>th</sup> 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](http://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.

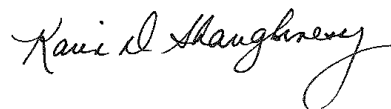
Sincerely,



Megan Tiley  
Principal



Ian Baner  
Assistant Principal



Karin Shaughnessy  
Assistant Principal

REMINDERS OF IMPORTANT RLMS DATES

***New 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> 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.***