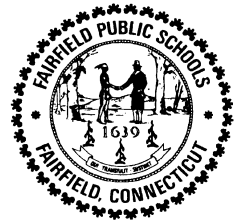


# ROGER LUDLOWE MIDDLE SCHOOL

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

Karin Shaughnessy, Assistant Principal  
Steve DeAngelo, Dean of Students

September 19, 2017

Dear Parent or Guardian:

We would like to take this opportunity to officially invite you to the Roger Ludlowe Middle School Open House. This year's Open House is planned for Thursday evening, September 28, 2017, from 7:00 to approximately 9:00 p.m. Open House will be a full-school event, and to ensure we begin on time, we ask that you try to arrive no later than 6:45 p.m. since parking will be at a premium.

Please also note that this is a parent's only event, and students are not permitted on the premises during the evening.

Open House will provide you with an exceptional opportunity to meet your child's teachers and introduce yourself to them. At this time, you will also receive information about the expectations your child's teachers have for their classes, the instructional strategies that will be utilized, as well as the curriculum to be delivered in each subject. As a courtesy to all parents and teachers, please refrain from asking specific questions about your child during the Open House evening, as this is a time to provide general information and an overview of our school and your child's classes. Furthermore, Open House is not the only opportunity you have to meet with your child's teachers. Individualized information pertaining to your child can be obtained throughout the year by contacting your child's teachers or school counselor to request a personal conference. Additionally, parents will be invited to attend a parent/teacher conference in October.

You will begin the evening in your child's homeroom. For the night of Open House, you will need to know your child's crew, homeroom teacher and room number. This information is available on Infinite Campus. The schedules, which you will be following during the Open House, will be in your child's homeroom on the evening of September 28.

The rotation of classes for the evening will be based on a typical Thursday school schedule. Additionally, we want to ensure that you are provided an opportunity to see as many of your child's teachers as possible. However, and in regards to PE and music, please attend the presentation for the one that your child has noted on his or her schedule for Thursday.

The Roger Ludlowe Middle School PTSA would also like to remind you to sign up for our weekly email blast, and to do so, you must go to [RLMS website](#) and click on the parent link. You will find the sign up link on the right side of the page for the PTSA newsletter.

We look forward to seeing you all at Open House.

Sincerely,

Megan Tiley  
Principal

Karin Shaughnessy  
Assistant Principal

Ian Banner  
Assistant Principal