

ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road

Fairfield, CT 06824-5010

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



**FAIRFIELD
PUBLIC SCHOOLS**

Megan Tiley, Principal
Steve DeAngelo, Assistant Principal

Karin Shaughnessy, Assistant Principal
Jason Purzycki, Dean of Students

Principal's Message

August 22, 2018

Dear Parents and Students:

Please mark your calendar that opening day for all students is Thursday, August 30, 2018. Orientation will be held for grade 6 students on Wednesday, August 29th from 9am-11am. Busing is not provided on the 29th. Parents/guardians should park in the main parking lot and escort your child to the front door.

Schedules will be posted through Infinite Campus late in the day of August 22nd. Please note that busing information will not be available on Infinite Campus until Thursday, August 23rd. Crew letters and back to school supply lists are available on the RLMS webpage under the "Parent" link. Infinite Campus Messenger is our primary mode of communication with parents. Please take a moment to check your contact information in the contact preference area of the full portal (this is not available in the app). The district, schools and teachers use your email address to send notices and correspondence and many of them are out of date, as we have seen many messages bounce back to the district as undeliverable. **Your child will receive an explanation of his or her day-to-day schedule on the first day of school.**

Below is information on "Who to Contact" if you have any questions or concerns throughout the school year.

Guidelines on "Who to Contact"

Teacher emails are available on the RLMS webpage. Please note that all school emails are:

First Initial, Last Name@fairfieldschools.org. For example, mtiley@fairfieldschools.org

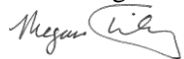
1. Contact the Classroom Teacher with questions about:

- a. What is happening in the classroom.
- b. Homework, student progress, specific grading questions. Remember...much of this will be available on Infinite Campus.
- c. Any concern that a parent has regarding an aspect of the students' classroom experiences should always be directed **initially** to the classroom teacher.

- 2. Contact the Crew Liaison with questions about:**
 - a. Crew policies – interdisciplinary activities.
 - b. Field Trips
 - c. Scheduling crew conferences
- 3. Contact the School Counselor with questions about:**
 - a. Scheduling
 - b. Academic placement
 - c. Adjustment problems
 - d. Peer relationships
 - e. Overall academic performance
- 4. Contact the Curriculum Leaders with questions about:**
 - a. Curriculum content and requirements
 - b. Textbooks and materials
- 5. Contact the Dean with questions about:**
 - a. Student discipline
 - b. Bus issues
 - c. General school safety concerns
- 6. Contact the Principal or Assistant Principals with questions about:**
 - a. Special Education testing, placement and instruction
 - b. School activities
 - c. Overall curriculum
 - d. Facilities
 - e. School-wide communications
 - f. Any items not listed elsewhere

GO BULLDOGS!

Warm regards,



Megan Tiley
Principal