



**FAIRFIELD  
PUBLIC SCHOOLS**

**2022–2023 School Year**

**SUBSTITUTE HANDBOOK**

**Fairfield Public Schools**  
501 Kings Highway East  
Fairfield, CT 06825  
(203) 255-8476

## **PREFACE**

Welcome to the staff of the Fairfield Public School System. As a substitute, you are an important member of our instructional team and play a key role in the lives of our students. We place confidence in you.

Your role as a substitute is one of challenge and must be met with a conscientious effort. It will call for professionalism and resourcefulness. Fairfield, along with parents and the professional staff, wants only the best possible education for its children, whether they are committed to your responsibility for part of a day or for a longer period of time.

This handbook serves as a guide answering questions about substitute procedures in Fairfield. If there are any questions, please feel free to contact the Human Resource Department.

*Kanicka Ingram*

Kanicka Ingram  
Executive Director of Human Resources

**TABLE OF CONTENTS**

Preface ..... 1  
Table of Contents ..... 2  
Philosophy of Education ..... 3  
Procedure for Substitute Application ..... 4  
Substitute Authorization – The Law ..... 5  
Responsibilities of the Regular Teacher..... 6  
Responsibilities of the Substitute Teacher ..... 7  
A Few Thoughts..... 8  
    Frequency of Assignments  
    How You Will Be Notified  
    In the Building  
    Cafeterias  
    School Parking  
    Correcting Papers  
    Don’t Hesitate to Seek Assistance  
Additional Thoughts (Helpful Suggestions) ..... 9  
A Final Thought ..... 10  
Board Policy and Administrative Practices..... 11  
    Discipline  
    Sexual Harassment  
    Ethics  
    Weapons  
    Special Education  
    Food Allergies  
    Custody Issue  
Payment of Substitute Teachers & Pay Date Schedule..... 13  
Substitute Pay Rate Schedule..... 14  
School Calendar ..... 15  
Report of Substitute Teacher to Classroom Teacher..... 16  
Sample Report from Substitute Teacher to Classroom Teacher ..... 17  
School Information Sheet..... 18  
Classroom Teacher Job Description..... 20  
Directions ..... 22

**Absence Management** Sub Placement – [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop)

Human Resources – 203-255-8476 – Lisa Dutkowsky (8:00 a.m. - 4:00 p.m.)  
Email – [ldutkowsky@fairfieldschools.org](mailto:ldutkowsky@fairfieldschools.org)

**DELAYED OPENING OR CLOSING:**

Log-in to your Frontline account for web alerts and keep an eye on the local news channels

**FAIRFIELD PUBLIC SCHOOLS**  
**501 Kings Highway East – P. O. Box 320189**  
**Fairfield, CT 06825**  
**Telephone: 203-255-8462 Fax 203-255-8391**  
**[www.fairfieldschools.org](http://www.fairfieldschools.org)**

## **PHILOSOPHY OF EDUCATION**

The Fairfield Board of Education's educational philosophy is based upon the concepts of a democratic society. This philosophy recognizes, respects, and promotes the dignity and worth of the individual.

The Board believes that education should provide for the intellectual, ethical, physical, emotional, and social growth of all students. An appropriately rigorous course of studies pursued in an orderly, courteous atmosphere shall allow students to develop their full potentialities and an understanding of their rights and responsibilities as students and as members of society.

The curriculum offered to all students in the basic disciplines and the arts, at all levels, should be rich, stimulating and challenging.

## **PROCEDURE FOR SUBSTITUTE APPLICATION**

1. Complete the on-line application for substitute on Frontline AppliTrack.
2. Once your application has been submitted and reviewed by Human Resources or an Administrator, you may be contacted for an interview.
3. After the interview process and acceptance as a sub, the on-boarding paperwork will be sent electronically to you through Frontline AppliTrack.
4. The following on-boarding documents are required:
  - Completed on-line Application in Frontline AppliTrack.
  - Fingerprinting – instructions will be emailed to you by HR.
  - Fingerprinting Privacy Requirements.
  - Employment Eligibility Verification Form I-9. You must bring in original identification documents. Copies are **not** acceptable. A list of acceptable identification documents are listed on the form.
  - Authorization for Release of Information for DCF Form.
  - Completed Medical Form, including a PPD Mantoux test. You will NOT be permitted to begin work until proof of a negative PPD test has been sent to HR.
  - Teaching certificate - if applicable.
  - College transcripts. (Minimum requirement for a substitute teacher is a Bachelor's Degree. Minimum requirement for a substitute paraprofessional is an Associate's Degree or 60 college credits or a passing score on the ParaPro assessment.)
  - W-4 Withholding Forms, Connecticut & Federal.
  - FICA Alternative Retirement Plan Form.
  - DCF Mandated Reporter Video Certificate.
  - Allergy Training Video Certificate.
  - Sexual Harassment Training Certificate.
  - Non-School Employment Policy.
  - Student Non-Fraternization Policy.
  - CT Educational Employer Verification form-Section 1 only. (Form is required if you were paid for working with children under the age of eighteen.)

## **SUBSTITUTE AUTHORIZATION - THE LAW**

Whenever a board of education employs a teacher as a substitute for a certified staff member, the individual must hold a bachelor's degree from an approved institution.

Substitute teacher authorization shall permit the teaching of elementary and secondary subjects. It shall not authorize service for administrative, supervisory or special service positions, such as guidance, school psychologist and speech/hearing. Substitute teaching experience shall not be acceptable for purposes of meeting teaching experience requirements for certificates issued under these regulations.

Substitutes who hold a current certificate may serve in the employ of any one board of education for more than 40 days per year, except as otherwise provided in this section.

For a person employed by a board of education for 40 days or more in a school year, a substitute authorization shall be required, except if such substitute holds either a valid Connecticut certificate or any certificate held is subject and grade appropriate.

An employing agent of a board of education wishing to employ a substitute who does not hold a current certificate beyond the 40-day period, shall apply to the teacher certification office for special extended substitute authorization. Requests on such forms as provided by the State Department of Education for such extended coverage shall be made only when an unexpected emergency situation arises.

A long-term substitute at the secondary level, employed by a board of education in the same assignment for 40 days or more in a school year, shall have a minimum of 12 semester hours of credit in the subject area to be taught. When a board employs such a non-degreed substitute for 40 days or more in a school year, such board shall submit a special request and obtain the approval of the Department prior to employment beyond 40 days.

## **RESPONSIBILITIES OF THE REGULAR TEACHER**

In order for you to derive the most benefit from this guide, you need to know what is expected of the regular teacher. The regular teacher is expected to:

1. Leave lesson plans that are clearly outlined and easily followed.
2. Leave daily program schedule, including any duties.
3. Have manuals and desk copies of books available.
  - Plans should note pages in books and manuals.
4. Leave an up-to-date seating plan.
- \*5. List of duties for certain days, e.g.:
  - Milk and/or lunch money and price.
  - Library and time of day.
  - Specialists' visits and time of day.
  - Children who go to speech or resource room and time of day.
  - Children who take instrumental music and time of day.
- \*6. Leave a list of reading and mathematics instructional groups.
7. Have a description of routine procedures available in plan book:
  - Passing paper and books.
  - Hanging up and getting coats.
  - Leaving the classroom for playground, lavatory, library or dismissal.
  - Plans for fire drills and other emergencies.
- \*8. Leave important information about any child:
  - Medical plans, including food allergies.
  - Physical defects: sight, hearing, heart, kidney, etc.
  - Note special privileges for these children: a) not to engage in strenuous activity b) extra lavatory privileges c) move nearer blackboard, etc.
  - Emotional instability: what to watch for and how to deal with it
9. Upon returning to the classroom, emphasize to the children the importance of work done during her/his absence.
10. Teach children to respect and accept the services of a substitute and encourage them to do what they can to make the day profitable and go smoothly.
11. Call the school to leave a message before 7:00 a.m. if unable to attend school that day.

See copy of the official school system's job description for a teacher on page 20.

*\*Does not apply to secondary teachers*

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

1. Report to the school office to check in with the school secretary upon arrival and departure. You are expected to be at the school **at least fifteen minutes before the opening of** school in the morning and to remain fifteen minutes after the closing of school in the afternoon.
2. You should expect to perform the duties assigned to the regular teacher that are in addition to teaching - such as:
  - a. Supervision of:
    - Lunch
    - Playground (morning and noon)
    - Others that may be specified by principal
  - b. Collections (milk, lunch, etc.)
  - c. Recess
    - Must be with children to supervise games and activities
  - d. Attendance of students
    - Follow procedure used in specific building for reporting absences to school office.
  - e. Any other regular classroom or school duties
  - f. Substitutes who are serving for an extended term are expected to attend faculty meetings that would be attended by the regular teacher.
3. You should follow the plans of the regular teacher.
  - Written assignments should be collected and corrected.
  - Lesson aims and objectives should be constantly checked when evaluating lessons.
  - The instruction should be adapted to meet the class needs.
  - Leave a record of completed and incomplete work and assignments given.
  - The teacher appreciates any significant information regarding a student's deportment.
4. You are expected to have firm but friendly control of the class.
  - Follow the pattern of the regular teacher.
  - Never use corporal punishment in any way.
5. You should clear communication from parents or to parents with the principal promptly.
6. You should feel free to confer with the principal concerning any problems you have in adjusting to a particular class.
7. All information learned about pupils is confidential information and should be treated as such by you. The divulging of such information to unauthorized persons is deemed to be highly unethical and may have unfortunate results for all concerned.
8. You should not schedule parent conferences without the knowledge and consent of the building principal.
9. You are the teacher for the length of your stay. You are not a "babysitter". Take complete charge of your group and your assignment.



## A FEW THOUGHTS

### **Frequency of Assignments**

We make a concerted effort to eliminate the necessity of hiring substitutes. We also have interns in schools who serve the purpose of a building substitute. Because of this, the frequency of calls is not as great as in the past. There is still, though, a significant need--conferences, flu season, and curriculum work, can among other reasons, cause significant absences.

### **How you will be notified**

We are using a Frontline program called Absence Management (formerly AESOP). When a teacher is to be absent, that teacher records the absence in Absence Management. You should log-in using your Frontline ID or call to see any available absences and select where you would like to sub. Qualified substitutes will be called directly by Absence Management the day before for any absences that have not been filled.

If for some reason you have accepted a substitute assignment and you find it impossible to be there, the procedure is to cancel the date in Absence Management and then contact the school to notify them that you are unable to sub. The Human Resources Office is open 8:00 a.m. to 4:00 p.m.

### **In the Building**

Upon arriving at the assigned school, report immediately to the main office to receive your assignment. (See Appendix B) The main office will:

- give you any necessary instructions
- accompany you to your assignment and help you organize for the day
- orient you to school procedures
- be on call to assist you in case of emergency or unforeseen problems

**NOTE:** Always checkout with the building main office at the end of the day.

### **Cafeterias**

All Fairfield Public Schools have school cafeterias and provide hot lunches for purchase by pupils and staff. You can also bring your own lunch and purchase coffee or milk. The cost of a meal in a school lunch program is modest.

### **School Parking**

Parking facilities are available at all public schools. It is suggested that the substitute teacher consult with the building principal should any questions arise relative to school parking. Remember, high school students drive; hence, it is advisable to arrive as early as possible.

## **Correcting Papers**

It shall be the responsibility of the substitute teacher to correct all assignments made to the class, and have a record for the teacher of any assignments to be turned in the following day.

For the teacher who substitutes for more than one day:

- Papers assigned by the regular teacher must be corrected in order to establish sequence in assignments according to the lesson plans organized by the regular teacher.
- A memorandum explaining the material covered by the substitute teacher shall be left for the regular teacher.

**NOTE: Grading is generally left up to the teacher.**

## **Don't hesitate to seek assistance**

The regular teacher is most aware of the emotional, intellectual, physical and social needs, interests and capacities of the children. As a substitute teacher, we would want you to carry on with these aspects of the program realizing that you can request assistance.

Long-term substitutes should consult with other staff members, especially if the regular teacher is unavailable for assistance.

If covering an assignment for a lengthy period of time, please feel free to contact the program leaders for assistance, especially regarding content or teaching techniques. The school secretary can assist you in reaching the appropriate individual.

## **ADDITIONAL THOUGHTS**

- Accept a half-day, last minute assignment as a goodwill gesture.
- You may enter any days you are not available into Absence Management. Do not forget to contact Human Resources with any address or phone number changes.
- If you accept a long-term assignment, do the whole job -- report cards, committee work, and records.
- Children are likely to say, "That isn't the way our teacher does it." Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. In most cases, there is more than one good way, and a change will be fun for you."
- Be prepared with an answer to the inevitable question, "What's the matter with our teacher?" and announce it to the class. (Be discreet, of course.) The building administrator can help you with judgment.
- Make a point of seeing something in the room on which you can sincerely compliment the class.

- Ask to meet class officers, chairman, or whatever leaders the regular teacher has, and enlist their cooperation.
- Look for ways to make individuals feel important.
- Carry with you at least one idea in each curriculum area, in case the teacher's plans are incomplete.
- Build up a repertoire of finger plays and stories that can be dramatized; games, puzzles.
- Carry a notebook and record material that you might use elsewhere.
- Do not take on more substituting than you can effectively handle. If you do not want to be available on call, have a definite understanding with the school office, possibly limiting yourself to certain days of the week, or to schools in your neighborhood.
- Do not go off alone for lunch, even if you do not like the school menu. You will miss out on professional contacts.
- Do not get chatty about your assignment, either within or outside the school.
- Do not hesitate to call on the principal or other staff members for information or assistance.
- Give the regular teacher something to be thankful for when returning - corrected papers, room in order, complete notes of what you have been doing.
- Get off on the right foot with the children by establishing goals to be accomplished by them under your guidance.
- Praise as often as you sincerely can do so.
- Have something interesting "up your sleeve" to capture interest and compensate for the sense of uncertainty the children feel when their regular teacher is absent.
- Do not allow yourself to openly criticize the regular teacher. You can't know all the facts and may not be in a position to pass judgment.
- Do not worry about when to tell the children your name. (They'll ask for it in a little while and then you can write and pronounce it for them.)
- Do not try too many games in one day -- even if they are teaching games.

### **A FINAL THOUGHT**

*Without the professional services of people such as yourself, our system would find it difficult to operate efficiently and effectively. We hope this material will be of value in your assignments, and we would appreciate any further suggestions that you might care to make.*

## **BOARD POLICY and ADMINISTRATIVE PRACTICES**

### **Discipline**

Students, teachers, and administrators have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and their responsibilities. The Fairfield Schools strive to assist students to develop the ability for self-direction and self-discipline. However, those students who infringe upon the rights of others or who violate school policies and regulations will be subject to corrective action. In all cases the rights of students will be preserved and protected.

The administration of each individual school is given the authority to take appropriate action to ensure compliance with Board policy as stated above. Appropriate action may include, although it is not limited to, one or more of the following:

- Conference with student and/or teacher and/or guidance counselor.
- Conference with parent or guardian.
- Referral to Building and/or Central Planning and Placement Team.
- Referral to social and community agencies.
- Suspension of student.
- Recommended expulsion of student.

Corporal punishment as a disciplinary measure is prohibited in the Fairfield schools. Notwithstanding this, physical force may be used to quell a disturbance which threatens physical injury to others, to obtain possession of weapons or other dangerous objects for the purpose of self-defense, and for the protection of persons and property.

### **Sexual Harassment**

Sexual harassment is against the law and school district policy. The policy of the Fairfield Public Schools is to maintain a working and learning environment free from harassment, insults or intimidation on the basis of sex or sexual orientation: employee to employee, employee to student or student to student are all illegal. It is not tolerated of any employee, including substitutes. Further, student harassment among peers is not condoned and should be reported to the building administrator.

### **Ethics**

You are in a unique position to interpret the educational program to the community, either favorably or unfavorably. It is not expected that there will be complete agreement on the part of everyone as to the value of various techniques and procedures. However, it is expected that you will be discreet in what you say about other teachers and use extreme caution in expressing personal reactions and opinions about what you observe in the classroom. If you do not agree with or understand a certain procedure or policy, the principal will be happy to discuss it with you. We are always open to constructive criticism.

## **Weapons**

Possessing firearms or legally defined weaponry while on school premises is prohibited. Any weapons found in possession (including in a car on school property) subjects the employee to immediate termination.

## **Special Education**

The Fairfield Public Schools have over 1200 youngsters involved in Special Education services. There is a strong possibility that substitute teachers will have the opportunity of working with some of these youngsters in the various classes that they meet. In most cases, these youngsters will be fully able to meet course requirements and their needs will not be noticeable. However, there are a small number that will need special accommodations and adaptations. The regular classroom teacher should include within their general plans, notes regarding any special needs that will have to be accommodated for youngsters in their respective classes. If this information is not available and it becomes apparent that you have a youngster who will need special attention, then immediately please seek the advice of your administrator.

In all cases, good judgment and common sense should prevail. Generally, you should not engage in any activity or take youngsters on any excursion where all that are assigned to you cannot participate. This becomes particularly true with the physically handicapped who requires wheelchairs or other artificial means in order to move about. In the past, there have been some embarrassing situations where substitute teachers have taken their classes to room locations or to situations where the physically handicapped could not participate because they did not have access to that facility. In cases like this, please request another room assignment or make an adaptation so that the physically handicapped or impaired youngster can participate on the same basis as everyone else.

In general, treat the youngster with special needs as you would any youngster, making appropriate accommodations for their needs and doing everything possible not to make them stand out because of the nature of their handicap.

In conclusion, if you have any questions or concerns, please consult with the building administrator, counselor, psychologist or the special education staff who are currently in the building or house. Any one of these individuals will be aware of any special needs and can be of assistance to you.

## **Food Allergies**

Please look for a teacher's list of children who may be susceptible to certain allergies, i.e., food, or need special treatment.

## **Custody Issue**

Sometimes only one parent or guardian has the right to pick up a child from school. Do not assume. Always check with the building administrator or school secretary.

## **PAYMENT OF SUBSTITUTE TEACHERS**

Substitutes are paid biweekly - (see Pay Date Schedule below)

Each day you serve as a substitute, you must check in with the school secretary and sign the Employee Attendance Form. This form supplies us with payroll information for you, as well as information regarding the absent teacher.

**Note:** Because substitutes are paid on a biweekly basis and, because there may be a delay in processing the payroll, there sometimes is a lag between assignment and receipt of pay. Payroll generally covers a two-week period of time ending on a Friday. Hence, payment can be delayed as much as three weeks.

Should you have any questions pertaining to pay, such should be directed to the respective building principal, otherwise to the Board of Education payroll office (203-255-8386). If further help is needed, call the Human Resources Office. Please allow one pay period to pass before calling.

Substitutes are sometimes requested for partial or fractional days either because of the length of teacher absences or assignments, and are paid proportionally to the assignment.

### ***PAY DATE SCHEDULE 2022-2023***

<i>Date range worked From-To</i>	<i>Pay date</i>
<b>August 15 – August 26</b>	<b>September 9</b>
<b>August 29 – September 9</b>	<b>September 23</b>
<b>September 12 – September 23</b>	<b>October 7</b>
<b>September 26 – October 7</b>	<b>October 21</b>
<b>October 10 – October 21</b>	<b>November 4</b>
<b>October 24 – November 4</b>	<b>November 18</b>
<b>November 7 – November 18</b>	<b>December 2</b>
<b>November 21 – December 2</b>	<b>December 16</b>
<b>December 5 – December 16</b>	<b>December 29</b>
<b>2023</b>	<b>2023</b>
<b>December 19 – December 30, 2022</b>	<b>January 13, 2023</b>
<b>January 2 – January 13</b>	<b>January 27</b>
<b>January 16 – January 27</b>	<b>February 10</b>
<b>January 30 – February 10</b>	<b>February 24</b>
<b>February 13 – February 24</b>	<b>March 10</b>
<b>February 27 – March 10</b>	<b>March 24</b>
<b>March 13 – March 24</b>	<b>April 6</b>
<b>March 27 – April 7</b>	<b>April 21</b>
<b>April 10 – April 21</b>	<b>May 5</b>
<b>April 24 – May 5</b>	<b>May 19</b>
<b>May 8 – May 19</b>	<b>June 2</b>
<b>May 22 – June 2</b>	<b>June 16</b>
<b>June 5 – June 16</b>	<b>June 30</b>

**FAIRFIELD PUBLIC SCHOOLS**  
**Fairfield, Connecticut**  
**SUBSTITUTE PAY RATE**

**2022 - 2023**

<b><u>DAILY</u></b>	Level 1 \$100 per day -	Daily rate paid an individual who does not hold a current teaching certificate in Connecticut.
	Level 2 \$110 per day -	Daily rate paid an individual who holds a current teaching certificate in Connecticut.
<b><u>LONG-TERM</u></b>	\$150 per day (per assignment)	This rate will be paid on the first day a teacher absence is known to be "long-term" and the substitute has made a commitment to the administration to assume all responsibilities during the duration of the teacher's absence. "Long term" is an absence that continues for more than fifteen consecutive days, rate will be retroactive to the first day if not known in advance.
<b><u>EXTENDED</u></b>	\$254 per day (per assignment)	Commencing on the 31st consecutive day of the "long-term" assignment. <b>Current CT. Certification Required.</b>
<b><u>PERMANENT</u></b>	Degree & Step -	The rate paid a person hired when a regular salaried employee is on a short leave, or, toward the very end of the year, but normally only after the regular employee is removed from the payroll.

**Note: Partial days are pro-rated**

For "long-term" and "permanent" substitute assignments for a paraprofessional, the respective daily rate applies

**Secretary/Clerical sub rate: \$15.39 per hour**

**Building Sub: \$110.00 per day if current CT teacher certification is held; otherwise \$100 per day**

# 2022-2023 Fairfield Public Schools Employee Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE December 14, 2021

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 4—Independence Day

August 2022 (3)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24-26—PD Days

August 26—6th & 9th grade orientation

August 29—First Day of School

September 2022 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 5—Labor Day

September 23—Early Dismissal PK-12 (PD)

September 26—Rosh Hashanah

October 2022 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 4—Early Dismissal, Conference Day PK-8 PM Conf (Not HS)

Oct 5 - Yom Kippur

Oct 12—Early Dismissal, PK-12, Conference Day and HS PSAT

Oct 13—Early Dismissal, Conference Day PK-8 PM Conf (Not HS)

November 2022 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 8—Election Day All Day PD

November 11—Veterans Day

November 23—Early Dismissal PK-12

November 24-25—Thanksgiving

December 2022 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 23—Early Dismissal PK-12

December 26-30—Winter Break

January 2023 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2—New Year's Day (Observed)

January 13—Early Dismissal PK-12 (PD)

January 16—Martin Luther King, Jr. Day

February 2023 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 16—Early Dismissal PK-12 (PD)

Feb 17—February Break

Feb 20—Washington's Birthday

March 2023 (23)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 7—Early Dismissal PK-12 (PD)

March 15,16,23—Early Dismissal PK-5 Elementary Only (Conference Days, PM Conf on Mar 23)

April 2023 (14)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7—Good Friday

April 10-14—Spring Break

May 2023 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 29—Memorial Day

May 30—All Day PD

June 2023 (8)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 9—Early Dismissal PK-12

June 12—Early Dismissal PK-12, Last Day of School

June 19—Juneteenth

The first 6 snow days will extend the length of the school year. The Board of Education will set the graduation date in April 2023. Additional snow days will reduce the April Break beginning with the last day, April 14th.

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only



## **REPORT OF SUBSTITUTE TEACHER TO CLASSROOM TEACHER**

**1. Work completed by the class in all subject areas:**

**2. Assignments given for the following day: (not compulsory)**

**3. General discipline report:**

The teacher would appreciate receiving a report on those pupils who are most helpful. List any pupils whose lack of cooperation should be called to the attention of the regular teacher. Be as specific as possible.

**SAMPLE REPORT**

**FROM SUBSTITUTE TEACHER TO**  
**CLASSROOM TEACHER**

**1. Work completed by the class in all subject areas:**

*Math - Paper and workbooks - as suggested in plan book - corrected same - oral drill in addition, subtraction and division.*

*Spelling -Had a spelling bee on whole of page 64 - also had them write the words during reading time (left these papers on your desk).*

*English - Workbook page 99 - read and discussed exclamations. Had children do remainder of page.*

*Reading -Group 1 to page 14; Group 2 to page 127.*

*Geography - Page 21 thru 27 - read and discussed.*

*Science - Papers exchanged and corrected. These are on your desk. Did not hear the reports because I did not know what you expected. Most of them are ready with them.*

**2. Assignments given for the following day: (not compulsory)**

*Math -Workbook page 209*

**3. General Discipline Report**

The teacher would appreciate receiving a report on those pupils who are most helpful. List any pupils whose lack of cooperation should be called to the attention of the regular teacher. Be as specific as possible.

*Great group of children well behaved and on task.. Found them to be very cooperative and helpful. Most helpful: Pam, Jody, Wendy & Bill; Andrea could have been more helpful by not being a distracter.*

# FAIRFIELD PUBLIC SCHOOLS

## *ELEMENTARY SCHOOLS (K thru 5)*

SCHOOL/PRINCIPAL	ADDRESS/PHONE	OPENING	CLOSING
<b>BURR</b> Jason Bluestein	1960 Burr Street 203-255-7385	9:00	3:30
<b>Dwight</b> Mimi Maniscalco	1600 Redding Road 203- 255-8312	9:00	3:30
<b>HOLLAND HILL</b> Molly Farrell	200 Meadowcroft Road 203-255-8314	8:10	2:45
<b>JENNINGS</b> Anthony Vuolo	31 Palm Drive 203-255-8316	9:00	3:30
<b>MCKINLEY</b> Teresa Gingrave	60 Thompson Street 203-255-8318	9:00	3:30
<b>MILL HILL</b> Kevin Chase	635 Mill Hill Terrace 203- 255-8320	9:00	3:30
<b>NORTH STRATFIELD</b> Deborah Jackson	190 Putting Green Road 203-255-8322	9:00	3:30
<b>OSBORN HILL</b> David Hudspeth	760 Stillson Road 203-255-8340	9:00	3:30
<b>RIVERFIELD</b> MaryRose Dymond	1525 Mill Plain Road 203-255-8328	9:00	3:30
<b>ROGER SHERMAN</b> Ian Banner	250 Fern Street 203-255-8330	9:00	3:30
<b>STRATFIELD</b> Elizabeth McGoey	1407 Melville Avenue 203-255-8332	9:00	3:30

## *MIDDLE SCHOOLS (6 thru 8)*

<b>FAIRFIELD WOODS M.S.</b> Colleen Banick (Principal) Ken Seltzer (Asst. Principal) Steven DeAngelo (Asst. Principal) Kristopher Kelso (Dean)	1115 Fairfield Woods Rd. 203-255-8334 203-255-8335 203-255-8335 203-255-8335	8:10	2:50
<b>LUDLOWE M.S.</b> Megan Tiley (Principal) Karin Shaughnessy (Asst. Principal) Steven DeAngelo (Asst. Principal) Jason Purzycki (Dean)	689 Unquowa Road 203-255-8345 203-255-8345 203-255-8345 203-255-8346	8:10	2:50
<b>TOMLINSON M.S.</b> Anthony Formato (Principal) Jodi Sacks (Asst. Principal) Matthew Narwold (Dean)	200 Unquowa Road 203-255-8336 203-255-8337 203-255-8337	8:10	2:50

***HIGH SCHOOLS (9 thru 12)***

<p><b>FAIRFIELD HIGH SCHOOL – WALTER FITZGERALD CAMPUS</b> Amanda Kirik - Special Education Coordinator, Secondary</p>	<p>309 Barberry Road 203-255-8384</p>	<p align="center">8:00</p>	<p align="center">2:00</p>
<p><b>FAIRFIELD LUDLOWE HIGH SCHOOL</b> Greg Hatzis – Head Principal</p> <p><b>Warner House</b> Sean Collen – House Principal Luigi Volpe (Dean)</p> <p><b>Webster House</b> Greg Pugliese- House Principal Matthew McCloskey (Dean)</p> <p><b>Wright House</b> Bari Rabine – House Principal David Craven (Dean)</p>	<p>735 Unquowa Road 203-255-7201</p> <p>203-255-7223</p> <p>203-255-7236</p> <p>203-255-7240</p>	<p align="center">7:30</p>	<p align="center">2:10</p>
<p><b>FAIRFIELD WARDE HIGH SCHOOL</b> Paul Cavanna – Head Principal</p> <p><b>Fitts House</b> Kurt Simonsen – House Principal Carl Dioguardi (Dean)</p> <p><b>Pequot House</b> Heather O’Brien– House Principal Jeff Seganos (Dean)</p> <p><b>Townsend House</b> Steve Fekete – House Principal Gina DiGiacomo (Dean)</p>	<p>755 Melville Avenue 203-255-8449</p> <p>203-255-8364</p> <p>203-255-8350</p> <p>203-255-8362</p>	<p align="center">7:30</p>	<p align="center">2:10</p>

***EARLY CHILDHOOD***

<p><b>EARLY CHILDHOOD CENTER</b> Kristen Bruno (Principal)</p>	<p>755 Melville Avenue. 203-255-8310</p>	<p align="center">9:10</p>	<p align="center">3:15</p>
--	--	----------------------------	----------------------------

<p><b>NOTE: DELAYED OPENING</b> All schools begin 2 hours after the regular starting time. Watch local news channels or call 203-255-TALK.</p>
--

# FAIRFIELD PUBLIC SCHOOLS

## Job Description

- I. JOB TITLE: Classroom Teacher
- II. CERTIFICATION/QUALIFICATIONS: As set by state certification authorities.
- III. WORK YEAR: 10 months
- IV. REPORTS TO: Building Administrator
- V. JOB GOALS: To help students in the learning process through the effective application of instructional skills and knowledge of appropriate subject matter.
- VI. PERFORMANCE RESPONSIBILITIES:
  - A. Professional Knowledge
    1. Demonstrates facility in the skills of reading, writing and mathematics.
    2. Demonstrates knowledge of the subject to be taught.
    3. Demonstrates knowledge of human growth and development as it relates to the teaching/learning process.
    4. Demonstrates knowledge of the American public school system.
  - B. Instructional Planning and Student Evaluation
    1. Plans instruction to achieve selected objectives.
    2. Effectively assesses student needs and progress.
    3. Knows and follows curriculum as specified by the Board of Education.
    4. Participates in curriculum development appropriate to assignment.
    5. Reviews and analyzes book selections, equipment, and other instruction materials.
  - C. Instruction
    1. Effectively implements instructional plans and uses appropriate instruction techniques.
    2. Effectively communicates with students.
    3. Helps students develop positive self-concepts.
    4. Facilitates the independence of the student as learner.
    5. Effectively organizes time, space, materials and equipment for instruction.
    6. Effectively meets the needs of all students (including the exceptional student).
    7. Establishes a positive learning environment.
    8. Provides meaningful reinforcement in application of knowledge and skills.
    9. Makes clear and reasonable assignments.
  - D. Professional Responsibilities
    1. Meets professional responsibilities:
      - a. Cooperates with fellow teachers, administrators, and supervisory staff.
      - b. Maintains the ethics of the profession.
    2. Encourages and maintains the cooperative involvement and support of parents and the community.

# FAIRFIELD PUBLIC SCHOOLS FAIRFIELD, CONNECTICUT

## DIRECTIONS TO FAIRFIELD PUBLIC SCHOOLS FROM CONNECTICUT TURNPIKE AND MERRITT PARKWAY

### EDUCATION CENTER 501 Kings Highway East

#### CONNECTICUT TPKE (I-95): EXIT #24 (BLACK ROCK TURNPIKE)

If **southbound**, go right at end of ramp onto Chambers Street. Take a right at stop light onto Kings Highway East. At 2<sup>nd</sup> light take a right into Riverview Park drive (large office building). Fairfield Board of Education is located on the second floor. If **northbound**, Exit Black Rock Turnpike and follow Black Rock Turnpike north under bypass of I-95. Bear right on to Kings Highway East. At 3<sup>rd</sup> stop light take a right into Riverview Park drive (large office building) Fairfield Board of Education is located on the second floor.

#### MERRITT PARKWAY (RTE 15): EXIT #44, (RTE 58, FAIRFIELD UNIVERSITY EXIT)

If **northbound**, at end of ramp take a right on to Congress Street. At light take a right onto Rte 58, Black Rock Turnpike South.\* Travel approximately 3 miles. At stop light with Texaco Station on the left, take left on Jennings Road. At stop light a bottom of the hill, take a right on Kings Highway East and a quick left at next light, into Riverview Park, 501 Kings Highway East (large office building). Fairfield Board of Ed is located on the second floor. If **southbound**, go left at light at end of ramp onto Congress St, take left at light onto Rte 58, Black Rock Turnpike South. Follow directions from \* to Fairfield Board of Education.

### FAIRFIELD WARDE HIGH SCHOOL 755 Melville Avenue

#### CONNECTICUT TPKE (I-95): EXIT 24 (BLACK ROCK TPKE)

At bottom of ramp turn right to traffic light. Turn left at light and almost immediately bear right up the hill (Black Rock Turnpike). Continue straight through first traffic light, at second light go right onto Knapps Highway. Continue straight through next traffic light, Fairfield High School is on the left about three blocks down the road.

#### MERRITT PARKWAY (RTE 15): EXIT 46 (RTE 59 SOUTH, SPORT HILL RD, EASTON TPKE)

If **northbound**, at light, go right. Go left at next light onto Easton Turnpike, Route 59. Continue to 2<sup>nd</sup> traffic light, go right onto Cornell Road, go straight up the hill, Fairfield High School is directly in front of you. If **southbound**, go right off ramp, at traffic light go right onto Easton Turnpike, Route 59. Continue to 3<sup>rd</sup> traffic light, go right onto Cornell Road, go straight up the hill, Fairfield Warde HS will be directly in front of you.

### FAIRFIELD LUDLOWE HIGH SCHOOL 785 Unquowa Road

#### CONNECTICUT TPKE (I-95): EXIT #21 (MILL PLAIN RD)

If **northbound**, left at end of ramp onto Mill Plain Rd; if **southbound**, right onto Mill Plain Rd; right onto Unquowa Road, (2nd stop sign after turnpike ramps) to Fairfield High School 2 (.2 miles on right).

#### MERRITT PARKWAY (RTE 15): EXIT #44, (ROUTE 58, FAIRFIELD UNIVERSITY EXIT)

If **northbound**, right at light at end of ramp; (Congress St) \*go approximately 1/2 mile to stop sign; take left onto Burr St. At bottom of hill, Burr St. becomes Mill Plain Road. Follow Mill Plain Make left onto Unquowa Rd. FLHS is .1/8 mile on the right. If **southbound**, go left at light at end of ramp onto Congress St, take left at light onto Rte 58; take right at next light onto continuation of Congress St. Follow directions from \* to Ludlowe Middle School.

## **WALTER FITZGERALD CAMPUS**

**309 Barberry Rd**

### **CONNECTICUT TPKE (I-95):** EXIT 21 MILL PLAIN RD

Go left at end of ramp if **northbound** (straight across if **southbound**) onto Sturges Rd, bear left across the bridge (Mill Hill Terrace); proceed straight on Mill Hill Terrace, turn right onto Mill Hill Rd, left onto Bayberry Rd.

### **MERRITT PARKWAY (RTE 15):** EXIT 44 RTE 58 FAIRFIELD UNIVERSITY EXIT

If **northbound**, right at light at end of ramp; (Congress Str) \*go approximately one mile to stop sign; take left onto Burr Street. Go approximately three miles (Burr St will become Mill Plain Rd.) to third stop sign. Turn right on Unquowa Rd which will lead you to Sturges Rd; bear left across the bridge (Mill Hill Terrace); proceed straight on Mill Hill Terrace, eventually reaching the school. If **southbound**, go left at light at end of ramp onto Congress St, take left at light onto Rte 58; take right at next light onto continuation of Congress St. Follow directions from \* Walter Fitzgerald Campus.

## **FAIRFIELD WOODS MIDDLE SCHOOL** **1115 Fairfield Woods Road**

### **CONNECTICUT TPKE (I-95 NORTH):** EXIT 22 (ROUND HILL ROAD)

Follow signs to Rte 135 (N Benson Rd & Fairfield University), left on Rte 135. Follow Rte 135, 3.4 miles to Fairfield Woods Rd (1st stop sign after light at junction of Rte 58), right on Fairfield Woods Rd to next stop light, right at stop light into Fairfield Woods Middle School.

### **CONNECTICUT TPKE (I-95 SOUTH):** EXIT 22 (RTE 135 - FAIRFIELD UNIVERSITY EXIT)

Right at end of ramp onto Rte 135 (N Benson Rd). Follow Rte 135, 3.4 miles north to Fairfield Woods Rd (1st stop sign after light at junction of Rte 58), right on Fairfield Woods Rd, right at next stop light into Fairfield Woods Middle School.

### **MERRITT PARKWAY (RTE 15):** EXIT #44, (RTE 58, FAIRFIELD UNIVERSITY EXIT)

If **northbound**, left at light at end of ramp, right at next light onto Rte 58 (Black Rock Tpke). \*Follow Rte 58 South 2 miles to junction Rte 135, left at Rte 135 to Fairfield Woods Rd (1st stop sign), right on Fairfield Woods Rd, right at 1st traffic light to Fairfield Woods Middle School. If **southbound**, go left at light at end of ramp onto Congress St; take left at light onto Rte 58. Follow directions from \* to Fairfield Woods Middle School.

## **LUDLOWE MIDDLE SCHOOL** **689 Unquowa Road**

### **CONNECTICUT TPKE (I-95):** EXIT #21 (MILL PLAIN RD)

If **northbound**, left at end of ramp onto Mill Plain Rd; if **southbound**, right onto Mill Plain Rd; right onto Unquowa Road, (1st stop sign after turnpike ramps) to Ludlowe Middle School (.3 miles on right).

### **MERRITT PARKWAY (RTE 15):** EXIT #44, (ROUTE 58, FAIRFIELD UNIVERSITY EXIT)

If **northbound**, right at light at end of ramp; (Congress St) \*go approximately one mile to stop sign; take left onto Burr St. Go approximately three miles (Burr St will become Mill Plain Rd) to third stop sign. Take left onto Unquowa Rd. Ludlowe Middle School is .3 miles on the right. If **southbound**, go left at light at end of ramp onto Congress St, take left at light onto Rte 58; take right at next light onto continuation of Congress St. Follow directions from \* to Ludlowe Middle School.

## **TOMLINSON MIDDLE SCHOOL** **200 Unquowa Road**

### **CONNECTICUT TPKE (I-95):** EXIT #21 (MILL PLAIN RD)

If **northbound**, left at end of ramp onto Mill Plain Rd; if **southbound**, right onto Mill Plain Rd; right onto Unquowa Road, (1st stop sign after turnpike ramps) to Tomlinson Middle School (.5 miles on left).

### **MERRITT PARKWAY (RTE 15):** EXIT #44, (ROUTE 58, FAIRFIELD UNIVERSITY EXIT)

If **northbound**, right at light at end of ramp; (Congress St) \*go approximately one mile to stop sign; take left onto Burr St. Go approximately three miles (Burr St will become Mill Plain Rd) to third stop sign. Take left onto Unquowa Rd. Tomlinson Middle School is .5 miles on the left. If **southbound**, go left at

light at end of ramp onto Congress St, take left at light onto Rte 58; take right at next light onto continuation of Congress St. Follow directions from \* to Tomlinson Middle School.

### **EARLY CHILDHOOD CENTER 755 Melville Avenue**

#### **CONNECTICUT TPKE (I-95): EXIT 24 (BLACK ROCK TPKE)**

At bottom of ramp turn right to traffic light. Turn left at light and almost immediately bear right up the hill (Black Rock Turnpike). Continue straight through first traffic light, at second light go right onto Knapps Highway. Continue straight through next traffic light, Fairfield High School is on the left about three blocks down the road.

#### **MERRITT PARKWAY (RTE 15): EXIT 46 (RTE 59 SOUTH, SPORT HILL RD, EASTON TPKE)**

If **northbound**, at light, go right. Go left at next light onto Easton Turnpike, Route 59. Continue to 2<sup>nd</sup> traffic light, go right onto Cornell Road, go straight up the hill, Fairfield High School is directly in front of you. If **southbound**, go right off ramp, at traffic light go right onto Easton Turnpike, Route 59. Continue to 3<sup>rd</sup> traffic light, go right onto Cornell Road, go straight up the hill, Fairfield High School will be directly in front of you.

### **BURR SCHOOL 1960 Burr Street**

#### **CONNECTICUT TPKE I-95: EXIT 21 (MILL PLAIN RD)**

If **northbound**, turn left at end of ramp. \*Go north on Mill Plain Road approximately 2.25 miles. At the intersection of Brookside Drive (Mill River), Mill Plain becomes Burr Street. Continue straight on Burr St approximately 2 miles. You will cross over the Merritt Parkway, the school will be on your right; **southbound** turn right at end of ramp and follow directions from \* to Burr School.

#### **MERRITT PARKWAY (RTE 15): EXIT 44 (RTE 58 FAIRFIELD UNIVERSITY EXIT)**

If **northbound**, at stop light at end of ramp turn right. Follow to the first stop sign, intersection of Burr St. Take a right. Burr School will be approximately .75 miles on your right; **southbound** at stop light at end of ramp, turn left and proceed to light. Turn left onto Black Rock Turnpike (Route 58), go under the Parkway and immediately turn right onto Congress Street (at light). Follow to the first stop sign, intersection of Burr St. Take a right. Burr School will be approximately .75 miles on your right.

### **DWIGHT SCHOOL 1600 Redding Road**

#### **CONNECTICUT TPKE I-95: EXIT 21 (MILL PLAIN RD)**

If **northbound** go left at end of ramp (straight across if **southbound** onto Sturges Rd, right at stop sign on stone bridge. Continue 3/4 mile onto Bronson Rd, follow Bronson Rd, 2.5 miles to stop sign at Old Academy Rd (large white church at intersection), left on Old Academy Rd, take 1st right (.2 miles) onto Dunham Rd, bear right onto Redding Rd to Dwight School, 2/10 miles on right.

#### **MERRITT PARKWAY (RTE 15): EXIT 44 (RTE 58 FAIRFIELD UNIVERSITY EXIT)**

If **northbound** take right at end of ramp (Congress St). **Southbound** at end of ramp go left at light; take next left on to Rte 58 South. Continue 1/10 mile under Parkway to 1st right (Congress St), follow Congress St 2.5 miles to Cross Hwy (just past Firehouse), left on Cross Hwy, 1/2 mile to Redding Rd, left on Redding Rd, 2/10 mile to Dwight School on left.

### **HOLLAND HILL SCHOOL 105 Meadowcroft Road**

#### **CONNECTICUT TPKE (I-95): EXIT 24**

Follow sign to Rte 1 East (King's Hwy), left at 3rd traffic light (Jennings Rd), follow Jennings Rd 1/2 mile to Jeniford Rd, right on Jeniford Rd, right at next stop sign into Holland Hill School.

#### **MERRITT PKWY (RTE 15): EXIT 44 RTE 58 SOUTH (FAIRFIELD UNIVERSITY. EXIT)**

If **southbound** go left light at end of ramp and then another left on to Rte 58\*. If **northbound** take left at end of ramp and right at next light on to Rte 58. Follow Rte 58 (Black Rock Tpke) South approximately 3 miles. Bear right onto Jennings Road for 1/2 mile. Make a right onto Jeniford Rd, right at next stop sign into Holland Hill School.



## **JENNINGS SCHOOL 31 Palm Drive**

### **CONNECTICUT TPKE (I-95 NORTH): EXIT 22 ROUND HILL RD**

Follow signs to Rte 135 (N Benson Rd & Fairfield University), left on Rte 135, follow Rte 135, 3.3 miles to "Y" in road, right on Farist Rd, left on Fairland Dr to Jennings School.

### **CONNECTICUT TPKE (I-9 SOUTH): EXIT 22 RTE 135 (FAIRFIELD UNIVERSITY EXIT)**

Go right at end of ramp onto Rte 135 (N Benson Rd.). Follow Rte 135, 3.3 miles north to "Y" in road, right on Farist Rd, left on Fairland Dr to Jennings School.

### **MERRITT PARKWAY (RTE 15): Exit 44 Rte 58 South (Fairfield University Exit)**

Follow Rte 58 South (Black Rock Tpke) 2 miles to junction Rte 135, left at Rte 135 to "Y" in road, right on Farist Rd, left on Fairland Dr to Jennings School.

## **MCKINLEY SCHOOL 60 Thompson Street**

### **CONNECTICUT TPKE (I-95): EXIT #24 BLACK ROCK TPKE**

Follow signs to Rte 1 East (King's Hwy), left after 3<sup>rd</sup> traffic light (Villa Ave), left at next traffic light, (Tunxis Hill Rd) right at 3<sup>rd</sup> traffic light (Knapp's Hwy), 1/10 mile to McKinley School

### **MERRITT PARKWAY (RTE 15): EXIT #46 RTE 59 SOUTH (SPORT HIL RD., EASTON TPKE)**

Follow Rte 59 South 2 miles to 1<sup>st</sup> light at Fairfield Woods Rd, right on Fairfield Woods Rd, take 1<sup>st</sup> left (Melville Ave) ¾ mile to Fairfield High School, take 1<sup>st</sup> right after high school on Knapp's Hwy, ¾ mile to McKinley School.

## **MILL HILL SCHOOL 635 Mill Hill Terrace**

### **CONNECTICUT TPKE (I-95): EXIT 21 MILL PLAIN RD**

Go left at end of ramp if **northbound** (straight across if **southbound**) onto Sturges Rd, bear left across the bridge (Mill Hill Terrace); proceed straight on Mill Hill Terrace, eventually reaching the school.

### **MERRITT PARKWAY (RTE 15): EXIT 44 RTE 58 FAIRFIELD UNIVERSITY EXIT**

If **northbound**, right at light at end of ramp; (Congress Str) \*go approximately one mile to stop sign; take left onto Burr Street. Go approximately three miles (Burr St will become Mill Plain Rd.) to third stop sign. Turn right on Unquowa Rd which will lead you to Sturges Rd; bear left across the bridge (Mill Hill Terrace); proceed straight on Mill Hill Terrace, eventually reaching the school. If **southbound**, go left at light at end of ramp onto Congress St, take left at light onto Rte 58; take right at next light onto continuation of Congress St. Follow directions from \* Mill Hill School.

## **NORTH STRATFIELD SCHOOL 190 Putting Green Road**

### **CONNECTICUT TPKE (I-95): EXIT 24, BLACK ROCK TPKE**

Follow signs for Rte 1 (King's Hwy); follow Rte 1 East to Rte 59 (Brooklawn Ave), left on Rte 59; follow Rte 59 North 3 miles to Putting Green Rd on left (look for North Stratfield School sign), follow Putting Green Rd 3/4 mile to North Stratfield School.

### **MERRITT PKWY (RTE 15): EXIT 46 RTE 59 SOUTH (SPORT HILL RD, EASTON TPKE)**

Take Rte 59 South 1 mile to Putting Green Rd on right. Just past golf course entrance (look for sign for North Stratfield School. Follow Putting Green Rd 3/4 of a mile to North Stratfield School.

## **OSBORN HILL SCHOOL 760 Stillson Road**

### **CONNECTICUT TPKE NORTH (I-95): EXIT 22 ROUND HILL ROAD**

Follow signs to Rte 135 (North Benson Road and Fairfield University) left on Rte 135, 2 miles to Osborn Hill School on left.

### **CONNECTICUT TPKE SOUTH (I-95): EXIT 22 RTE 135**

Right on Rte 135, follow Rte 135 two miles to Osborn Hill School on left.

**MERRITT PARKWAY (RTE 15):** EXIT 44 (FAIRFIELD UNIVERSITY EXIT) RTE 58

If **southbound**, at light take a left onto Congress St., next light left onto Rte 58 Black Rock Turnpike. \*Follow Rte 58 South two miles to Rte 135 (Stillson Road); At light go right on Rte 135 1/2 mile to Osborn Hill School on right. If **northbound**, at light take a left onto Congress St and at next light a right onto Rte 58 Black Rock Tpke. Follow direction from \* to Osborn Hill School.

**RIVERFIELD SCHOOL - #15 1525 Mill Plain Road**

**CONNECTICUT TPKE (I-95):** EXIT 21 MILL PLAIN RD

Right at end of ramp if **southbound**; left if **northbound** (Mill Plain Rd). Continue straight for 1.5 miles to Riverfield School on left.

**MERRITT PARKWAY (RTE.15):** EXIT #44, (RTE 58, FAIRFIELD UNIVERSITY EXIT)

If **northbound**, right at light at end of ramp; (Congress St) \*go approximately one mile to stop sign; take left onto Burr St.Go approximately two miles (Burr St will become Mill Plain Rd). Just past second stop sign Riverfield School will be on your right. If **southbound**, go left at light at end of ramp onto Congress St, take left at light onto Rte 58; take right at next light onto continuation of Congress St. Follow directions from \* to Riverfield School.

**SHERMAN SCHOOL 250 Fern Street**

**CONNECTICUT TPKE (I-95 NORTH):** EXIT 22 ROUND HILL RD

Right at end of ramp 3/4 mile to Sherman School -Fern St.

**CONNECTICUT TPKE (I-95 SOUTH):** EXIT 22 RTE 135

Left at end of ramp, right on Rte 1 (Post Rd), left at next light (Beach Rd) 1/2 mile to Sherman School.

**MERRITT PARKWAY RTE (15):** EXIT 44 (FAIRFIELD UNIVERSITY EXIT) RTE 58

If **southbound**, at light take a left onto Congress St, next light left onto Rte 58 Black Rock Tpke. \*Follow Rte 58 South two miles to Rte 135 (Stillson Rd); At light go right on Rte 135 two miles to Rte 1 (Post Rd). Go right at light, and then left at 1<sup>st</sup> traffic light (Beach Rd). Half mile to Fern St – Sherman School entrance. If **northbound**, at light take a left onto Congress Str and at next light a right onto Rte 58 Black Rock Turnpike. Follow direction from \* Sherman School.

**STRATFIELD SCHOOL 1407 Melville Avenue**

**CONNECTICUT TPKE (I-95):** EXIT 24 (BLACK ROCK TPKE AND RTE 1)

If **northbound**, take Exit 22 (McDonald Restaurant Exit). Go behind McDonalds to bottom of ramp. Go straight along I-95 to light. Take a left onto North Benson Rd (Rte 135). \*Follow North Benson Rd past Fairfield University. About 2 miles past Fairfield U you will come to a light. Bear right at the light, this is Stillson Rd. Follow Stillson Road across Black Rock Turnpike to Fairfield Woods Rd. through one light past stop sign. You will go up a hill. As you are coming down the hill you will see a light. Take a right at Dorothy Street right before the light. School is at the end of Dorothy Street.

If **southbound**, take Exit 22. At bottom of ramp take a right onto North Benson Rd (Rte 135). Follow \* to Stratfield.

**MERRITT PKWY (RTE. 15):** EXIT 46 RTE 59 SOUTH (SPORT HILL RD., EASTON TPKE)

Follow Rte 59 South 2 miles to Fairfield Woods Rd. (1st traffic light after Merritt Pkwy area), right on Fairfield Woods Rd; take a left onto Melville Ave (Traffic Light) 2/10 mile to Stratfield School on right.