



**FAIRFIELD
PUBLIC SCHOOLS**

2025-2026 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 challenges 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

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Absence Management Sub Placement – www.frontlinek12.com/aesop

Human Resources 203-255-8476 Lisa Dutkowsky (8:30 a.m. to 4:30 p.m.)
Email 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

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 potential 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.
 - Teaching certificate - if applicable.
 - College transcripts or copy of college degree.
 - W-4 Withholding Forms, Connecticut & Federal.
 - FICA Alternative Retirement Plan Form.
 - DCF Mandated Reporter Video Certificate.
 - Allergy Training Video Completion.
 - Lockdown Training Completion.
 - 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 CT state certificate may serve in the employ of any one board of education for more than 60 days per year, except as otherwise provided in this section.

For a person employed by a board of education for 60 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 60-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 60 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 60 days or more in a school year, the board shall submit a special request and obtain the approval of the Department prior to employment beyond 60 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 their 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 accommodation 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 accommodation 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 bi-weekly and in arrears (see Pay Date Schedule below)

Each day you serve as a substitute, you must first go to the Main Office of the school to check in with the Head Secretary. Even if you've accepted a job in Frontline, this allows the Main Office of your school to account for your presence and supplies us with payroll information for your assignment. Substitutes are sometimes requested for partial days either because of the length of the absences or assignments; hence you will be paid proportionally in relation to the assignment.

Fairfield Public Schools *Substitute Bi-weekly Payroll Schedule* **2025-2026**

FPS payroll is in arrears

Dates Worked, From - To	Pay Date
2025	2025
August 20 – August 22	September 5
August 25 – September 5	September 19
September 8 – September 19	October 3
September 22 – October 3	October 17
October 6 – October 17	October 31
October 20 – October 31	November 14
November 3 – November 14	November 26
November 17 – November 28	December 12
December 1 – December 12	December 26
2026	2026
December 15 – December 23, 2025	January 9, 2026
January 5, 2026 – January 9, 2026	January 23
January 12 – January 23	February 6
January 26 – February 6	February 20
February 9 – February 20	March 6
February 23 – March 6	March 20
March 9 – March 20	April 2
March 23 – April 3	April 17
April 6 – April 10	May 1
April 20 – May 1	May 15
May 4 – May 15	May 29
May 18 – May 29	June 12
June 1 – June 12	June 26

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut
SUBSTITUTE PAY RATE

2025 - 2026

DAILY \$125 per day *(as of January 1, 2026)*

LONG-TERM \$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.

EXTENDED \$254 per day (per assignment) Commencing on the 31st consecutive day of the "long-term" assignment. **Current CT. Certification Required.**

BUILDING SUB: \$125 per day *(as of January 1, 2026)*

Secretary/Clerical sub rate: \$16.94 per hour

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

2025-2026 Fairfield Public Schools Employee Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE 11-12-2024

July 2025						
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 2025 (4)						
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 20-22, 25—PD Days

August 25—6th & 8th grade orientation

August 26—First Day of School

September 2025 (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 1—Labor Day

September 23—Rosh Hashanah

October 2025 (22)						
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	

October 2—Yom Kippur

Oct 15—Early Dismissal PK-12 (PK-8 Day Conferences, HS PSAT)
Oct 21—Early Dismissal, PK-8 Day Conferences (Not HS)
Oct 23—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 2025 (16)						
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 4—Election Day All Day PD PK-12

November 11—Veterans Day

November 26—Early Dismissal PK-12

November 27-28—Thanksgiving

December 2025 (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 24-31—Winter Break

January 2026 (19)						
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 1—New Year's Day (Observed)

January 1-2—Winter Break

January 13—Early Dismissal PK-12 (PD)

January 19—Dr. Martin Luther King, Jr. Day

February 2026 (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 12—Early Dismissal PK-12 (PD)

Feb 13, 16—February Break

March 2026 (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				

March 10—Early Dismissal PK-5 (Day Conferences), 6-12 (PD)
March 17, 18—Early Dismissal PK-5 Only (Conference Days, PM Conf on Mar 18)
March 20—Eid al-Fitr

April 2026 (16)						
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 3—Good Friday

April 13-17—Spring Break

May 2026 (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						

May 12—Early Dismissal PK-12 (PD)

May 25—Memorial Day

June 2026 (9)						
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 10—Early Dismissal PK-12

June 11—Early Dismissal PK-12 and Last Day of School

June 19—Juneteenth

The first 5 snow days will extend the length of the school year. Additional snow days will reduce the April Break beginning with April 17th. The date of high school graduation will be set by the Board of Education in March 2026. Please see links below to the policy and administrative regulations used in calendar development.

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 

[Policy 6111 - Student Calendar](#)
[Policy 6111AR - Administrative Regulations on Student Calendar](#)

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
BURR Dana Firmender, Principal Michael Glasgow, Assistant Principal	1960 Burr Street 203-255-7385	8:55	3:30
Dwight Mimi Maniscalco, Principal Tara Hyder, Assistant Principal	1600 Redding Road 203- 255-8312	8:55	3:30
HOLLAND HILL Molly Farrell, Principal Bret Henkel, Assistant Principal	200 Meadowcroft Road 203-255-8314	8:10	2:45
JENNINGS Anthony Vuolo, Principal Christina Fuller, Assistant Principal	31 Palm Drive 203-255-8316	8:55	3:30
MCKINLEY Christine Booth, Principal Eric Therriault, Assistant Principal	60 Thompson Street 203-255-8318	8:55	3:30
MILL HILL Amy Yost, Principal Shannon Douglass, Assistant Principal	635 Mill Hill Terrace 203- 255-8320	8:55	3:30
NORTH STRATFIELD Luisa Wolf, Principal Thomas Woodard, Assistant Principal	190 Putting Green Road 203-255-8322	8:55	3:30
OSBORN HILL Sean Smyth, Principal Patricia Day, Assistant Principal	760 Stillson Road 203-255-8340	8:55	3:30
RIVERFIELD Mary Rose Dymond, Principal Lindsay Given, Assistant Principal	1525 Mill Plain Road 203-255-8328	8:55	3:30
ROGER SHERMAN Ian Banner, Principal Nicola Callahan, Assistant Principal	250 Fern Street 203-255-8330	8:55	3:30
STRATFIELD Elizabeth McGoey, Principal MaryJo French, Assistant Principal	1407 Melville Avenue 203-255-8332	8:55	3:30

NOTE: DELAYED OPENING

All schools begin 2 hours after the regular starting time. Watch local news channels or call 203-255-TALK.

MIDDLE SCHOOLS (6 thru 8)

FAIRFIELD WOODS M.S. Colleen Banick (Principal) Steven DeAngelo (Asst. Principal) Jon Goodison (Asst. Principal) Mark Robinson (Dean)	1115 Fairfield Woods Rd. 203-255-8334 203-255-8335 203-255-8335 203-255-8335	8:10	2:50
LUDLOWE M.S. Megan Tiley (Principal) Karin Shaughnessy (Asst. Principal) Jon Goodison (Asst. Principal) Jason Purzycki (Dean)	689 Unquowa Road 203-255-8345 203-255-8345 203-255-8345 203-255-8346	8:10	2:50
TOMLINSON M.S. Anthony Formato (Principal) Jodi Sacks (Asst. Principal) Benjamin Levy (Dean)	200 Unquowa Road 203-255-8336 203-255-8337 203-255-8337	8:10	2:50

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

HIGH SCHOOLS (9 thru 12)

<p>FAIRFIELD HIGH SCHOOL – WALTER FITZGERALD CAMPUS Dr. Karen Baldwin – Principal</p>	<p>309 Barberry Road 203-255-8384</p>	<p align="center">8:00</p>	<p align="center">2:00</p>
<p>FAIRFIELD LUDLOWE HIGH SCHOOL Greg Hatzis – Head Principal</p> <p>Warner House Sean Collen – House Principal Luigi Volpe (Dean)</p> <p>Webster House Greg Pugliese- House Principal Matthew McCloskey (Dean)</p> <p>Wright House 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>FAIRFIELD WARDE HIGH SCHOOL Paul Cavanna – Head Principal</p> <p>Fitts House Kurt Simonsen – House Principal Carl Dioguardi (Dean)</p> <p>Pequot House Katie Lynn – House Principal Jeff Seganos (Dean)</p> <p>Townsend House Steve Fekete – House Principal Matthew Narwold (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>EARLY CHILDHOOD CENTER Kristen Bruno, Principal</p>	<p>755 Melville Avenue. 203-255-8310</p>	<p align="center">9:10</p>	<p align="center">3:15</p>
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<p>NOTE: DELAYED OPENING All schools begin 2 hours after the regular starting time. Watch local news channels or call 203-255-TALK.</p>
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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 2nd 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 3rd 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 2nd 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 3rd 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 2nd 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 3rd 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 3rd traffic light (Villa Ave), left at next traffic light, (Tunxis Hill Rd) right at 3rd 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 1st light at Fairfield Woods Rd, right on Fairfield Woods Rd, take 1st left (Melville Ave) ¼ mile to Fairfield High School, take 1st 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 ¾ 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 ¾ 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 1st 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.