

Wellesley Public Schools
Wellesley, MA 02481



SUBSTITUTE TEACHER HANDBOOK 2019-2020

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA 02481-4827

TO ALL SUBSTITUTES:

Congratulations on your selection as a Wellesley Public Schools substitute teacher. Substitute teachers are vital to the continuity of the instructional program and are essential to a quality education for each student.

This handbook is intended to acquaint you with all aspects of substitute assignments in Wellesley Public Schools. We hope that it will answer many of your questions and concerns. It is designed to give you as a substitute teacher, techniques and materials to be more effective in "*lighting fires of interest*" each day as you teach.

The important and valuable services provided by substitutes are greatly appreciated. We feel that substitutes are an integral part of our school system.

We welcome your comments and concerns about our substitute procedures and the contents of this handbook. Please let us know how you think improvements can be made.

We extend a cordial welcome to the substitute staff and hope that your experience with our school system will be rewarding.

Have a great year!

Sincerely,

Gayle McCracken
Director of Human Resources

CENTRAL ADMINISTRATION

David Lussier	Superintendent of Schools
Joan Dabrowski	Assistant Superintendent Teaching & Learning
Cynthia Mahr	Assistant Superintendent Finance & Operations
Gayle McCracken	Director of Human Resources
Sarah Orlov	Director of Student Services

DISTRICT SCHOOLS

BATES ELEMENTARY
tel. 781-446-6260
fax 781-263-1520
116 Elmwood Road
Toni Jolley, Principal
Melanie Friedman, Secretary

HUNNEWELL ELEMENTARY
tel. 781-446-6275
fax 781-263-1525
28 Cameron Street
Ellen Quirk, Principal
Kristyn Chin, Secretary

FISKE ELEMENTARY
tel. 781-446-6265
fax 781-263-1519
45 Hastings Street
Rachel McGregor, Principal
Susan Drayton, Secretary

SCHOFIELD ELEMENTARY
tel. 781-446-6280
fax 781-263-1527
27 Cedar Street
Gerardo Martinez, Principal
Kristin Lueken, Secretary

HARDY ELEMENTARY
tel. 781-446-6270
fax 781-263-1523
293 Weston Road
Charlene Cook, Principal
Janet Rixon, Secretary

SPRAGUE ELEMENTARY
tel. 781-263-1965
fax 781-263-1963
401 School Street
Leigh Petrowsky, Principal
Lisa Licata, Secretary

UPHAM ELEMENTARY
tel. 781-446-6285
fax 781-263-1507
35 Wynnewood Road
Jeff Dees, Principal
Robin Boucher, Secretary

PRESCHOOL
tel. 781-446-6222
fax. 781-283-5728
63 Hastings Street
Rebecca Zieminski, Director
Isabel Cashman, Secretary

HIGH SCHOOL
tel. 781-446-6290

MIDDLE SCHOOL
tel. 781-446-6235

fax 781-237-6004
50 Rice Street
Jamie Chisum, Principal
Diane Zinck, Secretary

fax 781-446-6208
50 Kingsbury Street
Mark Ito, Principal
Patty Chong, Secretary

OVERVIEW

Substitute teachers play a very important role in the education process of the Wellesley Public Schools. *Providing continuity in the classroom instructional program is essential to a sound education.* Occasional teacher absences from classes are unavoidable; however, the continuity of the program can and should be maintained by substitute teachers who are well versed in the policies, procedures and expectations of the school and classroom. Through professional training and experience, the substitute teacher provides students with instruction to minimize negative effects in academic growth resulting from the teacher's absence.

A substitute teacher should expect the needs and intentions of the classroom teacher to be communicated prior to taking charge of the class; a classroom teacher should expect the plans and assignments which have been left to be carried out by the substitute teacher. Each has an important role to play in this process, and this handbook is intended to establish communication and expectation levels between the teacher and the substitute.

Any questions about assignments or problems in substituting should be addressed with the building principal. Concerns or issues about your availability for substituting or your enrollment on the substitute list should be addressed to Valerie Spruill, Administrative Assistant to Director of Human Resources (781) 446-6210 Ext. 5603.

QUALIFICATIONS

1. A valid Massachusetts teaching certificate is preferred.
2. Candidates must be graduates of an accredited college or university.
3. Experience with young people
4. A telephone at your place of residence
5. Your own transportation
6. Substitutes are not entitled to any benefits. Long-term substitutes are eligible for benefits for a known assignment which exceeds 90 days or three months.
7. When the substitute's performance is unsatisfactory, the school administrator shall inform the substitute and the Director of Human Resources. The Director of Human Resources will notify the substitute if removal from the substitute list is required.
8. If there are questions concerning a paycheck (i.e., missing days or hours, etc.), it is the substitute's responsibility to contact the school secretary to confirm that all time worked was accounted for or to contact the Payroll Department. The Payroll Department may be contacted at 781-446-6210, Ext. 5613.
9. The principal may evaluate substitutes.

10. At the end of each school year, all substitutes will receive a “renewal letter.”

11. Once you are on the substitute list, assignment for substitute teaching are handled by the substitute teacher placement system, **Absence Management System** formerly known as **AESOP** (Automated Substitute Placement & Absence Management) system. Substitutes will have the option to either log in to the Absence Management System website or receive calls for substitute assignments. A login i.d. and pin number will be assigned to all substitutes.

GENERAL INFORMATION

When a school has a need for a substitute teachers, the teacher and/or the secretary or principal will enter the absence on the Absence Management System. Absence Management will then begin telephoning, usually between 4:00 p.m. to 11:00 p.m. the day before or 5:30 a.m. to 11:59 a.m. the day of the absence. All assignment information will be placed on the Absence Management System. **SUBSTITUTE TEACHERS SHOULD NOT CALL TO REQUEST ASSIGNMENTS.** A substitute can expect to be contacted for work at the earliest possible time. Absence Management can contact a substitute up to thirty (30) days in advance. We highly recommend a substitute keep a calendar in reference to jobs they may have been assigned to them up to 30 days in advance or your Absence Management account will keep track of this for you.

Please remember...it is not necessary for you to accept assignments on each call. However, please note that if you accept an assignment on the Absence Management System, you will not be able to change an assignment for the same day. If you attempt to change an assignment, Absence Management will lock you out and you will not be able to accept another position for that day.

Substitute teachers are given no guarantee of a minimum number of assignments, but every effort is made to distribute assignments as equitably as possible (by subject area) among regular short-term substitutes who are available

for teaching every day. The following additional criteria are among those used in making assignments:

- Specific building requests for individuals.
- Geographic location in relation to time factors.
- Record of substitute's availability.

Substitute teachers are not usually called to classrooms or buildings where their own children are enrolled. Please be sure to advise the Personnel Office concerning this.

Take care that you **DO NOT** accept a teaching assignment from anyone other than the Absence Management system. Absence Management is the officially authorized means of your being placed on the payroll.

Substitute teachers should notify Ms. Valerie Spruill, Administrative Assistant in the Human Resources Office (781-446-6210, Ext. 5603), whenever they find they cannot be available for substitute work for an extended period of time. This will avoid unnecessary calls and help us to operate our program more efficiently. To help us keep your records accurate, you should notify the Human Resources Office when you have a change of name, home address or telephone number, or your status of availability for work has changed.

RESPONSIBILITIES OF A SUBSTITUTE

1. Report to the school office upon arrival and make yourself known to the principal, secretary or delegated person to familiarize yourself with school rules, bell times and procedures. This is where you will receive the necessary information concerning your teaching assignment.
2. Each substitute should assume the same responsibilities and duties as the regular teacher. If the teacher whom you are replacing is responsible for extra duties, the school secretary will give you direction.

3. Greet students warmly as they arrive. Be attentive and present for the benefit of all students in the classroom. The most crucial reason you are in the classroom is to ensure safety. To accomplish that, your attention must be focused on the students at all times. This means:
 - **Do not give an assignment then sit down to read the newspaper or play on the computer or a cell phone.**
 - **Do not walk out of the classroom.**
 - **Do not make personal calls.**
 - **Never use the internet at school to surf inappropriate web sites.**

4. Learn the correct attendance procedures. Become familiar with lunch procedures and other school requirements so that you can accomplish these duties efficiently.

5. **Never, ever, leave a student or students unsupervised!**
 - It is not the substitute teacher's responsibility to grant permission for a student to leave school before the regular dismissal time
 - Parents may not take children from the building without the principal's knowledge
 - Do not detain a student after dismissal time or communicate information about a student or staff member with anyone but the building principal or department head.

6. It is unprofessional and against the law to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.

7. Do not gossip about classes, students or staff. This rule applies whether you are in the teachers' lounge at school or anywhere else. It is all right to ask advice about how to deal with certain students or classes, but don't let the conversation develop into one of complaining, ridiculing or spreading innuendoes about students or staff.

8. Be friendly, positive and enthusiastic. Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment. Children are very quick to pick up on your overall attitude, and you want them to be at least cooperative if not deeply engaged.

9. Respect lesson plans and implement them as directed. Let the teacher know what you completed in the plans and what you did not. Keep papers collected in class bundles, along with a note on how each group did. Respect the teacher's property. Do not go through the desk and don't let the students go through it either.

10. The substitute teacher shall inform the principal or department head in cases of:

- **personal injury to students or staff**
- **serious illness of any student**
- **damage to school property**
- **serious discipline problems or infractions of school rules.**

11. Each substitute will work the same number of normal hours worked by the member who is on leave or the scheduled number of hours for the vacant position.

12. At the end of your assignment, be sure to leave a written report of what you have done for the regular classroom teacher. This report should indicate the work you covered, homework you assigned, any student behavior problems encountered, and notations regarding any departure from the lesson plans of the regular teacher.

13. All money that is collected for any purpose should be turned over to the school secretary at the end of each work day, along with an accurate report of who paid what and for what. No money is to be left in the classroom overnight.

14. Keep all copies of notices or bulletins received in a folder where the regular classroom teacher can find them.

15. Please stay long enough after school to wrap up your professional day. Introduce yourself to the teachers next door and across the hall. Leave the classroom clean and orderly.

SUGGESTED SUBSTITUTE TECHNIQUES

It is essential that good classroom discipline be achieved and maintained. Pupils are masters at detecting when people are insecure, and they sometimes take advantage of the situation.

A good attitude and a feeling of self-confidence are essential.

If you have a cheerful, confident feeling about substituting, you can provide a rewarding experience for yourself and for the students involved.

DO NOT USE any form of corporal punishment.

Don't be afraid to admit to a student you do not know the answer to a question, but you will try to find an answer for the student.

Do your best to maintain good public relations with students, parents and staff. Communication, understanding, fairness, consideration and tactfulness are essential to be a success.

GUIDELINES

Each school has been encouraged to inform substitutes of guidelines that will make the day of a substitute comfortable and rewarding.

The guidelines should include some of the following:

1. Hours of work
2. Intercom system
3. Classroom Management procedures
4. Parking information
5. Daily schedules (activity bell, lunch, etc.)
6. Layout of building for fire exits
7. Introduction to an employee within the building that a substitute could contact if a problem arises
8. Explanation of forms, if needed, such as pupil attendance
9. Explanation of form a substitute would sign when arriving and prior to leaving the building
10. Operation of audio/visual equipment

Some additional considerations:

- *Know safety and evacuation procedures*
- *Handle accidents*
- *Know what to do on inclement weather days*
- *Escort students to school bus*
- *Take messages for the teacher*

SALARY & PAYROLL PROCEDURES

Every Wednesday is an early release day for elementary students. One Wednesday a month is a release day for secondary students.

If you work at the elementary level, the principal's secretary will fill out your time card. The substitute coordinator is responsible for your time card if you work at the Middle School or the High School level. Substitutes are paid on a weekly basis.

SHORT-TERM, ON-CALL SUBSTITUTES: Any substitute serving in any teaching position for 10 school days or less. The salary for day-to-day substitutes is as follows:

<u>Step</u>	<u>Full-Day Rate</u>	<u>Release-Day Rate</u>	<u>Total Days of Service</u>
1	\$108.08	65.93	0 - 50 days
2	115.80	70.64	51-75 days
3	123.53	75.35	76-100 days
4	131.26	80.07	101-150 days
5	138.98	84.76	151-200 days
6	154.50	94.18	over 201

LONG-TERM SUBSTITUTES: Any substitute teacher serving in the same teaching assignment (excludes coverage for teaching assistant positions) for more than 30 consecutive school days, the retroactive back to day 11. The salary rate is \$194.93 per day. The checks will be mailed to your home address the night before payday. You are paid on a bi-weekly basis.

Note: Substitute teachers are advised to keep a log of assignments (date, school and classroom).

SUBSTITUTES' EVALUATIONS

LONG-TERM SUBSTITUTES: All long-term substitute teachers should receive a written evaluation from the school principal and/or department head at the completion of their service when the assignment exceeds 60 consecutive school days.

LONG-TERM SUBSTITUTE BENEFITS: Long-term substitutes are eligible for benefits for a known assignment which exceeds 90 days or three months.

HELPFUL HINTS

Veteran substitute teachers suggest that you familiarize yourself with the school system before taking your first assignment.

You should be on duty at the designated school at least 20 minutes prior to the first class. The school starting and ending times are listed below. The high school start time may vary by the course to be taught.

<u>School</u>	<u>Start Time</u>	<u>End Time</u>	<u>Release Day End</u>
High School	7:25/8:05 a.m.	2:30 p.m.	11:55 a.m.
Middle School	7:50 a.m.	2:29 p.m.	11:19 a.m.
All Elementary	8:30 a.m.	3:05 p.m.	12:00 noon
Preschool	8:30 a.m.	3:30 p.m.	11:40 a.m.

SCHOOL CANCELLATION/DELAYED OPENING

In the event weather or other causes necessitate either closing or delaying opening of school, announcements will be made over the following radio/television stations:

WRKO, WHDH, WBZ, WKOX, WNTN, WBUR, WBMX, WCRB,
WCLB, WMJX, TV Channels 4, 5, 7, and Wellesley Cable Channel 13.

In the event of a delayed opening, please stay tuned to the radio/television station for at least one hour in case some change in the weather causes schools to be closed for the day.

Substitute teachers **should not call** school officials or radio stations to find out if schools are being closed. Telephone lines must be kept open to enable schools and radio stations to receive notifications of school closings.

SUPER SUB PACK

There will be situations when the teacher for some reason cannot leave lesson plans, when the plans that are left are impossible to decipher in the time provided or too short for the time available. These situations leave you with the dilemma of having to fill that time with manageable and worthwhile activities on your own. Every good substitute should have some tried and true activities which work without fail. These activities can be found in your "Super Sub Pack." Not only should they work every time, but they should keep students occupied in a positive manner, learning effectively at the same time.

- The Substitute Handbook
- A package of colored markers or pencils
- Several ball-point pens (red, blue, black)
- Pencils
- A roll of tape
- A pair of scissors
- A needle and small spools of dark and light thread, plus a safety pin or two
- A coffee cup and perhaps a tea bag or hot chocolate packet or two
- A few favorite picture books
- A number cube for games
- Several post-it notes
- Name tags
- 5 X 8 cards
- Non-food item rewards
- Stickers

CHECKLIST

At Home:

- Dress neatly and appropriately for the teaching assignment.
- Enter the school enthusiastic and serious about your role.
- If possible, arrive at the school at least 20 minutes prior to the beginning of school.
- Be sure to take along your sense of humor, your Super Sub Pack, an objective for the day, two aspirin and a snack for yourself.

Prior to Entering the Class:

- Report to the principal or the office to let them know you are there.
- Ask about student passes, playground rules, bus duty, lunch procedures.
- Ask if there will be any special duties associated with the regular teacher's assignment.
- Find out how to refer a student to the office.
- Look for fire alarm and know drill directions.
- See if any child has medical problems.
- Obtain any keys which might be necessary.
- Find out how to report absences and tardiness.
- Find the location of restrooms and teachers' lounge.
- Ask the names of the teachers on both sides of your classroom and, if possible, introduce yourself to him/her.

In the Classroom:

- Enter the classroom with confidence. The first impression can take you a long way.
- Write your name on the blackboard and introduce yourself.
- If lesson plans are provided, follow them as closely as possible.

- If money is to be collected, record the amount, the name of the pupil and the purpose for the collection on a sheet to be turned in to the office at the end of the school day.
- Check to see if all the books, handouts and paper are close at hand or in the classroom.
- Check seating chart.

End of day:

- Remind students of homework.
- Have students clean their desks and the area around their desk.
- Leave desk, books, and room in good order.
- Return any keys.
- Turn in any monies collected.

Directions to Schools

(All maps were downloaded from the DESE school directory web site)

BATES SCHOOL (116 Elmwood Rd.):

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 4 miles after Rt. 128, you take a right onto Westgate Road. Take the fourth left onto Elmwood.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Weston Road exit. At the bottom of the ramp, take a left onto Weston Road. Take the third street on your right which is Elmwood Rd.

HARDY SCHOOL (293 Weston Road):

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 5 miles after Rt. 128, you take the Weston Road exit (Weston). At the end of the ramp, take a left onto Weston Road. The Hardy School is on the left.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Weston Road exit. At the bottom of the ramp, take a right onto Weston Road. The Hardy School is on the left.

UPHAM SCHOOL (35 Wynnewood Road):

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 4 miles after Rt. 128, you take a right onto Sprague Road. There are many signs for the Upham School. Take Sprague to the end and take a left onto Lowell Road. Follow Lowell to the Upham School.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Weston Road exit. At the bottom of the ramp, take a left onto Weston Road. Take the second right (Pilgrim Road). Follow Pilgrim to the end and take a right onto Bristol Road. Follow Bristol until you come to Lowell Road. Take a left onto Lowell Road. Upham School parking is at the end of Lowell Road.

HUNNEWELL SCHOOL (28 Cameron Street):

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 5 miles after Rt. 128, you take a right onto Weston Road. At the end of the ramp take a left onto Weston Road. Follow Weston Road until you come to a set of lights (Rt. 16). Take a left on Rt. 16. Go through one set of lights. The very next right is Cameron Street. Hunnewell School is on the left.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Weston Road exit. At the bottom of the ramp, take a right onto Weston Road. Follow Weston Road until you come to a set of lights (Rt. 16). Take a left on Rt. 16. Go through one set of lights. The very next right is Cameron Street. Hunnewell School is on the left.

FISKE SCHOOL (45 Hastings Street)

PRESCHOOL (63 Hastings Street):

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 1 mile after Rt. 128, you take the second Cedar Street exit. Go right on Cedar Street and go through the light. The first street on the right at a fire hydrant is Hastings Street.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Cedar Street exit (Newton Lower Falls Needham). At the top of the ramp at the lights turn right. The first street on the right at a fire hydrant is Hastings Street.

SCHOFIELD SCHOOL (27 Cedar Street):

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 1 mile after Rt. 128 at the Mobil gas station, take the first Cedar Street exit (Newton Lower Falls W. Newton). Take a right on Cedar until you come to the Schofield School on your left.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Cedar Street exit. At the top of the ramp take a left. Follow Cedar until you come to the Schofield School on your left.

MIDDLE SCHOOL (40 Kingsbury Street)Wellesley Public Schools

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) - take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About two miles after Rt. 128, you will see a fire station on the right. Use that as a landmark to start to get into left lane, because one mile further on, at a traffic light, you'll make a U-turn across Route 9. Immediately turn right onto Kingsbury St.

From Mass Turnpike (I-90), coming from the west: Mass Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. You will go almost 4.5 miles on Rt. 9 - and turn right at traffic light, onto Kingsbury St. (Landmarks along the way - about 2.2 miles, Scrub-a-dub car wash on right -- about one more mile, Weston Rd. and Mobil station on right - Kingsbury St. is one mile after Weston Road.)

The Middle School building is on the right. Parking: Limited parking is available for 30 minutes on Kingsbury St., headed south. Please observe parking signs carefully.

OR:

Parking: Please use the parking lot at the end of Calvin Road. Enter the school using the Donizetti St. entrance. Please note you cannot drive to the Calvin Road parking lot from Donizetti St. at the Linden St. end.

HIGH SCHOOL (50 Rice Street)

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt.128 exit) - take Rt. 128 south to Route 16 west.

from Route 128 - take Rt. 128 to Route 16 west

(from Rt. 128) Route 16 West: In about 1/4 mile, you will cross the Charles River and enter Wellesley. Go west almost 1.8 miles. After the fourth traffic light, at Playhouse Square, go a short distance and turn left on Rice Street. The high school is at the end of the street, and parking is on the right side of the building.

from Mass. Turnpike (I-90), coming from the west: Mass Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. You will go almost 4.5 miles on Rt. 9 - and turn right at traffic light, onto Kingsbury St. (Landmarks along the way - about 2.2 miles, Scrub-a-dub car wash on right--about one more mile, Weston Rd. and Mobil station on right--Kingsbury St. is one mile after Weston Road). Go down Kingsbury Street, straight through the traffic light, over the railroad bridge, straight through another traffic light, onto State Street. Follow it straight, until you come to the parking lot for Wellesley High School, on the right.

Enter the main entrance of the High School by the flagpole, and go to the main office.

SPRAGUE SCHOOL (401 School Street)

from Mass. Pike extension (Boston) - Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) - take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About two miles after Rt. 128, you will see a fire station on the right. Use that as a landmark to start to get into left lane, because one mile and one half further on, you'll make a U-turn across Route 9 at Oak Street. Immediately turn right onto School St.

From Mass Turnpike (I-90), coming from the west: Mass Pike to Exit 13 (follow signs for Rt. 30 east - Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. You will go almost 4.0 miles on Rt. 9 - and turn right at School Street. (Landmarks along the way - about 2.2 miles, Scrub-a-Dub car wash on right -- about one more mile, Weston Rd. and Mobil station on right - School Street is less than a mile from Weston Road.)

