



Superintendent Memorandum

To: Fairfield Public Schools Staff
From: Michael J. Testani
Date: December 5, 2022
Re: Revised Weather-related Closing Information – V2

In the event of a weather-related closing, please adhere to the following:

Weather-related Closing	
12-Month Secretaries	Twelve-month secretaries are exempt from reporting to the office unless instructed
FSAA Administrators	When school is closed due to inclement weather, administrators may work from home rather than report to their respective assignments
Central Office Staff	Arrive at 10am. Subject to change based on weather and road conditions
Central Office and School-based IT Staff	Arrive at 10am. Subject to change based on weather and road conditions
Custodians	Arrive 90 minutes after normal start time
Before/After School Care	Canceled
Before/After School Building Use/Activities/Athletics	Canceled

In the event of a delayed opening, please adhere to the following:

Delayed Opening	
PK	No AM classes
Lunch	Lunch is served, K-12
School Secretaries	Arrive 30 minutes before student start time
Central Office Secretaries and Staff	Arrive at 10am
Central Office-Based IT Staff	Arrive at 10am
School-Based IT Staff	Follow school delayed opening schedule
Custodians	Day shift staff should arrive as close to normal start time as safely possible but no later than 60 minutes before student start time. Evening shifts should report at normal start time.
Before School Care	Canceled
Before School Building Use/Activities/Athletics	Canceled

In the event of an early dismissal, please adhere to the following:

Early Dismissal		
	Planned	Unplanned
PK	See Pre-K Planned Early Dismissal Calendar	No PM Classes
Lunch	Lunch is served, K-12	
School Secretaries and Central Office Secretaries	Follow District Employee Calendar	School secretaries shall be released 45 minutes after the last school bus departs. Central Office secretaries shall be released 45 minutes after the last elementary school sessions are dismissed
Central Office Staff	Follow District Employee Calendar	Notification will be sent from the superintendent's office
School-based IT Staff	Follow District Employee Calendar	School based IT Staff - Leave when school is dismissed
Central Office-Based IT Staff	Follow District Employee Calendar	Notification will be sent from the superintendent's office
Custodians	Custodians will work a full shift	Custodians may be called in early to complete their shifts earlier in the evening once students and staff are released. Notification will be sent from the executive director of operations
After School Care	Continue as scheduled	Canceled
After School Building Use/Activities/Athletics	Continue as scheduled	Notification will be sent from the superintendent's office
<p><i>Note: Early Dismissal decision made by 9:30am. Communication to staff, families, media, BOE, town.</i></p>		