



## Superintendent Memorandum

**To:** Fairfield Public Schools Staff  
**From:** Michael J. Testani  
**Date:** December 4, 2024  
**Re:** Weather-related Closing Information

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

Weather-related Closing	
<b>12-Month School-Based and Central Office Secretaries</b>	Twelve-month secretaries are exempt from reporting to their offices unless instructed to come to their offices through various district communication methods (i.e., Parent Square, district email, 255-TALK etc.). It is the employee's responsibility to access at least one of these communication methods early in the morning when school sessions are canceled for the day.
<b>FSAA Administrators</b>	When school is closed due to inclement weather, administrators may work from home rather than report to their respective assignments.
<b>Central Office Staff</b>	Arrive at 10am. Subject to change based on weather and road conditions
<b>Central Office and School-based IT Staff</b>	Arrive at 10am. Subject to change based on weather and road conditions
<b>Custodians/Maintenance Staff</b>	Arrive 90 minutes after normal start time unless otherwise instructed through various district communication methods. It is the employee's responsibility to access at least one of these communication methods.
<b>Before/After School Care</b>	Canceled
<b>Before/After School Building Use/Activities/Athletics</b>	Canceled

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

Delayed Opening	
<b>PK</b>	No AM classes
<b>Lunch</b>	Lunch is served, K-12
<b>School Secretaries</b>	Arrive 30 minutes before student start time
<b>Central Office Secretaries and Staff</b>	Arrive at 10am
<b>Central Office-Based IT Staff</b>	Arrive at 10am
<b>School-Based IT Staff</b>	Follow school delayed opening schedule
<b>Custodians/Maintenance Staff</b>	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.
<b>Before School Care</b>	Canceled
<b>Before School Building Use/Activities/Athletics</b>	Canceled

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

<b>Early Dismissal</b>		
	<b>Planned</b>	<b>Unplanned</b>
<b>PK</b>	See Pre-K Planned Early Dismissal Calendar	No PM Classes
<b>Lunch</b>	Lunch is served, K-12	
<b>School Secretaries and Central Office Secretaries</b>	Follow District Employee Calendar	School building offices must be staffed by all secretaries for 45 minutes after the last school bus departs. Secretaries staffing non-school offices in the Fairfield Public School District shall also be released from duty 45 minutes after the last elementary school sessions are dismissed.
<b>Central Office Staff</b>	Follow District Employee Calendar	Notification will be sent from the superintendent's office.
<b>School-based IT Staff</b>	Follow District Employee Calendar	School based IT Staff - Leave when school is dismissed.
<b>Central Office-Based IT Staff</b>	Follow District Employee Calendar	Notification will be sent from the superintendent's office.
<b>Custodians/Maintenance Staff</b>	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.
<b>After School Care</b>	Continue as scheduled	Canceled
<b>After School Building Use/Activities/Athletics</b>	Continue as scheduled	Notification will be sent from the superintendent's office.
<i>Note: Early Dismissal decision made by 9:30am. Communication to staff, families, media, BOE, town.</i>		