FAIRFIELD PUBLIC SCHOOLS

Superintendent Memorandum

To: Fairfield Public Schools Staff **Date:** November 19, 2026

From: Michael J. Testani

Re: Weather-related Closing Information

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

Weather-related Closing	
12-Month School-Based and Central Office Secretaries	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, 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.
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/Maintenance Staff	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.
Before/After School Care	Canceled
Before/After School Building Use/Activities/Athletics	Canceled. High School activities TBD depending on conditions.

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

Delayed Opening	
PK	No am classes. Full day arrives at 11:10am. Full day classes will have lunch.
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/Maintenance Staff	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	No pm. classes. Full day dismisses at 11:45am. No Lunch	No pm classes. Full day dismisses at 11:45am. No Lunch
Lunch	Lunch is served, K-12	
School Secretaries and Central Office Secretaries	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.
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/Maintenance Staff	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.
Note: Early Dismissal decision made by 9:30am. Communication to staff, families, media, BOE, town.		