



Superintendent Memorandum

To: Fairfield Public Schools Staff
From: Dr. Stephen Tracy
Date: October 28, 2022
Re: Revised With Weather-related Closing Information

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

Weather-related Closing	
School Secretaries	All Secretaries should proceed as directed by the Superintendent, Executive Director of Human Resources or designee
Central Office and School-based Administrators	Proceed as directed by the Superintendent, Executive Director of Human Resources or designee
Central Office Secretaries and Staff	Proceed as directed by the Superintendent, Executive Director of Human Resources or designee
Central Office and School-based IT Staff	Proceed as directed by the Superintendent, Executive Director of Human Resources or designee
Custodians	Proceed as directed by the Executive Director of Operations
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 45 minutes before student start time
Central Office Secretaries and Staff	Arrive 75 minutes after normal start time unless notified by the Superintendent, Executive Director of Human Resources or designee
Central Office and School-based IT Staff	Arrive 75 minutes after normal start time unless notified by the Superintendent, Executive Director of Human Resources or designee
Custodians	Day shift staff should arrive as close to normal start time as safely possible but no later than 75 minutes before student start time. Even 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 for K-8, no Lunch 9-12	
School Secretaries	Follow District Employee Calendar	Leave 45 minutes after student end time
Central Office Secretaries and Staff	Follow District Employee Calendar	Leave at same time as elementary secretarial staff
Central Office and School-based IT Staff	Follow District Employee Calendar	School based IT Staff - Leave 45 minutes after student end time Central Office IT Staff - Leave at same time as elementary secretarial staff
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. That decision will be made on the day of the event by the Executive Director of Operations
After School Care	Continue as scheduled	Canceled
After School Building Use/Activities/Athletics	Continue as scheduled	Proceed as directed by the Superintendent
Note: Early Dismissal decision made by 9:30am. Communication to staff, families, media, BOE, town.		