



Fairfield Union Local School District

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Fairfield Union – End of Year Planning Guide

As we approach the end of the 2019 – 2020 academic year, we need to shift our focus to how we close out this year and begin the process of preparing buildings for next school year. Students have personal belongings that need to be retrieved from classrooms, lockers, desks, and cubbies. Staff members need to secure personal items and prepare their classrooms for summer cleaning. Finally, the district must be good stewards of our taxpayer's money and make every attempt to collect Chromebooks, textbooks, and other school property from students.

We will be providing dates and times for staff and families to visit our buildings to return school issued items and collect their personal belongings. This process will be accomplished by implementing safety measures recommended by health professionals. We will make every effort to enforce social distancing, limit the number of occupants in a building and classroom at one time, and practicing effective personal hygiene measures to stop the spread of infectious diseases.

The following is a timeline for staff, students and our community to help make this transition as smooth as possible:

- April 27 to May 8:** Staff members will secure personal items and prepare rooms for summer cleaning.
- May 11 to May 21:** Once students complete and submit all work to be graded, students and families will be able to access buildings to secure personal items and return school property (Chromebooks/chargers, textbooks, athletic uniforms, library books, etc...).
- May 15:** Deadline for all online work to be submitted to teachers.
- May 15:** The District will announce formal plans for graduation and procedures for Seniors to pick up caps, gowns and academic awards. Information will also be distributed to students in regards to collecting athletic pictures, awards, fundraiser materials, and yearbooks.
- May 17:** Deadline for all hard copies of work to be turned in at food distribution locations.
- May 31:** Last day for food distribution services.