**Important Information Regarding the Temporary Relocation
 of Clara Barton School to Martin Luther King High School**

**Why is this temporary relocation necessary?**

It was determined that damaged asbestos-containing insulation in the boiler room could not be repaired. Closing off the room for abatement would impact the school’s ability to manage heating in the building. Given colder temperatures, the decision was made to relocate, allowing teaching and learning to resume while repairs, abatement and air testing occur. This work is expected to take about one week.

**How are temporary relocation sites identified?**

There are a number of factors that are considered when selecting the best relocation site for a specific school, including:

* ***distance from current school*** - we want to minimize any additional travel time for students, families and staff.
* ***amount of space available*** - whenever possible, we prefer to keep the entire school together at one relocation site. Seeing as many familiar student and staff faces as possible helps to create a consistent experience for students. We also prefer schools that have unused space so we are not disrupting operations for the host school.
* ***type of space available*** - a cafeteria, dedicated bathrooms for students and staff, and the necessary number of classrooms are some of the basic needs that must be met.
* ***separate entryways and exits***  - having a separate entryway and exitway is crucial to maintain safe and orderly school operations, especially when the school will be co-located with another school.
* ***availability -*** ability to quickly prepare the space for occupancy and return students back into a learning environment

**Why was King High School selected as the temporary relocation site for Barton?**

King High was the best option because it:

* is close by -- *within 5 miles of Barton*
* has 28 unused classrooms in a *completely separate area* of the building
* can accommodate ALL Barton students
* has a private cafeteria and private restrooms, and
* has a separate door for admissions and dismissal of Barton students.

**The area of the school to be occupied by Barton School is a completely separate area of the building. There will be no interaction between Barton and King students.**

**What precautions are being taken to ensure the safety and well-being of Barton students during this relocation?**

Morning Dropoff and Bus Lineup at Barton

* Students will meet at their classroom lines in the Barton schoolyard and load buses on Wyoming Avenue.
* Kindergarten students will line up at 8:30 a.m. 1st and 2nd graders at 8:45 a.m.
* Barton staff will walk students to their bus and ride with them to King High School.
* **All buses will leave Barton by 9:00 a.m.** Please be sure to drop off your students on time for lineup. There will be no bus service after 9 a.m.
* ***Note****: Students who already receive bus services will be picked up at their home and go directly to King HS.*

Morning Bus Arrival to M.L.King

* Buses will pull up to a separate entrance of the high school and SDP staff members will escort students directly into the separate, private area of the building.

Operating Practices During the School Day

* All Barton teachers and staff will relocate with students and will remain with them throughout the school day in the separate, private area of the building.
* Instruction will be conducted within the 28 dedicated classrooms for Barton students.
* Students will eat breakfast and lunch in a private cafeteria just for Barton students
* Students will have access to private restrooms throughout the day.
* Hallways and bathrooms will be monitored by Barton Staff to ensure student safety and comfort in the new space.

Afternoon Bus Ride from M.L.King to Barton

* Buses will return to the same separate morning dropoff location.
* At 1:30, Barton staff will escort students out of the building and begin safely loading them onto the buses. This will be done **before** the high school dismisses at 3:04 p.m.
* Kindergarten students will return to Barton for a 2:00 pickup in the school yard.
* 1st- and 2nd-grade students will return to Barton for a 2:15 pickup in the schoolyard.
* **Important**: Any student who is not picked up from Barton by 2:30 p.m. will be taken to Feltonville Intermediate for pick up.