I. PREAMBLE

The Illinois School Code 105 ILCS 5/34-230 requires that by October 1 of each year, the chief executive officer (CEO) shall prepare and publish draft guidelines for school actions. These guidelines shall outline the academic and non-academic criteria for a school action, that they be created with the involvement of local school councils, parents, educators, and community organizations, and that the draft guidelines, and each subsequent revision, be subject to a public comment period of at least 21 days before their approval. Illinois School Code 105 ILCS 5/34-230 also requires that the CEO announce by December 1 of each year all proposed school actions, if any, to be taken at the close of the current academic year.

The draft guidelines for the 2014-15 school year only include criteria for co-locations and reassignment boundary changes. Consistent with the 5-year moratorium that began in fall 2013, we have not included criteria that would enable new proposals to close, consolidate or initiate the phase-out of district-operated or contract schools.

II. CRITERIA

If recommending any school actions during the 2014-2015 school year, the CEO will consider the criteria specified below:

A. Criteria for Co-location

The CEO may propose a co-location of two or more schools within the same facility only if:

1. the combined projected enrollment is within the facility’s enrollment efficiency range as defined by the CPS’ Space Utilization Standards; and
2. the facility can support the academic programming of the schools being co-located together.

In determining whether to propose a potential co-location that meets the above-specified conditions, the CEO may also consider other information, including, but not limited to: safety and security, school culture and climate, school leadership, quality of the facility, and an analysis of transition costs.

B. Criteria for Reassignment Boundary Change

The CEO may propose a reassignment boundary change that results in the reassignment of current students from one school to one or more other schools only if:
1. A school is overcrowded or projected to become overcrowded, as measured by the CPS Space Utilization Standards and enrollment projection methodology; AND
2. the resulting space utilization for any school whose boundary is increased after the reassignment boundary change is not expected to exceed the facility’s enrollment efficiency range as defined by the CPS Space Utilization Standards and enrollment projection methodology; AND
3. the resulting space utilization for any school whose boundary is decreased after the reassignment boundary change is not expected to be below the facility’s enrollment efficiency range, once enrollment reaches a sustained and stable pattern, as measured by CPS’ Space Utilization Standards and enrollment projection methodology.

In determining whether to propose a reassignment boundary change that meets the above-specified conditions, the CEO also may consider other information, including, but not limited to: safety and security; school culture and climate; school leadership; quality of the facilities; transition costs; the academic performance of the schools; and the feasibility of impacted students to access options that are higher performing, including the likelihood of admittance and distance of travel required.

III. PROCESS FOR COMMENTING ON DRAFT GUIDELINES

The Draft Guidelines will be made available on www.cps.edu/guidelines. Public comments on the Draft Guidelines can be submitted on-line, via e-mail (CEOGuidelines@cps.edu) and web-survey at www.cps.edu/guidelines. Facsimile (773) 553-5345, and mail are also acceptable means of providing feedback. The mailing address is: Attn: CEO’s Office re: Draft Guidelines c/o Patrick Payne, 125 S. Clark Street, 4th Floor, Chicago, IL 60603. The public comment period closes at 5:00 p.m. on October 22, 2014.

IV. NOTICE AND SCHOOL TRANSITION PLANS

On the day of announcement, notice of any proposed co-locations or reassignment boundary changes will be provided to the principal, staff, local school council, parents or guardians, Illinois State Senator, Illinois State Representative, and Alderman for the school or schools that are subject to the proposed school action. Notice will include the date, time, and place of public meetings and hearing being held to elicit public comment on the proposal.

Along with notice of the CEO’s proposal, the CEO will issue a draft school transition plan dependent on the proposed co-location or reassignment boundary change. The draft school transition plan will include, but is not limited to, the following: (1) services to support the academic, social, and emotional needs of students; supports for students with disabilities, homeless students, and English language learners; and support to address security and safety
issues; (2) options to enroll in higher performing schools; (3) informational briefings regarding the choice of schools that include all pertinent information to enable the parent or guardian and child to make an informed choice, including the option to visit the schools of choice prior to making a decision; and (4) the provision of appropriate transportation where practicable.

V. DEFINITIONS
“Closing” or “closure” means closing a school and assigning all of the students enrolled at that school to one or more designated receiving schools.

“Co-location” means two or more separate, independent schools with their own school leader(s) co-existing within a Chicago Public School facility.

“Consolidation” means the consolidation of two or more schools by closing one or more schools and reassigning the students to another school.

"Phase-out” means the gradual cessation of enrollment in certain grades each school year until a school closes or is consolidated with another school.

“Reassignment boundary change” means an attendance area boundary change that involves the reassignment of currently enrolled students.

“School action” means any school closing; school consolidation; co-location; boundary change that requires reassignment of students, unless the reassignment is to a new school with an attendance area boundary and is made to relieve overcrowding; or phase-out.


END OF DOCUMENT