

FINAL GUIDELINES FOR SCHOOL ACTIONS FOR THE 2024-2025 SCHOOL YEAR
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I. PREAMBLE

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

There are no plans to pursue any of the following school actions for the current school year:

- Closure or Consolidation
- Phase-Out
- Reassignment Boundary Change

As a result, there are no criteria listed for any of these types of school actions.

II. CRITERIA

If recommending any school actions, 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 school(s) principal, parents, or community members have requested that a co-location proposal be considered via the process to request proposals outlined in the “Definitions” section below; and
2. the combined projected enrollment is within the facility’s enrollment efficiency range as defined by CPS’ Space Utilization Standards, and 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 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.

III. NOTICE AND SCHOOL TRANSITION PLANS

Notice of any proposed school action 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 or forum of public meetings being held to elicit public comment on the proposal.

Along with the notice of the CEO’s proposal, the CEO will issue a draft school transition plan concerning the proposed school action. 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, students in temporary living situations, and English language learners; and supports to address security and safety issues; (2) options to enroll in higher performing schools, as applicable; (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; (5) the departments that are responsible for the oversight; (6) specific programs to be offered; and (7) support to implement plans at receiving schools, specifying the funding source.

IV. DEFINITIONS

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

“Process to request proposals” means one of the following:

1. requesting a proposal via e-mail at ceoguidelines@cps.edu or transitions@cps.edu by November 1, 2024; requesting a proposal via formal communications to the CEO or Chief Education Officer by November 1, 2024; and
2. requesting a proposal at a community meeting or open public meeting by November 1, 2024.

“School action” means any school closing; school consolidation; co-location; or 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.

“Space Utilization Standards” mean the Chicago Public Schools’ Space Utilization Standards, establishing the standards for determining enrollment efficiency, overcrowding, and underutilization, found at:

<https://www.cps.edu/services-and-supports/school-facilities/facility-standards/>.

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