I. Introduction

Chicago Public Schools (CPS) is committed to ensuring that every student, in every community, has access to high quality schools in order to graduate college and be career ready. This means we must put our students’ needs first, make difficult decisions, and act now to ensure our students have the best opportunity to personally realize those goals. CPS proposed school actions (including closures, consolidations, reassignment boundary changes, phase-outs, and co-locations), along with significant investments to improve our schools in the communities with the greatest need for better opportunities.

In order to students in the Austin-North Lawndale community have a variety of educational options, we proposed this school action and the Board of Education of the City of Chicago (Board) approved the co-location of Academy of Communications and Technology Charter School (ACT) with Henry H. Nash Elementary School (Nash) in the same CPS facility located at 4837 W. Erie St. The transition plan outlined below summarizes the action, identifies the academic, social, emotional, and safety supports that will be provided to impacted students, and explains the process that was provided for commenting on the action. All co-locations will abide by the CPS Shared Facility Policy (Board Report 05-0126-P01).

Since December of 2011, CPS has received feedback from parents, schools and community members and considered that feedback in this final transition plan.

II. Summary of Action

On January 22, 1997, the Board approved the granting of a charter to the Academy of Communication and Technology Charter School to operate the Academy of Communication and Technology Charter School (ACT), a new charter high school (See Board Report 97-0122-EX4). Initially approved to open in the fall of 1997 with a maximum of 375 students in grades 7-12, ACT opened in the fall of 1997 with 131 students. ACT was approved to add 6th grade students in 2009. In the fall of 2010, ACT voluntarily suspended services and plans to resume operations in the fall of 2012 serving 90 students in 5th grade. Eventually, ACT will serve 400 students in 5th through 8th grade. The term of the current five-year ACT charter agreement extends from July 1, 2007 through June 30, 2012, and the Board has approved an additional five year term extending from July 1, 2012 through June 30, 2017 and the following changes to ACT’s model: 1) the school will now serve students in grades 5-8 and 2) ACT has entered into an agreement with KIPP Chicago to manage the school (Board Report 12-0125-EX3).

Nash is a neighborhood elementary school located in a CPS owned facility at 4837 W. Erie St. within the Austin community and the Austin-North Lawndale Elementary Network of the Chicago Public Schools (CPS). Nash currently serves 392 students in grades Kindergarten through 8th and in a Pre-K Program.

The approved action described in this transition plan is to co-locate ACT with Nash in the same CPS facility at 4837 W. Erie St. The co-location meets the criteria of the Chief Executive Officer’s Guidelines for School Action. ACT is a Board approved charter school. The CPS facility that currently houses Nash has the capacity to be used as a shared facility.
As a result of the approved action, the Board will enter into a lease agreement with ACT for the facility located at 4837 W. Erie St. ACT and Nash will operate as two separate, independent schools while sharing the facility and will be expected to adhere to the Board’s Shared Facility Policy. CPS is committed to making the necessary capital investments to ensure the successful operations of the two independent schools within the same facility.

III. Facility Details

As stated in the Board’s 2005 Shared Facility Policy, CPS believes that it is in the best interest of the students and communities to identify buildings that are not being utilized at their full capacity and to improve the use of those facilities. One potential way to accomplish this is to transform an underutilized building from a single school facility to a shared facility by bringing in one or more additional schools into the building. CPS believes that the co-location of ACT and Nash will provide CPS students with access to a variety of educational opportunities.

The facility at 4837 W. Erie St. is comprised of 3 buildings: a main building, an annex and a field house. The main building was originally constructed in 1895, and an addition was attached to the main building in 1918. In 1972 an annex building was constructed in the southeast corner of the site, just west of the main parking lot. The main and annex buildings are entirely independent of one another in terms of major mechanical, electrical and plumbing systems.

The facility at 4837 W. Erie St. has the following classroom counts:

- Main Building: 32
- Annex Building: 22
- Total classrooms: 54

Nash has an enrollment of 392 and an anticipated homeroom need of 14, with 18 additional classrooms for special programming (such as music, art, and special education) also needed. ACT has an anticipated enrollment of 400, with an anticipated homeroom need of 17 and 3.5 additional classroom needed for special programming.

Nash and ACT will co-share the facility at 4837 W. Erie St. occupying the Main and Annex buildings, respectively. This allows for 32 and 20.5 classrooms respectively and independent buildings for each school. Some spaces, including but not limited to the auditorium, gym, cafeteria, and kitchen space, would need to be considered shared space in the Main building.

With the above classroom need, the facility still has sufficient space to accommodate the needs of both programs for academic programming, lunch, physical education, administrative offices, and other programming and the district intends to allocate the space required to serve both Nash and ACT. A specific memorandum of understanding (MOU) to allocate space between the two programs will be drafted in accordance with the Board’s 2005 Shared Facility Policy.
IV. Safety and Security Supports

CPS is committed to ensuring the safety of all students and staff members at Nash and ACT. The CPS Office of Safety and Security (OSS) will assess the environment at the facility at 4837 W. Erie St. to support the current security team through this transition. OSS will also provide security personnel, training, and consultation when requested for Nash and ACT to ensure a safe school environment.

Before the beginning of the 2012-2013 school year, the Campus Manager or an individual designated to handle shared facility functions, will facilitate a meeting between the principals of Nash and ACT to discuss safety and security in the building. The principals will draft a safety and security plan to outline the emergency protocols and safety precautions that both schools will implement at the beginning of the school year. The Campus Manager or an individual designated to handle shared facility functions will work with the principals throughout the year to ensure consistent implementation and transparent communication regarding safety and security needs and strategies.

CPS will provide a school climate specialist to work with the principals before the start of the 2012-2013 school year. The school climate specialist will help the administrators develop a strategy to encourage the students and staff members of Nash and ACT to develop a collaborative and calm learning environment in the facility.

OSS will work closely with the Chicago Police Department, specifically with the Commander of the Fifteenth Police District, to ensure the safety of all students and staff traveling to school and transitioning to a changed school environment. OSS is committed to maintaining the secure climate at the Nash facility and supporting the current security team through this transition.

V. Supports for Students and Schools

Academic Needs of Students

ACT’s mission is to provide a college-preparatory education to urban youth empowering them to take their place in society as competent, confident, creative and compassionate citizens of the world. CPS is committed to ensuring that students will not be negatively impacted by the co-location of students from ACT and Nash. Since the ACT campus will be located in the Annex building, there will be a natural separation for the core academic classes between the two schools.

CPS will prioritize the establishment of a strong culture of learning by providing supports for both schools. CPS will work to create a positive learning environment in both the Main and Annex buildings with investments in accessibility, painting, lights, and flooring.

As described by the CPS Shared Facility Policy, the CEO or his designee will appoint a Campus Manager or an individual designated to handle shared facility functions to oversee the general operations of the shared campus and facilitate the sharing of space among both schools. This individual will protect the academic well being of students by:

- mitigating any space-sharing challenges that arise to maintain a positive learning environment,
- enabling the individual school leaders to focus on the independent educational mission of each school,
- serving as a neutral facilities coordinator to both schools are making full and complementary use of the available classroom and auxiliary space,
• coordinating a safe plan for dismissal such that Nash and ACT students do not disrupt each other’s learning time,
• encouraging school leaders to collaborate to develop after-school programming to maximize and diversify academic and extracurricular offerings for students, and
• encouraging and facilitating best practice sharing among school leadership and staff.

CPS acknowledges that space sharing requires a delicate balance of separation and interaction. To that end, the Campus Manager or an individual designated to handle shared facility functions will coordinate with both school leaders to create a distinct learning environment for each school and mediate the use of shared spaces, including but not limited to cafeteria, auditorium, gymnasium, and shared spaces for showcasing student work.

**Social Emotional Needs of Students**
CPS is committed to addressing the social and emotional needs of all students. In order to address the needs of students in the 4837 W. Erie St. facility, the Campus Manager or an individual designated to handle shared facility functions will:

• maintain a positive atmosphere for learning and growth by fostering a respectful, caring, and motivating learning community,
• ensure optimal utilization of social work and counseling resources from both schools,
• establish and facilitate regular meetings between both school leaders to maintain open lines of communication and build positive working relationships,
• provide peer-to-peer mediation support, and
• maintain a shared events calendar to ensure available space and staff for Nash and ACT events.

**Students with Disabilities**
Students with disabilities at Nash will continue to be provided instructional support both in the general education classroom and in small group or individual settings, in accordance with their Individualized Education Programs (IEPs).

All instructional, clinical and related services will continue to be provided in accordance with students’ IEPs. All specialized services, including nursing, speech, occupational therapy, physical therapy, social work, psychology, assistive technology support, and special education instruction will continue to be provided in the manner stated on each student’s current IEP. The additional academic supports outlined above will also be made available for all students including students with disabilities.

The co-share facility at 4837 W. Erie St. is not currently accessible for people with disabilities. However, CPS will make both the Main and Annex buildings accessible. Schools designated as “accessible” all have a basic level of access, but the accessibility of individual floor levels, rooms and features may vary. For more information about a particular school, contact the CPS Director of ADA Policy at (773) 553-2158.

**Students in Temporary Living Situations**
CPS Office of Students in Temporary Living Situations (OSTLS) will continue the supports currently provided to students in temporary living situations (STLS), which include but are not limited to immediate enrollment, STLS transportation, and hardship transportation as appropriate at the co-share facility.
**English Language Learners (ELL)**
According to the Office of Language and Cultural Education (OLCE), the expected enrollment of ELL students at this shared facility is fewer than 20. ELL students enrolled at ACT and Nash will receive state mandated transitional bilingual program services which include, depending on the number of ELL students enrolled, certified Bilingual and English as a Second Language (ESL) teachers and/or support from OLCE.

**Transportation**
No additional transportation will be offered as a result of this action. Provisions for specific student populations (i.e. student with disabilities, students in temporary living situations and No Child Left Behind qualifying students), as determined by the CPS transportation policy, will continue to apply.

**Facilities Investments**
CPS will enhance the learning environment with facilities investments that include enhanced accessibility, fresh paint, improved lighting, and flooring. Facility investments will enhance each school equally.

**City of Chicago Resources**
Chicago Departments and sister agencies that work with CPS students and families will work together in partnership to support the transition.

VI. **Informational Briefings Regarding Choice of Schools**

Students’ home school assignments will not be impacted by the co-location of ACT and Nash. Students and families have the opportunity to pursue additional enrollment options through the process described below.

**Options for Knowledge Information Sessions & Enrollment Workshops**
While each student has an assigned home school, all students were also invited to pursue additional enrollment options through the Options for Knowledge process. CPS has provided information to families regarding the types of schools and programs to which students can apply (e.g., open enrollment, magnet, magnet cluster, and selective enrollment) as well as further details on the application, selection, and notification procedures. The deadline for applying to schools and programs through the Options for Knowledge process was December 16, 2011. Informational briefings were held at the following times and locations:

**For all students**
December 5, 2011 from 5-7 p.m.
West Englewood Library
1745 West 63rd St.

**For current 8th grade students**
December 3, 2011 from 5-8 p.m.
Michelle Clark Academic Prep Magnet High School
5101 West Harrison St.
December 6, 2011 from 5-8 p.m.
Roberto Clemente Community Academy
1147 N. Western Ave.
**For current pre-school – 7th grade students**

December 7, 2011 from 5-7 p.m.  
Whitney M Young Magnet High School  
211 South Laflin St.

December 10, 2011 from 5-7p.m.  
Austin Polytechnical Academy High School  
231 North Pine Ave.

If you were unable to attend an informational briefing, parents or guardians who wish to consider other enrollment options for their student can explore their options via the www.cpsoae.org website. Parents or guardians also may obtain a copy of the Options for Knowledge Guide by visiting the website, by calling (773) 553-2060, by visiting 125 S. Clark St., 4th Floor to obtain a copy in person, or by visiting West Chicago Avenue Library at 4856 W. Chicago Ave.

CPS also offers an end of year application process that begins in early May 2012 and seeks to fill remaining open seats in magnet, magnet cluster, and open enrollment elementary schools. Returning Nash students who are still seeking alternative enrollment options will be given first priority in the end of year process. Students must apply and submit an application to the Portfolio Office to be considered. The application can be found at www.cpsoae.org, by calling (773) 553-2060 or in person at 125 S. Clark Street.

**Briefing on Student Assignment** CPS staff was also available to provide detailed information to students and parents on home school assignment immediately prior to the first community meeting, on January 6, 2012, from 5-6pm at Austin Polytechnical Academy High School, 231 N. Pine Ave.

**VII. Public Comment**

**Community Meetings and Public Hearings**  
CPS held two community meetings and one formal public hearing regarding this action. Public comment was accepted during each meeting. CPS considered community feedback and adjusted this transition plan accordingly.

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<th>Community Meeting 1</th>
<th>Community Meeting 2</th>
<th>Public Hearing</th>
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<tr>
<td>January 6, 2012, 6-8pm</td>
<td>January 20, 2012, 6-8pm</td>
<td>January 25, 2012, 8-10pm</td>
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<td>Austin Polytechnical Academy High School</td>
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<td>231 N. Pine Ave.</td>
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<td>125 S. Clark St., 5th Floor</td>
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**Further Questions and Concerns**  
If you have any questions concerning the co-location of ACT and Nash, please call the Chicago Public Schools Quality Schools Hotline at (773) 553-5020.