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 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 CPS students have access to a variety of educational options, CPS proposed this school action and the Board of Education of the City of Chicago (“Board”) approved to co-locate Chicago High School for the Arts (Chi Arts) with James R. Doolittle Jr. Elementary School (Doolittle) in the same CPS facility located at 535 E. 35th 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 and how to obtain more information. All co-locations will abide by the CPS Shared Facility Policy (Board Report 05-0126-P01).

Since this action was proposed in December 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 October 24, 2007, the Board approved the granting of a contract with Chicago High School for the Arts to operate Chi Arts, a new contract high school (see Board Report 07-1024-EX12). Chi Arts first opened in the fall of 2009 with 146 students and currently serves 437 students in grades 9-11. In the fall of 2012, Chi Arts will serve up to 600 students from 9th to 12th grades. The current contract term for Chi Arts extends from July 1, 2009 through June 30, 2014.

Doolittle is a neighborhood elementary school located in a CPS owned facility at 535 E. 35th St., within the Douglas community and the Burnham Park Elementary Network of CPS. Doolittle currently serves 304 students in Pre-K through 8th grade.

The approved action described in this transition plan is to co-locate Chi Arts with Doolittle in the same CPS facility at 535 E. 35th St. The approved co-location meets the criteria of the Chief Executive Officer’s School Action Guidelines because Chi Arts is a Board-approved contract school. Furthermore, the CPS facility that currently houses Doolittle has the capacity to be used as a shared facility.

As a result of the approved co-location, Chi Arts and Doolittle will operate as two separate, independent schools while sharing the facility and will be expected to adhere to the Board’s Shared Facility Policy (Board Report 05-0126-P01). 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 students and communities to identify buildings that are not being utilized at their full capacity and to increase the utilization 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 one or more additional schools into the building. CPS believes the co-location of Chi Arts and Doolittle will provide CPS students with access to a variety of educational options.

Doolittle is located in the Burnham Park elementary school network just west of S. Cottage Grove Ave on E. 35th St. The facility was originally constructed in 1925 with a subsequent building addition in 1945. A standalone annex building, known as Doolittle West and presently occupied by Chi Arts, was constructed in 1962. The site provides separate parking lots to accommodate staff and visitor parking at Doolittle Elementary and Chi Arts. In summer 2011, as a result of Chi Arts move to the standalone west annex, the facility received accessibility upgrades to the main entrance and auditorium. Chi Arts is currently the sole occupant of the standalone west building.

Chi Arts is in its third year of growth, with students from 9th to 11th grades, and it needs additional capacity for another class of 150 freshmen to enter in Fall 2012. Based on its unique program offering, Chi Arts has reached capacity in the standalone west building and does not have the space to accommodate its full student body in its current space.

The Doolittle East facility has 38 total classrooms. Doolittle, with an enrollment of 304, is anticipated to need 11 homerooms, as well as 12 additional classrooms for special programming, such as science, art, music, and special education—for a total of 23 classrooms. Chi Arts, with an enrollment of 150, is anticipated to need 5 homerooms, as well as 10 additional classrooms for special programming, such as science, art, music and special education, because of the unique focus of the program—for a total of 15 classrooms. The facility has enough space to accommodate the combined 38 classrooms and the district intends to allocate the space required to serve both the Chi Arts and Doolittle schools. In accordance with the CPS Shared Facility Policy, CPS will work to program the space to create a clear boundary between the two campuses and will create separate administrative offices as needed.

One way of configuring the space under this proposal would be to have Doolittle Elementary occupy the 1st and 2nd floors for a total of 23 classrooms in the facility on 535 35th St., while Chi Arts occupies the 3rd floor of the facility for a total of 15 classrooms (including the small gymnasium).

Given the capacity of 535 E. 35st street, the facility still has sufficient space to accommodate the needs of both programs for academic courses, lunch, physical education, administrative offices, and other programming. 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 Doolittle and Chi Arts. The CPS Office of Safety and Security (OSS) will assess the environment at the facility on 535 E. 35th St. to support the current security team through this transition. OSS will also provide security personnel, training, and consultation when requested for Doolittle and Chi Arts 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 Doolittle and Chi Arts 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.

The CPS Office of Safety and Security (OSS) has already taken steps to address safety concerns and implemented a variety of safety improvements for both campuses. At Chi Arts, the existing security cameras were set up on a new system to allow for better viewing by school staff. Additionally, CPS has installed 43 security cameras which will be placed in both the interior and exterior locations of the building. Doolittle has also received security cameras as well. CPS has also partnered with the CTA and installed a CTA bus tracker that provides notification of a bus or train’s arrival time preventing the need for students to stand at a bus stop longer than necessary. The Safe Passage program will be extending to the east of Martin Luther King Drive and additional workers have been placed at 35th Street near Chi Arts. CPS has also provided a two-person security team at Chi Arts to support dismissals between 4PM-6PM and the Chicago Police Department has also provided a two-person team to support dismissals between 6PM-8PM. Both Chi Arts and Doolittle will receive a new buzzer system for both the front and back doors which will allow school staff to view and grant entry to appropriate visitors to the school.

OSS will work closely with the Chicago Police Department, specifically with the Commander of the Second Police District and the Commander of the Twelfth Police District, to ensure the safety of all students and staff traveling to school and transitioning to a shared school environment. OSS will continue to provide safe passage workers who will wear identifiable vests and stand on designated street corners to monitor students’ safety during their travel to school in the morning and home in the afternoon.

V. Supports for Students and Schools

Academic Needs of Students
CPS is committed to ensuring that students will not be negatively impacted by the co-location of Chi Arts and Doolittle and to seeking out opportunities for students from both schools to benefit from the space-sharing agreement.

As described by the CPS Shared Facility Policy (Board Report 05-0126-P01), 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. The Campus Manager or an individual designated to handle shared facility functions 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 space and auxiliary space,
- establishing a common set of procedures for passing time such that Doolittle and Chi Arts students do not disrupt each other’s learning time, and
• encouraging Chi Arts students to leverage their skills and education in teaching and mentoring Doolittle students who also share an interest in arts.

In accordance with the CPS Shared Facility Policy, CPS will construct any walls necessary to create a clear boundary between the two campuses and will create separate administrative offices as needed. The enrollment and program of Doolittle can be accommodated in the 23 classrooms in the 1st and 2nd floors; therefore, the co-location will not disrupt students’ learning environment in any way.

CPS will also invest in improving the learning environment of the both schools by investing in accessibility, fresh paint, and improved flooring and lighting throughout the entire 535 E. 35th St. facility.

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, e.g. science and computer labs, cafeteria, auditorium, and shared spaces for showcasing student work.

**Social Emotional Needs of Students**

CPS is committed to addressing the social and emotional needs for all students. In order to address the needs of students in the 535 E. 35th St. facility, the Campus Manager or an individual designated to handle shared facility functions will work with leadership from both Doolittle and Chi Arts to:

- ensure optimal utilization of social work and counseling resources from both schools,
- establish regular meetings between with both school leaders to maintain open lines of communication and build positive working relationships,
- develop a student leadership cooperative group to discuss building culture, provide peer-to-peer mediation support, and plan events to engage students from both campuses, and
- maintain a shared events calendar to ensure available space and staff for Doolittle and Chi Arts.

**Students with Disabilities**

Students with disabilities at Doolittle and Chi Arts 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 535 E. 35th St. is not accessible for people with disabilities, but will be made accessible through this action. If a student’s IEP still cannot be implemented at the 535 E. 35th St. facility, OSES will work to identify the closest facility to the student’s home in which the IEP can be implemented. 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**

English Language Learners (ELLs) enrolled at Chi Arts and Doolittle Elementary will receive state mandated transitional bilingual program services which include, depending on the number of ELLs enrolled, certified Bilingual and English as a Second Language (ESL) teachers and/or support from the CPS Office of Language and Cultural Education (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 NCLB qualifying students), as determined by the CPS transportation policy, will continue to apply.

**Facilities Investment**

CPS will enhance the learning environment with facilities improvements that includes new programming spaces, enhanced accessibility, fresh paint, improved flooring and lighting and lockers for Chi Arts. Facility investments will enhance each school equally.

**Additional Resources**

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

CPS plans to implement the Community School Initiative (CSI) within Doolittle Elementary to help this school serve as a community center. The CSI provides services such as after-school programming, adult education and parent programming, and on-site health and social services. CSI will engage Doolittle Elementary, Chi Arts, and other community resources to connect children and families to a range of services that foster individual and economic well-being, engage parents and the community to improve academic achievement, and offer a wide range of opportunities for youth and community development.

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

Students’ home school assignments will not be impacted by the co-location of Chi Arts and Doolittle. Students and families have had the opportunity to pursue additional enrollment options through the process described below. CPS held two sets of briefings regarding choice of schools. One briefing to help parents understand students’ home school assignments and another set of briefings regarding additional enrollment options available to all students and families through the Options for Knowledge process, which covers open enrollment, magnet, magnet cluster, and selective enrollment schools.

**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 provided information 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 North 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.

**For current 9-11th grade students**
January 18, 2012 from 5-7 p.m.
Malcolm X College
1900 W. Van Buren St.

January 21, 2012 from 12-3 p.m.
Austin Polytechnical Academy High School
1745 West 63rd Street

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 King Library at 3436 S. Dr. Martin Luther King Dr.

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 Doolittle 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.

CPS staff was available to provide detailed information to students and parents immediately prior to the first community meeting, on January 6, 2012 from 5-6 p.m. at Dunbar High School, 3000 S. King Dr.
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>Public Hearing</th>
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<tr>
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<td>January 20, 2012, 6-8pm</td>
<td>January 26, 2012, 5:30-7:30pm</td>
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<tr>
<td>Dunbar High School</td>
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<td>Board Chambers</td>
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<td>3000 S. King Dr.</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 this action, please call the Chicago Public Schools Quality Schools Hotline at 773-553-5020.