

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.906.1

Charter School Closures

A transition team composed of staff from the charter school and Superintendent or designee will convene once the decision to close the charter school is made and will ensure that the charter school continues to instruct its students per the charter agreement for the remainder of the school year unless an immediate closure is ordered.

NOTIFICATION

The charter school shall notify, in writing, the parent(s)/guardian(s) of all enrolled students of the closure decision within one (1) calendar week of that decision being rendered by the Board.

Parent(s)/guardian(s) will be informed of all other public school options for which the students are eligible to enroll.

The transition team shall notify all agencies, employees, insurers, contractors, creditors, debtors, and management organizations as to the closing of the charter school.

TRANSITION OF STUDENTS AND RECORDS

The transition team shall oversee the transition of students and the release and transfer of students as well as personnel records to the Board.

DISPOSITION OF SCHOOL FUNDS, PROPERTY, AND ASSETS

The transition team shall oversee the submission of financial statements to the Board, the disposition of school funds and assets according to state law and perform a school audit.