



Calumet College of St. Joseph

2400 New York Avenue, Whiting, IN 46394

Charter Renewal and Revocation Standards Charter School Closure Document

Revocation Process:

Upon assessing that a charter school has not met all state and authorizer standards for operations and delivery of services in education, the Calumet College of St. Joseph charter school staff will recommend notify the Charter School Board, Principal and Staff of deficits in compliance and possible revocation. The charter school will have ten (10) days to prepare for a response which must be presented to the Charter School Committee of Calumet College of St. Joseph (the Authorizer). When the response is heard, the charter school Board and Principal will receive a written response within seven (7) days of the meeting. The charter school will receive either: a Notice of Revocation, a Request for Information or a Conditional Withdrawal of Complaint.

1. Notice of Revocation: Document will specify reason, date and appeal information
2. Request for Information: Document will request more evidence of claims
3. Conditional Withdrawal of Complaint: Will withdraw revocation provided certain standards are met.

If an appeal is requested, the Organizer will have (20) twenty business days to prepare a presentation. After the Authorizer presents their position, public opinion will be allowed, the Organizer will present their position, support for the request of revocation will be proved and the Organizer may present an alternate plan of action. It is the decision of the Charter School Committee to hear the position and decide if the revocation will take place. The decision of the Charter School Committee will be the final step in the appeal process.

Nonrenewal of the Charter:

Written notification of Nonrenewal Vote will be provided to the Organizer and the school principal at least (5) five days prior to the vote. The Charter School Committee will present the recommendation and reasoning for Nonrenewal to the Authorizer Board for approval. The Organizer will have an opportunity to respond. The Board will vote on final disposition of the school. The Organizer will receive written notification of the decision within (5) five days of the vote.

1. The Organizer will submit the application for renewal to be evaluated
2. The Authorizer will provide notice of the Nonrenewal consideration
3. The Authorizer staff will make an official recommendation for Nonrenewal
4. The Organizer will have an opportunity to respond via hearing (public comment will be heard at this time).
5. The Authorizer will vote to approve or reject the nonrenewal recommendation

Records Retention (Academic):

Records will be digitized and electronically stored in an online database indefinitely for future retrieval upon request.

Closure Consideration Protocol:

Completion Guide	Action Descriptor	Responsible Parties	Progress toward Completion
When notified of Charter school Closure	Establish the Transition Team: -Lead -Governance Designee -Financial person -Member of faculty -Public representative	Organizer/Principal Authorizer Representative	
Within one day of closure notification	Notify IDOE -DLGF -Assessment -Data Collection -Federal Programing	Organizer/Principal	
Within two days of closure notification	-Secure parent contact information -Notify of closure decision -Plan Public Meeting	Organizer/Principal	
Within five days of closure notification	Establish Transition Team: -Student -Asset distribution -School records -Stakeholder Meetings -Separate meetings for: -Parents -Staff -Transition timeline -Assurances -Information on closure -Financial investigation -Submission of reports and data to state/CCSJ	Organizer/Principal Authorizer Representative	
Within 10 days of closure notification	Notify all other essential parties: -provide more information	Organizer/Principal	
Within 30 days of the end of the fiscal year	Submit final report on closure	Organizer/Principal	
Continuous	Notification of cancellation for all summer and support programming	Organizer/Principal	
Continuous	Securing of Student Records: -Plan for record retention	Organizer/Principal	

	<ul style="list-style-type: none"> -Transfer of essential records and testing materials -Special Education Records -Attendance and Discipline Records -Immunization and Health records 		
Continuous	<ul style="list-style-type: none"> -Asset Locations identified -Documentation of Insurance - Protocol for handling school asset -Asset Inventory 	Organizer/Principal	
Begin immediately and Continuously	Notification of Contractors, Benefit Providers and Creditors	Organizer/Principal	
Continuous	Notify Vendors, Terminate Contracts and Reconcile all accounts	Organizer/Principal	
Continuous	<p>Record Maintenance Planning:</p> <ul style="list-style-type: none"> -Minutes/Bylaws -Contracts -governance -Loans and Leases -Grants -Personnel (All records) -Student Records -Audits/Financial -PERF/TERF Obligations -Itemization of all Financials -Prepare Final Financial statements -Documentation of final audit and findings -End of year Reports -Student report cards 	Organizer/Principal	
Final Responsibility	<p>Dissolution (if necessary):</p> <ul style="list-style-type: none"> -Notify the state on Board Vote to dissolve -Notify the Secretary of State -End Corporate Existence -Notify the IRS 	Organizer/Principal	