

Policy Type: Operational Policy

Title: School Closure Policy

Effective: May 22nd, 2025

Purpose

The purpose of this policy is to ensure that in the event of a closure, Custom Class Charter School (Custom Class) follows a clear, responsible, and compliant process that prioritizes the well-being of students, maintains financial integrity, and adheres to all applicable federal, state, and authorizer requirements.

Scope

This policy applies to all staff, board members, and affiliates of Custom Class and includes all procedures necessary when the school is permanently ceasing operations, whether voluntarily or by directive of the authorizer or governing authority.

Policy and Procedure

1. Decision to Close

Except in extraordinary circumstances, Custom Class may only initiate closure at the end of a school fiscal year. The decision to close must be formally approved by the Board of Directors and documented in meeting minutes.

2. Notice

Within 10 calendar days of the decision to close, Custom Class shall provide written notice to:

- The Utah State Charter School Board (SCSB)
- Utah Association of Public Charter Schools (UAPCS)
- Parents, staff, and community stakeholders

The notice must include:

- The proposed closure date
- Student transition plans
- Designated contact information
- Ongoing communications channels for closure updates

3. Designation of Responsibilities

Within 10 calendar days of the closure decision, Custom Class shall:

- Assign a designated spokesperson for media and public communication
- Post and maintain an updated FAQ on the school website
- Identify a custodian for student records and business documents

- Establish a base of operations (including office location, hours, phone access)
- Designate individuals to handle inquiries and records management

4. Compliance and Risk Management

Custom Class shall comply with:

- State and federal regulations
- The school's authorizer policies and guidance
- Utah Code Title 53G-5 regarding charter school governance and closure

5. Funding Accountability

Custom Class shall:

- Submit a final financial report to the authorizer and any granting entities (e.g., CSP-SE)
- Account for all grant funds received and return unspent funds as required
- Comply with all state and federal financial reporting regulations

6. Asset Distribution

- Leased Family Service Center locations will be closed or transferred according to lease terms, with all records and equipment removed and returned to the school or reassigned by the authorizer.

In accordance with Utah Code §§ 53G-5-501, 503, and 504:

- Return assets donated for specific purposes to original donors
- Satisfy outstanding payroll obligations
- Pay creditors
- Address any liabilities to state or federal governments
- Remaining assets shall revert to the school's authorizer for liquidation or reassignment to another public school entity

7. Final Reporting and Audit

Once financial affairs are settled:

- A final external audit shall be conducted
- Required documentation shall be submitted to SCSB and UAPCS (if applicable)

8. Transition of Students

Custom Class shall:

- Develop and implement a student transition plan
- Work with local schools to facilitate smooth enrollment of displaced students
- Provide guidance to families on school options
- Transfer and archive student records in accordance with state and federal privacy laws

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this School Closure Policy was duly adopted as of [Insert Effective Date].

A handwritten signature in black ink, appearing to read 'Cory Henwood', with a long horizontal flourish extending to the right.

Signature:

Cory Henwood – Board Chair

Signature: 

A handwritten signature in black ink, appearing to read 'Matt Middione', with a long horizontal flourish extending to the right.

Matt Middione – Board Vice Chair