

## RICHLAND ACADEMY OF THE ARTS

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*Reviewed: 2025-2026*

### **POLICY: OVERSEEING COMMUNITY SCHOOL CLOSURE**

**PURPOSE:** TO ESTABLISH A POLICY THAT OVERSEES THE SUSPENSION AND CLOSURE OF A COMMUNITY SCHOOL PER ODE'S COMMUNITY SCHOOLS GUIDANCE LETTER# 2010-4. COMMUNITY SCHOOL SUSPENSION AND CLOSURE PROCEDURES

**STATUORY REQUIREMENT:** OHIO REVISED CODE CHAPTER 3314.015, 3314.07, 3314.072

**SPONSOR PERFORMANCE REVIEW REFERENCE:** E.05

The School's governing authority and the sponsor will execute the Suspension or Closing Assurance Form and maintain it with copies sent to the Office of Quality School Choice.

#### **Purpose**

Pursuant to R.C. 3314.023(F), RAA recognizes the importance of having a plan of action in place to facilitate the closure of a community school. The purpose of this policy is to provide procedures for use by a community school's governing authority when the school closes prior to the end of the year or due to financial difficulties. This policy contains procedures for timely notifications to parents, orderly transition of student records, disposition of school funds and assets, and submitting closing assurances.

RAA shall adopt closing procedures that include, but are not limited to, the procedures described in the Department of Education and Workforce's "Community Schools: School Suspension and/or Closing Procedures", effective date: July 1, 2010, revised April 2023, and any successors to said document ("Closing Guidance"). RAA understands its responsibility to follow all laws and recommended procedures related to closure. The Closing Guidance document shall include the responsibilities of RAA, the school's governing authority, school staff, the school treasurer, and the management company (if applicable).

#### **Notification to Parents**

Pursuant to the Ohio Revised Code, once RAA notifies a school of its impending closure, the school's Governing Authority shall immediately provide written notice to parents. The written notice shall provide assistance to parents in finding a new school and shall be sent within two weeks after the decision to close per resolution of RAA.

#### **School Records**

Relevant school records shall be secured by RAA prior to closing and shall be maintained until such time as detailed under records retention requirements. RAA shall follow the DEW's Closing Guidance and Supplemental Closing Procedures for securing student records.

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### **Disposition of School Funds and Assets**

RAA acknowledges its responsibility to oversee the disposition of school funds and assets. RAA shall dispose of school funds and assets as outlined in the DEW's Closing Guidance document.

### **Submitting Closing Assurances**

The Governing Authority of the closing school shall submit a "Closing Assurances" form to RAA through Epicenter. RAA shall submit, to the Department of Education and Workforce, evidence of its oversight of the closing process for any school closed during the review year, including but not limited to, the Closing Assurances form.

**Administrative/financial records** include but are not limited to: lease or rental agreement; deed if property is owned; inventories of furniture and equipment, including purchase price, source of funds for payment, date purchased, and property tag number; bank and financial reports, including all financial statements created by the fiscal officer; bank statements and checks; schedule of unpaid debt detailing amount, vendor and date of obligation; invoices, receipts, vouchers, and purchase orders that detail expenditures, grant records, including detail of federal and state grant awards and final expenditure reports, contracts; and other such information that may be maintained to serve as the administrative/financial records for the school.

**Record Retention** for all school records (student, personnel, fiscal, etc.) shall be secured by the sponsor prior to closing and shall be maintained until such time as detailed under records retention requirements. In the case of student records, see in particular the procedures detailed in Initial Notifications, Student Records and School Records on the Assurance Form. All records should be retained based on the following federal and state requirements: Record retention is governed by the record retention requirements of the governing entity's record retention requirements. All such records are to be secured by the sponsor prior to closing and shall be maintained until such time as detailed under records retention requirements. In the case of student records, see in particular the procedures detailed in Initial Notifications, Student Records and School Records on the Closing Assurance Form

Governing authorities should submit the Closing Assurance Form by uploading it into Epicenter.

The School's governing authority and the sponsor execute the Suspension or Closing Assurance Form and maintain it with copies sent to the Office of Quality School Choice.

### **Additional Resource**

RAA will also refer to the "Core Resource: Closure Action Plan Guide" developed by the National Association of Charter School Authorizers" when effectuating the closure of a community school.