



Non-Renewal, Revocation, and School Closure Guide

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Overview

Education One is committed to ensuring that all students have access to high-quality educational opportunities. While the goal of charter school authorizing is to support school success and continuous improvement, there may be circumstances in which a school closes due to non-renewal, revocation, or voluntary surrender of its Charter Agreement. In these situations, Education One has both a legal obligation and a moral responsibility to ensure that the closure process is conducted in a manner that prioritizes the best interests of students, families, staff, and the community.

Indiana Code 20-24-9-4.5 (b) requires charter authorizers to establish protocols that ensure timely communication with families, the orderly transition of students and student records, and the proper disposition of school funds, property, and assets. Additionally, authorizers are responsible for overseeing and supporting schools throughout the closure process to ensure that all statutory, financial, operational, and educational obligations are fulfilled in a timely and responsible manner.

This Non-Renewal, Revocation, and School Closure Guide has been developed to fulfill those responsibilities and to provide transparency regarding Education One's expectations, procedures, and decision-making processes. The guide is intended to support governing boards, school leaders, and other stakeholders in understanding the requirements associated with school closure and the steps necessary to ensure an orderly transition.

In accordance with Indiana Code 20-24-4-3, Education One has established fair, transparent, and timely processes for charter non-renewal and revocation. Charter school closure may occur through one of three pathways:

- **Charter Non-Renewal** : Closure resulting from the Education One Board's decision not to renew a Charter Agreement at the conclusion of a charter term.
- **Charter Revocation**: Closure initiated by the Education One Board during an active charter term due to significant performance, compliance, financial, or organizational concerns.
- **Voluntary Surrender**: Closure initiated by a school's governing board through the voluntary relinquishment of its Charter Agreement.

Although the circumstances leading to closure may differ, all closure pathways are guided by the same overarching principles: protecting students, ensuring transparency, providing due process when required, maintaining clear communication with stakeholders, and ensuring the responsible stewardship of public resources. This guide is organized around three major components of the closure process:

1. **Notice**: Formal notification of the proposed closure action and communication with affected stakeholders.
2. **Due Process**: The opportunity for schools to present information, evidence, or arguments in response to a proposed revocation or non-renewal decision, when applicable.
3. **Winding Down of Operations**: The implementation of a comprehensive closure plan to support student transitions, preserve records, satisfy legal and financial obligations, and ensure an orderly conclusion of school operations.

Charter Non-Renewal and Revocation

Education One is responsible for ensuring that charter schools operate in accordance with the expectations outlined in their Charter Agreement and applicable law. When a school demonstrates persistent academic, financial, organizational, or compliance concerns that have not been adequately addressed, or when a school fails to demonstrate sufficient performance and capacity to warrant continued operation, Education One may pursue either charter non-renewal or charter revocation.

Charter Non-Renewal occurs at the conclusion of a charter term. During the final year of the charter, Education One conducts a comprehensive review of the school's performance, including academic, financial, organizational, and compliance outcomes, stakeholder feedback, Annual Reviews, ongoing monitoring records, and findings from an External Review. At the conclusion of this process, Education One staff provide a recommendation to the Education One Board of Directors regarding renewal or non-renewal of the Charter Agreement.

Charter Revocation may occur during an active charter term when a school fails to comply with the terms of its Charter Agreement, demonstrates significant or persistent deficiencies, or otherwise poses concerns regarding its ability to effectively serve students. Prior to recommending revocation, Education One considers the school's performance history, previous interventions, corrective actions, and any other relevant information.

If the Education One Board determines that non-renewal or revocation may be warranted, the school will receive written notice of the proposed action, including the basis for the determination, information regarding the appeal process, and the projected timeline for closure. Following notification, the school may exercise its right to appeal before the Board makes a final determination.

24 Hours After the Vote: Education One provides written notice to the Organizer within 24 hours of the decision. The notice includes information regarding the non-renewal or revocation decision, appeal process, and projected closure date.

5 Calendar Days of Receiving Notice: The Organizer may request an appeal hearing in writing within five (5) calendar days of receiving notice on non-renewal or revocation.

30 Calendar Days: Upon receipt of a timely appeal request, Education One will schedule an appeal hearing to occur within thirty (30) calendar days whenever practicable. Education One will provide written notice of the hearing date, time, and procedures. All documents intended for consideration by a Third Party Hearing Panel must be submitted to Education One no later than ten (10) calendar days prior to the scheduled hearing.

Appeal Hearing: The purpose of an appeal hearing is to provide the Organizer with an opportunity to respond to a proposed charter non-renewal or revocation before a Third Party Hearing Panel. The hearing is not intended to re-conduct the renewal, monitoring, or intervention process; rather, it allows the Organizer to present additional information, clarify facts, address identified concerns, and demonstrate why the proposed action should not proceed. As such, the hearing serves as an important component of Education One's commitment to due process, fairness, and transparency in charter accountability decisions. The Organizer



may be represented by legal counsel and may submit supporting documentation, data, testimony, or other relevant evidence.

During the hearing, Education One presents the basis for the proposed non-renewal or revocation. The Organizer is then provided up to one hour to present information supporting the renewal or continuation of the charter. Members of the Hearing Panel may ask questions of either party to clarify information presented. Following the hearing, the Hearing Panel develops a recommendation for consideration by the Education One Board of Directors.

5 Business Days After the Appeal Hearing: The Third Party Hearing Panel submits a written recommendation to the Education One Board of Directors for consideration.

7 Calendar Days After the Receipt of the Recommendation: The Education One Board reviews the recommendation and makes a final determination regarding the proposed revocation or non-renewal.

24 Hours After the Final Vote: Education One notifies the Organizer in writing of the final decision within 24 hours of the Board meeting. If non-renewal or revocation is upheld, Education One and the school begin implementation of the School Closure Action Plan.

If No Appeal is Requested: If the Organizer does not request an appeal hearing within five (5) calendar days, the proposed non-renewal or revocation automatically becomes final and Education One and the school begin implementation of the [School Closure Action Plan](#).

Voluntary Surrender of Charter

A voluntary surrender occurs when an Organizer elects not to pursue charter renewal or voluntarily relinquishes its Charter Agreement prior to the expiration of the charter term. Unlike non-renewal or revocation, a voluntary surrender is initiated by the Organizer and requires formal notification to Education One.

Upon voluntarily surrendering the Charter Agreement, the Organizer waives its right to a hearing or appeal and agrees to work collaboratively with Education One to implement the School Closure Action Plan. Voluntary surrender is generally reserved for Organizers in good standing with Education One and is subject to all applicable closure, transition, and records-retention requirements.

Following notification of the voluntary surrender, Education One and the Organizer will begin closure planning and implementation of the [School Closure Action Plan](#) to ensure an orderly transition for students, families, staff, and the community.

School Closure Action Plan

Regardless of whether a school closes through non-renewal, revocation, or voluntary surrender, Education One works closely with the governing board and school leadership to ensure an orderly and responsible closure process. The School Closure Action Plan serves as the framework for managing the transition and protecting the interests of students, families, staff, and the public. The primary goals of the closure process are to minimize disruption to students and families, ensure compliance with all applicable legal requirements, protect public assets, and support an orderly transition of school operations. While each closure is unique, the School Closure Action Plan is generally organized into the following five phases:

Phase I: Transition Team and Closure Planning

Following a closure determination, Education One establishes a Closure Transition Team consisting of representatives from Education One, the governing board, school leadership, and other key stakeholders as appropriate. The Transition Team is responsible for coordinating closure activities, establishing timelines, assigning responsibilities, and ensuring clear communication throughout the process. During this phase, Education One works with the school to develop a comprehensive closure timeline and identify key milestones necessary for a successful transition.

Phase II: Student and Family Transition

The highest priority during any school closure is ensuring continuity of educational services for students. During this phase, Education One and the school work collaboratively to provide timely and transparent communication to families regarding the closure process, enrollment options, student transfer procedures, and important deadlines. Schools continue providing educational services through the final approved day of instruction while supporting students and families in identifying and transitioning to new educational settings.

Phase III: Student Records and Compliance

Schools are responsible for maintaining the security, accuracy, and accessibility of student records throughout the closure process. Education One works with the school to ensure records are properly organized, preserved, and transferred in accordance with Indiana law and applicable federal requirements. Families are provided information regarding access to student records, and all required documentation is retained or transferred to the appropriate entity as required.

Phase IV: Financial and Operational Closeout

During this phase, the school completes all financial, contractual, operational, and reporting obligations associated with the closure. This includes final financial reporting, audits, disposition of assets and property, resolution of contractual obligations, compliance with state and federal funding requirements, and submission of required reports to applicable agencies. Education One monitors these activities to ensure public funds and assets are managed responsibly and in accordance with applicable law.

Phase V: Final Closure Verification

The final phase focuses on confirming that all closure requirements have been successfully completed. Education One verifies the transfer and preservation of student records, reviews completion of financial and operational obligations, confirms compliance with applicable closure requirements, and documents final closure activities. Once all requirements have been satisfied, Education One formally concludes the closure process.