

Closing Schools

If enrollment patterns make it necessary to close a school, the following procedures shall be followed:

1. Upon determining that a school should be closed, the Charter Board shall instruct the **administrator** to notify by letter the parents of students attending the school in question, informing them of the action, the reasons therefor and the arrangements proposed for the education of their children.
2. The **administrator** also shall inform the affected staff members and review with them their rights of transfer to other locations. They shall be assisted in obtaining mutually satisfactory assignments.
3. To insure the smoothest possible transition, the Charter Board shall direct that the school scheduled for non-operation the following year be closed as of the end of the regular school year unless emergency conditions dictate otherwise.
4. If emergency conditions dictate that a school be closed during the regular school year, the Charter Board shall allow the **administrator** a period to execute the Charter Board's order. The **administrator** shall use this period to work with parents, teachers, and administrators in sending and receiving schools to prepare students for the change.

Note: All Charter School buildings are the property of the school district and cannot be disposed of without permission from the district.

First Reading Date: _____

Adoption Date: _____

Lake George Charter School