



STANDARD OPERATING PROCEDURE 5.3

PROCEDURE TITLE: COMPARISON SCHOOLS (DOPR) SELECTION PROCESS

Department: School Improvement Team

Proposed by: General Counsel

Effective Date: 03/15/2018

PURPOSE

The COMPARISON SCHOOLS (DOPR) SELECTION PROCESS is used to determine the overall performance of St. Aloysius sponsored Dropout Prevention and Recovery (DOPR) schools compared to other DOPR schools, designated as such by the Ohio Department of Education (ODE). DOPR schools are unique and have a separate accountability system. The comparison schools will be compared to each other and may or may not be located in the same district as the St. Aloysius DOPR school. The goal is to match St. Aloysius sponsored schools using academic and demographic data contained in the most recent ODE DOPR Report Card. The comparison schools will be included in the charter contract and At-A-Glance reports as comparison schools.

PROCEDURE

The COMPARISON SCHOOLS (DOPR) SELECTION PROCESS follows these steps in order to identify comparison schools:

1. At the start of the contract attachment review process, the Legal Project Manager shall request a list of potential comparison schools as part of the new school paperwork process from the applicable schools.
 - a. The comparison schools should include at least five (5) DOPR schools, not to include schools that serve students in grades K-7.
 - b. The comparison schools should exclude E-schools.
2. Each school shall upload the list of comparison schools in the assigned google folder for the SIT to review.
3. Upon receipt of the list of schools, the Legal Project Manager shall put the list in Google for School Improvement Team review and notify the School Improvement Program Assistant.
4. School Improvement Program Assistant shall compile a summary comparison school spreadsheet using the following data from the most recent DOPR Local Report Card:
 - a. The Performance Data for each school to include:



- i. Achievement (formally known as High School Test Passage rate);
 - ii. Gap Closing;
 - iii. Progress;
 - iv. Combined Graduation Rate, and
 - v. Attendance Rate
 - b. The Demographic Data for each school, to include:
 - i. Enrollment,
 - ii. Economically Disadvantaged;
 - iii. Black students;
 - iv. Hispanic and multi-racial students;
 - v. Students with special needs, and
 - vi. English Learners.
5. District, county contiguous or non-contiguous county will be used for proximity comparison. Where there are six (6) or more possible comparison schools with the same or similar demographic characteristics, the five (5) schools closest to the St. Aloysius sponsored school will be chosen.
6. The School Improvement Team will meet to review and discuss the data of the proposed comparison schools in conjunction with the charter attachment review timeline. To assess the proposed comparison schools, the review team shall:
 - a. For Existing Schools:
 - i. Determine if the Performance Data for the schools are comparable.
 - ii. Determine if the Demographic Data matches as close as possible (within 10%).
 - iii. The Location of the schools.
 - b. For New Start-up Schools:
 - i. Determine if the grade levels served are comparable;
 - ii. Determine if the enrollment is comparable, and
 - iii. Review the location of the schools.
7. Once the School Improvement Team has reviewed all of the data:
 - a. If the School Improvement Team agrees that a proposed school is not comparable, a team member will be assigned to identify a replacement school(s).
 - b. If the School Improvement Team agrees that a proposed school is comparable, it will be approved.
8. Once five (5) comparison schools have been identified for each applicable school, the School Improvement Program Assistant shall update the spreadsheet.
9. The Vice President of School Improvement will review and approve the final list of schools.
10. Once approved, the School Improvement Program Assistant shall communicate any changes to the comparison schools to the affected schools.
 - a. Schools will be asked to approve the updated list of schools.



- b. If a school does not agree with the change of comparison school(s), they will be directed to speak directly with the Vice President of School Improvement.
11. Once the comparison schools are finalized with the school, the School Improvement Program Assistant will send the Legal Project Manager a list to include in the final charter agreements.
 - a. All comparison schools must be finalized no later than May 1.
12. Comparison schools for each St. Aloysius sponsored school will be featured in the At-A-Glance monthly reports.
13. If at any time the school requests to relocate or select different comparison schools, a contract modification will need to be initiated and the steps listed above will be followed.
14. Annually in August or September, the School Improvement Program Assistant shall review each comparison school listed in the At-A-Glance reports to ensure the school is still open.
 - a. If the school has closed, the School Improvement Program Assistant shall request a replacement school and the steps above will be followed.

DOCUMENTATION / VERIFICATION

All COMPARISON SCHOOLS (DOPR) SELECTION PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

Location of documentation: S: Comparison School Data

DOCUMENT HISTORY

Orig. Date March 2018
Rev. Date April 2021
Rev. Date June 2022
Rev. Date April 2023
Rev. Date June 2023

REVIEW AND APPROVAL

Reviewers of the COMPARISON SCHOOLS (DOPR) SELECTION PROCESS are as follows:

Reviewed By: Management Team

Date: 06/30/2023

Approved By: President: David L. Cash, Jr.

Date: 06/30/2023

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The COMPARISON SCHOOLS (DOPR) SELECTION PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.