STANDARD OPERATING PROCEDURE 5.4

**PROCEDURE TITLE: COMPARISON SCHOOLS (NON-DOPR)
SELECTION PROCESS
Department: School Improvement Team
Proposed by: General Counsel
Effective Date: 03/15/2018**

PURPOSE

The COMPARISON SCHOOLS (NON-DOPR) SELECTION PROCESS is used to determine the academic performance of St. Aloysius sponsored community schools compared to other traditional public and community schools. The goal will be to establish a list of schools that are reasonably comparable to St. Aloysius's sponsored schools in terms of geographic location, academic performance, and demographic data. This list of comparison schools will be included in the charter contract and At-A-Glance reports.

PROCEDURE

The COMPARISON SCHOOLS (NON-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 from the new or renewal school applicant.
    a. The potential comparison schools list should include at least five (5) non-DOPR schools comprised of community schools as well as traditional public schools.
    b. The list shall include the school's address and the IRN Number.
2. Each school shall upload the list of comparison schools in the assigned Google folder for the School Improvement Team to review.
3. For renewal schools, the Legal Project Manager shall put the list of comparison schools from the current charter contract in Google for the School Improvement Team review and notify the School Improvement Program Assistant.
4. The School Improvement Program Assistant shall compile a summary comparison school spreadsheet using available academic performance data from the most recent Department of Education and Workforce Local Report Card:

a. The Performance Data for each school, to include:
   i. Achievement component grade;
   ii. Gap Closing Component Grade,
   iii. Progress Component Grade;
   iv. Early Literacy (formerly K-3 Literacy) Component Grade;
   v. Graduation Rate Component Grade (if applicable); and
   vi. College, Career, Workforce and Military Readiness Component Grade (if applicable).
b. The Demographic Data for each school, to include:
   i. Enrollment;
   ii. Economically Disadvantaged;
   iii. Racial Makeup of the School;
   iv. Number of Students with special needs; and
   v. English Learners;

Comparison schools should be within five (5) to ten (10) miles of the St. Aloysius sponsored school. In the event comparable schools cannot be found within the stated distance, the search will be widened to find a school(s) with the closest match to the items noted above.

5. The review 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 shall:
   a. For Existing Schools:
      i. Determine if the Performance Data for the schools are comparable.
      ii. Determine if the Demographic Data is comparable
      iii. Review 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
      iii. Review the location of the schools.
6. Once the School Improvement Team have reviewed all of the data:
   a. If the School Improvement Team agree that a proposed school(s) is not comparable, the school will be contacted to provide a replacement school(s).
      i. If the school is not able to provide an adequate replacement school, the School Improvement Team may propose a comparison school that will be comparable.
   b. If the V School Improvement Team agree that a proposed school is comparable, it will be approved.

7. Once five (5) comparison schools have been approved by the team for each applicable school, the School Improvement Program Assistant shall update the spreadsheet and notify.
8. The Vice President of School Improvement will review and approve the final list of schools.
9. 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.
10. Once the comparison schools are finalized, 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.
11. Comparison schools for each St. Aloysius sponsored school will be featured in the At-A-Glance monthly reports.
12. 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.
13. Annually in November, the School Improvement Team shall review each comparison school to ensure the school is still open.
    a. If the school has closed, the School Improvement Team shall request a replacement school or select another comparable school and the steps above will be followed.

DOCUMENTATION / VERIFICATION

All COMPARISON SCHOOLS (NON-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
Rev. Date June 2024

<u>REVIEW AND APPROVAL</u>

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

Reviewed By: Management Team   Date: <u>06/21/2024</u>

Approved By: President: David L. Cash, Jr.   Date: <u>06/21/2024</u>

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