



## **STANDARD OPERATING PROCEDURE 7.06**

### **PROCEDURE TITLE: COMPARISON SCHOOLS (E-School) SELECTION PROCESS**

**Department: School Improvement Team**

**Proposed by: General Counsel**

**Effective Date: 06/21/2024**

#### **PURPOSE**

The COMPARISON SCHOOLS (E-School) SELECTION PROCESS is used to determine the overall performance of St. Aloysius sponsored e-schools compared to other e-schools, designated as such by the Department of Education and Workforce (DEW). E-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 e-school. The goal will be to establish a list of schools that are reasonably comparable to St. Aloysius 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 (E-School) 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) E-schools or other similarly classified schools and can include both community and 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 SIT 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 School Improvement Team review and notify the School Improvement Program Assistant.



4. School Improvement Program Assistant shall compile a summary comparison school spreadsheet using available academic performance data from the most recent Department of Education & Workforce 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
  - b. The Demographic Data for each school will include available data from the Department of Education & Workforce, such as:
    - i. Enrollment,
    - ii. Economically Disadvantaged;
    - iii. Racial Make-up of the School;
    - iv. Number of Students with special needs, and
    - v. English Learners.
5. Where there are six (6) or more possible comparison schools with the same or similar demographic characteristics, the five (5) schools with the closest student demographics 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 is comparable.
  - b. For New Start-up Schools:
    - i. Determine if the grade levels served are comparable;
    - ii. Determine if the enrollment is comparable, and
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, the school will be contacted to provide a replacement school.
    - i. If the school is not able to provide an adequate replacement school, the School Improvement Team may propose comparison schools that will be comparable.
  - 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 approved by the team for each applicable school, the School Improvement Program Assistant shall update the spreadsheet and notify the Vice President of School Improvement.



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, the School Improvement Program Assistant will send the Legal Project Manager a list to include in the final charter agreements.
  - a. All comparison schools for new schools must be finalized no later than May 1.
  - b. All comparison schools for renewal schools must be finalized no later than June 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 November, the School Improvement Team 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 Team shall request a replacement school or select another comparable school and the steps above will be followed.

### **DOCUMENTATION / VERIFICATION**

All COMPARISON SCHOOLS (E-School) 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 June 2024



## **REVIEW AND APPROVAL**

Reviewers of the COMPARISON SCHOOLS (E-School) SELECTION PROCESS are as follows:

Reviewed By: Management Team

Date: 06/21/2024

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

Date: 06/21/2024

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