

## STANDARD OPERATING PROCEDURE 7.04: COMPARISON SCHOOLS SELECTION PROCESS

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July 1, 2025

### A. PURPOSE

The COMPARISON SCHOOLS SELECTION PROCESS is used to determine the overall performance of St. Aloysius sponsored community schools compared to other similar traditional district and community schools. The comparison schools may or may not be located in the same district as the St. Aloysius sponsored school. The goal will be to establish a list of schools that are reasonably comparable to the St. Aloysius sponsored school 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.

### B. APPLICABILITY

### C. DEPARTMENT RESPONSIBILITIES

**Responsible Department:** School Improvement Team

*Other Departments:* Legal Department

### D. PROCEDURE

The COMPARISON SCHOOLS SELECTION PROCESS, does not apply to any schools that have indicated that they are K-2 only schools. The School Improvement Team follows these steps in order to identify comparison schools:

1. At the start of the contract attachment review process, the School Improvement Team (SIT) 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) schools of the same type of school (DOPR, K-12, Internet- or Computer-Based) or other similarly classified schools and can include both community and traditional public schools.
    - b. The comparison schools should exclude schools that are not of the same type.
    - c. The list shall include each school's address and the IRN number.
  2. Each school shall upload the list of comparison schools in the assigned folder for the School Improvement Team (SIT) to review.
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3. The SIT shall compile a summary comparison school spreadsheet using available academic performance data from the most recent Department of Education & Workforce DOPR 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. Graduation Rate Component Grade, if applicable; and
      - v. College, Career, Workforce and Military Readiness Component Grade, if applicable.
    - 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.
  4. Comparison schools should be within five (5) miles of the St. Aloysius sponsored school. 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. 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. 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.
      - 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, and
      - iii. Review the location of the schools.
  6. Once the data has been reviewed:
    - a. If the SIT agrees that a proposed school is not comparable, the school will be contacted to provide a replacement school.
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- i. If the school is not able to provide an adequate replacement school, the SIT may propose comparison schools that will be comparable.
  - b. If the SIT agrees that a proposed school is comparable, it will be approved.
7. Once five (5) comparison schools have been approved by the SIT for each applicable school, the SIT shall update the spreadsheet and send the Legal Department 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, suspended, existing or transfer schools must be finalized no later than June 15.
8. Comparison schools for each St. Aloysius sponsored school will be featured in the At-A-Glance monthly reports.
9. 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.
10. Annually in November, the SIT 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 SIT shall request a replacement school or select another comparable school and the steps above will be followed.

## **E. DOCUMENTATION**

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*

## **F. GLOSSARY**

Similar, comparable, geographic, demographic, classification, proximity, performance data

## **G. CROSS REFERENCED SOP'S**

None

## **H. REVIEW AND APPROVAL**

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025

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