

Administrative Regulation 3018-AR(1): Equivalence Among Schools**Status:** DRAFT**Original Adopted Date:** Pending**Equivalence Among Schools****I. Purpose**

This administrative regulation establishes the procedures used by Albany County School District #1 to demonstrate equivalence among schools in accordance with applicable federal requirements governing the receipt of federal education funds.

II. General Standard

The District shall use State and local resources to provide services among schools that are substantially equivalent when evaluated as a whole.

Equivalence shall be determined using objective measures established by District administration and shall be reviewed annually.

III. Areas of Review

The annual review shall evaluate, at a minimum:

1. Staffing

The District shall review the distribution of:

- A. Teachers;
- B. Building administrators; and
- C. Other instructional and support staff.

The review shall consider staffing levels, assignments, and qualifications as appropriate.

2. Curriculum Materials

The District shall review whether schools have substantially equivalent access to adopted curriculum materials necessary to deliver the District's instructional program.

3. Instructional Supplies

The District shall review whether schools receive instructional supplies sufficient to implement the adopted curriculum and instructional program.

IV. Exclusions

Consistent with applicable federal law, the District may exclude from equivalency determinations:

- 1. Individual salary differences attributable to the District salary schedule;
- 2. Enrollment fluctuations occurring after the beginning of the school year;
- 3. Supplemental State or local funds expended for programs permitted to be excluded under federal law;
- 4. Excess costs associated with providing services to student with disabilities; and
- 5. Other exclusions expressly authorized under applicable federal law.
- 6. Annual Review

The Superintendent or designee shall conduct an annual review of District staffing and instructional resources to determine whether the District is compliant with federal comparability requirements.

When the review identifies a material disparity, District administration shall develop and implement a plan to address the disparity as soon as practicable.

VI. Documentation

The District shall maintain documentation sufficient to demonstrate compliance with applicable federal comparability requirements.

Documentation shall include, and applicable:

1. Staffing analyses;
2. Curriculum and instructional materials reviews;
3. Methodology used to evaluate comparability;
4. Corrective action, when necessary; and
5. Written assurances submitted to the Wyoming Department of Education.

Documentation shall be retained in accordance with applicable record retention requirements.

VII. Responsibility

The Superintendent may designate appropriate District administrators to carry out the annual review and maintain the documentation required by this regulation.
