

**Administrative Procedures for Policy # 1015 (Administration)
Regarding Equity**

I. Guidelines

- A. In compliance with Policy 1015, the Board of Education has adopted the following procedural statements to govern the maintenance of equitable learning and working environments for all Calvert County Public Schools students and staff. These procedures will incorporate guidelines that guarantee that all policies, procedures, and district practices are equitable. Additionally, these procedures will outline the elements of a District Equity Plan that is designed to ensure the implementation of effective school system practices that facilitate the hiring, support and retention of culturally, racially and linguistically diverse administrative, instructional and support personnel. The District Equity Plan will further establish safeguards which ensure that all students receive an education that maximizes their potential to achieve college and career readiness regardless of their race, culture, gender, orientation, or economic status and achievement and that opportunity gaps among student subgroups are eliminated.

II. Definitions

- A. Achievement Gap - Significant and persistent disparities in academic performance or educational attainment between different groups of students.
- B. College and Career Ready – Academic and career readiness consistent with Maryland's College and Career Ready Standards. These education standards establish a set of shared goals and expectations for what Maryland students should understand and be able to do in grades Pre-K – 12 and upon graduation.
- C. District Equity Plan: A strategic plan developed by Calvert County Public Schools personnel, which includes the district's equity vision and related goals, strategies, timelines, measurement tools, and reporting requirements necessary to achieve the equity vision.
- D. Educational Equity - Ensuring that appropriate academic, social, and economic supports are in place so that every student has a fair and equal opportunity to achieve success in all academic, co-curricular and extra-curricular programs.
- E. Equitable Hiring - Ensuring that search and hiring practices are fair and equitable so the appropriate qualifications of each candidate are the essential criteria upon which a hiring or promotion decision is made. Employment equity involves hiring the most qualified candidate for any open position while ensuring that candidates are not advantaged or disadvantaged as a result of their race, culture, gender, sexual orientation, disability, national origin, religion, age, marital status, or socioeconomic status.

- F. Equitable Workplace – An inclusive workplace environment that values and respects individuals and groups with different backgrounds and offers all employees unbiased treatment, equitable promotional opportunities, and equitable workplace conditions and resources.
 - G. Linguistically Diverse – The ability to communicate in more than one language.
 - H. Opportunity Gap - Ways in which race, ethnicity, socioeconomic status, English proficiency, community wealth, familial situations, or other factors may contribute to or perpetuate lower educational aspirations, participation, and achievement for certain groups of students.
- III. District Equity Coordinator
- A. The Superintendent of Schools shall designate a staff member to serve as the District Equity Coordinator. The District Equity Coordinator will be responsible for monitoring district compliance with the requirements of Policy 1015. The District Equity Coordinator will also monitor district programs and activities to ensure that they comply with federal and state equity requirements related to sex, disability, race, color, national origin, religion, creed, age, sexual orientation, gender identity, marital status, and socioeconomic status. The District Equity Coordinator is responsible for implementation and monitoring of the Calvert County Public Schools District Equity Plan. The District Equity Coordinator shall also chair the District Equity Leadership Team and serve as central office liaison to the district’s school-based equity teams.
- IV. District Equity Plan
- A. Calvert County Public Schools will develop, implement, and monitor a District Equity Plan as a part of its overall strategic plan. The District Equity Plan will establish specific goals related to the development and maintenance of equitable learning and working environments for all students and staff. Goals related to equity for students will address culturally responsive classroom environments, curriculum, instructional materials, and assessments that have undergone bias and sensitivity reviews. Goals related to equity for staff will address culturally responsive work environments and fair and equitable promotional practices.
- V. Hiring and Retention of Diverse Staff
- A. The District Equity Coordinator and the Director of Human Resources will annually review district recruitment, hiring, support and retention practices designed to attract and retain culturally, racially and linguistically diverse administrative, instructional and support staff.
- VI. Annual District Equity Report
- A. As an element of the overall annual strategic plan report, the District Equity Coordinator shall deliver a report to the Board of Education regarding district progress related to each of the following:
 1. Closing student achievement and opportunity gaps
 2. Increase participation of individuals from underrepresented groups in advanced academic programming

3. Disciplinary procedures and their impact on minority students, English language learners, and/or special education students
4. Recruitment, employment, placement, and retention of culturally, racially and linguistically diverse administrative, instructional and support personnel positions with Calvert County Public Schools
5. The delivery of professional development designed to enable school system staff to reflect on their own workplace and instructional practice and close achievement gaps among all student subgroups.