



Somerset County Public Schools Administrative Procedures Policy #600-47

I. Purpose:

The purpose of the administrative procedures is to apply the related policy, establishing that the Somerset County Board of Education (SCBOE) will provide every student with equitable access, resources, and support for the educational rigor that is designed to maximize the student's academic success and well-being.

The implementation of procedures are intended to:

- Provide a consistent framework for applying an equity lens to decision-making;
- Ensure all students have fair and just access to opportunities, resources, and educational rigor;
- Identify and eliminate institutional barriers contributing to achievement and opportunity gaps;
- Promote cultural responsiveness as defined by Maryland law and SCPS policy;
- Support continuous review, measurement, and improvement in equity practices.

The purpose of these administrative procedures is to establish a consistent framework for implementing the Educational Equity Policy (600-47). These procedures ensure that every student in Somerset County Public Schools (SCPS) receives equitable access to resources, opportunities, and educational rigor. They are designed to close the achievement and opportunity gaps, promote cultural responsiveness, and foster a supportive learning environment for all students. (chat)

II. Definitions:

Equity / Equitable: Impartial distribution of resources and opportunities based on individual needs to ensure fairness and justice.

Educational Equity: Access to the opportunities, resources, and academic rigor needed for every student to reach individual academic success.



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Opportunity Gap: Barriers that prevent students from accessing necessary educational resources or supports.

Achievement Gap: A persistent disparity in academic performance between different groups of students.

Equity Lens: A structured process of applying an impartial and inclusive perspective to policy and program review, ensuring individual access to educational opportunities without preference or segregation.

Cultural Responsiveness: Instruction that instills devotion to American civic values as defined by Maryland Education Article §7-105, while also teaching respect for world cultures.

Culturally Responsive Instructional Materials: Resources and curricula that reflect American civic values, highlight diverse cultures, and avoid biased or exclusionary narratives.

III. Implementation of Procedure:

A. Resource Allocation

1. Equitable Budgeting and Needs Assessment:

- a. SCPS shall allocate resources to achieve fiscal equity and provide the necessary resources required to close all opportunity and excellence gaps.
- b. Identify and utilize resources to provide equitable access to educational opportunities and services with the use of disaggregated student data to analyze trends, and identify gaps and equitable solutions, among other actions;
- c. SCPS departments may provide justification for funding allocations using the [Equal Opportunity for Learning lens](#)

B. Technology and Equitable Access

1. Ensure that all students, including those with identified needs, have equitable access to essential supports, including, but not limited to, assistive technology and safe, inclusive learning environments.

C. Instruction and Assessment



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1. Curriculum and Instructional Materials

- a. District level staff and schools will collaborate to review curricula and instructional materials to ensure they support equitable student learning outcomes and reflect cultural responsiveness.

2. Accountability Measures and Assessments

- a. National, state, and district assessments will measure growth and performance for all students.
- b. To guide decisions, assessment data will be used to provide instructional support and professional learning to address the needs of all students and staff.

D. Staffing

1. Professional Development and Learning

- a. Use data to provide tailored and differentiated professional development to build the capacity of staff to address areas of inequity as identified by SCPS.
- b. Implement practices, strategies, and activities that support the individual needs of all staff and help create a supportive teaching environment.

2. Equitable Hiring and Retention

- a. SCPS will utilize fair and equal hiring practices as outlined in Policies 700-2 and 700-10.
- b. Create and maintain an inclusive and diverse workforce to support educational equity.

Facilities Planning and Access

- c. *County-level planning teams will **adhere to applicable laws, codes, and standards** when renovating existing facilities or constructing new ones to provide equitable access for all students.*
- d. *All new construction and renovations must prioritize equitable access to spaces, services, and resources.*



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- e. *Facilities must meet ADA standards and support the diverse needs of students and staff.*

Strategic Partnerships

- f. *County and school-level teams will **identify and cultivate strategic partnerships** within the Somerset community and beyond to support educational experiences for all students.*
- g. **Engagement and Outreach:** *SCPS will collaborate with local organizations to expand educational opportunity and support services.*
- h. **Feedback Mechanisms:** *SCPS will maintain open channels for community input on equity-related policies and practices.*

Countywide Strategic Planning

- i. *County-level staff will address the **needs of all students in the SCPS countywide Strategic Plan and the SCPS Local Every Student Succeeds Act (ESSA) Consolidated Strategic Plan.***

Personalized Support for Students and Staff

- j. *Implement practices, strategies, and activities that support the **personalized needs of all students** to ensure their academic success and well-being.*
- k. *Similarly, implement practices, strategies, and activities that support the **personalized needs of all staff**, fostering a supportive and inclusive workplace.*

Commitment to Equity in the Workplace



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- *These recommended procedures aim to further strengthen SCPS's efforts to create a workplace where **every individual has equitable access to opportunities** and is treated with **respect, dignity, and fairness**.*

11. Reporting and Continuous Improvement

- *The Superintendent will provide **monthly updates to the Board** on progress toward equity goals, including resource allocation, professional learning, assessment results, and stakeholder partnerships.*
- *County and school-based teams will regularly review and refine these procedures to ensure ongoing improvement and alignment with the Educational Equity Policy.*