Racial Equity Tool:
Policy Review Worksheet

The Race Equity Tool Objective: To support the PSESD's goals of eliminating racial inequity through creating an Antiracist Multicultural Organization and closing the opportunity gap, we will incorporate a racial equity analysis when creating and/or revising agency policy. The following six best practices guide the user through a process of collaborating with communities of color to ensure all agency policies are in alignment with agency goals.

We Agree:

- That in order to eliminate racial inequities, it is essential that race be clearly called out and institutional and structural racism be addressed within our own organization as well as in the broader systems with which we interact.

- That the importance of training and skill building within our organization, departments, and internal and external programs is paramount. Increasing the number of trained and skilled employees, including leadership, staff, board members, etc, will not only help to make improvements supporting racial equity, but will also help to develop an anti-racist culture within our organization.

- To explore and develop a shared understanding relating to racial equity, and we also recognize that we and our external partners are all at different places as individuals, programs, and departments. We are committed to move forward with a focus that is intentional and strategic within our organization and our external partners. We will openly share challenges, successes and lessons learned to help move the sum of our race equity work forward.

- To have collective buy-in to racial equity best practices, we will each take responsibility for using the racial equity tool.

- That how the racial equity tool is implemented and used will differ from program to program, department to department and across our organization. Accountability for implementation and use within our own organization and to our respective communities (children, students, families and schools) will be essential.

- To approach racial equity analyses from an evaluative / continuous improvement perspective, as opposed to a **check list**. We will seek to strengthen programs, policies and procedures until racial inequities are eliminated.

- That if the strategy, practice, policy, or procedure works for our most vulnerable communities, it works for everyone. The reverse however, is not true.

- That we will not let the perceived barriers such as (time, agendas, schedules, etc) prevent us from interrupting patterns of racial inequity.

- **That use of the tool may not be linear. For example, users may want to start with question 3 in order to ensure they have a clear understanding of the community conditions that may by impacted by the implementation of this policy.**

- **That after use of the tool, changes in policy may not be needed. However, the procedures associated with that policy may need to be created or enhanced to ensure racial equity can be achieved.**

Policy Title: _____

Reviewer/Reviewers: _____

Racial Equity Tool – Using Best Practices

1. How does the policy promote racially inclusive collaboration and engagement?

RACIAL EQUITY BEST PRACTICES	LOOK-FORS
1. Which community does this policy impact? The PSESD internal community? External community? Both? 2. How will you identify the racial/ethnic groups potentially affected by this policy? 3. What process will you undertake to collaborate and engage in a dialogue with communities of color (internally and/or externally) who have traditionally not been involved in the development, implementation and evaluation of this policy?	

2. How does the policy educate on racial issues or raise racial consciousness?

RACIAL EQUITY BEST PRACTICES	LOOK-FORS
1. How does the policy educate about the history and current realities regarding race, racism, and the opportunity gap or the Antiracist Multicultural Organization? 2. Is there any educational information that could be added to strengthen the policy?	

3. How does the policy reflect a consideration of community conditions and set goals for eliminating racial inequity? (*Assessment and goal setting should be a process with community involvement.*)

RACIAL EQUITY BEST PRACTICES	LOOK-FORS
1. Are the community conditions and/or agency racial inequities clearly documented? If not, what is your plan for assessing the community conditions? 2. Are there goals and measures for eliminating racial inequity, if so what are they? 3. How will goals be adjusted regularly to keep pace with changing community needs and racial demographics? 4. What additional information could be added to strengthen the policy? 5. **What additional information could be added to the policies which are cross-referenced with this policy?**	

Racial Equity Tool – Using Best Practices

4. How will the policy expand opportunity and access for the PSESD internal and/or external community?

RACIAL EQUITY BEST PRACTICES	LOOK-FORS
1. How does the policy increase opportunity and/or access for those who historically have been excluded? This means, more explicitly, who benefits from and/or who is harmed by the policy?	
2. What are the strategies to improve access for ethnically diverse communities, including immigrants and refugees? Are interpretation and translation policies helping to improve access?	
3. What additional information could be added to strengthen the policy or the policies cross-referenced with this policy?	

5. How will the policy affect systemic change?
(An analysis of power and gate keeping is critical. How are issues of internalized superiority and inferiority being attended to?)

RACIAL EQUITY BEST PRACTICES	LOOK-FORS
1. How does the policy make changes within the organization to eliminate institutional racism?	
2. Does the policy make provisions for accountability? If so, what are they?	
3. How does the policy work to address and eliminate structural racism?	
4. Is there any additional information that could be added to strengthen the policy or the policies cross-referenced with this policy?	

6. What strategies for eliminating racial inequity does the policy suggest?

RACIAL EQUITY BEST PRACTICES	LOOK-FORS
1. What are the overall goals and outcomes? What are the specific strategies for decreasing racial inequity and/or increasing student achievement? How do the specific strategies work to decrease racial inequity and increase student achievement?	
2. How will strategies be adjusted regularly to keep pace with changing community needs and racial demographics?	
3. Is there any additional information that could be added to strengthen the policy or the policies cross-referenced with this policy?	

After conducting the analysis:
What are the lessons learned?
What resources are needed to make changes?
What are the next steps?