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?	1. **Internal Community**: ESD staff **External Community:** Students, Families, CBO's, Teachers, Principals, etc.
2. How will you identify the racial/ethnic groups potentially affected by this policy?	2. **Identify racial demographics of**: the ESD, King/Pierce County, City of Renton, Tacoma; School district data, OSPI School Report Card; Census data, etc.
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?	3. **Process for collaboration**: First, identify the specific communities of color who are potentially affected by this policy. Develop a plan for how to meet with communities of color. Key pieces to consider: • Communicate the purpose for meeting: to collaborate with communities/staff of color to create/revise a policy to support the development of the Antiracist Multicultural Organization,/to close the opportunity gap and eliminate racial inequity • Decide is this a meeting? Forum? Listening session? How will the process be set up for honoring various cultures? Consider meeting time and location as potential barriers for Educare, ReLife or HHS to be included. • Create an agenda with other leaders of color • Make sure people have access to the policy in advance so they can come prepared. • **Internal Community:** Send email invites or phone calls to staff of color to participate • **External Community**: Set up a process for inviting communities: identify specific Community Based Organizations (CBO's) who support communities of color (ie. The Ethiopian Community Center) might want to be a part of the meeting, these organizations can also help spread the word among their communities and assist in identifying key leaders from each community; send invitations to families/students from the district. Etc. • **What insight can they provide as to how this policy might contribute to racial inequity**? Does the policy have an unintended consequence to people of color? • Decide how you will share, collect information from the community in a culturally competent manner. • Ensure the community voice guides the policy work. Keep them informed of progress and stay accountable to the community. Collaborate and maintain two-way communication from start to finish.

Racial Equity Tool – Using Best Practices

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?	1. Policy includes language about how the agency recognizes the current realities of institutional racism and seeks to create or strengthen the policy to align with agency goal for creating an Antiracist Multicultural Organization or closing the opportunity gap. (*eg. The agency has data revealing a disproportionate number of leaders of color compared to white leaders and has developed a plan to address this issue. We see this policy as a support to addressing workforce equity*)
2. Is there any educational information that could be added to strengthen the policy?	2. Include any definitions that might be helpful (*eg. institutional racism, structural racism*)

3. How does the policy reflect a consideration of community conditions and set goals for eliminating racial inequity? (A*ssessment 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?	1. What information do we have about the community conditions that contribute to racial inequity internally/externally? (ie. Workforce equity, discipline data, retention, agency climate for diversity, departmental data, OSPI etc) It will also be important to ask the group you have convened for their perspective regarding community conditions as it relates to the policy. *(eg, some people of color feel they don't have a voice in decision-making processes at the ESD)*
2. Are there goals and measures for eliminating racial inequity, if so what are they?	2. Agency goals to eliminate workforce inequity; close the opportunity gap; (*NOTE: Conversations with communities of color may uncover additional incidents of racial inequity that will need to be addressed. This information should be gathered and reported to Equity and Inclusion Advisory Committee).* State how the implementation of the policy can lead to racial equity.
3. How will goals be adjusted regularly to keep pace with changing community needs and racial demographics?	3. State how you will continue to collect data on community conditions/racial inequities so that policy adjustments can be made. This would mean that you meet with communities of color on a regular basis.
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?	1. **How does the policy increase opportunity?** If the data you have collected or gathered from your stakeholders indicates racial inequity that could be addressed through implementing/revising this policy, then state how you see the policy contributing to more opportunity and access *(eg. More staff of color will have access to informal leadership opportunities as a result of this 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?	2. **Strategies:** These strategies would come from the group you have convened.
3. What additional information could be added to strengthen the policy or the policies cross-referenced with this policy?	3. **Additional information:** If language is a concern (eg. Policy on selection of educational materials does not mention translated materials) then how will we gather information on languages spoken? Resources for translation?

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?	1. **Eliminate institutional racism:** include language in the policy about how this ties back to the identified racial inequities in the community (internal/external). This is closely related to Question #4 *(eg. Policy on "Selection of Materials" now includes language regarding the use of culturally relevant curriculum that supports closing the opportunity gap because it benefits students of color and white students)*
2. Does the policy make provisions for accountability? If so, what are they?	2. **Provisions for accountability:** How will this policy ensure communities of color remain ongoing essential partners with power in collaborative decision-making. (eg. Cabinet will develop a plan to with clear accountability measures).
3. How does the policy work to address and eliminate structural racism?	3. **Eliminating Structural Racism:** Have you identified any other community agencies/institutions connected to this policy that could be invited to the table? *(eg. Policy on "Selected Materials" may include members from OSPI who might also benefit from ESD discussions on creating policy that includes culturally relevant curriculum)*
4. Is there any additional information that could be added to strengthen the policy or the policies cross-referenced with this policy?	4. **Additional Information:** Based on feedback from the community, new practices may emerge *(eg. We discovered that we do not have access to agency discipline data by race so therefore, we will create a new system for collection)*

Racial Equity Tool – Using Best Practices

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?	1. **Overall goals and outcomes:** Include in the policy any strategies, from the community, that will decrease racial inequity as it relate to the policy (NOTE: may be repeat of information cited in #4)
2. How will strategies be adjusted regularly to keep pace with changing community needs and racial demographics?	2. **Strategies adjusted:** Continue meeting with communities of color and ensure you have access to current data regarding community conditions mentioned in #3.
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?