

## Appendix C



# Protocol Tool: Applying an Equity Lens to School/District Events & Activities

When considering an event or activity, this protocol tool may help determine if the event is appropriate for your school community, considers equitable access, and results in a greater experience of belonging for each participant.

| Question  | Consideration   |
|---|---|
| Who was part of the planning and making decisions for this event? Who else should be included at the table?   | <ul style="list-style-type: none"> <li>○ Parents/Guardians (representative group)</li> <li>○ Classroom teachers</li> <li>○ Specialists</li> <li>○ Principal/Office Staff</li> <li>○ Students (representative group)</li> <li>○ Community member</li> </ul>                                |
| What is the purpose of this event/activity? Does it align with our mission and vision?  | Examples: Build Community, Celebrate Learning, Include Others, Create Joy   |
| Will there be barriers for participation for any of our students/families/staff? Can we eliminate these barriers or does the event need to be adjusted? | Examples: Financial, transportation, food, religious identity, access (physical, social, learning), culture   |
| Are there any staff, students or family members who might choose not to participate? Are there ways to proactively address this?                        | Examples: Religious identities, food allergies, access (physical, social, learning), culture, belief/philosophy regarding the event itself, use of class time   |
| What might be some unintended consequences or messages from this event?   | Examples of negative/exclusive messages:<br>"We only celebrate ____ at our school."<br>"We all have the same traditions."<br>"We promote a specific culture/belief system at ____"<br>"We value the dominant culture only."<br>"We are promoting a specific religion or political party." |
| How will we communicate with students, staff and families about this event so that everyone is reached?   | Examples:<br>Newsletter (translations)<br>Emails<br>Phone calls<br>In Person<br>Hard Copy (letter, flyer, note)<br>Website (social media)   |