

## ACPS Equity Policy Review Checklist



Albemarle County Public School Division’s shared equity mission is to end the predictability of social and cultural factors on student success by working together with families and communities to ensure each individual student’s success (ACPS Equity & Access Initiative: A Call to Action, 2017).

Name: J. Brodie Downs

Title: GBL: Personnel Records

**Please return to [Name] by:**

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**Steps:**

1. Review the policy against the checklist. If you can answer “yes” to item 1, “no” to item 2, and “yes” to item 3, then the equity threshold has been met; if not, proceed to step 2.
2. Make revisions to the policy
3. Review the revised policy against the checklist
4. After the second review, if you cannot answer “yes” to item 1, “no” to item 2, and “yes” to item 3, or if you are unsure what changes to make, this warrants referral to the review committee

<b>Equity Policy Review</b>			
	Yes	No	Comments
1. Will the policy have a <u>positive</u> impact on equity, inclusion and full participation of all people?	X		The policy inherently aligns with VA Code requirements, and also guarantees that access to personnel files remains equitable.
2a. Is there a likelihood of <u>adverse</u> impacts with respect to equity (or are there already adverse impacts)?		X	
2b. If yes, which “classes” might be affected?	<input type="checkbox"/> Sex <input type="checkbox"/> Gender (Identity and/or Expression) <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National origin <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Religion <input type="checkbox"/> Ancestry <input type="checkbox"/> Age <input type="checkbox"/> English language status <input type="checkbox"/> Marital Status <input type="checkbox"/> Genetic information <input type="checkbox"/> Sexual orientation <input type="checkbox"/> All classes <input checked="" type="checkbox"/> Cannot identify a specific class		
3. Is there anything in place in the policy or elsewhere to ensure accountability (such as equity-focused benchmarks or data points)?	X		The nature of this policy is the accountability benchmark, by requiring a well-vetted process for one’s personnel record to be accessed.
4. Should changes be made to make the policy more equitable and inclusive?			
5. Should this policy be referred to the Equity Policy Review Committee?			

**Note:** The review committee will consist of a panel of at least three individuals representing ACPS Staff and Diversity & Equity Advisory Committee (DEAC) members who have received relevant training in using the equity tool. Updated February 2019