Jackson Street School
Inclusiveness Checklist

Jackson Street School is proud of the diversity of its school community and places a high value on inclusivity in all of its events and activities.

THANK YOU for helping to organize a JSS event! As you plan this event, please consider and answer the following questions in an effort to make all JSS events as accessible and welcoming as we can for ***all*** Jackson Street families:

Name (person filling out form):_____

_____

Event: _____

_____

Date of event:_____

_____

Who is planning the event?_____

_____

Will there be a fee/donation for the event? If so, how much? And how will it be collected?

_____

_____

Will there be childcare provided at the event?

_____

_____



Please consider all holidays and important conflicts (google "holiday calendar").

Can you recruit a diverse planning team to help think about the event? Has anyone done this before that you can ask for advice?

*If there are fees or costs associated with the event, **please** use a suggested donation (rather than a fixed fee) with a no-questions-asked sliding fee scale (this applies to fundraising events as well as community-building and educational events). Please also consider giving some free tickets to the event to Ms. Agna for the JSS staff to discreetly pass out to students they think could benefit from free tickets.*

Someone may be able to help organize this with the NHS Key Club.

Where will the event be held? _____

_____

Please consider how families with limited transportation can access the event. Can you help arrange transportation or carpools?

Will there be translation services? _____

_____

Please consider whether translation services will be helpful and appropriate, and if you are able to make these services available.

How will you do outreach for the event? How will families find out about the event? _____

_____

_____

Please consider doing direct outreach and active recruitment with families who might otherwise be left out, including event info in a robo-call, and printing outreach materials in Spanish and/or other languages (note: the district policy is to provide materials for ALL families in English/Spanish…i.e. double-sided).

How might this event or activity include or exclude some groups more than others?

_____

_____

Please consider whether this event might be inadvertently excluding or off-putting to some families. Please consider how it would feel to be at this event if you had limited English, limited funds, or a non-traditional family structure. Is there anything you can do to make the event welcoming and inclusive?

Is there anything else that might help make this event accessible and welcoming for all families?

_____

_____

Please ask yourself this question regularly as you plan your event!

Please submit this form to Ms. Agna so that she can be a resource in thinking through some of these questions as you plan. We know that no events or activities will be perfect, and inclusivity is a goal to strive toward. Thank you so much again for your wonderful work in planning a JSS event and for helping to make the JSS community as welcoming and inclusive as possible!

With much gratitude,

The JSS School Council, JSS Parent-Teacher-Organization, and JSS Staff