



Diversity, Equity and Inclusion Committee Policies & Procedures

Title: Policy for DEIC Selection of Resources and Opportunities

Effective Date: September 1, 2015

Approved by: DEIC Committee membership (10.6.15); Head of School (11.16.15)

Policy

It is the policy of the Diversity Equity and Inclusion Committee ("DEIC") to design, gather, maintain and make available to the Sheridan School family community tools, products, resources and opportunities, including articles, books, websites and community events, that facilitate learning and support of issues related to diversity, equity and inclusion.

Procedures

1. Any person including, but not limited to members of Sheridan community (including children, faculty, staff, parents), may recommend (i) a resource to the DEIC for inclusion in the DEIC's resource library or (ii) an opportunity or event for announcement by the DEIC to the Sheridan community.
 - a. Recommendations may be made to the co-chairs, any DEIC member, or the DEIC committee email address (DEIC@Sheridanschool.org).
2. Co-chairs will circulate recommended resources and opportunities to the DEIC membership for consideration and approval before including the resource or opportunity in the DEIC's resource library and/or announcements.
 - a. Co-chairs may circulate for approval via email or during a DEIC meeting.
 - b. In order for a resource or opportunity to be approved by the DEIC for inclusion in the DEIC resource library and/or announcements, the following criteria must be met:

- i. a vote of “no objection” by no less than two thirds of the DEIC membership (two thirds to be calculated excluding the head of school); and
 - ii. a vote of “no objection” by the Head of School or zir¹ designee.
 - c. DEIC members shall respond to email inquiries related to resources and opportunities within 3 business days of transmission, or less if such shorter time frame is necessitated by the circumstances and indicated on the email seeking approval.
 - i. Failure to respond to the email within the designated time frame shall be deemed a vote of “no objection.”
 - ii. Business days are all days other than weekends or public holidays.
 - d. The Head of School (or zir designee) shall make best efforts to respond to email inquiries related to resources and opportunities within 3 business days or less if such shorter time frame is necessitated by the circumstances and indicated on the email seeking approval.
3. When considering the appropriateness of a resource or opportunity for inclusion in the DEIC resource library and/or announcements, DEIC members, including the Head of School (or her zir designee) shall exercise reasonable judgment and shall ensure that the resource/opportunity is consistent with the Sheridan School Diversity Vision and the DEIC Mission and Goals.

[END]

¹ The DEIC has chosen to use gender neutral pronouns (ze, zir, zirs, zirself) in drafting policies since the persons filling certain positions will change over time and the preferred pronouns of future individuals filling the positions is unknowable.