

# INCLUSIVE ADMINISTRATIVE PRACTICES

- Include a **Diversity, Equity, and Inclusion** pledge in your handbook/syllabi that are required to be signed annually by staff and students, and administration (see template)  
Pledge to follow best practices for inclusive teaching (see checklist)

- **Create an anonymous feedback protocol**
  - All students should know how to report concerns
  - Encourage dissent and discussion
  - Publish the reporting protocols in the school handbook and make them visible on the website and in the studio

- **Hiring Practices**
  - Make inclusion a constant priority
    - diverse students bodies want to see themselves reflected in their educators
    - Provide written rules in a "Code of Conduct" for faculty, students, and guest teachers

- **Resource Accessibility**
  - Ensure students are aware of outside resources available to them

- **Costuming / Casting**
  - Ask yourself if your costuming and casting practices are being made based on assumptions of gender, race, ability, or sexuality
    - Avoid gender-specific casting
    - Account for all skin tones and gender expressions in costuming

- **Disability Accommodations**

When you design for accessibility, it often helps the experience for everybody

  - Ask yourself if you consider disability status?
  - There are many types of disabilities: Chronic, physical, mental, invisible, or temporary illnesses
  - How do you handle student reporting or disclosure of disabilities?

Learning is a never-ending process. This checklist is just the bare minimum, an introduction.

For questions, concerns, or suggested addendums, email

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