School Policy Process Tool

Policy opportunity (issue to be addressed by new or revised policy/regulation): _______________________________________________________________
________________________________________________________________________________________________________________________________

Why do we need a policy to address this issue? Use the 5 Whys* to help get to the root of the issue.

Who needs to be involved? How?

What policy options do we have?

What seems to be our best policy option? Assess the potential impact using the criteria in the Assessment Tool.

• connectedness and positive relationships

• educational goals

• diversity within the school community

• complex multi-component

How do we ensure full implementation of the policy? (if successful)

How would we know if the policy was successful? What would it look like, feel like, sound like?

What data do we need to collect? How should we analyse the data?

What further improvements could be considered?

* 5 Whys: Ask why you need a policy to address this issue. Then continue to ask why of the response. After 4 or 5 levels you will likely be at the root of the issue.

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