



WSCC Policy Blueprint

Session 9

Purpose: To create an action plan for each policy change you are going to pursue

Review

- Action Planning activity, case study, & reflection questions

Do Together

- Activity 9: Action Planning



- (4) Speak with her school’s mental health team about next steps in researching bullying prevention programs. Discontinue annual assembly.

For each of these updates, Mrs. Washington plans to reach out to her superintendent regarding next steps for contacting the district’s lawyer. Then, she plans to solicit feedback on the drafted language from administrative colleagues. Because these are policy updates that document existing practices, Mrs. Washington does not feel that she needs to solicit staff, family, or community feedback on the updated language. She notes that this type of feedback will be particularly important when drafting policy changes that require changes in practice (e.g., new bullying prevention approaches).

Excellent! After completing Activity 8, you should be well positioned to create action plans for 1-5 policy changes that you plan to pursue. Before proceeding, consider the following questions:



REFLECT

1. How can you work efficiently to draft and adopt policy changes that have high urgency and high readiness?
2. If you are going to wait on any policy changes that have high readiness, how will you remind yourself to return to these?
3. How can you build readiness for policy changes with high urgency and low readiness?



Activity 9 - Action Planning

Anticipated time needed to complete this activity: 25 minutes

Next, you will create a concrete action plan for the policy changes you are going to pursue at this time. Using Activity 9 - Action Planning, available in Appendix B, you will plan actionable steps that can facilitate the adoption, updating, or de-implementation of identified policy changes. This worksheet includes planning to strengthen equity and congruence. It also includes attention to any associated practices that will need to be put into place and any to learning and unlearning that will need to happen. Finally, you will document the expected impact of the policy change and how this will be measured.

ACTIVITY 9 – ACTION PLANNING

Time to Complete: 25 minutes



Goal of Activity: To outline the steps that need to be taken to complete this policy change.

Directions: Complete a unique action plan for each priority policy change (update, de-implementation, adding new language). Then, use this action plan to monitor your progress throughout the revision process.

Policy Change: *Updating discipline policy*

Circle one or more: Update De-Implement Add new language

Briefly describe the policy change:

Updating the Discipline Policy to reflect efforts taken to minimize exclusionary school discipline and assess for disproportionality. Remove zero tolerance language.

For de-implementation only: What **learning and/or unlearning** will be needed for successful de-implementation of this policy?

n/a

For adding new language only: What **practices** need to be put into place or continued to meet the requirements of the revised policy?

n/a

What is the **expected impact** of the revised policy? How will it be measured?

Policy aligned with practices. Ongoing implementation of monthly meetings to examine disciplinary data – ensuring that exclusionary discipline is not used in lower grades, minimized in upper grades, and any signs of disproportionality in disciplinary consequences are addressed (e.g., by gender, race, or disability status). Meeting notes and data analysis spreadsheets will document ongoing implementation.

Case Study:

Mrs. Washington’s Action Plans

Mrs. Washington completes two Action Plan worksheets: one for the school’s Discipline Policy and one for the School Climate Policy.

First, Mrs. Washington outlines her action plan for the school Discipline Policy. She plans to consult with her district’s lawyer to draft revised language, removing mention of zero tolerance and adding language about the school’s efforts to minimize exclusionary school discipline and regularly assessing for disproportionality. Mrs. Washington plans to ask her colleagues to review this language as she wants to be certain that it is clearly written and can be sustained when there are changes in leadership. Finally, Mrs. Washington will share the revised language with the district’s superintendent, lawyer, and School Committee for approval, and then with her staff to review current and expected practices related to discipline.

Next, she makes an action plan for the school's School Climate Policy. She records her insights about sustaining existing practices related to administering the school climate survey to students, families, and staff, hiring translators with strong community relationships to encourage family participation, and holding listening sessions to share the survey results and receive feedback from key groups (e.g., staff, families). Mrs. Washington makes a similar plan of consulting with her superintendent, the district's lawyer, and administrative colleagues to draft this policy language. In concluding her Action Plan, she identifies that the continuation of these practices and improved school climate survey participation rates and results over the next 5 years would demonstrate the impact of this policy revision.

For those seeking further guidance on how to draft revised policy language, see below.

TIP



You may be wondering where to start with drafting revised policy language. Your district's lawyer or legal team can likely provide guidance. Language provided in the WellSAT WSCC 2.0 might also be helpful. Finally, consulting other districts' policies – and learning from administrative colleagues about successes and missteps in adopting policy – can be helpful.



Activity 10 – Bringing Policy to Practice

Anticipated time needed to complete this activity: 20 minutes

Now that you have revised your policies, we want to be sure that they are implemented and monitored to be sure they are producing positive whole child outcomes. Activity 10 – Bringing Policy to Practice is available in Appendix B. In this activity, you will identify those who need to be informed about the policy change, what they need to know, and how you will inform them. Then, you will outline procedures to be taken to monitor how the revised policy is working.



ACTIVITY 9 – ACTION PLANNING

Time to Complete: 25 minutes



Goal of Activity: To outline the steps that need to be taken to complete this policy change.

Instructions

Complete a unique action plan for each priority policy change (update, de-implementation, adding new language). Then, use this action plan to monitor your progress throughout the revision process.

Policy Change:

Circle one or more: Update De-Implement Add new language

Briefly describe the policy change:

For de-implementation only: What learning and/or unlearning will be needed for successful de-implementation of this policy?

For adding new language only: What practices need to be put into place or continued to meet the requirements of the revised policy?

What is the expected impact of the revised policy? How will it be measured?

Steps to Policy Revision, Adoption, or De-Implementation

Task	Person Responsible	Timeline	Completed

Roadblocks and Barriers Encountered During Policy Change Process and Actions Taken to Overcome:

Date Policy Change was completed: _____

Congratulations on your effects to integrate WSCC into your setting!