# Addressing the Root Causes of Disparities in School Discipline

An Educator’s Action Planning Guide

RESOURCE 7

## Root Cause Diagnostic Tree Template

This template can be used to connect the issues you identified in Stage 1 with their respective causes and root causes identified in Stage 2 to corrective actions you plan in Stage 3. It provides a helpful visual as you process and communicate root causes of disparities in school discipline and plan moving forward. (Note: This template works best in Microsoft Word. However, you can recreate a diagnostic tree using other word-processing software.)

1. For each disparity issue (or finding) you identified during Stage 1, make a diagnostic tree. For example, if you identified three disparity **issues** during Stage 1, enter a phrase that briefly labels each problem in the “Issue” box in each tree below. (Highlight existing text, delete, and type.)
2. As you identify **causes** and **root causes** for each issue, enter brief phrases into the respective boxes to describe them. (Highlight existing text, delete, and type.)
3. As you create your Action Plan in Stage 3, enter your **corrective action** steps in the final set of boxes. (Highlight existing text, delete, and type.)
4. If you identified more than three issues in Stage 1, copy one of the trees below and paste it at the end of the document.

If you need to add a cause, root cause, or corrective action to the original tree, click on a box, go to “Design” under the “Smart Art Tools” in the ribbon of the screen, and click “Add Shape” in the “Create Graphic” section. If the new shape is at the wrong level (i.e., you want to add a root cause but the new shape is for a cause), click on “Demote” or “Promote” in the “Create Graphic” section, as appropriate.