

Keystone Guidelines for Policy and Procedure Proposals

Rationale – The recommendation of policies to the Keystone Council for approval and recommendation to the administration requires substantial time and energy on the part of all who are participating in the shared governance process. If a policy is to be adopted it is important that the appropriate steps are taken to insure that the policy has been thoroughly discussed. The desire of Keystone is to provide clear criteria for the consideration of policy proposals. These criteria can serve as a guide for the work of the subcommittees as they organize their work and plan their meetings and agendas. The criteria should also assist in the approval process as critical questions will be answered for Keystone through the work of the committee. By providing answers to the following questions we can insure that the proposal is in a format that could be approved. Please keep in mind that all policies must be approved by Keystone, by the U-High Principal, and by the Superintendent of the Laboratory Schools.

Suggested guidelines for proposals to Keystone Council:

1. Rationale – Why is the new policy or procedure needed? What is the existing condition or practice that needs change?
2. Relationship to mission – How will the proposal once implemented contribute to the advancement of University High School’s mission – *To be a Pioneer in research, service, and excellence in education?*
3. Collaboration – How have all the constituencies that the new policy or procedure effects been represented in the process? How has their input assisted in shaping the proposal?
4. Learning / Research – How is this proposal supported by research? What is the latest thinking on the topic, and how does the proposal support that thinking? What is the most effective method being used currently?
5. Data driven – What data do we have to support our assumption that a change is needed? What data do we have that supports the anticipated success of the new policy or proposal?
6. Internal Consistency – Does the proposed policy have any impact upon Metcalf?
7. Campus Connection – How is the proposed policy related to other University policies, procedures, and practices?
8. Relationship to other committee work - How does the work of our committee affect the work of other groups in the school?
9. Method of evaluation / monitoring – How will the new policy or procedure be monitored and evaluated?