



PRINCIPLES OF GOOD PRACTICE FOR SCHOOLS

ADMISSIONS

A school will not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies.

A school recognizes the right of its students or families to visit and consider other schools without notifying the present school. It also recognizes and respects the right of another school to hold preliminary discussions about the possibility of admission without notifying the present school.

Upon request and as promptly as possible, a school will send a transcript (or its equivalent) and other pertinent information to another school to which a student has applied.

A school will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning students and parents.

A school will not offer a place to a student without first receiving an official transcript (or its equivalent) from the student's present school.

A school will allow each candidate reasonable time to accept an offer of a place.

A school will make clear all dates concerning the admission procedure and ensure adherence to those dates. The candidate and the parents will be informed of the complete costs of the forthcoming school year.

Before making a financial aid award based on need, a school will first require adequate documentation of the family's financial resources. Such an award will not exceed the demonstrated need of the family.

The director of admission and, by extension, the head of each school bear the ultimate responsibility for fulfilling the *Principles of Good Practice*.

EMPLOYMENT

A school will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation in hiring or in the administration of its hiring and employment policies.

A school official responsible for employing teachers should not seek to induce a teacher under contract in another school to break that contract.

A school should strictly maintain the confidentiality of all personnel information obtained about an applicant or an employee.

A school should condition teachers' employment applications upon a signed authorization to contact the teacher's past and existing employers to discuss all job-related information, including the teacher's qualifications and employment record.

A school that is asked to provide information about a past or existing employee should first request a copy of the past/existing employee's authorization. Upon receipt of such an authorization, the school should provide the information in good faith and in a truthful and direct manner.

A school respects the right of a teacher in a member school to approach another independent school to discuss possible employment. However, a school should condition teachers' offers of employment upon an authorization to contact the teacher's existing employer to confirm that no breach of contract would result from the acceptance of a new offer of employment.

Adopted by the Board of Directors April, 2003.