



## **CODE OF ETHICS**

### ***ADMISSIONS***

1. A school will not discriminate on the basis of race, color, or national or ethnic origin in the administration of its admission policies. \*
2. A school will not initiate a conversation with a student or family known to be enrolled at another AIMS school for the intended purpose of recruiting that student from another member school.
3. 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.
4. Upon request and as promptly as possible, a school will send an official copy of a transcript (or its equivalent) and other pertinent information to another school to which a student has applied.\* However, if a transcript or other information is being withheld, the present school will notify the requesting school immediately.
5. (a) A school will advise any school requesting a transcript if a family has not met its financial obligations at its present school.  
  
(b) A school will not offer an enrollment contract to a student without first receiving an official copy of a transcript (or its equivalent) from the student's present school.\*
6. A school will not offer an enrollment contract to a student whose family has not made satisfactory arrangements to meet its financial obligations at another school.
7. A school will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning students and parents.\*

### ***FINANCIAL AID ADMINISTRATION***

Need-based financial aid is the primary means to support access to independent schools by students of diverse socio-economic levels. For this reason, AIMS strongly endorses need-based financial aid and recommends that assistance be granted only on the basis of demonstrated financial need.

1. A school will not discriminate on the basis of race, color, or national or ethnic origin in the administration of its financial aid policies. \*
2. A school that offers merit awards will advise the Association at the start of each academic year. The Association will publish annually a list of all such merit award programs. For purposes of this Code, merit awards include any amounts granted in excess of demonstrated need.
3. A school will not use merit awards to "bargain" for a student attending, applying to, or committed to attending another AIMS school.

4. A school will use a uniform methodology to assess annually, in a consistent and equitable manner, each family's ability to pay for education.\*
5. A school will require adequate documentation of family resources when determining need.\*
6. A school will provide students and families with factual information about its aid opportunities, financing opportunities, policies, and procedures.
7. A school will use financial aid only as a means to enroll students who match the school's mission and academic programs. A school will not make financial awards, whether need-based or merit, to attract a student for whom the school's philosophy and academic programs are not well suited.
8. A school will not set different standards of behavior and academic performance for its financial aid recipients.\*
9. A school will refrain from and discourage others within the school community from disclosing the names of financial aid recipients and award amounts.\*
10. A school will safeguard the confidentiality of all financial information supplied by a family.\*

### ***HIRING OF FACULTY AND STAFF***

AIMS expects that school communities will espouse a spirit of respect and professionalism between employers and employees.

While many individuals in an AIMS school may participate in the employment process, the Head of School is responsible for ensuring that the following standards are met:

1. A school will not take any action intended to encourage an employee of another school, whether a member of AIMS or not, to break a contract.
2. A school will ascertain whether the candidate is under contract at another school.
3. A school will recognize the right of an employee to visit and consider employment in another school without notifying the employee's present school. A school will also recognize and respect the right of another school to hold discussions about the possibilities of employment without notifying the present school. In both cases, it is understood that the period of employment under consideration does not coincide with a period to which the employee is already committed by contract.
4. Prior to entering into an employment contract with an employee of another AIMS school, the school head will notify the head of the employee's present school and will also direct the employee to do so.
5. A school head will not stand in the way of an employee who wishes to move to another school after the employee has fulfilled all contractual obligations.

### ***PUBLIC INTEGRITY***

1. A school should honor all promises made to its various constituencies and to the general public.
2. A school will carefully avoid misleading statements about its programs, situation, or status.

\* From *Principles of Good Practice*, by the National Association of Independent Schools