



## Association of Independent Maryland & DC Schools

### PRINCIPLES OF GOOD PRACTICE

#### **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 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.
3. 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.
4. A school will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning students and parents. \*
5. The school recognizes that general advertising, direct-mail campaigns, social media and internet outreach, and communication between competitor schools and currently enrolled independent school families should not be seen as a violation of the spirit of collaboration, collegiality, and professionalism reflected in these principles, but rather as guaranteeing the free market rights of families and the general public to consider all educational options. \*
6. The school recognizes the right of currently enrolled students and families to consider other educational options, and if a transfer is initiated by the family, the current school provides appropriate documentation and support in a timely manner, including reminding the family of any policies related to contractual obligations to the current school. \*
7. The school operates under a clear and consistent set of practices for gathering, disseminating and maintaining sufficient information on prospective students and respects the confidentiality of students, families and documents in the admission process.

#### **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 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 will use a uniform methodology to assess annually, in a consistent and equitable manner, each family's ability to pay for education. \*
3. A school will require adequate documentation of family resources when determining need. \*
4. A school will provide students and families with factual information about its aid opportunities, financing opportunities, policies, and procedures.
5. A school will not set different standards of behavior and academic performance for its financial aid recipients. \*
6. A school will refrain from and discourage others within the school community from disclosing the names of financial aid recipients and award amounts. \*
7. 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, professionalism and due diligence 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 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.
2. 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 employment obligations.
3. The candidate will notify the current employer as soon as reasonably possible of any plans to work for another employer. \*
4. The candidate will not accept more than one job at any time and will seek a release from any obligation with a current employer before entering into employment with a new employer. \*
5. The school ensures that it is aware of any employment-related obligation of the candidate.
6. Prior to offering employment to a candidate, the hiring school performs an appropriate background check, contacts references and complies with pertinent laws in the hiring process.

### ***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 (NAIS)