



## **ISACS Principles of Good Practice in Admissions and Employment**

Full membership and accreditation by ISACS of any member school shall imply the school's observance, in spirit as well as in deed, of high professional and ethical standards in its relations with its students, faculty, and employees and with other schools, particularly when there may be overlapping interests between schools with respect to faculty employment, student enrollment, and the recruitment of both faculty and students. The following guidelines are based on the concept that our strength as independent schools is derived both from the diversity that exists among us and from the support and cooperation that we can give each other.

### **Admissions**

A school should not initiate contact with a student or family under contract with another independent school unless the student is at the highest grade level offered by the current school and would be seeking placement at a school at the next level. Schools should recognize the right of their students and their families to visit and consider other schools at any time and to hold preliminary discussions regarding admission without notifying the present school. No penalties on families considering other schools, such as withholding of enrollment contracts, shall be levied on families unless the family is already under contract.

In the process of filing application for admissions, the student's family should authorize, preferably in writing, the release of a transcript and other pertinent data at the request of the school considering the applicant. Upon request, and as promptly as possible, a school should send such records to another school to which a student has applied.

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

A school should make clear to admission candidates all dates pertaining to application procedures. A school should allow each accepted candidate a reasonable time to accept or reject an offer of a place.

If financial assistance is sought, the school should make clear to applicants all procedures and dates involved in financial aid determination.

The parents of an accepted applicant should be informed of the full costs of the forthcoming school year before being required to sign an enrollment agreement.

### **Employment**

A school should recognize the right of its employees to consider other professional opportunities that may be available after the expiration of a current contract period and to conduct preliminary discussions regarding employment without notifying the present school. It should also recognize the right of another school to advertise its forthcoming vacancies. A school may respond to contact initiated by the employee

seeking a change in employment. An employee seeking employment elsewhere should have the right to expect a reference from the current employer that is thorough, honest, and fair.

Before a contract is tendered, the head of the school considering the candidate should inquire as to whether the prospective employee has made a contractual commitment to his/her current school and consult with the head of the candidate's present school to secure a reference.

No head or other school representative should induce an individual to breach a contractual commitment to another school.

If it develops that, to secure employment with another school, an employee wishes release from a contract currently in effect, the employee should request the present head to grant such release, and the two heads should confer in the hope of reaching an agreement that will serve the best interests of both schools and the employee. In cases where such agreement is not achieved, the pre-existing contract should be honored.

These guidelines apply to ISACS schools' treatment of all schools—public and parochial, as well as independent schools.

### **Implementation of these Principles**

The head of each school bears ultimate responsibility for fulfilling these principles of good practice.

Complaints between member schools concerning the implementation of these guidelines should be directed to the appropriate authorities of the school concerned and processed internally. As a last resort, advice and counsel may be sought from the ISACS Executive Director.