

Revised July 2016

The Athenian School	International High School	San Domenico High School
The Bay School of San Francisco	Jewish Community High School of the Bay	San Francisco University High School
Bayhill High School	Kehillah Jewish High School	San Francisco Waldorf High School
Bentley School	Lick-Wilmerding High School	Santa Catalina School
The Branson School	Marin Academy	Stevenson School
Castilleja School	The Marin School	Stuart Hall High School
The College Preparatory School	Maybeck High School	The Urban School of San Francisco
Convent of the Sacred Heart High School	Menlo School	Waldorf School of the Peninsula
Crystal Springs Uplands School	Mid-Peninsula High School	Woodside Priory School
Drew School	The Nueva School	York School
The Harker School	Orinda Academy	
Head-Royce School	Sacred Heart Prep, Atherton	

## Bay Area Admission Directors *Principles of Good Practice*

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The *Bay Area Admission Directors Group* is a collaboration of the Bay Area Independent high school admission officers whose members meet twice a year to establish common admission dates, educate new members, and discuss current issues in the Bay Area high school admissions process. Over ten years ago, in an effort to best serve students and families during the admission process, the Bay Area Admission Directors developed a set of *Principles of Good Practice*. These *Principles* encourage mutual respect among the member schools and support practices, activities, and events that are student-centered and age appropriate for our applicants. The Bay Area Admission Directors believe that you deserve to be apprised of these *Principles of Good Practice* agreed upon by the Bay Area independent high schools; a summary of the *Principles* is therefore listed below.

On behalf of each respective Bay Area independent high school, the Bay Area Admission Directors agree...

- ☒ To use common dates for the filing of applications, the mailing of decision letters, the receipt of enrollment responses, the filing of financial aid applications, and the notification of financial aid decisions.
- ☒ To use and accept common teacher and counselor recommendation forms and the transcript release and confidentiality form.
- ☒ **Not to fund students beyond their demonstrated need** (using the guidelines of the School and Student Service for Financial Aid).
- ☒ Not to hold admission sponsored recruiting events for applicants and/or their families after the January priority filing application date and specifically not to hold events for accepted students and/or their families between the decision mailing date and the enrollment contract deadline.
- ☒ After the first of February, no mailings will be sent to applicant families, including, but not limited to, advertising and/or invitations to school events, such as performances or athletic competitions.
- ☒ Gifts (such as T-shirts or mugs) will not be sent or given to accepted students before they enroll in the school.
- ☒ Members of our faculty and staffs and any person affiliated with the school community will not initiate calls or meetings with applicants, except during a student's visit to campus; inquiries about specific programs from applicants or their families, other than during the student visit, will be answered appropriately. (For a more extensive overview of athletic recruitment policies please see reverse side).
- ☒ To substitute regional high school fairs for individual high school evenings at middle schools.
- ☒ To encourage open communication between schools when a student currently enrolled in one independent high school chooses to apply to another independent high school.

*Bay Area Independent High School*

***Athletic Recruitment Rules and Procedures***

The North and Central Coast Sections of the California Interscholastic Federation (CIF), of which the schools listed on the Bay Area Independent High Schools recommendation forms are members, prohibit the “recruitment of students to high schools for athletic purposes.” However, we view interscholastic athletics as an integral part of a liberal arts education. It is therefore reasonable that students and parents will be interested in the qualities of a prospective school’s athletic program. Therefore, the following is intended to help students, parents, and school personnel exchange necessary information without crossing the line to unethical recruitment. The rules we follow are:

- 1. The responsibility for obtaining information about a school’s athletic program rests, appropriately, with the family. Our coaches, athletic directors, admission directors, and current families can and will provide information about athletic teams given that you initiate the contact. CIF Bylaw 510 states: Undue influence is any act, gesture or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent or guardian, by or on behalf of, a member school, to enroll in, transfer to, or remain in, a particular school for athletic purposes. The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both parents or guardians of a student may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the California Interscholastic Federation. This is meant to protect your child from intrusions that could make the already intense process even more so.*
- 2. Athletics, while an important part of all of our schools, is not more important than any other facet of any high school program. Our admission, outreach, and financial aid policies and guidelines reflect this. We pledge not to accord athletics any greater priority than it deserves in the process of assessing an applicant. Furthermore, a child’s degree of athleticism (as well as his or her degree of artistic or other talent) will not factor into the administration of our financial aid funds.*

This document is intended to open a dialogue and we invite any questions these policies may generate. If you ever feel that a school is overstepping the boundaries outlined above, please do not hesitate to contact the Head of School at that or any other Bay Area Independent High School.