



The Code of Standards of Conduct

The Code of Standards of Conduct for members of the Hawaii Association of Independent Schools has been to promote and maintain the highest standards of service and professional conduct among its members. Adherence to these standards serves to assure public confidence in the integrity and service of educators in admissions.

1. Admission Promotion and Recruitment

- A. HAIS Admissions Officers agree to:
 - 1. Ensure that presentations and publications used for promotion and recruitment activities be a comprehensive, accurate and realistic activities be a comprehensive, accurate and realistic portrayal of the institution and its policies (i.e., admission procedures, financial aid policies, special programs, current photographs of campus);
 - 2. Promote the merit of their institution and of education in general without disparaging other schools
 - 3. Avoid contracting with placement services that require a fee from the institution for each student enrolled;
 - 4. Educate all persons who may become involved in admission promotional and recruitment activities (i.e., alumni, coaches, trustees, students, faculty, parents) regarding these standards of conduct.
- B. Other educators in admissions (i.e., independent counselors, sending schools, and educational organizations) who adhere to these standards of conduct shall be considered a positive part of the admission process.

2. Application Process

- A. HAIS member schools agree to:
 - 1. Assume full responsibility for admission procedures and decisions and the communication of same to candidates, families and where appropriate, sending schools
 - 2. Observe and respect confidentiality between candidates and schools
 - 3. Communicate in a timely fashion all decisions regarding the candidate's status for admission
 - 4. Require no candidate to indicate the order of school preference
 - 5. Allow the candidate reasonable time to choose without penalty among offers of admission from all schools being considered
 - 6. Publish wait list policies and procedures and any change therein
- B. HAIS member school personnel agree to:
 - 1. Provide for their students who have been accepted to other schools an accurate, legible and complete transcript along with standardized testing and a clear description of the school's marking system, and, where appropriate, special

curricular opportunities (e.g., honors, advanced placement courses, seminars, etc.) and its method of determining rank in class

2. Provide, in the student's best interest, an accurate description of the candidate's personal qualities that are relevant to the admission process
3. Report any significant change in a candidate's status prior to graduation
4. Request the candidate to assume his/her
 - a. in the admission process, to comply with request for additional information in a timely manner
 - b. upon acceptance, to respond to institutional deadlines

3. **Financial Assistance**

- A. HAIS member schools agree to publish a clear statement of their financial assistance policies, including renewed policies
- B. Where such assistance is based upon need, HAIS member schools agree to:
 1. Require adequate documentation of family resources
 2. Make awards consistent with the demonstrated need of a family
 3. Assess the family's ability to pay, in a consistent and equitable manner, when determining the financial contribution of the family
 4. Outline a clear statement of tuition fees and related expenses for each student