



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

The Bay Area Directors of Admission (BADA) is a collaboration of Bay Area independent 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 independent school admissions process. In an effort to best serve students and families during the admission process, the Bay Area Directors of Admission 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, family friendly and age appropriate for our applicants. The Bay Area Directors of Admission believe that you deserve to be apprised of these *Principles of Good Practice*; a summary of the *Principles* is therefore listed below.

Mission Statement

The Bay Area Directors of Admission (BADA) group exists to support families and schools in the admission process by promoting best practices, coordinated timelines, and open communication. Members agree to collaborate in the process of implementing best practices that support smooth, respectful, and predictable admission experiences for both families and schools. Membership is open to independent schools in the Bay Area that share and agree to adopt the mission of BADA by adhering to the guidelines of best practices, protocols, and deadlines, and maintaining open communication. On behalf of each respective Bay Area independent school, the Bay Area Directors of Admission agree...

- 1) To use common dates for the mailing/emailing of decision letters and contracts.
- 2) To accept the “*Common Confidential Student Evaluation*” forms.
- 3) To attend one regional meeting (San Francisco, South Bay/Peninsula, etc.) or the BADA Symposium annually.
- 4) To fund prospective students based on their demonstrated financial need, as determined by the school, using consistent guidelines and for all families.
- 5) To observe “Decision Week.” “Decision Week” is the week prior to the contract deadline.

- a) During “Decision Week” schools, including any constituent from the school community, agree **not** to initiate contact with families, initiate tours/re-visits, invite families to events, or host events geared toward applicant families. The lack of targeted events allows families to focus on the decision-making process. Parents of admitted students may, of course, initiate contact with schools and/or request a re-visit, a tour, or to speak with current community members.
- b) Gifts (such as T-shirts, bumper stickers, bags, or mugs) will not be sent or given to newly accepted students **before they enroll** in the school.
- c) All member schools agree to include the below language in acceptance materials:
 - i) *“In accordance with the Principles of Good Practice of Bay Area Directors of Admission, no member of the Sand Hill School community will initiate contact with you prior to the contract deadline. Bay Area Directors of Admission have agreed that this is a decision-making time for your family.”*

6) To offer a place to a student from another BADA school only after receiving an official transcript and confidential student evaluation form/letter from the student’s current school.

7) To accept a family only for the immediate next school year and not offer admission or request an enrollment deposit for a future school year.

8) To act collegially, in the interest of families, upon learning that a student at one independent school has applied to another independent school.

- a) Admissions officers should support the family in their search and understand that student and family needs change over time.

- b) Officers should be transparent and in communication with other admissions offices that are considering admittance.

9) To honor each child and family as unique and ensure that the mission of the school is clear so the best possible family and school match can be made.

10) To represent their schools ethically and professionally, as well as speak with integrity in reference to other schools and educational institutions.

Admission Director Signature

Date

Independent Schools of the San Francisco Bay Area

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