**FCIS Code of Ethics**

* The basic criterion for all decisions in the school is the student’s welfare.
* A school will not discriminate on the basis of race, religion, national or ethnic origin in the administration of its admission or hiring policies. Sex and religious discrimination will be avoided except where services to children are enhanced or stated admission dictates it.
* A school will meticulously carry out all promises made to students, patrons, teachers, staff members or any other person, school organization or the general public.
* A school will carefully avoid misleading statements about its philosophy, stated mission and status.
* A school will make clear all dates concerning the admission procedure and adhere to those dates. A candidate for admission and the parents will be informed of the complete costs of the forthcoming school year and the applicable payment schedules.
* A school will not knowingly initiate attempts to bring about the transfer of a student from another independent school.
* A school recognizes the right of its enrolled 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 without notifying the present school.
* A school will not accept a student for enrollment without first requesting from the current school all pertinent information concerning the student’s academic and personal records and the reason for transfer. The transfer of students from another city, state or country may be an exception. Upon receipt of a request for information or for a transcript from a recognized or FCIS member school, the FCIS School will comply promptly. If compliance is not possible or advisable, the reason will be given.
* A school will allow each candidate for admission reasonable time to accept an offer of a place or properly notify the candidate of existing time constraints.
* A school recognizes its obligation to keep, protect and preserve the records of a student’s attendance and achievement. A school will take all reasonable and lawful measures to maintain the confidentiality of reports and information exchanged among schools concerning the students and parents.
* When awarding financial aid based on need, reasonable efforts should be made to ensure that such an award does not exceed the demonstrated need of the family, and an FCIS school is encouraged to require adequate documentation of family financial resources.
* A school respects the right of a teacher to visit and consider employment in another school without notifying his/her present school, and it recognizes and respects the right of another school to hold preliminary discussions about the possibilities of employment without notifying the present school. No binding contractual arrangement should be formalized, however, without communication with the current employer.
* Officials (Trustees and Administrators, as well) of a school will not seek to encourage a teacher or administrator from another school to break a contract.