



## Principles of Good Practice

*By seeking and accepting membership to MSC, I agree to abide by the Principles of Good Practice.*

Members of Montessori Schools of Connecticut are committed to standards of integrity in their professional relationships with parents, students, faculty, and other Montessori schools. Although our programs are diverse in their culture, structure, and style, we follow a common code of ethics that emphasizes fair and consistent policies.

The Head/Director of each school is ultimately responsible for following the Principles of Good Practice.

As a member of Montessori Schools of Connecticut, our school agrees to abide by the following principles of good practice:

### General

- We represent our school truthfully and accurately to the general public and internally to our parent community.
- We respect the diversity of the community of Montessori schools.
- We refrain from negative public relations nor make any negative statements about another Montessori school.
- Our school honors its financial commitments to parents, staff, vendors, and others.
- We recognize and abide by the Montessori Schools of Connecticut Common Threads on Montessori Implementation.

### Employment Practices

- We consciously follow fair and equal employment practices in hiring, assigning, promoting, and compensating both teaching and non-teaching staff members.
- No official of our school will seek to induce a teacher who is under contract at another school to break that contract. (There is nothing improper if a member of the teaching or administrative staff of one school independently approaches another school about possible employment.)
- Before an applicant is hired, the Head of the school that is considering hiring shall ask that applicant if they are obligated by contract. The Head of school may consult the Head of the school in which the applicant is presently working to seek a recommendation or to confirm whether or not the applicant is under contract.
- In cases when an employee wishes to break a contract, the two Heads shall confer in the hope of reaching an agreement in the best interest of both schools and the employee.
- No Head shall hire an applicant who is under contract to another school.

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### Transfer and Enrollment of Students

- A school recognizes the right of its students and their 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 enroll a student from another school unless the family has met their contractual obligation and agreements to the prior school.
- A school will not offer a place to a student without first receiving an official transcript (or its equivalent) from the student's present school.
- A school will make clear to applicants all dates concerning the admissions procedure and ensure adherence to these dates. A school will allow each candidate reasonable time to accept an offer or a place and make clear the complete costs of the forthcoming school year.