



Parents' Code of Conduct

International Montessori School of Albania (IMSA)

1. Introduction

At the International Montessori School of Albania (IMSA), we value and depend on strong, respectful partnerships with families. As Montessori educators, we recognize parents as the child's first and most important teachers. A foundation of mutual trust and cooperation between parents and the school is essential to creating a peaceful, nurturing environment in which children can thrive.

This Code of Conduct outlines the expectations for all parents, carers, and visitors to ensure respectful communication, shared understanding, and a secure learning environment for all members of our school community.

2. Montessori Values in Family-School Relationships

At IMSA, we expect all parents and visitors to:

- Demonstrate respect for the school's **Montessori ethos**, including independence, calmness, empathy, and mutual respect.
- Model **grace and courtesy** in interactions with children, staff, and other families.
- Trust the developmental process, understanding that each child follows an **individual path**.
- Communicate **openly and constructively** with staff to resolve concerns collaboratively.
- Approach challenges with **curiosity and kindness**, seeking to understand rather than to blame.
- Ensure that children observe boundaries that promote **physical and emotional safety** for all.

3. Working Together for the Child

To support a harmonious and safe environment, we ask that parents and carers:

- Treat staff, children, and other families with **courtesy and dignity** always.
- Approach the **child's Montessori Guide (Teacher)** first with any classroom concerns.

- Speak privately and respectfully with staff when raising concerns — never in front of children.
- Follow up unresolved matters with the **Pedagogical Coordinator** or **Head of School** as appropriate.
- Trust that school decisions are made in the **best interest of all children**, even when they may not fully align with individual preferences.

4. Unacceptable Behaviour

While rare, the following behaviours are not acceptable and may result in restricted access to the school:

- **Disrupting classrooms** or interfering with learning environments.
- **Shouting**, using aggressive language, or raising one's voice at staff, children, or other families.
- **Approaching another child directly** to discipline or question them.
- **Entering the school building without permission** or failing to check in at the front office.
- **Filming, recording, or photographing** children or staff without explicit permission (see section below).
- **Using threatening, harassing, or defamatory language** via email, text, or online platforms.
- **Posting negative, misleading, or accusatory statements** about the school or its staff on social media.
- **Offering gifts or inducements** to staff in exchange for special privileges or influence.
- **Using or being under the influence of drugs or alcohol**, or **smoking/vaping** on school property.

These expectations apply during school events, drop-off/pick-up times, meetings, and communication both on-site and online.

5. Use of Personal Devices and Photography

To respect the **privacy and safety** of all children in our care, IMSA maintains a **No Unauthorised Filming or Photography** policy:

- Parents, carers, and visitors may **not take photos or videos** during regular school hours or inside the school building without prior permission.
- Special occasions (e.g., performances, parent events) will be clearly identified as "**Open Photography Events**". Families will be invited to record or take pictures during these events only.
- Children are not permitted to bring devices or use them for filming during school hours.



Any unauthorised filming may result in a request to delete the content and/or further action if it violates school policy or a child's privacy.

6. Tutoring and Academic Support

As part of maintaining professional boundaries and promoting a unified approach to learning:

- **IMSA staff may not provide paid private tutoring** to children currently enrolled in their own classroom.
- Families are asked to **inform the school** if their child is receiving tutoring or regular academic support outside of school.
- The school remains the **primary source** of the child's educational guidance and planning. External support should be aligned with, not replace or override, the Montessori programme.

7. Responsible Use of Social Media

We understand that social media plays a role in community life, but we expect parents to:

- Use social platforms **responsibly and respectfully** when discussing any aspect of the school community.
- **Refrain from sharing** personal or identifying information about other children or staff.
- **Avoid public complaints** or criticisms; instead, use internal channels (e.g., Class Teacher, Head of School) to resolve concerns.
- Not post content that may be considered **libellous, defamatory, false, or inflammatory**.

Any online activity that is harmful to the school's reputation or the wellbeing of its staff or children may result in formal action.

8. Supporting a Safe and Inclusive Environment

We expect that all parents will:

- Make caregivers, extended family members, and anyone involved in drop-off/pick-up aware of this Code of Conduct.



- Treat all members of our multicultural and multilingual school community with **respect and understanding**.
- Avoid gossip, judgmental language, or exclusionary behaviours in the school community.
- Always promote inclusivity and kindness, reflecting the Montessori value of peace education.

9. If Behaviour Violates the Code

In cases of serious or repeated violations of this Code of Conduct, the school may:

- Issue a written warning and request a meeting with leadership.
- Restrict access to school premises or events.
- Refer the matter to appropriate local authorities.
- Review the family's ongoing participation in the school community in extreme cases.

We believe that all issues can be addressed constructively when approached with mutual goodwill and a focus on the child's best interests.

10. Application of this Policy

This Code of Conduct should be read alongside IMSA's key policies, including:

- Child Protection & Safeguarding Policy
- Complaints & Concerns Policy
- Online Safety and Device Use Policy
- Social Media Policy
- Parent & Family Handbook

These policies are available upon request and are shared during the admissions process and annual orientation.

Final Note

At IMSA, we are dedicated to working in harmony with families to support every child's development. We thank you for your collaboration, understanding, and shared commitment to maintaining a peaceful, respectful, and joyful Montessori environment.