



My Place to Grow®
since 1926

School Handbook 2025-2026

Status: 8 October 2025

For the sake of readability, the masculine form is used throughout this text. In accordance with the principle of equal treatment, these terms are to be understood as gender-neutral and include the female form as well. Institut Montana Zugerberg AG is hereinafter referred to as the “school.”

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1. Community Behaviour and Institut Montana Zugerberg

1.1 Why do we have Rules?

To develop in the optimal way, a positive environment is essential. That means warm, friendly and supportive. Sometimes members of a community make mistakes. This makes life less pleasant, less safe, for others. Expectations describe behaviours that will help stop this happening. Rules provide a framework and are there to discourage mistakes and to react if they do happen. The goal is a positive school environment for everyone.

We are international. That means different cultural traditions in an integrated community. It means no hierarchy or discrimination of gender, origin or nationality, language, religion or skin colour, sexual orientation, a disability or their political views. We learn tolerance, cooperation and respect for every individual. Our expectations and rules will help every member of our community, enrolled students, faculty, staff and relevant stakeholders, live their lives, today and tomorrow, according to these principles.

The qualities and the values of the school are enshrined in the rules. These are the qualities and values we want our students to develop within themselves. and that will support them throughout their future. Expectations and behavioural guidelines are part of the learning process. We want to lead and educate children towards taking responsibility for themselves.

1.2 Our approach to Rules

Our school Rules are fundamentally, part of the education we deliver. We are helping students to learn the values and develop the qualities to become the people we believe the world needs. Our schema for Disciplinary Procedures aims to prioritise guidance and learning but to impose meaningful sanctions when necessary (See 10. Disciplinary Measures). Some behaviours need to be prohibited because they are dangerous to the individual or people around that individual.

1.3 Application of Rules

These regulations apply to all enrolled students, faculty, administrative staff, and relevant stakeholders at Institut Montana Zugerberg AG on the Campus and its immediate vicinity (e.g., the Woodhouse, Zugerberg Bahn Station, etc.) during regular school hours and off. The Rules and Expectations also apply during official school events off campus.

They govern conduct, academic integrity, digital behaviour, safeguarding, wellbeing, mobility, and community engagement.

1.4 Changes to the School Handbook

Changes to the school rules will ONLY be made by the school leadership. Input from all stakeholders, especially Student Council, faculty, staff and parents will be actively encouraged.

They can be altered by decision of the School Leadership at any time. Students, staff and parents will be informed immediately of any such changes.

1.5 Parent Collaboration

Parents are essential partners in fostering their child's academic success and personal development. A cooperative and respectful relationship between home and school helps create a positive learning environment for all students. To support this partnership, parents are encouraged to uphold the following guidelines:

a) Respect School Authority

Parents should support the authority of teachers and school staff. Publicly challenging or undermining school decisions can lead to confusion, disrupt discipline, and make it more difficult for children to accept consequences and learn from them.

b) Adhere to School Policies

Familiarity with school policies on behaviour, attendance, and communication is important. Ignoring or disregarding these policies may cause inconsistency and confusion for both students and staff.

c) Encourage Independence

While parental support is important, solving every problem on behalf of your child can limit their growth. Allow children to navigate challenges, make mistakes, and develop independence and resilience.

d) Foster Constructive Dialogue

Avoid immediately placing blame on teachers or other students when concerns arise. Instead, engage in respectful and open communication with school staff to understand the situation and work collaboratively toward a resolution.

e) Maintain Effective Communication

Stay informed and responsive to communication from teachers and the school administration. Ongoing, respectful dialogue is key to supporting student success and building a strong school community.

2. Main Terms

2.1 Principle, Expectation, Rule, Repercussion and Disciplinary Measures

Principle

Provides the context and gives the reason for the rule.

Expectation

Behaviour that is aligned with school values and helps us to live harmoniously and to grow healthily. Not living up to expectations is not the same as breaking a rule although repeatedly not living up to expectations can incur repercussions.

Rule

This behaviour is clearly regulated. Not complying with this, will incur disciplinary measures and may in some cases even have legal consequences.

Repercussion

Consequence when a rule is broken, i.e.:

- Practical consequences to facilitate immediate compliance with that rule.
- Sanctions to deter rule-breaking and to encourage future compliance.
- Essential safety measures, such as suspension or expulsion of a member of the community whose behaviour endangers themselves or other people.

Please see 10. “Disciplinary Measures” where sanctions are explained. They are applied by the school to any rule in accordance with the severity of the situation, regardless of whether they are explicitly mentioned under each individual rule.

2.2 Primary, Junior, Senior, Intern, Extern

Where the rules define specific age groups:

Primary:

- BPS 1-6 in the Bilingual Primary School

Junior:

All students enrolled in these grades:

- BSS 7-9 in the Bilingual Secondary School
- SG 1-3 in the Swiss Gymnasium
- IS 6-9 in the International School

Senior:

All students enrolled in the following grades:

- SG 4-6 in the Swiss Gymnasium
- IS 10-12 in the International School

Interns and Externs

- The term “Externs” refers to day students.
- The term “Interns” refers to students enrolled as boarding students.

3. The Campus

On campus is the area within the red dotted line



3.1 Respect of Others

Principle

We live as community and have to take care of it together. To live in a community also putting the need of the Group above individual convenience.

Expectation

Your action has influence on others. Consider these implications prior to your actions.

Rule

When any staff member instructs a student to change his/ her behaviour this must be adjusted accordingly. Everybody is to be addressed politely and with Respect.

3.2 Respect for the Environment

Principle

Zugerberg is the “Naherholungsgebiet” of Zug and very popular for Tourists. We share a beautiful environment with the public and our buildings are carefully maintained. We must all grow to understand the impact we have on our surroundings and to adapt our daily behaviour accordingly.

Expectation

We treat the natural and the built environment of our campus and the public spaces around us with care.

Rule

Littering is illegal in Kanton of Zug.

3.3 Respect for Property

Principle

All material goods should be treated with care. If one is not the owner of it, extra care is warranted and use it only if really necessary.

Tidiness is a sign of respect to oneself, others and the property. It provenly helps of unnecessary overuse or damage.

The more we lose or break things, the more waste.

Expectation

We leave an area as we would like to find it. We use equipment and property as if we own it, follow usage instructions and avoid unnecessary force.

Damage happens – but it shall be reported however minor. A report is never an admission of guilt and shall not incur any extra suspicion.

Rule

Wilful or negligent damage to other people's or the school's property is against the rule. Not reporting a known damage is considered negligence.

All left items that are found in the corridors or elsewhere (e.g. in classrooms and in wardrobes) will be taken to the Main Office where they can be picked up at during opening hours.

Items that are not claimed before the school breaks of the school calendar will be given to charitable organisations.

The school denies responsibility for any items or valuables lost or stolen on campus.

Repercussion

If an individual's behaviour or negligence (e.g. smoking) causes damages (e.g. a fire), the cost (e.g. of firefighting interventions) will be charged to the culprit. Further disciplinary measures may incur.

3.4 Pets

Principle

The presence of pets can disturb people, especially those who might be allergic. They also have a hygiene impact on the wider community.

Expectation

Any pet brought onto campus is the responsibility of its owner who will ensure its behaviour and its hygiene. Pets of others are private property and are not to be touched.

Rule

Pets are not permitted inside school buildings. This applies to pets belonging to visitors, students and all staff members. Exceptional cases might be approved by the school leadership.

Any dog brought onto school grounds, with leadership's prior approval, must always be on a leash.

3.5 Motorized Vehicles & Parking

Principle

Institut Montana is well connected by public transportation and students are encouraged to use it to get to school.

Expectation

As the majority of our community is on foot, we expect students to not drive across Campus. It is discouraged to travel with other students, and the school takes no liability.

Rule

Parking spaces are not available for students on campus. The normal street rules apply and violating those will be reported besides internal disciplinary measures.

4. Daily Life

All students and staff should behave responsibly, sensitively and courteously.

4.1 Arrival and Departures from Campus

Principle

The school has an obligation to look after its students (Duty of Care), and this includes knowing where they are during your timetable schedule.

Expectation

We need to know where you are to ensure your wellbeing and safety.

Rule

Students must not leave campus during the school day without permission. The permission must be communicated by the parents to the school in advance. Please see section 5.4 Absences.

4.2 Boarding “Ausgang”

Expectation

Students shall request their “Ausgang” from their house parents at least 30 minutes before departure. A valid “Ausgang” slip is needed to leave campus and kept by the student when off campus as proof of permission to be off campus.

Students who require an “Ausgang” for the weekend must ensure confirmation by the parents no later than Wednesday.

4.3 Seilbahn/ Public Transport

Principle

The Seilbahn is our main connection with Zug. It is not our own (operated by the Zuger Verkehrsbetriebe) and we share it with the public.

Expectation

It is expected of all community members to show exemplary behaviour. Examples of these are:

- Talking quietly and having Audio devices on a minimum volume
- No smoking at Stations
- Give seats to elderly, disabled or pregnant people
- No littering

Rule

- Zuger Verkehrsbetriebe staff must be treated with respect, and their instructions are to be followed immediately.

Repercussion

The school collaborates with Zuger Verkehrsbetriebe to catch violations besides internal Disciplinary measures.

4.4 Visitors

Principle

Disruption to the community and its schedule should be kept to a minimum to enable a distraction-free living and learning environment for our students.

Expectation

Visitors must contact the school (Main Office or Boarding House) to arrange an appropriate visiting time that will keep to a minimum disruption.

Rule

- All visitors and guests must register with the Main Office or for Boarding with the House Parents upon arrival.
- Visitors should remain in the boarding common areas unless they have the permission of the house parents on duty to go elsewhere or are accompanied by Staff.
- Extern students are not allowed inside the boarders' dorm rooms and should remain in common areas after signing in with the houseparent on duty, unless explicit permission is granted.

4.5 Dress Code

Principles

Appropriate clothing is a sign of respect for oneself as well as for those around us. Part of growing up is learning to understand the origins of our choices about what we wear and how we present ourselves. We are an international community where different cultural norms must coexist in harmony.

We are a school that respects our students' individuality and have no prescribed school uniform except BPS.

Expectations

All members of the Montana community come to school looking smart and tidy. Clothing should be clean, in good repair and comply with the following:

- Appropriate to the season (sturdy shoes/boots in winter)
- Appropriate to the occasion and school facilities in use e.g.:
 - Sports lessons and other activities
 - More formal attire on special occasions

Rule

- BPS students wear their Montana uniform during school-time. Make-up is not permitted. 'Casual Friday' can be approved by the Head of Programme.
- Not allowed for any member of the community while on campus:
 - Clothing or accessories with symbols or text that are offensive, discriminatory or promote illegal activities, violence, sexism, racism.
 - Head covering in classrooms, Dining Hall and Aula, except for religious reasons.
 - Flip-flops or walking barefoot.

4.6 Electronic Devices

Principle

Students must learn to use their mobile devices and their access to the internet responsibly, wisely and politely. These devices and their associated apps and messaging functions, however, are habit-forming. We limit the use of smart phones and other devices such as tablets and smart watches to help prevent their over-use and to encourage alternative behaviours.

Expectation

Students are permitted to bring mobile phones and other devices to school, but they should follow the rules about their use.

Rule

Use of devices that is strictly forbidden:

- In the Dining Hall or Aula in general
- Unethical e.g., filming or posting content of others without their consent (as per Swiss laws)
- Obscene or violent messages, games or sites

Primary Students (BPS): must hand in all electronic devices at the start of the school day and collect them at the end of the day.

Juniors and Seniors: Inside all school buildings, mobile phones, must remain in bags, unless students are instructed to use them for a specific activity by a teacher. Headphones and earbuds are not allowed in the Dining Hall or Aula.

On the Boarding floors and after 17:30 also in school areas the use of the Devices is permitted except for the Dining Hall and the Aula.

Boarders must submit their electronic devices 30 minutes before bedtime. Privileges apply depending on age and grade.

Primary Students and Grade IS 6 Students:

- During the week primary students are allowed to use their devices for one hour per day for private purposes.
- During the weekend, primary students are allowed to use their electronics for two hours per day. For safety reasons, during Excursions exceptions may apply.

Juniors and Grades IS 9-10/ SG 3-4/ BSS 9:

- On Friday and Saturday nights, electronic devices may be retained overnight if the student is under no disciplinary measures.

Seniors

- May manage electronic devices themselves so long as no disciplinary measures apply.

Heads of Programme & House Managers have authority to implement stricter regulations on a temporary basis to a maximum until the next school break (according to the school calendar).

Repercussion

If a member of staff sees a student with an Electronic Device in use when it should be in the bag, the device will be confiscated and taken to the Main Office or in Felsenegg IS Office. The student can collect it at the end of the day. The Head of Programme will be informed.

4.7 Breaks

Principle

Part of a structured learning process are regular breaks.

Expectation

Breaks have a clear differentiation from lessons and are used for social, private needs or physical activity within the rules.

Rule

BPS has supervised breaks, also in other common public break areas is staff regularly visible.

4.8 Dining Hall

Principles

Regular and balanced meals are essential for good mental and physical health. Coming together to share food around a table is an important time for our community as well as training in social skills that will be needed in later life.

- Lunch is served in different sittings so lessons will be in progress as we go to lunch.
- We show respect for our meals; the work needed for it and our time together at the table.

Because catering is organised and budgeted in advance, we cannot refund the cost of school meals that are missed or skipped by the student.

Expectation

We all attend the meals where we expect civil behaviour around the dining table and good manners. Service and Supervising staff should be addressed politely and with respect. Instructions from staff shall be followed graciously.

We do not take food out of the Dining Hall.

Rule

Day students must attend lunch according to the timetable; further participation is optional.

Boarding students must attend breakfast, lunch and dinner from Monday to Friday and at weekends, except where special privileges apply. During the school day: If the lesson before lunch is the last lesson of the day, this lunch may be skipped with official permission “Ausgang” from the house parents a day in advance.

Dinner is for boarding students. However, day students may attend dinner upon prior registration with the Director of Campus Operations or for special events to which they are invited and for which they must register.

Additional rules in the dining hall:

- No Mobile Devices are to be used in the Dining Hall
- Keep quiet as you wait to enter the dining hall.
- Leave outdoor jackets, bags, backpacks and other school materials by the wardrobe area.
- Conduct conversation at a moderate level and give everyone at the table a chance to speak.
- Only put as much food on your plate as you think you are going to eat.
- Leave your place in the dining hall clean and tidy, including the floor around your seat:
the chairs are back at the table, glasses, plates and cutlery are neatly in a stack and napkins are in the bin.
- Do not take crockery or cutlery out of the dining hall without the permission of the Director of Campus Operations.
- Students are not allowed to bring outside food into the dining hall without permission of House parents.
- When the Gong is hit, we are quiet and listen to the announcement.

4.9 Use of food delivery services & Restaurants on the Zugerberg

Principle

The school provides all meals for our students, and house parents observe that our boarders have nutritious meals regularly to support their growth and development.

Expectation

Students take responsibility for their health and development, and limit replacing balanced meals provided by the school with alternatives.

Rule

- Students must attend all meals in the dining hall at the designated times, except with the necessary permissions by their Parents or House parents.
- Food delivery services to the campus are generally not permitted.
- Boarding Students may use a food delivery service for dinner a maximum of twice per week with the permission of their house parents.
- As a privilege, boarding students are allowed to go to the restaurants on the Zugerberg after school, with the permission of their house parents.

4.10 Sports and Safety

Principle

Every activity has its risks. These must be considered, minimized where possible or precaution taken. Better safe than sorry!

Expectation

Safety is a main concern, and instructions must be followed rigorously.

Rule

- Without proper safety equipment and suitable clothing people are not permitted to participate in the activity. Helmets must be worn when biking, using a scooter, skiing (except cross-country skiing), snowboarding, ice-skating and sledging.
- If one feels unsafe for any reason, the participation may stop immediately until appropriate measures have been taken.

4.11 Medication

Principle

Medication can pose serious health risks in the wrong hands, especially for young children.

Expectation

Students and parents must follow the safety requirements for medication in the Health Care form. Prescription medication must be accompanied by a medical note.

Rule

- Students are not allowed to bring or keep medication at the school without prior consultation with the school nurse.
- Boarding students may not keep medication in their rooms.
- Any medications must be safely sealed and stored with house parents or the school nurse (Pflegefachfrau), unless otherwise instructed or approved by the school nurse. Epi-pens and allergy medication may be carried by the student.

4.12 Public Displays of Affection

Principles

Demonstrations of affection in public are not prohibited. We are a friendly community where real bonds of friendship can grow.

However, everyone must learn about the levels of affectionate behaviour that are appropriate in public. We are an international community with a wide age group, and different cultures have different norms.

We follow the principle that everyone should feel comfortable about what is going on around them. We learn to empathise and adjust our behaviour accordingly.

Expectation

We keep in mind that our behaviour might be observed by others and that it is our responsibility to behave with sensitivity towards whoever that might be.

Rule

- Displaying affection is only appropriate if the other wants it. A no must be immediately respected. Any wrongdoing must be reported immediately to the Child Protection Officer.
- Consider your surrounding prior to displaying affection. If you are asked to display affection in public with more restraint, you must comply immediately.

5. Academics

Each Section has additional guidelines. What follows is a framework for the whole school.

5.1 Teaching and Learning

Principle

Learning is more than good study habits; it is learning to love to learn.

Expectation

All students engage positively in the learning process and work to the best of their ability. Furthermore, all students should respect other students' right to be able to focus on their lessons.

Rule

- Disruptive behaviour in class is not tolerated.

5.2 Academic Honesty

Principle

Students learn best by reading for themselves, writing their own assignments, conducting research themselves and exercising their brains as they analyse their findings.

Expectation

We expect academic honesty, and that you especially do not pass someone else's work as your own or cheat in examinations or use AI in place of genuine research or writing of assignments. Artificial Intelligence (AI) tools may only be used with explicit written or verbal permission from the relevant subject teacher.

Permitted uses may include idea generation, translation assistance, summarization, or creative ideation with attribution.

Rule

- Acts of academic dishonesty, e.g. using copied information in essays and assignments without referencing, and any form of cheating in tests or exams, is not permitted.
- Students must write: 'Produced with AI assistance' or similar statements in any work where AI tools contributed.

5.3 Tardiness

Principle

Late arrivals disturb the lesson, damages the academic value and the concentration of the entire class.

Expectation

All students and staff arrive in good time for lessons, mealtimes, and meetings.

Rule

- An arrival in class more than 10 minutes late without an adequate explanation is deemed an unexcused absence.
- Repetitive Tardiness less than 10 minutes can lead to Disciplinary Measures.

5.4 Absences

Principle

Learning is like growing and repeated absences can severely impair learning. While illness or accident might make absence unavoidable, we do not condone repeated unexplained and unexcused absence.

As part of the school's duty of care to the required standard, the school needs to know which students are supposed to be present.

Expectation

The school requires honest, open and timely communication to ensure the optimal learning environment and focus of everyone.

Rule

- During office hours, the Main Office must be informed about all absences and late arrivals at least 15 minutes prior the next lesson.
- In the evenings, on Holidays and on weekends the absence communication for boarding students is with the respective boarding house.
- For 3 days or more of excused absence for illness or injury, a doctor's note must be provided.
- If students are unable to participate in PE lessons, parents/guardians must submit a medical certificate to the nurse. The nurse will inform the class advisor, Main Office, and sports teacher. Students must attend the lesson and are provided an alternative programme by the teacher, unless excused by the nurse.
- Students are expected to schedule appointments outside of their class time, to avoid missing lessons.

Unplanned absences

Parents must inform the school by telephone or electronically as early as possible, and no later than 15 minutes before class. Should an illness occur during the school day, the student should visit the nurse, who will decide the further course of action. Leaving campus is only allowed when accompanied by a First Aider, a guardian, or with the explicit permission of the nurse.

Planned Absences / Excuse from Study Hall

Short-term absences

- Parents/Legal Guardians must send a formal request to the Main Office via info@montana-zug.ch as early as possible, but no later than 3 hours prior departure, indicating the exact times of student absence.

Full-day absences

- Parents/Legal Guardians must send a formal request to the Main Office via info@montana-zug.ch as early as possible, but no later than 7 days prior departure.

Missed exams must be arranged in advance or rescheduled and discussed with the respective programme coordinator; additional costs may apply as stated in the registration form.

5.5 Homework and Independent Study

The guideline is: 10 minutes per day per school year (example: BPS 3 = 30 minutes; SG 5 = 110 minutes); exceptions for Seniors apply only during exam preparation periods.

Weekend homework is discouraged unless it involves project deadlines, exam revision, or reading assignments.

Homework is given with clear submission deadlines and assessment criteria.

In the case of late submission, a deduction may be applied unless a valid excuse is provided.

6. Anti-social behaviour

6.1 Discrimination, Harassment and Bullying

Principle

Discrimination, harassment or bullying will not be tolerated in any form, regardless of gender, origin or nationality, language, religion or skin colour, sexual orientation, a disability or their political views.

All Community members are expected to behave responsibly, sensitively and courteously. Everyone has a right to live and learn in a friendly environment where they feel safe.

Expectation

Students are expected always to behave with civility to others. We are not rude, nor do we insult others. A friendly atmosphere is encouraged in all situations.

Rule

- We never make abusive or humiliating remarks, or comments of any kind that are in any way discriminating gender, origin or nationality, language, religion or skin colour, sexual orientation, a disability or political views.
- Bullying, harassment, abuse (physical or verbal), victimisation or cruelty of any kind is never accepted, neither online nor offline.

7. Illegal Substances, Nicotine, Alcohol, Weapons

7.1 Illegal Substances (Drugs)

Principle

Our students should learn to live a life that does not include the use of substances that interfere with their clarity of thought.

Drugs are all substances classified as such by the Federal Act on Narcotics and Psychotropic Substances, SR 812.121.

The school takes drug offenses very seriously, in accordance with and sometimes going beyond the legal requirements.

Expectation

The school reserves the right to test students (e.g. urine, hair) for drugs. In the event of a positive result, it is sent to the external laboratory for confirmation, and the parents are liable for the cost for this and any further tests.

Rule

- The possession, storage, consumption or supplying others with drugs are absolutely prohibited.
- CBD products are only allowed with a doctor's prescription which is submitted to the nurse. Only the self-use according to the doctor's prescription is allowed.
- Abuse of medication is also considered as a serious offence.

Repercussion

- The school reserves the right to inform and consult with the police in cases concerning drugs.
- Any rule violation will lead to immediate suspension from Campus while the investigation is completed. If the violation is proven, the student will be expelled. The school leadership has the final decision in cannabis cases.

Students who test positive for cannabis must take part in a prevention programme from the school counsellor. The parents are liable for the costs of any measures. Repeated violation of cannabis abuse may also result in expulsion if deemed appropriate by the school.

7.2 Alcohol

Principle

We encourage clear thinking and responsible behaviour, and consumption of alcohol can interfere with these attributes. Most of our students are below the legal drinking age.

Expectation

Students below the legal drinking age of 16 are not allowed to consume alcohol at all.

Students aged 16 and over may consume a moderate amount of alcohol at special events or on Thursdays at the Grotto.

Boarding students aged 16 and over can request permission from their boarding house to consume a moderate amount of alcohol on Friday and Saturday evenings if they are off campus (with the necessary permission to be off campus).

Rule

- The limit of 0.5 per mil must not be exceeded.
- No student is permitted to bring alcohol onto campus.
- Refusal to submit to a requested alcohol test will incur disciplinary measures.

Repercussion

The following graph is a Guideline. Deviation is possible e.g. in cases of first offenders

Alcohol consumption under 16 years

0,001-0,499 ‰

- Oral warning
- Additional disciplinary measures
- Discussion with student and parents

0.500-0.999 ‰

- Written warning
- Additional disciplinary measures
- Discussion with student and parents

Über 1,000 ‰

- Ultimatum or Suspension
- Additional disciplinary measures
- Discussion with student and parents

Alcohol consumption 16 years and older

0,500-0,999 ‰

- Oral warning
- Additional disciplinary measures
- Discussion with student and parents

1,000 – 1.499 ‰

- Written warning
- Additional disciplinary measures
- Discussion with student and parents

Über 1,500 ‰

- Ultimatum or Suspension
- Additional disciplinary measures
- Discussion with student and parents

7.3 Smoking & Nicotine Products

Principle

Nicotine is very addictive, especially smoking harms not only the health of the smoker but also others. The supply of Nicotine products to anyone under the age of 18 is legally forbidden in Switzerland. As especially the older students serve as role models, Nicotine is discouraged as much as possible.

Expectation

Those students who are above the legal age must obtain the necessary nicotine pass to possess any nicotine products, cigarettes or vapes or smokeless products such as Snus and Schnupf.

Rule

- The consumption of nicotine products on Campus is prohibited, while possession is only allowed with a nicotine pass. Vapes without nicotine are considered a “beginner drug”, therefore is the visible use on Campus also prohibited.
- Students under the age of 18 are not allowed to have any nicotine products.
- Students 18 and over need a nicotine pass to possess nicotine.

Repercussion

Any student under the age of 18, or without a valid nicotine pass, who is found with nicotine, will be subject to disciplinary measures.

Students who test positive for nicotine must take part in a prevention programme from the school counsellor. The parents are liable for the costs of any measures with prior consent.

7.4 Weapons & unsafe objects

Principle

We abhor violence of any kind. Certain objects can be safety hazards and are prohibited or require safety measures.

Expectation

Weapons or replicas are under no circumstances “toys” and have nothing to do in a safe school environment such as our Campus.

Physical violence of any sort is not tolerated on campus and if anyone is witness to physical violence, they are asked to report it as quickly as possible to a member of staff.

Rule

- Weapons, replica weapons, items resembling weapons, and fireworks are strictly prohibited from campus.
- Unsafe objects are not allowed to be brought or kept at school, this includes cooking appliances in classrooms, lockers or the boarding room.
- In order to use lithium batteries for drones, students must undertake prior safety training with the school.
- Batteries must not be charged in rooms without supervision and must only be charged with a safety fire bag available.
- The use of 3D printers in Boarding rooms are only permitted under supervision.

Repercussion

Using or carrying a weapon of any sort incurs sanctions in accordance with Section 10.

7.5 Search of private space/ Room Search

We respect the privacy of every student. Personal property, including rooms, can only be searched if there are strong grounds to believe that the health or safety risk of a student or the Montana community at large, might be at risk.

Any such search must be conducted with two appropriate staff members present, and it must be pre-approved by a member of the leadership team of the school. Whenever possible, the respective student will be present.

8. Co-Curriculum

The “Montana Learning Experience” strives to prepare students with a well-rounded education. Our learning occurs both inside and outside of the classroom. Students are expected to commit to engaging in extra-curricular activities offered by the Co-curricular programme towards developing their own interests and skills.

8.1 Weekday activities

An activities market where students may select their weekday activities is held at the start of each semester.

Principle

A rich and varied co-curriculum is known to contribute to academic success as well teaching students how to manage their time productively and achieve an optimal school-life balance. This offer is open to all students.

Expectation

As students grow, they are gradually given more independence regarding time management.

Juniors up to Grade IS 8/ BSS 8/ SG 2:

Boarding Students must take part in at least three activities from the Co-curricular programme from Monday to Friday.

Grade 9-10/ BSS9 / SG3-4:

Boarding Students must take part in at least two activities from the Co-curricular programme from Monday to Friday.

Seniors in Grades 11 & 12 / SG5-SG6:

Boarding Students are not required to take part in any co-curricular activity from the Co-curricular programme.

8.2 Weekend Activities

On weekends we offer an exciting excursion and activities programme. To take part, students should register with the Head of Co-curriculars no later than the Cocoa break on the Wednesday prior.

Rule

- For Boarding students up to Grade 10/ SG4 participation is mandatory. Grade 10/ SG4 students may choose up to one Joker Saturday per month to be exempt from activities, when no disciplinary measures apply.
- Participation is not compulsory for students in grades IS 11-12 / SG 5-6, but they are welcome to join.

9. Boarding Rules

These rules apply to all boarding students. They are also applicable to day students who are on or near the campus outside of the school day.

9.1 The Boarding House

Principle

The boarding houses are home for our boarding students. Boarders have the right to privacy and safety.

Expectation

Students act sensibly, responsibly and respectfully towards our boarding community and its property.

Boarding students do not remain in the boarding house when no house parents are on duty.

Rule

- It is forbidden to enter a boarding room without consent of the students living in that room.
- Visitors to the boarding houses must first obtain permission of the house parents.
- Boarding students may go to their rooms between sports lessons to change clothes, and quickly at cocoa break and after lunch to change books for class.

9.2 The Boarding Schedule

Principle

Boarders learn the self-responsibility and self-organization to get to where they need to be, at the correct times.

Expectation

Boarding students adhere to the weekday and weekend boarding schedules in accordance with their grade level and age as specified in the boarding handbook.

Rule

- Boarding students must inform and obtain permission from their house parents in advance if they cannot adhere to the boarding schedule including its specified times.

9.3 Room order

Principle

Keeping one's room tidy is a sign of respect towards oneself, fellow boarding students, and staff.

Rooms cannot be cleaned properly if surfaces and floors are not cleared.

Expectation

In the dorm rooms beds are made, personal items are put away, and surfaces and floors are kept as cleared as possible. Open food attracts insects and is therefore not allowed. Cooked meals should not be eaten in the dorm room.

Rule

- Do not remove furniture from the room or re-arrange it without permission from house parents.
- Walls and ceilings must not be damaged. Decorations for the walls should be affixed using sticky tack that does not damage the walls. Charges are applied to repair or replace damages.
- Decoration on the walls shall not be offensive or inappropriate.
- It is not permitted to cook or light candles in the dorm rooms.

10. Disciplinary Measures

10.1 Our Approach

We prefer to use guidance rather than sanctions. School is about learning and mistakes are part of this process. It also includes learning about harmonious community behaviour.

Our schema for disciplinary procedures aims to give guidance a chance, but to impose meaningful sanctions when necessary.

10.2 Our Disciplinary System

We have five levels.

- For minor violations of rules, faculty or house parents can issue appropriate sanctions.
- If a student is known not to have lived up to expectations on repeated occasions, they move onto the next level.
- **For serious violations (even for a first offence), it is at the discretion of the Leadership Team, the relevant Head of Programme, and/or House Manager to assess the level of sanction appropriate. They will take into account any factors specific to the context and of previous behaviour on record.**
- Repeated misdemeanours that demonstrate that a student is not learning and improving, incur more serious disciplinary measures.
- Students might be asked to undertake Community Work as sole measure or as part of the overall disciplinary process. This will be a task or tasks that will be to the benefit of the school community. Satisfactory completion of the task(s) will be monitored by the House Manager or Head of Programmes.
- Alternatively, students may be asked to see the School Counsellor following certain infringements so that gaps in knowledge or areas requiring additional support for the student can be assessed and addressed.
- If a student moves to a different academic programme, any existing disciplinary measures can be cancelled at the beginning of the new school year after discussion and decision by the school leadership team.
- Disciplinary measures may not be issued more than 2 School weeks after knowledge of the offence unless new evidence came to light.

Level 1 Community Work

As far as possible the infringement will be rectified by the student themselves with the help and under the supervision of a staff. Alternatively, another learning- and reflecting task will be assigned by Head of Programme or House Manager.

Level 2 Oral Warning

- Parents are informed by email.
- Expires after 4 school weeks if no further infringements occur.

Level 3 Written Warning

- Parents are informed of the incident in writing.
- Expires after 8 school weeks if no further infringements occur.

Level 4 Ultimatum

- Parents are informed of the incident in writing.
- Expires after 12 school weeks if no further infringements occur.
- In case of further infringements during the Ultimatum, school leadership can order a suspension or expulsion.

Level 5 Suspension/Expulsion

- Accumulation of previous offences.
- Excessive repetitive offences with expired disciplinary measures.
- Infringement very serious rules where the safety of individuals or the community are endangered.
 - For example: drugs, serious violence. etc.

The school leadership will order a Suspension, to take immediate effect if necessary.

Suspension

- If a suspension is ordered, it will be decided (depending on the case) whether the student will be allowed to attend hybrid schooling or not. The student is not permitted to take part in activities for a specified amount of time. In some cases, this will include excluding the student from campus.
- The student may keep up with their studies by communication with the teacher or by hybrid attendance, depending on the situation.
- The parents are responsible for removing the student from school or school trip.
- The case will be considered as quickly as possible by leadership and parents, and a full expulsion might follow.

Expulsion

- An Expulsion is ordered typically when, after examination of the case of a suspended student, it is deemed that expulsion will be better for the school community, or in response to cumulative bad behaviour after an Ultimatum has been issued.
- Parents are responsible for removing the student from school or school trip.
- The school has the right to initiate legal action and to involve local authorities in the case of severe offences.

10.3 Right of Appeal

- The student concerned can appeal against the decision to suspend or to expel to the Committee of the Board of Directors, in writing within 10 days of the official communication by the school.
- Grounds for appeal: Infringements of existing laws including misusing, exceeding or not meeting limits of discretion. The incorrect or incomplete establishment of facts.
- The appeal must be made in writing and state: the contested decision, the requests, the reasons, the evidence or prove the lack thereof.