



My Place to Grow®

# Boarding Handbook

School Year 2024-2025

## Welcome to Boarding at Institut Montana.

This handbook is designed to provide all the information you need to make the most of your boarding life and make Montana YOUR place to grow.

If you have any questions, we are here for you!



Maturitätsausweise durch  
den Kanton Zug anerkannt

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# Boarding Life at Institut Montana Zugerberg

## 1. Our Vision and Values

- Institut Montana is a small school and family values remain at our heart and core.
- We believe that the best learning takes place in a positive environment where students feel safe, cared for, and appreciated for their individuality.
- Relationships between staff and students are based on mutual respect and trust.
- We take great pride in our community and our environment.

## 2. Boarding Aims and Principles

Our boarding community is very diverse. Boarders come from different backgrounds and have different needs. It is our communal aim to provide an environment in which all students may flourish.

### 2.1. Our aims are to

- Provide a home away from home experience that is safe, healthy and happy.
- Help each student to reach their full potential as a student and as a person.
- Provide young people with structure, boundaries and support as they grow and offer caring guidance to help them develop their emotional, intellectual and social skills.
- Guide students to become critical and creative thinkers, to achieve their personal best, and to mature into responsible adults.
- Guide students to become citizens of the world by helping them to understand and respect their values, religion and traditions as well as those of others. Open-mindedness and compassion are important values within our boarding community.
- Promote a spirit of teamwork and communal responsibility within the boarding community.
- Foster open and constructive dialogue and work in close partnership with all the boarders and their parents or guardians.

### 2.2. We structure boarding life on the following principles:

#### **Personal Growth.**

We create the conditions in which young people develop their intellectual talents through well-structured study, easy access to staff and other students, and participation in activities within an atmosphere that values personal effort as well as personal achievement. We offer activities and opportunities, related to age and maturity, which will assist in the personal, social and cultural development of each boarder.

#### **Honesty and Respect.**

Each boarder should feel able to approach any other member of the community (staff or student) confident in the knowledge that they will be treated and respected as an individual. We work, therefore, to create an atmosphere of tolerance, openness and trust.

#### **Responsibilities.**

We encourage our boarders to grow into responsible adults by helping them to understand the impact of their behaviour on the people around them and on their surroundings. Their accommodation is comfortable, and clean and offers privacy, and we ask them to respect that environment through their own behaviour. We help our students learn to take responsibility for their personal time management skills as well as their role in the community, and to develop leadership and team skills as they mature.



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### **Community.**

The school has guidelines to help ensure the smooth running of our lives together as a community and to protect individuals from harm. We take care to ensure that any sanctions which may be applied are fair and consistent and that our students also see them fair and reasonable.

### **Family.**

We recognise that adolescent years can be stressful and that boarders are living, learning, and growing up in circumstances where they might also have to deal with homesickness. We strive to establish a strong partnership between parents, boarding staff and the students themselves so that we work together to ensure these years are as positive, inspiring, enriching and as fun as they should be.

# General Information for new boarders

## 3. House Organization and Structure

There are three boarding houses. Depending on your age and sex, you will join:

- Juventus (Elementary and Junior boys)
- Grosses Haus (Senior boys)
- Felsenegg (Elementary, Junior, and Senior girls)

## 4. Grade Organization

### Elementary

- BE = Bilingual Elementary School students, up to BE 6.

### Juniors

- BSS = Bilingual Secondary School students – BSS7 to BSS9
- SG = Swiss Gymnasium students - SG1 to SG3
- IS = International School students – Grades 6 to 9

### Seniors

- SG = Swiss Gymnasium students - SG4 to SG6
- IS = International School students - IS10 to IS12

## 5. Arrivals and departures

### 5.1. School breaks

The boarding houses is always **open from noon, one day before the first day of classes**. Students may arrive on campus from 12:00 (noon) and latest one hour before bedtime. should be Elementary students 20:00, Juniors 21:00 and Seniors 22:00.

Breaks begin on the last day of term after the last class or lunch, whichever is later. The Boarding houses are always **closed at noon, one day after the last day of term**.

### 5.2. Weekends & Bank Holidays

Students may leave campus after their last lesson before the weekend or Bank Holiday with a valid Ausgang.

Students can return to the boarding house on Sunday evening or the evening prior to the start of school no later than the following times:

Elementary students:	20:00
Juniors:	21:00
Seniors:	22:00

Students may also return to school on Monday morning in time for first lessons. Houseparents should be informed no later than the times specified above.

## **6. Residence permit & Health insurance**

Residence permits and health insurance for students are coordinated through the IMZ Travel & Care centre in the Main Office. Students must keep their own medical insurance card on them at all times.

## **7. Swiss SIM cards**

It can be easier for students to use a Swiss SIM card. If the student is under the age of 18, parent or guardian permission may be required.

## **8. Pocket Money**

Parents can decide on an appropriate weekly amount of pocket money for their child. It will be given out to the student once a week by the houseparents. Students are encouraged to use their resources thoughtfully. Any changes to pocket money amounts, or if parents wish to send extra money to their child, a request must be made in writing to the houseparents.

## **9. Boarding Student Induction**

New students are paired with a buddy and are also given a boarding induction with a checklist of important places, information and procedures for boarding life.

## Daily Life

- \* depending on individual timetables
- \*\* optional; offered days depend on semester schedule

### 10. Weekday Schedule

#### Monday to Thursday

6:45-07:00	Wake-up call
07:05-07:55	Breakfast
08:15-15:10*	School Day
15:15-18:30*	Co-curricular programme
18:00-19:00	Boarding Studium
19:15-19:45	Dinner
20:00-21:00**	Evening Activities
20:45 onwards	Room time (Electronics are submitted to the houseparents)
21:15 onwards	Bedtime/Lights out

#### Friday

06:45-07:00	Wake-up call
07:05-07:55	Breakfast
08:15-15:10*	School Day
15:15-16:40*	Co-curricular programme
19:15	Dinner
21:45 onwards	Room time (Electronics are submitted to the houseparents, if sanctions apply)
22:15 onwards	Bedtime/Lights out

### 11. Weekend Schedule

The weekend is more relaxed, and curfews are slightly extended. The Wake-up call and breakfast are earlier during ski season/excursions for participating students. The Saturday Excursion occurs in parallel to the regular schedule following breakfast.

#### Saturday

08:00	Wake-up call Juniors (11:00 for Seniors)
08:30-09:30	Breakfast
9:30-18:30	Saturday Excursion/ Activities
12:00	Lunch
12:20 onwards	Free time (parallel: Saturday Excursion)
19:15	Dinner
21:45 onwards	Room time (Electronics are submitted to the houseparents, if sanctions apply)
22:15 onwards	Bedtime/Lights out

#### Sunday

10:00	Wake-up Call
10:30-11:30	Brunch
11:45-12:45	Room clean up time
16:00-16:30	Snacks in the houses
19:15-19:45	Dinner



## 12. Bedtime (Lights out)

Students must submit their electronic devices (if required) and be in their boarding house 30 minutes prior to their bedtime

	Sunday-Thursday	Friday - Saturday
Elementary students	21:15	22:15
Junior students	22:00	23:00
Grade 10 / SG4	22:30	23:30
Grade 11 /SG5 (in room by)	23:00	00:00
Grade 12 /SG 6 (in room by)	23:00	00:00*

\* may take the last Seilbahn from Schöneegg arriving on the Zugerberg at 00:04

## 13. Meals

Therefore, attendance at the main meals (breakfast, lunch and dinner) is mandatory for boarding students from Monday to Friday and during weekends. Senior Privileges may apply.

All meals are served in the dining hall. Service staff should be addressed politely and with respect. Instructions from service staff should be followed graciously.

Dinner is offered to boarding students only, except for special events.

The dining hall is a place to come together to share food and to talk with friends and colleagues.

At Cocoa Break, a healthy snack and hot drink are available in the dining hall or outside Felsenegg.

Students with special dietary requirements specified on their Enrolment Form (due to religious rules for example) will be served appropriate menus. Special dietary requirements due to allergies or intolerances will be catered for upon receipt of a doctor's certificate. Additional costs may be charged accordingly.

Main meals on Saturday:		Main meals on Sunday:	
Breakfast	08:30 - 09:30	Brunch	10:30 - 11:30
Lunch	12:00	Snacks in the houses	16:00
Dinner	19:15	Dinner	19:15

At certain times the dining hall is closed. Water and fruit are always available in the Blue Room. Do help yourself! Coffee, tea and snacks are available in the main common area of the boarding houses.

## 14. Co-curricular Activities

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.

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

### 14.1. Weekday Activities

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. The school provides a weekly activities programme to keep students fit and healthy, challenge their minds, learn new interests and skills, and have fun with their friends at the same time.

The weekday activities programme generally takes place Monday to Thursday between 15:15 to 18:30, and from 15:15 until 16:40 on Fridays.

The BE activities programme takes place Monday to Friday between 15:15 to 18:30 and on Wednesday from 13:10 to 15:10, additionally. Times may be subject to change.

Evening Activities are also offered for boarders in addition to the weekday activities programme, and take place after dinner from 20:00-21:00.

## 14.2. Participation in Weekday Activities

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

### **Juniors up to Grade 8/BSS8/G2:**

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

### **Juniors & Seniors up to Grade 10 / SG4:**

- 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:**

- Students must take part in at least one co-curricular activity from the Co-curricular programme from Monday to Friday.

## 14.3. 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.

## 14.4. Participation in Weekend Activities

Elementary, Junior, and Senior students up to Grade 10 /G4 must participate in one of the offered weekend excursions or activities.

As a privilege, Grade 10/SG4 students may choose one Joker Saturday per month to be exempt from activities, when no disciplinary measures apply. The boarding house must be informed and permissions received no later than Wednesday for the privilege to apply.

There are no weekend activity requirements for students over Grade 10 (G4) but they are welcome to join.

## 14.5. Absences from Activities

Registered activities may not be missed without prior permission from the responsible activity leader.

## 15. Studium

Regular self-study times promote positive learning experiences and support academic performance. Studium is a quiet self-study time, so that all students can study without disturbance. Students are encouraged to plan their studying responsibly. If completing work requires more time, it is always possible to find opportunities to continue beyond the designated study times.

From **Monday-Thursday**, all boarding students are required to attend Studium from 17:00-18:50. Student Privileges may apply.

If a student is registered in a co-curricular activity that occurs during the Studium time, they may be exempt from attending Studium unless special academic or disciplinary measures apply.

When students have permission to take Studium in their dorm room, the door of the room is left open and students should be working at their desks.

## 16. Living At School

### 16.1. Boarding Rooms

The boarding houses offer single or double rooms, depending on choice and availability. In every room there is a bed, a desk, a chair, a wardrobe, storage space, a bookshelf and a fridge. Every student will have a safe or lockable cabinet. A pillow and bed linen is provided and washed by the school. Students may bring their own. Towels are not provided.

### 16.2. Saving Energy

Institut Montana Zugerberg believes in the responsible use of natural resources. Energy consumption should therefore be kept to a minimum. When leaving a room, please turn off all electronic devices and the lights.

### 16.3. Keys

Student ID cards act as access passes into the main buildings of the school. Room keys are provided by houseparents and must be returned to them at check-out before the break departures. In the event of a lost key or Student ID a surcharge is applicable.

### 16.4. 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.

#### Seniors

- \* students must also be 16 years and above
- \*\* Only applicable in accordance with activity programme schedule and their requirements
- \*\*\* If the student is not under any disciplinary measures, they may go to Luzern or Zurich and skip lunch.

	<b>Monday to Thursday:</b>	<b>Friday:</b>	<b>Saturday:</b>
Grade 10 (SG4) two afternoons	After lunch, until Activities/Studium (students may not miss lessons)	after lunch/last afternoon class until 19:10, and 19:35-23:00 (22:56SB)*	09:30-12:00 12:25-19:10 19:35-23:00 (22:56SB)*
Grade 11 (SG5) three afternoons	After lunch, until Activities/Studium (students may not miss lessons)	after lunch/last afternoon class until 19:10 and 19:35-00:00 (23:26 SB)	09:30-12:00 12:25-19:10 19:35-00:00 (23:26 SB)
Grade 12 (SG6) four afternoons	After lunch, until Activities/Studium (students may not miss lessons)	after lunch/last afternoon class until 19:10 and 19:35-00:00 (23:56 SB)	09:30 - 12:00 12:25 - 19:10 19:35 - 00:00 (23:56 SB)

Students in their graduating year who are not under any disciplinary measures may on one day, on Friday or Saturday, attend lunch and skip dinner and have an Ausgang from 15:30 until 00:00 (23:56 SB). Students must request permission from their houseparent by the Wednesday evening prior at the latest.

## 17. Illness

If a student is unwell outside of the school day, they should immediately inform their houseparents, or the Nurse during their office hours (see below).

### 17.1. Infirmary

Location: 1st floor of Felsenegg, FE 108

Visiting Hours:

- Monday to Thursday from 07:35 to 17:00.
- Friday from 07:35 to 16:00

For the privacy of all, only one student at a time is allowed in the treatment room.

When a boarding student is unwell during the school day, they should stay in the Infirmary under the care of the nurse instead of staying in their boarding house, unless permission is otherwise given. During illness, no Ausgang is allowed unless it is to see a doctor off campus.

### 17.2. Illness and Medicine

Boarding students must inform their houseparents or the school Nurse prior to bringing medication to campus. Medication will be safely sealed and stored with the houseparents or the Nurse, unless explicit permission is given by the Nurse. A medical note specifying the dosage and the prescribing doctor's contact is required for prescription medication at the school, and the medical note must be submitted to the Nurse.

### 17.3. Medical Appointments

The school Nurse should be informed about all medical appointments for boarding students so that they can issue an appropriate Ausgang. The nurse can also help coordinate medical appointments with parents.

Students can visit the school doctor in Zug by prior arrangement. Such appointments should be coordinated with the school Nurse. It is recommended that as few medical appointments as possible are scheduled by someone other than the school nurse to ensure appointments are clearly communicated to the boarding team. Please try to ensure that as few appointments as possible are scheduled during class times.

Any accompaniment and travel costs for students will be communicated and charged to the parents.

### 17.4. Illness away from school

If a student becomes unwell or has an accident during the weekend and outside of the boarding house, the guardians/parents are responsible for organising any necessary treatment and care. The student should only return to the boarding house after full recovery and/or the expiration of any medical certificate.

## 18. Student Services: Coaching and Counselling

The developmental years are full of new challenges. Young people can feel a lot of pressure and stress from different sources. Students should know that they are not alone, and do not have to deal with their concerns alone. Houseparents understand the challenges of adolescence and are always available when needed. Students can approach their houseparents at any time and that they will be treated with respect and with the utmost discretion.

If students prefer not to go to their houseparent, the school offers coaching and counselling via the Student Services Team where professionally trained staff can lend support, confidentiality. Appointments or drop-in services are available for students and the office can be found at GH 5a & FE 113.

## 19. Laundry

Personal laundry can be washed and ironed every week at an extra charge. Items should be put in the laundry bag provided and hung outside the door of the student's room before breakfast.

Laundry is collected weekly according to the postings in each boarding house. Clean, washed and ironed clothes are laid on the bed within a week, to be put away by the students. There is no express washing service.

Please be careful about what is put into laundry bags, and please identify special items directly with the houseparents in writing. We do offer a gentle cycle. If an item is "dry clean only" or if the care label is missing, the school is not responsible if that item is damaged in the laundry.

The cost is 950 CHF per semester for a weekly service or 50CHF per wash.

Bedding is changed every two weeks without extra cost.

## 20. Hygiene

Regular body hygiene is obligatory and a sign of respect towards oneself and others in the community.

Toiletries can be bought from the houseparents and are billed to the parents. A list of available toiletries can be obtained from the houseparents.

## 21. Valuables, Passports and Cash

To prevent unauthorized entry into dorm rooms, students are required to lock their rooms whenever they leave them.

Any cash and valuables should be kept in the room safe/lockable closet, or in the boarding house office safe. Larger amounts of cash should be given to the houseparents to store in the boarding office safe.

The school has no liability for theft, damage or loss of valuables or other personal belongings.

## 22. Mail and Parcels

Mail and parcels for students may be addressed to the student and sent to the main school address. Post received for students will be transferred to the student's boarding house.

Deliveries can only be collected directly from the Main Office for special reasons (e.g., university application) or urgent matters (e.g., medicine).

The school reserves the right to open shipments for students under 16 years of age or in case of suspicion that such a shipment violates the School Rules. This would be done in the presence of the recipient.

Any costs for receiving shipments or mail for students will be charged in full to the parents. All costs for sending mail or packets on behalf of a student will also be invoiced back to the parents.

## 23. Fire Drills

Fire drills are a regular practice of staying safe. Each house has fire warden volunteers who instruct their housemates to evacuate. In the event of an alarm, all students are required to evacuate the building as calmly and safely as possible to the meeting point designated for evacuations.

## Important Information

### 24. Emergency Numbers

Fire brigade	Tel. 118   112
Helicopter	Tel. 1414
Police	Tel. 117   112
<b>Ambulance</b>	<b>Tel. 144   112</b>
Intoxication Hotline	Tel. 145   044 251 51 51
Support and Help	Tel. 147
24h Doctor Hotline	Tel. 0900 008 008
Zug Hospital	Tel. 041 399 11 44
School Doctor	Tel. 041 712 22 55 (Dr. Xaver Windisch)

### 25. Boarding Contact information

#### 25.1. Felsenegg (all female boarding students): office closed 9:15-12:00

Landline	+41 (0)41 729 11 63
Mobile	+41 (0)79 704 11 83
Email	<a href="mailto:boarding.felsenegg@montana-zug.ch">boarding.felsenegg@montana-zug.ch</a>

#### 25.2. Grosses Haus (males from Grade 10-12/SG4-6): office closed 9:15-13:00

Landline	+41 (0)41 729 11 79
Mobile	+41 079 889 39 32
Email	<a href="mailto:boarding.grosseshaus@montana-zug.ch">boarding.grosseshaus@montana-zug.ch</a>

#### 25.3. Juventus (males from BE up to Grade 9/SG3): office closed 9:15-12:00

Landline	+41 (0)41 729 11 90
Mobile	+41 (0)79 552 02 12
Email	<a href="mailto:boarding.juventus@montana-zug.ch">boarding.juventus@montana-zug.ch</a>

#### 25.4. Other school contacts

	Telephone	Email
General	041 729 11 77	info@montana-zug.ch
IMZ Travel & Care	041 729 11 77	travels-care@montana-zug.ch
School Nurse	041 729 11 75	krankenstation@montana-zug.ch
Hotel Services	041 729 11 67	hotel@montana-zug.ch
Student Services	041 729 11 74 (GH) 041 729 11 62 (FE)	student.services @montana-zug.ch
Co-Curricular Programme	041 729 11 71	activitaeten@montana-zug.ch