



My Place to Grow®

IMZ School Rules

School Year 2024-2025



Maturitätsausweise durch den Kanton Zug anerkannt

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1. Community Behaviour and Institut Montana Zugerberg

1.1. Why do we have Rules?

Learning happens best in a positive environment. That means warm, friendly and supportive. Sometimes members of a community make mistakes. Their behaviour makes life less pleasant, less safe, for others. Expectations describe behaviours that will help stop this happening. Rules 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 of ethnic or national cultures. We learn toleration, cooperation and respect for every individual. Our expectations and rules will help every member of our community live their lives, today and tomorrow, according to these principles.

The qualities and the values enshrined in the rules 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 9. Disciplinary Measures). Some behaviours need to be prohibited because they are dangerous to the individual or people around that individual.

1.3. Application of School Rules

The Rules and Expectations also apply during official school events off campus.

If day students are on or near our campus e.g., the Woodhouse, Zugerberg Bahn Station, etc. outside the regular school hours, they are equally subject to the boarding rules for boarding students.

1.4. Changes to the School Rules

Changes to the school rules will ONLY be made or applied after consultation with and agreement of the School Leadership. 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.

2. Main Terms

2.1. Principle, Expectation, Rule, Repercussion and Disciplinary Measures

The Principle.

Provides the context and gives the reason for the rule.

The 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.

The Rule.

An action that is prohibited by the school.

The Repercussions.

Consequences 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 9. “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. Elementary, Junior, Senior, Intern, Extern

Where the rules define specific age groups:

Elementary:

All students in the Bilingual Elementary School, up to BE 6.

Junior:

All students enrolled in these grades, including if aged 16 or above:

- BSS7 to BSS9 in the Bilingual Secondary School
- SG1-SG3 in the Swiss Gymnasium
- IS6-IS9 in the International School

Senior:

All students enrolled in the following grades:

- SG4-SG6 in the Swiss Gymnasium
- IS10-IS12 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 IMZ Campus

On campus is the area within the red dotted line



3.1. Respect for the Environment

Principle

We share a beautiful environment 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. We never drop litter.

3.2. Respect for Property

Principle

All material goods should be treated with care. The more we lose or break things, the more waste.

Expectation

Damage or loss through negligence should, as far as possible, be avoided.

Rules

These actions are against the rules:

- Wilful damage to other people's or the school's property
- Causing a fire because of wilful behaviour or negligence

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.

3.3. Pets

Principles

The presence of pets can disturb people, especially those who might be allergic. They also make extra work for our cleaning staff.

Expectations

Any pet brought onto campus is the responsibility of its owner who will ensure its behaviour and its hygiene.

Rules

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.

3.4. Motorized Vehicles & Parking

Principle

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

Rule

Parking spaces are not available for students on campus. Students who wish to travel with other students in their private motorized vehicle or wish to take other students in their private motorized vehicle must submit written permission from their parents to do so.

4. Daily Life

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

4.1. Departures from Campus

Principle

The school looks after its students, and this includes knowing where they are.

Expectation

We need to know where you are for safety reasons.

Rule

Students must not leave campus during the school day without permission. They must request permission in advance from their Head of Programme.

4.2. 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 with harmony.

We are a school that respects our students' individuality and have no prescribed school uniform. This requires that everyone shows respect for the principles outlined above.

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

Coloured hair and make-up are permitted as long as they tend towards natural looking rather than making a statement. We expect members of our community to refrain from wearing excessive make-up, cover body-piercings or tattoos where possible and keep hair colour relatively natural.

Rules

BE 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.

Repercussions

When these rules are not followed the student concerned will be asked to change their clothing. If they have no alternatives available, they have to buy a spare change of clothes from the Main Office which will be charged.

4.3. Electronic Devices

Principles

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.

Rules

Students at the Bilingual Elementary School must hand in all electronic devices at the start of the school day and collect them at the end of the day.

IS6, Juniors, and Seniors: Inside all school buildings, mobile phones, headphones and earbuds, must remain in bags, unless students are instructed to use them for a specific activity by a teacher.

Use of devices that is strictly forbidden:

- Unethical e.g., filming or posting content of others without their consent (as per Swiss laws)
- Obscene or violent messages, games or sites

Heads of Programme have authority to implement stricter regulations on a temporary basis.

Repercussions

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

4.4. Mealtimes

Principles

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

Because catering is organised and budgeted in advance, we cannot refund the cost of school meals that are missed or skipped by the student. This also applies to the exceptions specified below.

Expectation

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

Rules

- Day students must attend lunch time every day from Monday to Friday. If the lesson before lunch is the last lesson of the day, this lunch may be skipped.
- 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.

4.5. Conduct at Mealtimes

Principles

- Lunch is served in different sittings so lessons will be in progress as we go to lunch.
- We encourage respect for our food and our time together at the table.

Expectations

- 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.

Rules

- No phones are to be used in the Dining Hall.
- 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.

4.6. Sports and Safety

Principle

We care for the safety of all our students.

Expectation

Please keep yourselves and your peers safe!

Rule

Helmets must be worn when biking, using a scooter, skiing (except cross-country skiing), snowboarding, ice-skating and sledging. Without proper safety equipment, students are not permitted to participate in the activity.

4.7. 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, unless otherwise instructed or approved by the school nurse. Epi-pens and allergy medication may exceptionally be kept on the student.

4.8. 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 also an international community 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 behave with sensitivity towards whoever that might be.

Rule

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.

Expectations

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.

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.

5.3. Tardiness

Principle

Late arrivals can disturb 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 absence.

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.

Expectation

The Main Office should be informed about all absences and late arrivals.

After the 3rd day of absence for illness or injury, a doctor's note must be provided.

If students are unable to participate in PE lessons, parents/guardians should submit a medical certificate to the nurse. The nurse will inform the class advisor, Main office, and sports teacher. Students should still attend the lesson and are provided an alternative by the teacher, unless excused by the nurse.

Students are encouraged to schedule appointments outside of their class time, wherever possible, to avoid missing lessons.

Unplanned absences

Parents/Legal Guardians should inform the Main Office that the student is not coming to school prior to school start. The Main Office will inform the class advisor, who is responsible for approving the reason for the absence – illness, injury or other genuine reasons. Should an illness occur during the school day, the student should visit the Nurse prior to missing their lessons.

Planned Absences / Excuse from Study Hall

Parents/Legal Guardians should send a formal request from the email address stored in our database or by post with the Parent's/Legal Guardian's signature.

All requests should be sent to the Main Office info@montana-zug.ch.

- Absences up to two days:
 - The formal request should be sent 7 calendar days prior to the planned date.
- Absences for three days or more or absences as an add-on to holidays
 - Applications should be submitted in writing 14 calendar days prior to the planned date.
- Study Hall 9:00-15:15
 - Students in Grade 10/G4 and higher can be excused from attending Study Hall if the free lesson is the last scheduled lesson of the day (after lunch break) so long as a parent/legal guardian or houseparent has signed the form to give consent.
 - Even with a signed consent form, if academic performance declines over the year, the school may recommend to parents/guardians that the student attends Study Hall for these lessons.

Rule

Students may not have unexcused absences from lessons, this includes Study Hall when students have a free lesson.

6. Anti-social behaviour

6.1. Discrimination, Harassment and Bullying

Principle

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

Expectations

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

Rules

We never make abusive or humiliating remarks, or comments of any kind that are in any way racist, sexist, or homophobic.

Bullying, harassment, abuse (physical or verbal), victimisation or cruelty of any kind is never accepted.

7. Drugs, Nicotine, Alcohol, Weapons

7.1. 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. 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 for drugs. In the event of a positive result, it is sent to the laboratory for confirmation and the parents are liable for the cost for any further tests.

Rules

Drugs are all substances classified as such by the Federal Act on Narcotics and Psychotropic Substances, SR 812.121. The consumption, storage and dealing of drugs are prohibited on school premises.

Illegal drugs are absolutely forbidden on campus unless prescribed by a doctor. This also applies to CBD products.

CBD is banned from IMZ unless with a doctor's note (rules under medication then apply). CBD smoking is not allowed on IMZ campus.

Abuse of medication is also considered as a serious offence.

Repercussions

- The school reserves the right to inform and consult with the police in cases concerning drugs.
- Refusal to submit to a requested drug test will incur disciplinary procedures.
- Students who test positive for a drug other than cannabis will be expelled immediately.

Students who test positive for cannabis must take part in a prevention programme for 12 school weeks with regular follow-up tests. Any violation within that 12-week period results in immediate expulsion. The parents are

liable for the costs of these measures. Repeated violation of cannabis abuse may also result in expulsion if deemed appropriate by the school.

7.2. Alcohol

Principles

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.

Expectations

Students below the legal drinking age of 16 are not allowed to consume alcohol on campus.

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

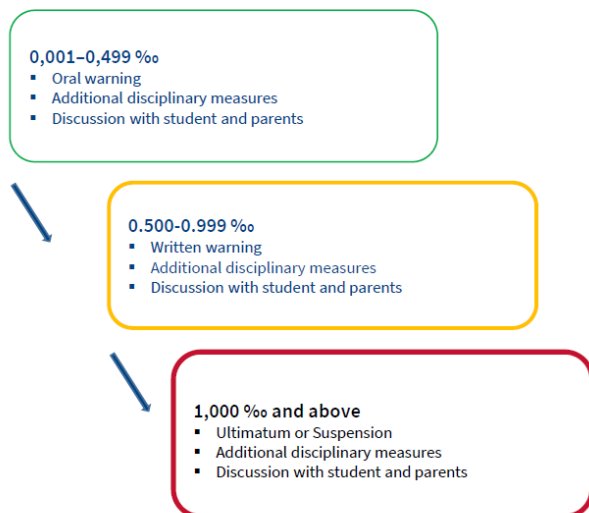
Boarding students aged 16 and over can request permission from their boarding house to consume a moderate amount of alcohol on Friday and Saturday evenings if they are off campus (with the necessary permission to be off campus).

Rules

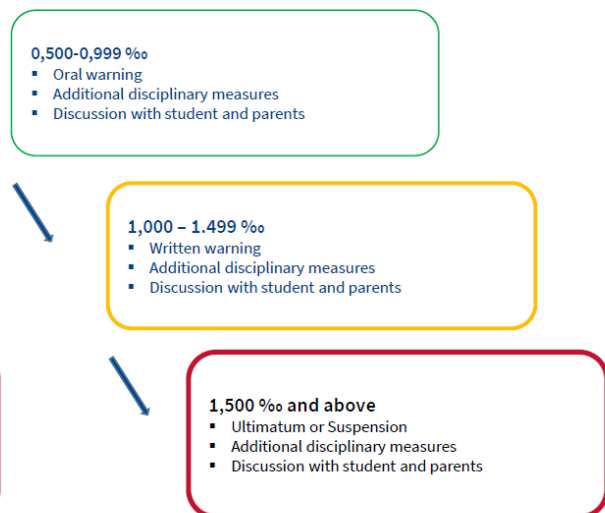
- The limit of 0.5 per mil must not be exceeded.
- No student is permitted to bring alcohol onto campus.
- Refusal to submit to a requested alcohol test will incur disciplinary procedures.

Repercussions

Alcohol consumption under 16 years-old



Alcohol consumption 16 years and older



Any exceptions to these specifications (e.g. 1st offence) can only be made with approval school leadership.

7.3. Smoking & Nicotine Products

Principles

Smoking harms the health of others as well as the smoker. Smoking is legally forbidden for anyone under the age of 16.

Rule

Weapons, replica weapons, items resembling weapons, and fireworks are strictly prohibited from campus.

Repercussions

Using or carrying a weapon of any sort incurs sanctions in accordance with Section 9.

8. 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.

8.1. 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.

8.2. 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.

8.3. Room order

Principle

Keeping one's room tidy is a sign of respect towards oneself, fellow boarding students, and our cleaning 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. Cooked food should not be eaten in the dorm room.

Rules

- 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 should not be offensive or inappropriate.
- It is not permitted to cook or light candles in the dorm rooms.

8.4. Unsafe Objects

Principle

Certain objects can be safety hazards and are prohibited or require safety measures.

Expectation

Students consider the safety (e.g. fire) of the objects they bring to the boarding house and ask a houseparent if they are uncertain.

Rule

Unsafe objects are not allowed to be brought or kept in the boarding house: please see the Packing List for Boarding Students where items prohibited in a dorm room are listed.

Cooking appliances may not be kept in 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.

8.5. Electronic Devices

Principle

Boarders are encouraged to develop a healthy and polite approach to their use of mobile devices.

Expectations

Boarders observe the School Rules under 4.3 on mobile phone use.

Boarders may use their mobile phones in the boarding areas after their lessons are over, and in the school areas after all lessons and activities are over, from 17:30.

Rules

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

Elementary Students and Students IS Grade 6

- During the week elementary students are allowed to use their devices for one hour per day.
- During the weekend, elementary students are only allowed to use their electronics for two hours per day.

Juniors from Grade 7/ BSS7 / SG1 and Grade 10 / SG4

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

Seniors Grade 11 & 12 / SG5 & SG6

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

8.6. Visitors

Principle

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

Expectation

Visitors must contact the boarding house to arrange an appropriate visiting time that will keep to a minimum any disruption to the boarding schedule and to members of the boarding community.

Rule

All visitors and guests must register 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.

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.

8.7. Departures from Campus (Ausgang)

Principle

House parents must know where our boarding students are for safety reasons. Permission to leave the campus is a student privilege.

Expectation

Students should request their Ausgang from their house parents in good time. A valid "Ausgang" slip is needed to leave campus and kept on the student when off campus as proof of permission to be off campus.

Students who require an Ausgang for the weekend must ensure permissions no later than Wednesday.

Rule

Students must not leave campus boundaries without the required permissions.

8.8. Use of food delivery services & Restaurants on the Zugerberg

Principle

The school provides all meals for our boarding 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

- Boarding students must attend all meals in the dining hall at the designated times, except with the necessary permissions.
- Students may use a food delivery service for dinner a maximum of once per week with the permission of their house parents that has been granted at least one day in advance.
- As a privilege, boarding students are allowed to go to the restaurants on the Zugerberg after school, with the permission of their house parents.

9. Disciplinary Measures

9.1. Our Approach

We prefer to use guidance rather than sanctions. School is about learning, and that includes learning about harmonious community behaviour. Our schema for disciplinary procedures aims to give guidance a chance, but to impose meaningful sanctions when necessary.

9.2. 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.

Repeated misdemeanours that demonstrate that a student is not learning and improving, incur more serious disciplinary measures.

Some rules, like contravening the drug policy or endangering safety, incur immediate action and a higher sanction, even for a first offence.

Students might be asked to undertake Community Work. 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.

Level 1

As far as possible these will be rectified by the student themselves with the help and under the supervision of an adult.

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. Repeated violations of expectations and minor rules, infringement of serious rules.

Level 5 Suspension/Expulsion

- Accumulation of previous offences.
- Infringement very serious rules.
 - 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 very severe offences.

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, and the evidence.