



Stiftsschule  
Engelberg

Abbey School Since 1120

## School Rules



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# **1 Basic Principles**

## **1.1 Preamble**

These School Rules state the fundamental rules of conduct, which govern community life at the Stiftsschule Engelberg, based on its Philosophy and Objectives statement.

These School Rules are an integral part of the education contract; they are binding for all members of the school community.

## **1.2 Respect**

We strive for a self-determined and successful learning process and are considerate of our fellow human beings. Our students get to know their talents and limitations and learn to handle them in a sensible way. We respect the others' privacy and cultivate trusting, mindful and appreciative interaction with them.

As a Catholic school we confront ourselves with Christian values and lifestyle and with an interpretation of life based on our faith. Coexisting with other human beings, religions and cultures, we show interest, respect and tolerance.

We learn to solve conflicts and problems in a self-critical and constructive way. It is a matter of course that we are open and honest. We tolerate neither bullying nor the use of violence.

## **1.3 Taking responsibility**

We show motivation and want to take responsibility for ourselves, for others and the community. We expect our students to develop self-organisation and self-discipline and to learn to assume the responsibility for their behaviour and their performance. They are punctual and appear fresh and well-groomed in class. It goes without saying that agreements and promises are binding. We take care of our fellow human beings and reach out to a carer when we notice that we or other people are not well.

## **1.4 Cooperation and expulsion**

We define the peace of our school as a state of freedom of conflicts and resolution of conflicts, which enables proper collaboration, so that our educational mission can be realized. Therefore the school reserves the right to expel a student if she/he severely undermines the values outlined in the school's Philosophy and Objectives. The same applies if parents act in a way which prevents positive and constructive cooperation or which jeopardizes the fulfilment of educational goals.

## **2 House Rules**

### **2.1 General House Rules**

The House Rules of the Benedictine Monastery Engelberg apply.

### **2.2 Facilities**

Students may use the following facilities for their work: the Media Center, common rooms and certain classrooms; the latter outside class hours and not when being cleaned, and then only under supervision. Food and drink are not allowed in classrooms or in the Media Center (with the exception of water).

After using a room, the person responsible for its use makes sure that the facility is left in good condition that lights are turned out and that windows and doors are locked.

### **2.3 Liability**

Perfect order and careful treatment of school property are a matter of course. For any negligent or deliberate damage to property or defilement the originators will be held accountable. The Stiftsschule accepts no responsibility for damage, loss or theft of personal items. This also applies to motor vehicles or bicycles.

### **2.4 Parking areas**

Parking spaces offered on the premises of the Stiftsschule Engelberg are reserved for staff and guests. In justified exceptional cases, students can be allowed to use the parking areas. The Stiftsschule Engelberg can raise a fee for parking.

## **3 Tuition**

Besides regular lessons, tuition includes all mandatory school events like contemplation days, school trips etc.

### **3.1 Attendance**

We expect our students to attend classes regularly and punctually. They can be obliged to take part in special school events.

Students may be excused by the School Management from individual courses or from compulsory school activities upon formal request or upon the proposal of a subject teacher. In some cases, a medical certificate may be required.

Lateness and absences are subject to specific guidelines detailed in the regulations "Attendance and Absences".

### **3.2 Optional courses and private tuition**

Enrolments for optional courses have to be in writing and for a period of a year. Regular attendance is required. The School Management will only approve a premature withdrawal in exceptional cases and upon written request.

If parents wish, the school offers private tuition in certain subjects and bills it separately according to the current fees. Attendance is required until participation is withdrawn in written.

### **3.3 Information**

At the beginning of each semester, teachers inform their classes about objectives, curriculum, required materials, and the forms of assessment.

### **3.4 Information to parents**

The school organizes parents' days, parents' evenings and information events. Parents receive the following reports:

1 <sup>st</sup> mid-semester report	in November
1 <sup>st</sup> semester report	in February, at the end of the first semester
2 <sup>nd</sup> mid-semester report	in April
2 <sup>nd</sup> semester report	in July, at the end of the school year

There are special rules concerning final-year students.

### **3.5 Mobile phones and other electronic devices**

The use of mobile phones and other electronic devices in classrooms is subject to the approval of teachers – also during the break. Students of the Lower Gymnasium are only free to use them on the monastery's premises and in school buildings before lessons start, during midday break and after lessons. Students contravening this rule will be required to surrender the device to the teacher. It will be kept at the School Secretariat for two days during lesson times. An additional assignment can be given to the student.

## **4 Dress code**

Students distinguish between lessons and their time off. Accordingly they are appropriately dressed, i. e. for example no clothes with racist, demeaning or sexist imprints or glorifying violence, especially pictograms, symbols or pertinent fonts. Underwear must not be visible. Homewear can be worn during leisure time but not in class. Shorts are permitted between spring and fall break. Headpieces are banned indoors; there might be exceptions for religious headgear. In the boarding and school facilities students are obliged to wear house shoes.

## **5 Alcohol, smoking, drugs, dangerous objects and substances**

The Stiftsschule Engelberg feels jointly responsible for the health of its students. Therefore, we do neither support smoking nor frequent consumption of alcohol.

### **5.1 Alcohol**

The possession and consumption of alcohol by students is prohibited on the school premises. The School Management may grant exceptions for special school events.

On school days, the consumption of alcohol is prohibited to students until after the last lesson. Alcohol test may be performed at any time. Infringements are sanctioned with a written reprimand.

### **5.2 Smoking**

Smoking is only permitted in restricted areas. Students aged less than 16 years are banned by law from smoking. Infringements are sanctioned with a written reprimand.

Smoking or sparking a fire in a building is sanctioned with a written reprimand threatening expulsion. Students or their parents are held liable for any damage caused.

### **5.3 Drugs**

At the Stiftsschule Engelberg the distribution, possession or consumption of illegal drugs is strictly prohibited.

On reasonable suspicion checks (searchings, urine tests) are performed. Positive tests can be verified by laboratory at the expense of the student.

Students who have been found to distribute, possess or consume illegal drugs will be expelled from the school immediately and made know to the police if appropriate.

### **5.4 Dangerous objects and substances**

Weapons and their imitations, as well as other dangerous objects or substances, such as knives or dangerous chemical products, are not permitted on the school premises. Infringements are sanctioned with a written reprimand and these will be confiscated.

## **6 Specific rights and duties**

### **6.1 Information and advice**

Each student has the right to ask for information or advice from their subject teachers, class teacher, the Head of Boarding or the School Management. It is the school's policy that any problems should be discussed directly by the persons involved and that they should look for solutions.

### **6.2 Information**

Students are entitled to receive information from their class teacher, the Head of Boarding or the School Management about decisions that affect them directly.

### **6.3 Complaints**

Complaints of any kind have to be addressed to the person involved. If no agreement/improvement is reached, the complaint can be placed with the next higher authority.

### **6.4 Wishes, suggestions**

Students and parents have the right to submit their wishes and suggestions to teachers, the Head of Boarding and the School Management.

### **6.5 Display of messages and opinions, posters, flyers, social media etc.**

Students, teachers and staff have the right to display messages and to express their opinions by means of notices on designated bulletin boards. Such notices or publications have to be signed in person and have to carry the date of the posting or publication; they may not contain anything offensive or anything detrimental to the good functioning of the school.

Messages of another nature (petitions, posters, flyers, announcements by megaphone or loud-speaker etc.) and the organisation of exhibitions, collections and sales on school grounds have to be approved by the School Management.

### **6.6 Class spokesperson**

Each class appoints a class spokesperson and his or her deputy.

### **6.7 Tasks on behalf of the school community**

Any student can be required to take on tasks on behalf of the class or school community.

### **6.8 Student Organization**

Students have the right to form a Student Organization (SO). The status, rights and duties of the Student Organization are formulated by the School Management and stated in the SO Articles of Association.

### **6.9 Events organized by students**

Students need the approval of the School Management before organising any event on the school premises or external events in the name of the Stiftsschule Engelberg, or before using the school infrastructure.



## 7 Disciplinary measures

### 7.1 Measures

Infringements of the School Rules and further regulations issued by the school have the following consequences (which can be cumulative):

#### *Level 1*

- Exclusion from lesson (with detention and extra work assignment)
- Community services

#### *Level 2*

- Reprimand (Tuition)
- Reprimand (Boarding)

#### *Level 3*

- Reprimand threatening expulsion

#### *Level 4*

- Suspension from classes for a maximum of two weeks  
Students have to cover the relevant class work themselves; they are responsible for any consequences which may result from missed lessons.

#### *Level 5*

- Expulsion  
An expulsion from school is declared in case of severe disciplinary infringements, namely consumption of intoxicants, possession of weapons or violations of integrity, or based on reasons stated in paragraph 1.4.

Reprimands are usually valid for a duration of 12 school weeks.

Disciplinary measures of level 2 include a two-week curfew for internal students and a work assignment on Wednesday afternoon for external students, measures of level 3 include a four-week curfew for internal students and work assignments on two Wednesday afternoons. One work assignment represents 4 hours.

The above-mentioned measures are implemented by the following persons:

- Subject teachers: Level 1 (Detention lesson)
- Boarding staff: Level 1 (Community service)
- Deputy Head: Level 2 (Tuition)
- Head of Boarding: Level 2 (Boarding)
- School Management: up to Level 5

## **7.2 Notification**

Measures pertaining to level 2 and above have to be communicated to the person concerned in writing and to level 4 with an instruction on rights of appeal.

## **7.3 Protest**

Students have the right to protest to their subject teacher or class teacher or the head of their boarding house or the appropriate member of the School Management against a punishment which they find unjustified.

## **7.4 Right to be heard**

Before a punishment pertaining to level 2 and above is carried out, students have the right to be heard. If expulsion is considered, parents have to be heard.

## **7.5 Appeals**

An appeal may be addressed to the Kuratorium of the Stiftsschule Engelberg regarding disciplinary measures pertaining to level 4 and above. All appeals must be submitted within 14 days. The appeal has a suspensive effect, unless the school management orders the enforceability for important reasons. The Kuratorium's decision is final.

## **8 Concluding remarks**

The School Management can issue further regulations.

These School Rules come into force on 1 August 2023 and replace all earlier versions. The binding version is available for download on the website of the Stiftsschule Engelberg.

Engelberg, 1 August 2023

A handwritten signature in black ink, appearing to read 'Tobias Barmettler', with a stylized flourish extending to the right.

Tobias Barmettler

Head of School