

Rights and Responsibilities of Students

AIS students have the right to:

- receive the best possible education the school can provide;
- express opinions freely in speech and writing;
- form clubs and organisations in keeping with the school's purposes and goals;
- have the guidelines and rules explained to them and the opportunity to present their side of the story in cases involving honour and disciplinary action;
- be free from racial, sexual and religious discrimination on the basis of race, gender or religious preference.

AIS students have the responsibility to:

- participate in the Diploma Program as structured and required by the school and to comply with all subject-specific regulations and internal school deadlines;
- attend the school every day and not to disrupt the functioning of the school;
- not use language which is obscene, racist or sexist;
- make membership to school organisations open to all members of the student community;
- follow school rules on honour, conduct and discipline.
- All AIS students are entitled to a safe, positive and supportive learning environment, one which fosters mutual respect, self discipline and responsibility. We trust that the guidelines given below on expectations form one element in that collaboration.

Breaches of discipline or the Honour Code may result in disciplinary consequences.

1. Use of Tobacco Products on School Premises

The primary motives of the school in matters pertaining to alcohol, drugs, tobacco products, substance abuse and apparently dangerous items are maintaining the health and safety of the community, maintaining orderly operations of the school, and protecting the good reputation of the school community and all its members.

The school will make efforts to educate the community about drugs, alcohol and substance abuse and make efforts to refer families to appropriate professional counseling should a need arise. Our school health curriculum informs us that alcohol and substance abuse can be related to medical and/or psychological conditions necessitating

treatment. Students and families should know that a sincere request for help from a student or family with a problem in this area will be met by a discreet, sensitive and professional response from the school.

On the other hand, the school in no way tolerates the use of tobacco and any student discovered smoking or in possession of cigarettes or tobacco either on the property or at an event under the school's jurisdiction are subject to disciplinary consequences.

The area of the school's jurisdiction in these matters includes the school property and its surroundings, school functions held on or off school property, field trips, sports matches and any other events to which members of our community participate as a group identified with the school.

By offering an invitation to a school related event, students agree to accept reasonable responsibility for the behavior of their guests.

2. Possession and Consumption of Alcohol on Campus or any School- Sponsored Activity

The legal drinking age in Zambia is 18. It is illegal and against school rules for AIS students to consume or possess alcoholic beverages in any amount in any area including any event under the school's jurisdiction. Students who are reasonably suspected to be in any way involved in the above behaviors are subject to disciplinary consequences.

Employees of the school will feel obligated to inform the School Director under any circumstances within or outside the school's jurisdiction if a student's use or misuse of any substance places him or herself or others at risk or brings the school's reputation into question.

Students and parents should realize that in cases of expulsion for a violation of the above rule, the final school transcript will be annotated indicating the student's violations and the date of expulsion (for example, "Expelled for possession of alcohol at a school related function - February 10, 1997").

3. Possession of Dangerous Items

Apparently dangerous items include anything which can be construed as a threat to the health or safety of the school community including such things as "fake" weapons. For the above purposes, 'fake' weapons will be treated with the same seriousness as real weapons.

Confiscation of object, a parent/advisor/administrator/student

conference and possible suspension or expulsion based on the facts of any incident where a weapon may be displayed.

4. Possession of Illegal Substances

Buying, selling, possessing, taking or using, giving, or in any way directly or indirectly aiding or abetting the use of illegal drugs, misuse of controlled substances (both prescription and over the counter medicines) or uncontrolled substances (such as glues and solvents) is potentially detrimental to health and safety. Such behaviors are also against school rules and, in many cases, illegal in Zambia. Therefore, students who are reasonably suspected to be in any way involved in the above behaviors are subject to disciplinary consequences.

5. Academic Honesty

Beyond intellectual rigor and high academic standards, the American International School strives to maintain a community based on principles of mutual respect and trust between all members of the community and places strong emphasis on the ideals of international understanding and responsible citizenship. Expectations for ethical behavior arise from the philosophy and values inherent and explicit in the Diploma Program.

All students are expected to participate in the IB Diploma curriculum as structured and required by the school and to comply with all subject-specific regulations and internal school deadlines. It is a breach of the school's Honour Code if a student attempts to gain an unfair advantage in any assessment component.

Examples of Academic Dishonesty

1. When a student knowingly allows his or her work to be submitted for assessment of the unacknowledged work, thoughts or ideas of another person as the student's own.
2. When a student shares their own work with another knowing that it might be submitted for assessment as the work of that other student.
3. When a student takes the credit for work that they did not complete: e.g., not acknowledging the assistance of parent, tutor, friend.

Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment. Students are expected to ensure that their own work is NEVER given to another student, either in the form of hard copy, or by electronic means, knowing that it might be submitted for assessment

as the work of that other student. It is expected that all students will complete and submit their own work and not copy from a resource book, another student or any other source without teacher approval.

6. Self-Discipline

Self-discipline means that we ask to students to practise sensitive, orderly, polite and respectful behaviors toward all others and help to maintain an appropriate learning environment at all times. Teachers and administrators at the school aim to engender a sense of self-discipline by modeling and instructing disciplined behaviors. When students are unable to practice appropriate self-discipline in the classroom, the responsible adults intervene with logical, corrective consequences.

7. Respecting the Property of Others and of the School

Failure to respect the property of other people and of the school are violations of the school Honor Code and all can range in consequences from detention, suspension, or expulsion depending upon the seriousness of the violation. Furthermore, such behaviors may also result in other logical consequences such as payment for damaged property. Students and parents should realize that in cases of expulsion for a breach of honor, the final school transcript will be annotated indicating the student's violations and the date of expulsion (for example , "Expelled for stealing - February 10, 1997").

8. Student Conduct

Many cultures and age-groups co-exist at AIS; therefore, it is important that students demonstrate self-disciplined attitudes and behaviors regarding personal conduct that are acceptable to persons of all cultural and ethnic backgrounds. All forms of violence, swearing, threats, and intimidation are unacceptable and will result in disciplinary consequences.

9. Public Displays of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

10. Dress Code

Students are expected to demonstrate pride in themselves and the

school community by their manner of dress and appearance. In general, dress and appearance should not be distracting in the school setting. Clothes, make-up, hairstyles, jewelry, and other elements of personal appearance should be neat, clean, and in good taste (inoffensive). Immodest attire is not permitted. Extreme appearance, clothing or jewelry and items which are obscene, suggestive, or which promote or refer to illegal drugs or substance abuse are unacceptable. Appropriate footwear must be worn at all times for safety. For health reasons, a sun hat must be worn during break, physical education classes and sports when these activities take place in full sun. Hats or caps are not to be worn indoors.

The following items are not acceptable:

- shirts with offensive logos and messages that promote or refer to illegal drugs
- pants worn below the hips
- spaghetti-straps
- clothing that reveals the midriff
- faded, torn or significantly 'worn' clothing
- high-heeled shoes
- "wheelie" shoes

Students who are unable to abide by school standards in dress will be asked to change clothes and may face the disciplinary consequences in the event of repeated problems in this area.

11. Lateness

Students are expected to arrive to their classes in a timely manner and to bring with them at the start of the class all the materials needed for the successful completion of that class. Lateness is defined as: a student who enters a class after it has officially started.

12. Safe Driving

Students who have been given permission to drive to school and other school-sponsored activities must do so in a safe, courteous manner. Violation of AIS safe driving expectations will result in the withdrawal of driving privileges.

13. Gum Chewing

The chewing of gum on the school premises or school buses is not permitted.

14. Walkmans and Personal Listening Devices

Walkmans are allowed in school but their use is at the discretion of the subject teachers.

Special Procedures for Handling Violations of School Rules

Students and families have the right to privacy except that in all cases the student's parents or guardians will be informed.

Given reasonable cause for suspicion of a violation of school rules, a student's clothing and other possessions may be searched. Any item not allowed at school will be confiscated and may not be returned.

The School Director reserves the right, after consulting the Chairperson of the School Board, to ask a family to withdraw a student from school, to expel a student from school, and to seek the assistance of the police in cases where the Director determines there is a need.

The Director reserves the right to require that a student and family receive approved professional counseling before allowing a student to return to school.

In the event of an immediate perception of a threat to health or safety the school reserves the right for any member of the school staff to employ the school security forces, a medical response unit or the police immediately and without consultation.

The school reserves the right to suspend, request withdrawal or expel a student for repeated violation of any school policy, rule, or combination of policies and rules.