

 <p><i>St Andrew's School</i> <i>for Girls</i></p> <p>S K I L L E D F O R L I F E</p>	<b>DRUG</b>
	<b>POLICY</b>
	VERSION 1.4

It is not permissible for any learner to use drugs, or to bring drugs to school, or to come to school under the influence of drugs. In order to ensure that St Andrew's School is maintained as a drug-free environment, strict measures such as suspension or expulsion will be instituted in the case of any breach of this policy.

For the purposes of this policy, drugs are defined as substances which have the potential to be abused, which would include alcohol, tobacco and drugs which can be legally or illegally obtained. Parents of children who are on long-term medication which must be taken during the school day, must report this to the following person:

- Senior School: Housemistress
- Junior School: Class teacher
- Boarding: Matron and Head of Boarding
- Preschool: Class teacher

The emphasis of the school's policy is proactive, where appropriate counselling can be accessed by students.

## 1. JURISDICTION OF THE POLICY

1.1 The jurisdiction of the St Andrew's School Drug Policy includes the following:

- 1.1.1 on school property at all times, both in and out of uniform.
- 1.1.2 at all bona fide school events under the auspices of school management, both in and out of uniform.
- 1.1.3 whenever a student is in school uniform, or is recognised as a learner of the school.
- 1.1.4 whenever the conduct of a student at a place or time not covered by the above nonetheless affects fellow learners, staff or the learners own performance, or brings the school into disrepute.

## **2. SCHOOL POLICY**

### **2.1 Drafting of Policy**

- 2.1.1 various sectors of our school community were involved in the establishment of this policy.
- 2.1.2 the committee established from these various sectors consisted of a Member of the Board, the School Management team, two representatives from the parent body, as well as the Head Girl and Deputy Head Girl of the School.
- 2.1.3 Advice was received from Drug Wise, now DARE regarding the drafting of the policy.
- 2.1.4 students and parents are made aware of this policy annually when signing acceptance of the policy changes is required. Student workshops and parent meetings are held from time to time to educate parents and students about drug prevention and the school's policy and procedures is made available at these events. The school's procedures in dealing with substance abuse and contravention of this policy are mentioned below.

## **3. PROCEDURES FOR DEALING WITH PROBLEMS OF DRUG AND ALCOHOL USE AND DEPENDENCY**

The following procedures will serve as the primary guidelines at St Andrew's School for dealing with issues of drug use and dependency.

### **3.1 Educational Programmes**

The school organises a range of educational events and programmes for Grades 6 to 12 which deal with the problems of drug use and dependency.

### **3.2 Procedures for Counselling and Rehabilitation**

- 3.2.1 if there is reason to believe that a student is using drugs or abusing alcohol, the case will be referred to the Deputy Head of student affairs in the Senior School or the Deputy Headmistress in the Junior School.
- 3.2.2 this person will take all the steps necessary to investigate the seriousness or otherwise of the problem. These steps would include investigating, interviewing and referring where appropriate.

- 3.2.3 if the student admits to drug or alcohol use and seeks assistance, or self-refers, support will be given and outside agencies (where necessary) and parents consulted. A contract for rehabilitation will be drafted and signed by the student, the parents/legal guardians and the Headmistress. Provided that the treatment is adhered to, and that fellow students and staff-members will not be adversely affected, no disciplinary action will be instituted. If however, the contract is not adhered to, the school reserves the right to institute disciplinary procedures at a later stage.
- 3.2.4 if the student denies drug or alcohol use and refuses assistance, parents will be notified. The School will request written consent from the parents for testing to be carried out by a professional. The parents and child will also be informed that any behavioural manifestations of drug use whilst at school will be subject to the disciplinary action outlined below.
- 3.2.5 if a student or parent initially declines help, assistance will be provided without prejudice should they later require this.

#### **4. DISCIPLINARY ACTION**

- 4.1 Disciplinary action will be taken according to the norms and procedures of the school and may involve detention, suspension, community service or expulsion.
- 4.2 Careful assessment will take place with regard to every case, and action taken will be commensurate with the severity of the case, the previous disciplinary record of the student concerned, any possible coercion or intimidation which may have taken place, and the subsequent reaction of the student involved.
- 4.3 If a student is suspected of being under the influence of drugs or alcohol the matter will be referred to a the member of the Deputy Head of student affairs in the Senior School or the Deputy Headmistress in the Junior School, who will investigate the claims according to laid-down procedures. If the assessment appears to validate concerns, the learner will be isolated from others, parents will be called and required to take responsibility for the student and the school will request written consent from the parents for testing to be carried out by a professional.
- 4.4 Possession of drugs or alcohol on the school property or the provision of drugs or alcohol to others is regarded as a particularly serious breach of this policy and may result in immediate suspension or expulsion without following the other procedures under this policy.
- 4.5 The school will, if it considers it necessary, request the intervention of the South African Police Services.

## **5. TESTING FOR DRUG USE**

- 5.1 The deputy headmistress in charge of student affairs or the deputy headmistress in the junior school may, with the approval of the Headmistress, request testing for substances by a professional or appropriate agency.
- 5.2 However, testing will be conducted with the knowledge and consent of the parents or legal guardian. Parents will be liable for the cost of testing in all cases where the testing is positive. Refusal to consent to a test or to undergo a test may lead to the inference being drawn that the learner has breached the policy. The school may proceed with appropriate disciplinary action.

## **6. DEALING IN DRUGS**

- 6.1 Where a student is distributing and/or selling drugs at school, that learner is liable for immediate suspension or expulsion.
- 6.2 The school will contact the parents, and may refer the matter to the SAPS for further action.

## **7. CONFIDENTIALITY**

- 7.1 The confidentiality of the child and the family will be safeguarded at all times throughout any procedures contemplated in this policy.
- 7.2 The number of people receiving information will be kept to the minimum by the Deputy Headmistress or the Headmistress.
- 7.3 Information will only be shared if, in the opinion of the Headmistress, it is in the interests of the student, it is necessary or of therapeutic benefit to the learner, or if permission has been granted by the learner or the learner's parents/legal guardian.