



## ADDENDUM B: Drug and Alcohol Policy

### POLICY AND PROCEDURES MANUAL WITH REGARD THE PREVENTION AND MANAGEMENT OF SUBSTANCE USE AND ABUSE

The definitions, terms, concepts and schedules included in Oakhill School's Substance Use and Abuse Policy should be read and understood prior to signature of the policy document. Signature of these documents indicates acceptance of these definitions, terms and concepts.

Oakhill is committed to providing its students with a holistic education, one that equips them with the values and skills to face the challenges of life and to contribute meaningfully to the broader community. We believe that the use of drugs and alcohol is a danger to the physical and spiritual well being of our students and is counter-productive to the values, aims and activities of the whole school community. Oakhill has a zero tolerance policy regarding the use of drugs by its students.

The provisions of this policy document are thus designed to provide the students, parents, teachers and others associated with the school, with a clear guideline as to the principles, procedures and educational programmes which will inform our approach to the problem of drug and alcohol use.

Agreement to abide by the spirit and terms of this policy is a fundamental condition for acceptance into Oakhill School and for participation in all its programmes and activities.

### DRUGS, DRUG ABUSE AND CHEMICAL DEPENDENCY

The word DRUG refers to any chemical substance that has the potential of being abused. Cocaine, marijuana, alcohol, ecstasy and tobacco are drugs, as are aspirins, appetite suppressants and most cough mixtures. Other substances that can be abused include glue, Tippex, and thinners, Valium, Wellconal and Vesperax.

Drug abuse refers to the excessive use of a chemical substance that results in the impairment of an individual's physical, mental or emotional state of well-being. This usually implies a loss of control over the use of the substance itself. Drug dependence occurs when there is an uncontrollable physical drive to satisfy the need that arises from repetitive drug use. There are three criteria used as evidence of drug dependence:

- a loss of control over the use of the substance
- impairment in occupational, social, physical or emotional functioning
- affective or physical adaptation to the drug

### CORE PRINCIPLES

The Mission Statement of Oakhill and "The Joy of Learning", sets out the core values and purpose of education at Oakhill against which its approach to problems such as those of drug and alcohol use and abuse must be measured. In addition, the following principles have specific relevance to the requirements of care, education and discipline, vis a vis the problems of abuse and dependency.

### Initial & Return:

Parent(s)..... Pupil..... Headmaster.....



1. THE IMPORTANCE OF PREVENTION

Education and community building are inextricably at the heart of all we do at Oakhill and both are crucial in preventing the abuse of drugs and alcohol. Educational programmes that help to raise awareness of the problems of abuse and dependency and that help to build an informed, alert and caring community will involve staff, parents and students on an ongoing basis.

2. COMPASSION AND SPECIALISED SUPPORT ARE ESSENTIAL INGREDIENTS FOR SELF HELP AND REHABILITATION

Education at Oakhill is concerned with the emotional needs of its students as well as their academic progress. Students need to be given help and support to deal effectively with their anxieties and problems no matter what they might be. Students with problems of abuse and dependency require a special form of help.

Oakhill School and the Oakhill school support unit, in association with accredited professionals and organisations, will assist students with abuse and dependency problems in establishing a programme of self-help and rehabilitation. All assistance will be provided in a manner, which is consistent with accepted professional ethics and codes of conduct, which honours the dignity and rights of the child, which recognises parental responsibility and which serves the best interest of the school as a whole.

3. CONFIDENTIALITY

The confidentiality of the child and the family will be respected at all times throughout any procedures contemplated in this policy.

4. EDUCATIONAL PROGRAMMES

In keeping with the core values of Oakhill's Mission Statement and the principle that prevention is extremely important, the school will organise a range of educational events and programmes dealing with the problems of drug use and dependency. These could include the following:

- Workshops and other informal activities, including special assemblies at school
- formal programmes for the training of interested parents, students and teachers in basic counselling skills
- lessons during Life Orientation and other appropriate subjects in the school curriculum
- the provision of relevant literature and other audio visual resources accessible to teachers, students, parents and counsellors
- a proactive involvement with other professional and community-based organisations committed to the struggle against abuse and dependency

6. PROCEDURES

The following procedures will serve as the primary guidelines for dealing with problems of drug abuse and dependency at Oakhill. All disciplinary measures in this regard will be instituted at the discretion of the Principal and attention is drawn to the fact that the Principal may act when, in his/her judgement, there is sufficient evidence to do so.

**Initial & Return:**  
 Parent(s)..... Pupil..... Headmaster.....



## 7. POLICY WITH REGARD TO THE USE OF DRUGS

The use of any habit-forming substance, without a doctor's certificate, is strictly forbidden, if taken:

- During school hours
- On the school premises
- In school uniform or wearing any part of the school uniform
- During extramural activities on school grounds (e.g. sports meetings, school functions, etc.)

**NOTE: The school reserves the right to take action according to the Oakhill School Substance Use and Abuse Policy and Procedure Manual if any member's drug abuse outside the school influences their academic performance, behaviour or school attendance or brings the school's name into disrepute. Oakhill, furthermore, reserves the right to act against any Oakhill member who influences another Oakhill member to abuse any chemical substance.**

### Policy with regard to dealing and possession of drugs

Possession and dealing in drugs during school hours, on the school property, in school uniform, during extramural activities on school grounds, camps, sports tours and meetings, school functions, etc. is strictly forbidden.

**NOTE: Dealing in drugs is a criminal offence, as is the possession of illegal drugs. If any Oakhill member is suspected of, or caught, dealing in drugs, the school will investigate the matter and, if necessary, will refer it to SANAB (South African Narcotics Bureau) after which normal legal prosecution will take place.**

### Policy with regard action taken by Oakhill

- Each case will be considered and dealt with individually within the framework of the Policy and Procedures
- Each case will be dealt with confidentially, but parents/ guardians will be informed and must be involved
- Individual symptoms and rumours, without supporting evidence, will not be considered as indicators, but a pattern of indicators will be investigated (declining performance, a lack of willingness to participate in school activities, changes in behaviour and appearance, irregular school attendance, etc.)
- Rumours with supporting evidence will be investigated

**NOTE: This is not a process of victimization, but an honest attempt to identify, at an early stage, school members in crisis.**

#### Initial & Return:

Parent(s)..... Pupil..... Headmaster.....



- The school reserves the right to conduct random and specific drug testing and professional assessment, where necessary, with or without consultation with the parents
- Should students decline to participate in such test, parents will be obliged to arrange the necessary testing and forward the results to the School
- Selected staff, who will be specifically trained in this area, will undertake the substance abuse investigations, after which external professionals will be consulted
- Those School members concerned will be referred to identified organizations for assessment and treatment
- Parents/ Guardians will be responsible for any expenses incurred, unless other arrangements have been made with the School prior to the intervention
- This contract between all involved parties (School, parents/ guardians, and treatment institution/ individuals) provides the following:
  - i) that the treatment will be determined by all the relevant parties
  - ii) that drug testing can take place at the request of the school and that the parents/ guardians are responsible for the costs of such testing. The control of such testing is the school's responsibility
  - iii) that those school members concerned are expected to improve in achievement, behaviour, attendance, etc. once their substance abuse problem has been professionally and successfully addressed
  - iv) that the parents/ guardians must authorize the treatment institution to supply the school with bi-weekly progress reports and allow a duly authorized member of the school staff to visit an Institutionalised College member
  - v) that the consent of contracts can be adapted in writing after negotiation with the relevant parties
  - vi) that if the parents/ guardians and/or school member take it upon themselves to stop treatment, the school will consider the contract suspended and those concerned will then be required to leave Oakhill school
- The school reserves the right to recommend that if it is in the interest of those concerned and of the school, such school members be referred elsewhere to complete their schooling
- Disciplinary matters will be dealt with by the Disciplinary Committee and will run concurrently with the Oakhill Support Programme.

Pupil's Name and Surname:.....

Signed at ..... on this..... day of ..... 20.....

Parent's Signature:..... Pupil's Signature:.....

For and on behalf of Oakhill (Full Name): .....

Signature and Capacity:.....

