



NOVA PIONEER
SCHOOLS FOR INNOVATORS & LEADERS

SUBSTANCE ABUSE POLICY

South Africa

September 2018

All individuals at Nova Pioneer uphold the six culture principles reflecting our philosophy and that define a Novaneer. We believe that you cannot have great learning or build a great community without a strong and positive culture.

Novaneers live these six culture principles in learning and behaviour

High Expectations	Greater Together	Servant Leadership	Joy of Learning	Always Growing	Solutions First
<i>We sweat the small stuff and take pride in what we do. We set goals that others think are impossible and never stop until we achieve them.</i>	<i>We constantly support our teammates because we know we can achieve more together.</i>	<i>Great leaders always put others before themselves and engage their community with humility and generosity. We see leadership as a way of improving the world, not simply promoting ourselves.</i>	<i>We are lifelong learners and we are fuelled by curiosity and discovery</i>	<i>We constantly seek out difficult challenges, share and receive feedback as a gift, and see every failure as an opportunity to grow.</i>	<i>Everything is possible when we think creatively and critically about a problem. We are always thinking of new solutions when faced with difficult problems.</i>

We are Greater Together through supporting each other in dealing with substance abuse issues.

We adopt a Solutions First approach to substance abuse: what is the cause of the abuse and what interventions will address these issues and preclude repetition of the inappropriate conduct?

And there can be no Joy in Learning in a community where substance abuse issues are not addressed.

1. Introduction

1.1. The issue of respecting the rights of our students and the implementation of this policy is of paramount importance to Nova Pioneer and is one of the cornerstones of this policy. It is a principle of the policy that Nova Pioneer will work as closely as possible with the parents of students in implementing the policy.

1.2 The increase in the use and distribution of drugs throughout South Africa, and particularly among the country’s youth, is a cause for concern for all parents – and

1.3 The availability of a variety of drugs is widespread and affordable. We all

need to continue to reflect on the seriousness of the situation with regard to addiction and substance abuse.

- 1.4 Young aspirant sportsmen and women are increasingly turning to performance-enhancing drugs to improve their success in their chosen fields of competition.
- 1.5 As part of a greater community, Nova Pioneer confronts issues head-on and deals with them in a structured and considered manner, in partnership with the parents/guardians of Nova Pioneer students to ensure the best for their children. Substance abuse is detrimental to one's physical, social, emotional, mental and spiritual health. The concept of a healthy lifestyle will, at all times, be propagated and encouraged by Nova Pioneer.

2. Purpose

The purpose of this policy is two-fold:

- 2.1 Outlining the approach taken by Nova Pioneer.
- 2.2 Outlining the procedures for disciplinary action, as detailed in the Philosophy of Culture and Behaviour which is available to all students and parents.

3. Scope

- 3.1 This policy shall apply to all Nova Pioneer students. The policy applies to the use and distribution of any illegal drug by a student whilst on Nova Pioneer property, in school uniform or while involved in any school activity which is any official educational, sporting, cultural, recreational or social activity of the school within or outside the school premises.
- 3.2 The use of any illegal drug is strictly forbidden.
- 3.3 If the behaviour of a student indicates that he/she may be using an illegal drug, relating information may be referred to the relevant Dean of Students at the School.

4. Definition

Illegal Drug - This is defined as any unlawful substance that has a psychological or physiological effect (including alcohol and marijuana); or any substance having such effect that is possessed unlawfully.

5. Policy Statements

5.1 Rehabilitation and Counselling

- 5.1.1 It is policy not to condemn students but to support those who need help. Where possible, this will be managed in a way that least impacts on the student's school career.
- 5.1.2 Students who voluntarily request help and/or those referred by parents or teachers will be sent to the Dean of Students who may refer them to the Educational Psychologist. The approach will be one that is non-judgmental and non-disciplinary. The Dean of Students will provide assistance in recommending the best possible course of rehabilitation. An appropriate agreement for rehabilitation will be drafted by the School, and signed by the student, the parent/guardian, the School Leader and the Dean of Students. The confidentiality of the student and the family is paramount throughout this process.
- 5.1.3 Confidentiality should be maintained at all times by all stakeholders. Whilst Nova Pioneer and its employees can make this professional commitment, confidentiality will also depend on whether or not the student and/or his/her parents are able to avoid telling their friends or anyone else.

5.2 The Distribution and Possession of Illegal Drugs

- 5.2.1 Unless authorised by the School Leader for legitimate educational purposes, no person may bring an illegal drug onto school premises or have such drug in his or her possession on school premises or during a school activity.
- 5.2.2 Any form of distribution of any illegal drug to any other person is strictly forbidden.
- 5.2.3 In particular, the selling or purchasing of illegal drugs is a criminal offence. If any student is suspected of, or found , selling or purchasing such illegal drugs, the School will investigate and, if necessary, refer the matter to the appropriate authorities for further investigation and action.

5.3 Testing for Prohibited Substances

- 5.3.1 In accordance with section 8A of the South African Schools Act of 1996 ("the Schools Act"), the School Leader or his/her delegate may administer a urine or other non-invasive test to any student or group of students that is on fair and reasonable grounds suspected

of using illegal drugs. To the extent possible, the consent of the parent/guardian and the consent of the student will be obtained on the prescribed forms. However, Nova Pioneer reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent.

- 5.3.2 Nova Pioneer will be in control of the testing programme. The initial cost of the test will be covered by the school. If the student tests positive, the costs of any subsequent testing will be for the account of the parent / guardians.
- 5.3.3 Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details, to ensure that students cannot determine or anticipate when testing will take place or who will be selected for a test.
- 5.3.4 Once a student has been notified of selection for a drug test, the student will be accompanied and observed by a member of the testing team from the time of notification until the testing process is complete.
- 5.3.5 When the student arrives at the testing area he/she will be informed of the testing process that is about to take place and the consequence of a positive test result, before testing commences.
- 5.3.6 The test will be conducted in the presence of a witness of the same gender as the student, and out of sight of other individuals to maintain a level of confidentiality.
- 5.3.7 A test report with a unique reference number will be completed for every test. It will include the full details of the person being tested, details of any medication or supplements which the student claims to have ingested in the last 48 hours, any comments that members of the testing team or the student may wish to record, and the test result.

5.4 Procedure to be followed if an illegal drug is found on a student

- 5.4.1 Any illegal drug that has been seized (in terms of Nova Pioneer's Search and Seizure Policy) must be clearly and correctly labelled with full particulars, including:
 - 5.4.1.1 the name of the student in whose possession it was found;
 - 5.4.1.2 the time and date of the search and seizure;
 - 5.4.1.3 an incident reference number;

5.4.1.4 the name of the person who searched the student;

5.4.1.5 the name of the witness or witnesses; and

5.4.1.6 any other details that may be necessary to identify the item and the incident.

5.4.2 Any such seizure will be recorded in the school record book. The illegal drug(s) concerned will be handed over to the police for disposal in terms of section 31 of the Criminal Procedure Act, 1977.

5.5 Grounds for reasonable suspicion

5.5.1 A search or drug test contemplated above will only be conducted after taking into account all relevant factors, including:

5.5.1.1 the best interest of the students in question or of any other student at the school;

5.5.1.2 the safety and health of the students in question or of any other student at the school;

5.5.1.3 reasonable evidence of illegal activity; and

5.5.1.4 all relevant evidence received.

5.5.2 Individual symptoms will not be considered as indicators, but a **pattern of indicators** (e.g. more than one of: a decline in academic achievement, a lack of willingness to participate in school activities, change in behaviour, irregular school attendance, etc.) may be investigated. Marked changes in physical appearance may be grounds for suspecting the use of performance enhancing drugs such as anabolic steroids.

5.6 Disciplinary Action

5.6.1 If the rehabilitation and counselling route has not been followed, or has been unsuccessful, Nova Pioneer reserves the right to take appropriate disciplinary action.

5.6.2 Save as otherwise provided in this policy, any evidence obtained against the student as a result of a drug test or search, whether in the form of a positive drug test or the confiscation of an illegal substance, will not result in criminal proceedings being instituted against the student.

5.6.3 Each case will be dealt with in a confidential manner, but parents/guardians will be informed and involved.

- 5.6.4 Nova Pioneer will do its best to create a confidential zone for students to speak up if their information is motivated by a willingness to help both with the addiction and interface with parents.
- 5.6.5 Selected educators, who are specifically trained in this area, will undertake the investigations and a professional external organisation will participate in the intervention process.
- 5.6.6 Students who have been found to have transgressed the policy will be referred to an identified organisation for assessment and treatment.
- 5.6.7 Parents/guardians will be held responsible for any expenses incurred.
- 5.6.8 If it is established that a student is engaged in the use of illegal drugs, the student will be required to submit to a rehabilitation programme which will include:
- 5.6.8.1 The treatment option as determined by all parties.
 - 5.6.8.2 Urine testing or other non-invasive testing can take place on an ad hoc basis. The control of such testing is Nova Pioneer's responsibility.
 - 5.6.8.3 An expectation that the student will improve with respect to behaviour, academic achievement and school attendance.
 - 5.6.8.4 The authorisation and support by the parents/guardians of the treatment.
 - 5.6.8.5 That the designated institution undertaking rehabilitation and treatment will supply Nova Pioneer with progress reports addressed to a designated, trained person. Such report is furnished with the student's written consent.
 - 5.6.8.6 If necessary, the rehabilitation programme can be adapted after negotiation with the relevant parties.
 - 5.6.8.7 The proviso that if the parents/guardians and/or student take it upon themselves to stop treatment, Nova Pioneer will consider the rehabilitation programme suspended and Nova Pioneer reserves its right to implement disciplinary procedures, in terms of the School Code of Conduct.

6. Related Information

- 6.1 This policy should be read in conjunction with the Code of Conduct and the Parent Handbook.

7. Conclusion

Whilst we do our best to teach and encourage our students to act in a way that truly role models our culture principles, which discourages the use of prohibited drugs, we have created this policy to ensure that all Novaneers are best protected in this case.

8. Review of Policy

In order to remain relevant, this policy will be reviewed in terms of the Policy Management Policy.



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SUBSTANCE ABUSE POLICY ADDENDUM ONE

CONSENT FORM: PARENTS/GUARDIANS

Name of Student: _____

1. I have read and understand the contents of the Nova Pioneer Substance Abuse Policy and hereby agree to be bound by the contents of this Policy
2. In particular, I authorise Nova Pioneer to conduct a urine or other non-invasive test to test for alcohol and/or drug use, and to search my child's body and property on reasonable suspicion of drug or alcohol use or possession in accordance with the Policy.
3. I understand why these searches and tests are necessary, and I fully appreciate what the procedure involved will be and what the consequences of either a positive test or a search and seizure are, and do hereby freely give my consent.
4. I acknowledge that it is my duty to disclose to Nova Pioneer any medicine that my child has taken that may affect the outcome of the test. I will provide Nova Pioneer with a doctor's certificate after any such test, as soon as is reasonably possible, which states precisely what the nature of such medication is.
5. I understand that this form remains in effect until my child final year at Nova Pioneer and/or withdrawal from the School.

Name of Parent/Guardian:

Signature:

Date:



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SUBSTANCE ABUSE POLICY: ADDENDUM TWO

CONSENT FORM: STUDENT

1. I hereby declare that I am over 12 years of age.
2. I have read and understand the contents of the Nova Pioneer Substance Abuse Policy and hereby agree to be bound by the contents of this Policy
3. In particular, I authorise Nova Pioneer to conduct a urine or other non-invasive test to test for alcohol and/or drug use, and to search my body and property on reasonable suspicion of drug or alcohol use or possession, as articulated in the Policy.
4. I understand why these searches and tests are necessary, and I fully appreciate what the procedure involved will be and what the consequences of either a positive test or a search and seizure are, and do hereby freely give my consent.
5. I acknowledge that it is my duty to disclose to Nova Pioneer any medicine that I may have taken that may affect the outcome of the test. I will provide Nova Pioneer with a doctor's certificate after any such test, as soon as is reasonably possible, which states precisely what the nature of such medication is.
6. I understand that this form remains in effect until my final year at Nova Pioneer and/or withdrawal from the School.

Student's Name:

Student's Signature:

Date: