

Hong Kong International School

POLICY

1 Red Hill Road,
Tai Tam, Hong Kong

6 South Bay Close,
Repulse Bay, Hong Kong

Education and Students

Series 3000

Policy Title : **Substance Abuse and Drug Testing**

Policy Number : **3060**

Our work with students and families emphasizes care and respect of individuals. Our natural extension of this philosophy is taking an institutional stand against any drug abuse, and substance abuse generally. This means working both proactively and reactively to foster and encourage healthy, wholesome lifestyles.

The pressure and temptation on teenagers in Hong Kong to participate in the drug scene is well documented.

HKIS has determined that, in providing our students with a safe and nurturing environment, zero tolerance of illegal drug use is critical, and that random testing can be a useful tool in deterring drug involvement.

The school's contributions toward achieving that goal, in reference to illegal substance abuse as defined by Hong Kong law, include:

- a. Preventative education programs on substance abuse at all age levels.
- b. Education on the consequences under Hong Kong law and HKIS policy relating to possession, use, and facilitating use by others of illegal drugs.
- c. A drug-use screening and detection procedure utilizing student hair samples conducted on a random basis.
- d. School support of a student who requests help to overcome substance use, abuse, or dependency.
- e. Intervention when the school has reasonable cause to believe drug abuse has occurred.

Students who possess or use illegal drugs, bring drugs to school or school activities, or facilitate drug use by others violate Hong Kong law and HKIS policy.

HKIS reserves the right to terminate the continuing enrollment of any student who violates HKIS policy on illegal drugs and substance abuse.

Date Adopted : 1998

Date of Last Review : November 2020

Reference : Student Handbook (UP, MS, HS)

Administrative Regulations: Substance Abuse and Drug Testing - Policy No. 3060

Implementation

1. As an annual requirement for enrollment, each student in grades 6 -12 and his/her parent will read and sign a statement acknowledging their understanding and acceptance of the conditions of this policy.
2. The school reserves the right to inspect personal effects of students who are believed to be in possession of illegal or dangerous substances or paraphernalia. This will normally be done in the presence of the student affected.
3. Any students found to be in possession of any illegal substances (e.g., illegal drugs) or paraphernalia while on campus or at any school activity will be expelled, including the loss of credit for the semester in which the offense occurs. In those cases where drugs are found on campus, the school reserves the right to contact the Hong Kong Police.
4. Any student determined to be facilitating the drug use of others will be expelled from school. Facilitation includes, but is not limited to: selling drugs; making drug purchases for someone else; transporting drugs for someone else; or providing information so others may buy drugs.
5. For the random testing component the school will:
 - a) Cover the cost of the individual tests and program implementation.
 - b) Insure through quality controls that any procedure involving a student is done in the least intrusive way possible and with care, respect, and sensitivity.
 - c) Train a designated administrative staff person to collect, process, and provide results of hair sampling.
 - d) Randomly test on average 4 High School students per day. (For middle school, on average 20 students per month will be tested.)
 - e) Retest for accuracy any positive test whose results are disputed; consult a licensed medical review officer for resolution if necessary.
 - f) Require a student who tests positive to enter the intervention program.
6. With reasonable cause, school personnel may call for a test (hair, urine and/or saliva) to assess drug use. This process is independent of the routine random sampling. When drug use is established, the student enters the intervention program.

Intervention Program

1. The intervention program will include the following:
 - a) Parents will be notified of the student's test results, if positive (or when a student admits drug use to school personnel), and meet with a member of the high school administrative team and the student's counselor.
 - b) A student who accepts responsibility for his/her use and is open to counseling assistance, will be placed in the intervention program that will commence immediately and last for up to 12 months. (Note: regular drug testing will continue throughout the HKIS enrollment of any student who has a positive drug test and enters the intervention program).
 - c) Should a student not initially choose to accept responsibility for his/her documented use, he/she will be suspended from school for up to 3 days to

- reconsider his/her decision. If after 3 days the student is still unwilling to take responsibility for his/her use, the student will be asked to leave HKIS.
- d) In certain cases, the school may determine that it is in the best interest of the student to leave HKIS after the first positive drug test, in order to receive immediate professional care. Upon completion of an in-depth counseling program, the student may apply for readmission to HKIS. The school's decision on readmission will take into account the recommendation of those who have provided rehabilitation care, as well as the recommendation of the HKIS administrative and counseling personnel.
 - e) The intervention program will include the following elements:
 - i. Regular sessions with the student's HKIS school counselor.
 - ii. When appropriate, a recommendation by the school that the student receive additional outside counseling/drug intervention support. School counselors will assist families in locating suitable intervention services and maintain contact with outside therapists. In order to remain in school, students in the intervention program and their parents must provide a signed release of information relating to such counseling, intervention or therapy.
 - iii. Periodic unannounced testing by the school to assist the student in avoiding continued drug use.
 - iv. Loss of all free periods, and "come and go" privileges for a minimum of 6 weeks, at which time further assessment will take place to determine the return of privileges.
 - v. Loss of participation in school sponsored overseas travel for 2-4 academic quarters.
 - f) If at any point after the initial positive drug test result, the student tests positive for drugs again and the result indicates continued use (or admits to drug use), he/she may be asked to leave HKIS. This decision is at the school's discretion and will allow the student to receive drug/alcohol abuse services beyond the expertise of HKIS personnel. If the school allows a student to remain in school following a second positive test any subsequent positive test will result in the student's expulsion from school.

Deleted: note regarding readmission

Special Provision for Students Age 16 and Above

In order to encourage student responsibility and assist them in coming forward to seek help, students who have concerns with their personal drug use may seek support from the school's program (without the knowledge of their parents) under the following conditions:

1. The student has reached the age of 16.
2. Parents have given signed permission prior to the beginning of the school year.
3. The student speaks to an HKIS counselor or administrator about his/her drug use prior to notification of any drug testing.
4. The student undergoes a drug screening at the time appointed by the school personnel.
5. The student begins immediate drug counseling with a drug/alcohol counselor for six weeks.
6. The student agrees to be re-tested within six weeks. The test results must indicate non-use of drugs; otherwise, parents will be notified and the student then enters the regular intervention program.
7. Until the student receives a negative drug test result he/she understands he/she is not permitted to participate in school-sponsored overseas travel.

Alcohol and Tobacco use on Campus or at School-Sponsored Activities

Since the affects of alcohol and tobacco abuse are also harmful, HKIS is proactive in its care for students and prohibits the possession and/or use of alcohol or tobacco on campus or at any school-sponsored event.

First Offense:

Parent conference may be required; assessment on the extent of the problem and recommendations; student may be placed on disciplinary warning with consequences of loss of unsupervised periods and HKIS overseas travel for 2-4 academic quarters.

Second Offense:

Required parent conference; may include day in-school suspension; participation in school support group; student is placed on disciplinary warning or probation along with its consequences as appropriate.

Third Offense:

Three-day in-school suspension; required parent conference to determine if the student can remain at HKIS. If the student is given a third chance, disciplinary probation and its consequences continue.

Special Provision for Overseas Travel: Please note that alcohol violations which occur on overseas trips will result in a student's suspension from school until the student's enrollment status is reviewed and a determination of extended suspension or expulsion is made.

Exhibit – Policy No. 3060 Substance Abuse and Drug Testing

AGREEMENT

The attached information on the HKIS policies on **drug abuse, alcohol and tobacco use at school or HKIS events**, and on **cheating** have been read and discussed by us. Our signatures indicate our understanding of policies and our intent to abide by them. We understand that this form is signed annually and must be on file in order for a student to attend HKIS.

Student's Name (Block Capitals) Student's Signature Date

Parent's Name (Block Capitals) Parent's Signature Date

Optional Signature: My child is 16 years or older and I approve my child's participation in the Special Provision aspect of the HKIS Substance Abuse and Drug Testing policy.

Parent's Name (Block Capitals) Parent's Signature Date

Any questions on the policy may be directed to your counselor or high school administration.

Please return this form to the school office before the first day of attendance at HKIS.