



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# POLICY ON SUBSTANCE ABUSE

Implemented : April 2014

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Next Review : May 2024

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO



## **AWARENESS ON SUBSTANCE ABUSE**

- Announcements to all staff regarding substance abuse are made during staff meetings by the Principal/ Vice Principal. Timely reminders are given if needed.
- Pupils are made aware on substance abuse through special assemblies/counseling session by the Principal / Vice Principal / Supervisors /School Counselor.
- The school is a no smoking / no alcohol zone.
- Staff are clearly instructed about the use of tobacco/alcohol in school/at school functions/on school outing/excursions.

In the event of a report of a staff/pupil breaking this rule, the following is the course of action

### **STAFF:**

- A committee is constituted comprising of the Principal/ VP/Administrative Officer.
- The alleged staff is questioned in the Principal's office.
- An IM is issued to the staff asking for a written explanation.
- Depending on the reply from the staff, a letter of warning is issued to the staff and the staff is counseled.
- Depending on the severity of the situation the staff could be suspended from the duty without pay.
- In the event of a repetition of the same by a staff, the member could be referred to the Senior Vice-President Education- GEMS/Ministry recommending termination as per rules.

### **PUPIL:**

- A committee is constituted comprising of the Principal/VP/Administrative Officer and the School Counselor.
- A letter is written to the parents requesting them to meet with the committee.
- The pupil is counseled regarding all the ill effects of smoking and reprimand by the Principal for the unacceptable behavior. And is further referred to the school counsellor.
- Actions taken as per the MOE bye law
- If the incident is repeated the matter is referred to the Senior Vice President Education-GEMS/Ministry with a recommendation that the pupil's name be struck off from the rolls.