



*LEARNERS TODAY, LEADERS TOMORROW*

# CIS Substance Abuse Policy and Guidelines

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## 1. Policy Statement

The Canadian International School (CIS) is committed to protecting the health, safety, dignity, and educational success of all students. The school prohibits the possession, use, distribution, sale, promotion, or facilitation of prohibited substances. This prohibition applies in all school-related contexts to ensure that the school environment remains safe, lawful, and free from behaviours that compromise well-being or learning.

CIS recognises that substance misuse is often linked to underlying well-being concerns, peer influence, or risk-taking behaviour. Therefore, the school adopts a restorative, educational, and well-being-centred approach, aiming to:

- identify and address underlying causes
- prevent escalation
- preserve the student's connection to school
- provide targeted support and guidance
- promote accountability in a supportive framework
- maintain a safe environment for all

This balanced approach ensures compliance with UAE legal requirements - including Wadeema's Law, Federal Decree-Law 30/2021, Federal Decree-Law 34/2021, and ADEK behaviour regulations - while honouring CIS's commitment to student development and well-being.

This policy must be read in conjunction with the CIS Behaviour Policy, CIS Child Protection & Safeguarding Policy, CIS Online Safety & Digital Citizenship Policy, and the CIS Health & Safety Policy, which collectively establishes the school's safety and well-being framework.

This policy is developed in accordance with the ADEK Private Schools Policy and Guidance Manual (2024–2025), which governs student behaviour, health and safety, and school compliance requirements.

## 2. Scope

This policy applies to all CIS students in all settings where CIS has a duty of care or reputation to uphold. This includes:

- on campus: classrooms, washrooms, playgrounds, sports areas, hallways
- school transport: buses, bus stops, supervised waiting areas
- school-sponsored activities: camps, trips, extracurriculars, sports events
- representation contexts: competitions, performances, community events
- digital environments: online learning spaces, school communication platforms
- Digital conduct must also comply with the CIS Online Safety & Digital Citizenship Policy, and breaches related to cyber-behaviour will be managed jointly under both policies.
- off-campus behaviour: when it has a direct impact on CIS safety, well-being, or reputation

The scope ensures the school can act proactively to protect students even when incidents occur outside physical boundaries but are connected to school life.

### **3. Prohibited**

#### **3.1 Prohibited Substances Defined**

This category includes:

##### **Illegal drugs & controlled substances**

These pose significant legal and health risks. Their possession or consumption constitutes a critical violation requiring immediate protective action and reporting. Examples include marijuana, hashish, synthetic cannabinoids, psychotropic tablets, or any substance listed in Federal Decree-Law 30/2021.

##### **Alcohol**

Alcohol use in minors is illegal. Possession, consumption, or intoxication creates an immediate safety risk and undermines student welfare.

##### **Vaping and e-cigarette devices**

These products are prohibited because:

- they often contain nicotine and harmful chemicals
- they present concealment risks
- they normalise addictive behaviours
- they can be used to deliver THC oils or illicit substances

##### **Tobacco and shisha**

Smoking is harmful to health and prohibited for minors. Possession or use violates health and safety expectations.

##### **Prescription medication misuse**

Medication must be stored and administered by the school nurse. Misuse — such as taking medication not prescribed to the student — poses significant health dangers.

##### **Paraphernalia**

Items such as grinders, rolling papers, lighters, vape chargers, or empty cartridges indicate involvement with substances even if substances are not found.

### **3.2 Digital Misconduct**

Digital misconduct related to substances includes:

- sharing images or videos of substance use
- coordinating meetups to obtain or use substances
- encouraging or pressuring peers
- promoting substances as “trends” or “challenges”
- posting content that glorifies or normalizes substance misuse

This behaviour can significantly influence peers and constitutes a violation requiring investigation, support, and corrective action.

### **3.3 Prohibited Conduct**

Students are prohibited from behaviours that compromise their safety, the safety of others, or the integrity of the school environment. These behaviours include, but are not limited to:

#### **Possession**

- Having prohibited substances or paraphernalia anywhere on their person, belongings, or in locations connected to them (bags, lockers).

#### **Consumption**

- Using or attempting to use substances at school, on trips, or before arrival (if attending school intoxicated).

#### **Distribution and sale**

- Supplying substances to peers is a serious safeguarding and criminal concern. Even informal sharing constitutes distribution.

#### **Misuse of medication**

- Taking another student’s medication or sharing one’s own medication is dangerous and prohibited.

#### **OTC medication misuse**

- Products such as antihistamines, cough syrups, or analgesics can be misused for intoxication.

#### **Concealment and obstruction**

- Attempting to hide evidence, warn others, or provide false information hinders safety measures and increases risk to the student and others.

## **Promotion**

- Encouraging peers to use substances - especially via digital platforms - significantly contributes to peer harm.

## **4. Roles and Responsibilities**

### **4.1 School Principal/Head of School**

The School Principal ensures all actions comply with UAE law and ADEK protocols. Responsibilities include:

- overseeing investigations
- authorizing searches
- determining whether Police involvement is required
- submitting mandatory ADEK reports
- ensuring restorative reintegration after consequences are applied

### **4.2 Child Protection Coordinator (CPC)**

The CPC ensures each case is considered through a child protection lens, assessing:

- risk of harm
- safeguarding implications
- family support needs
- history of well-being indicators
- whether the student requires child protection monitoring

The CPC ensures compliance with Wadeema's Law.

### **4.3 Divisional Heads of School**

Divisional Heads:

- respond immediately to concerns
- support the student emotionally during investigation
- maintain dignity and privacy
- ensure all initial details are recorded accurately

#### **4.4 School Nurse**

Responsible for:

- evaluating safety risks related to intoxication
- assessing whether medical intervention is required
- ensuring medication is stored and dispensed safely

#### **4.5 School Counsellors**

Counsellors:

- address underlying well-being needs
- identifying patterns of misuse
- support coping and decision-making skills
- facilitate restorative conversations between students, peers, and teachers
- support reintegration after disciplinary action

#### **4.6 Behavioural Management Committee**

The BMC reviews major and critical incidents and ensures recommended consequences and supports are:

- fair
- consistent
- legally compliant
- proportionate
- supportive of reintegration

#### **4.7 Staff**

Staff must:

- report any concern immediately
- act sensitively and without judgement
- avoid confronting, searching, or investigating independently
- maintain confidentiality

## 4.8 Parents

Parents must:

- attend meetings promptly
- provide accurate medication information
- collaborate in restorative or well-being plans
- support monitoring plans when required
- Medication handling and safe storage are governed by the CIS Medication Administration Policy, which outlines the authorized procedures for all prescription and OTC medication on campus.

## 4.9 Staff Training

CIS ensures that all staff receive annual training on this policy through safeguarding, behaviour, and well-being professional development modules. Training includes recognizing warning signs, reporting procedures, and understanding legal obligations under ADEK and UAE federal law.

## 5. Mandatory Reporting & Staff Accountability

Staff are legally obligated to report substance-related concerns because:

- students may be at risk of harm
- concealment can endanger lives
- early reporting allows early intervention
- Wadeema's Law requires immediate safeguarding actions

Failure to report puts students at risk, compromises compliance, and may result in disciplinary action. Mandatory reporting obligations follow both the CIS Child Protection & Safeguarding Policy and the UAE Child Protection Framework (Wadeema's Law). All staff must follow the internal reporting pathway outlined in the CIS Safeguarding Policy.

## 6. Search, Seizure & Evidence Handling

Searches are conducted only when necessary to protect student safety. CIS ensures:

- dignity is maintained at all times
- searches are minimally intrusive
- staff explain the purpose of the search

- students are supported emotionally
- searches never involve physical contact

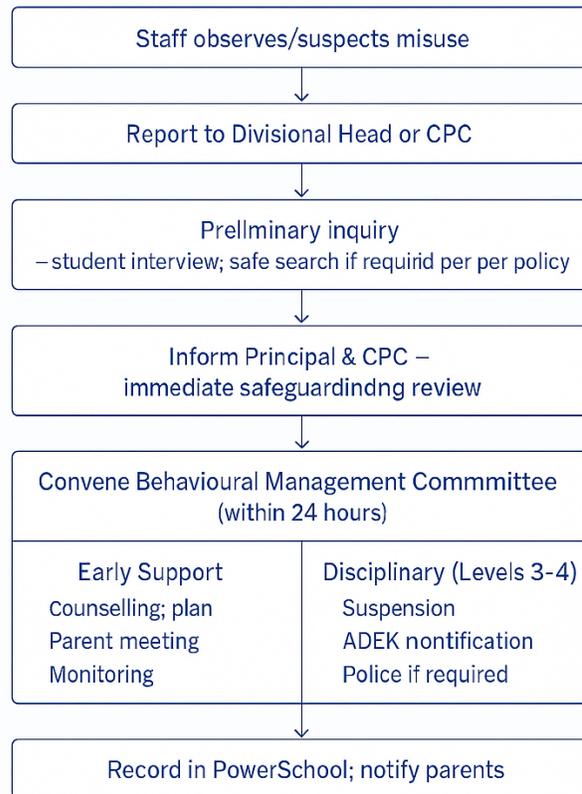
Evidence handling is meticulous to ensure accuracy, accountability, and transparency. This includes:

- accurate documentation
- safekeeping
- timely reporting
- compliance with ADEK and Police requirements

### 6.1 Reporting & Escalation Flowchart

The following flowchart outlines CIS’s legally mandated reporting and escalation pathway for all substance-related incidents:

#### SUBSTANCE ABUSE REPORTING & ESCALATION (CIS)



## **6.2 Search and Seizure**

Search procedures must remain consistent with the CIS Behaviour Policy, which outlines proportionality, student rights, and conduct expectations during investigations. All searches must comply with the ADEK Behaviour Management Policy search procedures, including proportionality, gender-appropriate staffing, and documentation requirements.

## **7. Disciplinary Framework**

Sanctions applied under this policy must align with the CIS Behaviour Policy's Misconduct Levels (Minor, Major, Critical) to ensure consistency across all behavioural decisions.

Consequences are designed to:

- protect student safety
- correct behaviour
- educate on risks
- address underlying causes
- restore relationships
- prevent recurrence

When substance use or misuse is linked to peer pressure or coercion, the CIS Anti-Bullying & Peer Relations Policy is applied concurrently.

### **7.1 Vaping / Tobacco / Paraphernalia**

- Vaping among minors presents health risks and often leads to nicotine addiction. Sanctions ensure accountability while support addresses underlying habits or peer pressure.

### **7.2 Alcohol**

- Alcohol use impairs judgement and poses significant safety risks. Interventions include reflective tasks and restorative conversations.

### **7.3 Medication Misuse**

- Misused medication can cause serious harm. Support focuses on health education and understanding risks.
- Medication misuse cases also require review under the CIS Medication Administration Policy to confirm whether storage or access procedures were followed.

#### **7.4 Illegal / Controlled Substances**

- Illegal substances pose a safeguarding crisis and must be handled with legal compliance. Safety takes priority, but well-being planning remains central during and after disciplinary action.
- All critical incidents involving illegal substances follow the CIS Critical Incident Response Protocol as part of the Health & Safety Policy.
- ADEK must be notified of all Major and Critical Behaviour Violations related to illegal substances within 48 hours, in accordance with the ADEK Behaviour Management Policy.

#### **7.5 Distribution or Sale**

- This constitutes a safeguarding emergency and potential criminal offense. The school must protect the larger student population and follow UAE legal requirements.
- Where distribution or facilitation involves coercion, intimidation, or peer pressure, the CIS Anti-Bullying & Peer Relations Policy will also apply.

### **8. Student Self-Disclosure (Limited Leniency)**

When students voluntarily seek help:

- CIS responds with compassion
- the student is supported, not shamed
- counsellors explore underlying concerns
- families are engaged as partners
- a supportive monitoring plan is developed

This approach reinforces trust and encourages help-seeking behaviour. Where a student's substance-related behaviour is linked to underlying learning, emotional, or behavioural needs, the reintegration and support plan must be developed in collaboration with the Inclusion Team, in alignment with the CIS Inclusion & Inclusion Policy.

### **9. Support & Reintegration**

CIS prioritises a restorative, collaborative, and well-being-centred reintegration process following any substance-related incident. Reintegration is not simply a return to class - it is a structured process designed to restore safety, rebuild trust, and ensure the student is fully supported.

Reintegration includes the following key elements:

## **9.1 Reintegration Meeting**

A formal reintegration meeting is held before the student returns to class.

Participants include:

- the student
- parents/guardians
- Divisional Head
- School Counsellor
- CPC (where safeguarding is involved)
- any relevant teachers

The meeting focuses on:

- reflecting on the incident in a non-judgmental, restorative way
- identifying underlying factors (stress, peer influence, anxiety, family context, well-being challenges)
- discussing the student's emotions, concerns, and readiness to return
- rebuilding trust between school, student, and family
- setting clear expectations and commitments moving forward

## **9.2 Parent Input and Collaboration**

Parents/guardians play a central role in the reintegration process. CIS seeks meaningful parent contributions, including:

- sharing relevant background or well-being information
- identifying family circumstances or stressors that may contribute to risk
- agreeing to supportive measures at home that align with school monitoring
- reviewing counselling or external support options
- contributing to the behaviour, well-being, or safety plan
- expressing their hopes, concerns, and expectations for the student's progress

Parent involvement is essential to ensure a consistent, supportive environment across school and home. Parent participation is considered a compulsory element of the reintegration process under the CIS Behaviour Policy and ADEK's behaviour and well-being expectations.

### **9.3 Reintegration Plan**

A written plan is created collaboratively and includes:

- well-being goals for the student
- behavioural expectations
- clear monitoring structures
- scheduled check-ins with counsellors
- support strategies for managing peer pressure
- communication commitments between home and school
- academic support (if stress is a contributing factor)

Parents receive a copy of the plan and are expected to support its implementation. Reintegration plans must remain aligned with the CIS Behaviour Policy, CIS Inclusion & SEN Policy (where relevant), and CIS Counselling & Well-being Framework to ensure continuity of care across school systems.

### **9.4 Ongoing Monitoring**

The reintegration period may include:

- weekly or bi-weekly counselling sessions
- behaviour monitoring
- academic follow-ups
- well-being check-ins with the Divisional Head
- CPC oversight for safeguarding-related cases

Families are regularly updated on progress and may be invited for follow-up meetings if needed.

### **9.5 Restorative Support**

Where appropriate, the student may participate in:

- restorative conversations with affected peers or staff
- relationship repair sessions
- community or classroom reintegration activities

The goal is to ensure the student feels safe, supported, accountable, and valued, enabling them to return with dignity and a clear pathway toward success.

## 10. Record Keeping

CIS maintains secure, confidential records in compliance with ADEK School Records Policy and UAE data requirements. Only authorised personnel and ADEK inspectors may access case files.

Records ensure:

- continuity of support
- safety monitoring
- accurate reporting to ADEK
- compliance with legal frameworks

They are confidential and never used to label or limit students. Record retention follows the CIS Data Protection & Records Management Policy and may be reviewed by ADEK as part of compliance inspections.

All substance-related records will be retained for a minimum of five (5) years or in accordance with the CIS Data Protection & Records Management Policy, whichever is longer.

## 11. Compliance Reference Table

Regulation / Internal Policy	Article / Clause	Relevance to This Policy
ADEK Private Schools Policy & Guidance Manual (2024–2025)	Sections 3.1–3.6, 4.8	Behaviour categorization, search procedures, discipline alignment
Ministerial Resolution No. 645 (2020)	Articles 5–9	Suspension, expulsion, investigation requirements
Federal Decree-Law No. 30 (2021)	Articles 11–20	Illegal substances, possession/use, legal escalation
Federal Decree-Law No. 34 (2021)	Articles 22–25	Digital promotion of substances, cyber-misconduct
Wadeema’s Law – Federal Law No. 3 (2016)	Articles 12, 15, 33, 34	Child protection, mandatory reporting, harm prevention
CIS Behaviour Policy	Sections 3–5	Misconduct levels, sanctions, restorative pathways
CIS Child Protection & Safeguarding Policy	Sections 5–7	Internal reporting, CPC responsibilities, mandatory reporting
CIS Online Safety & Digital Citizenship Policy	Sections 3–6	Digital misconduct, cyber-promotion of substances
CIS Medication Administration Policy	Sections 2–4	Handling medication, preventing misuse, nurse authorization

CIS Inclusion & SEN Policy	Sections 6-9	Reintegration and well-being planning for vulnerable learners
CIS Anti-Bullying & Peer Relations Policy	Section 4	Peer pressure, exploitation, coercion overlap
CIS Health & Safety Policy	Critical Incident Protocol	Managing hazardous items, emergency procedures

**12. Legal Appendix**

12.1 Federal Decree-Law No. 30/2021 – Narcotics offences

12.2 Federal Decree-Law No. 34/2021 – Cybercrime

12.3 Ministerial Resolution No. 645/2020 – School discipline

12.4 ADEK Regulations – Behaviour & safety expectations

**13. Review**

This policy is reviewed annually or within 30 days of any legal or regulatory change.