



ALCOHOL & DRINKING DISCIPLINARY PROCEDURES



Guidelines on Alcohol & Smoking for Staff in ESF Schools

(for staff handbooks)

(i) Alcohol

Considerable debate has taken place within the ESF on the subject of alcohol on school premises. It is recognized that increasing number of parents come from cultures where alcohol is not part of daily life and that they do not wish their children to be exposed to this particular influence. The following guidelines are based upon the ESF Policy, circulated to schools in a letter dated October 12th, 1999.

1) Consumption of alcohol on school premises

- It is not permitted for staff to drink alcohol during the school day.
- Where staff have an evening engagement in school, such as a Parents' Evening, it is not appropriate for them to drink alcohol beforehand.
- Provided that they are no longer involved in supervising any activities, staff may drink at the end of the school day.
- Alcohol may be kept in the staffroom in a secure discretely positioned fridge to which students do not have access. A bar should not be available in any staffroom.

2) Consumption of alcohol on school trips

- Staff should not drink when they are in charge of a school party, either in Hong Kong or abroad.
- Staff should not drink when 'on duty' on a school trip or camp. The number of staff on duty should be in line with the minimum staffing ratio specified in the guidelines on school trips. The leader of the trip should ensure that staff are aware of when they are nominated to be 'on duty'.
- At no time, should staff drink alcohol in the presence of younger students.
- Students should not be permitted to consume alcohol on school trips.

3) Consumption of alcohol at school functions

- Alcohol can be available in schools for specific events, e.g. a glass of wine during a time limited interval at a play or concert.
- It is a matter for the principal to determine when alcohol should be available and for what specific functions.
- Students should not serve alcohol at any school function.
- It is not appropriate for alcohol to be served at graduation balls or dinner dances as the school cannot ensure that all present have attained the age of 18. At such functions, staff nominated to be on duty, should also refrain from consuming alcohol whilst on duty.

(ii) Smoking

ESF policy states that all ESF premises are non-smoking. By law in Hong Kong, all public buildings are smoke free. Schools should undertake to ensure that all staff, including ancillary staff, are aware of the policy.

(iii) Alcohol and Smoking Disciplinary Procedure ESF Anti Drug Section B

ESF policy states that consumption of alcohol and smoking by students are not permitted:

- On school premises



Sha Tin College 沙田學院

Guidance & Achievement Policies

- In the vicinity of the school
- During the school day
- On school trips
- At Graduation Balls and social functions
- To and from school

The Sha Tin policy includes a further specific provision that the consumption of alcohol and smoking are *also not permitted*:

- Whilst wearing school uniform or whilst in the company of a student in school uniform

Procedures

...if a student is found smoking or drinking alcohol on the premises:

First offense – Head of Section, Head of Year to:

- Inform the Tutor and Vice Principal
- Interview the student
- Inform the parent/guardian
- Organise a one-day in-school suspension for the student

Second offense – The – Head of Section, Head of Year to:

- Inform the Tutor
- Interview the student
- Write a letter to request that the parent/guardian contact the Vice Principal
- Organise, with the Vice Principal, a two-day in-house suspension
- View very seriously any repeat offenses and organise a parent/guardian interview with the Head of Section, Head of Year, Vice Principal and possibly the Principal.

...if a student is found drinking alcohol and/or smoking outside of school and is wearing school uniform or is in the company of another student wearing school uniform.

First Offense – Head of Section, Head of Year to:

- Interview the student and inform the Tutor taking into account the time and location of the incident
- Place the student on after-school detention and inform the parents via phone or email, then formal letter, if appropriate

Second Offense – Head of Year/Deputy Head of Year to:

- Interview the student, inform the Tutor and the Vice Principal
- Write to the parents/guardian requesting they contact the Vice Principal
- Organise for the student to undertake two after-school detentions.
- View very seriously any repeat offenses and organise a parent/guardian interview with the Head of Section, Head of Year, Vice Principal and possibly the Principal.

