



SUBSTANCE ABUSE POLICY PACKET

2025-2026

District Affairs/School Safety

SUBSTANCE ABUSE POLICY 2025-2026

Checklist for Schools

- 1) Collect the following **required** documents for filing:
 - a. Substance abuse intake sheet
 - b. Substance Abuse Suspension Agreement

Components to be Completed

- 1) Assessment (Jefferson Parish Human Service Authority)
- 2) Drug Test – *see note below*
 - **Fastest Labs WB**
(504) 732-0386
3053 Mercedes Blvd.
1st Floor
New Orleans, La 70114 (**Algiers**)
 - **Fastest Labs EB**
(504) 688-7271
1501 Edwards Ave.
Suite 1
New Orleans, LA 70123 (**Harahan**)

NOTE: Both the parent and student are required to present current photo identification at either location. A current school photo ID is acceptable for the student. – REVISED 11/12/25

The drug test **MUST be completed before the student returns to school.**

- 3) Educational component (**to be registered by school administration only**)
Students required to attend the education component of the substance abuse program must be registered to attend by **school administration or designee only.**
Schools must obtain a current contact phone number and email to register a student.
If this information is not entered; the request will be returned to the school.

The educational component is held on designated Tuesdays (additional classes may be offered if needed) at the Jefferson Parish Schools Administration Building, 501 Manhattan Blvd., Harvey (Westbank). If the suspension date does not include a Tuesday, complete a provisional re-admit. The student must bring Verification of Educational Component to the Dean's office the Wednesday following the Tuesday night class.

***To be completed pending the decision of the hearing officer.**

JEFFERSON PARISH SUBSTANCE ABUSE POLICY

The possession, use, delivery, transfer, or sale of tobacco, alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance.

Tobacco/vaping products, including but not limited to: lighted cigars, cigarettes, pipes, e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods, or any other form of smoking objects or devices. If the school has reason to suspect the contents of a vaping device has an illegal substance contained therein, the school must follow the guidelines set forth for suspicion of drug possession.

Any student in grades six through twelve who is found in possession of tobacco, alcohol, or a vaping product, or who is found in possession of marijuana, tetrahydrocannabinol (THC), or any chemical derivative thereof on a *second or subsequent offense*, while on school property, on a school bus, or at a school-sponsored event, shall be expelled for a minimum of two complete school semesters.

Any student in grades six through twelve who is found in possession of tobacco, alcohol, or a vaping product, or who is found in possession of marijuana, tetrahydrocannabinol (THC), or any chemical derivative thereof *on the first occurrence*, while on school property, on a school bus or at a school-sponsored event shall be recommended for expulsion.

Any student in grades three through five who is found guilty of being in possession of tobacco, alcohol, or vaping product or found guilty *on the first occurrence* of being in possession of marijuana, tetrahydrocannabinol (THC), or any chemical derivative thereof, on school property, on a school bus or at a school-sponsored event may be recommended for expulsion.

The following guidelines are applicable to all students found to be in violation of the Substance Abuse Policy:

- a. The student and at least one (1) parent/legal guardian must participate in a three (3) hour educational program presented by an agency approved by Jefferson Parish Schools.
- b. The student will complete a hair/drug test at an approved agency.
- c. The student is referred to the school counselor/social worker.
- d. Failure to comply with these procedures shall result in a suspension from school for the remainder of the school year. Compliance with all provisions must be met before returning to school.
- e. The student shall not be allowed to return back to a Jefferson Parish public school without the expressed approval of the Superintendent and/or designee.

Manufacture/Possession/Distribution (Drug Related)

When the principal/designee has reasonable cause to believe that a student is in possession or has manufactured, distributed, or possessed with intent to distribute alcohol, controlled dangerous substances, any mood-altering chemicals, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be recommended for expulsion from school according to the Substance Abuse policy.

Under the Influence

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Director of School Safety, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges may be filed with the appropriate law enforcement agency.

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, *on the*

second or subsequent occurrence of being under the influence of marijuana, tetrahydrocannabinol (THC), or any chemical derivative thereof, on school property, on a school bus or at a school-sponsored event shall be expelled from school for a minimum period of two complete school semesters.

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, *on the first occurrence* of being under the influence of marijuana, tetrahydrocannabinol (THC), or any chemical derivative thereof, on school property, on a school bus or at a school-sponsored event shall be recommended for expulsion.

Drug Paraphernalia

When a student is found to be in possession of materials used as drug paraphernalia, including but not limited to rolling papers, roach clips, stones, bongs, etc., the student shall be suspended according to the school suspension policy. The student shall also be referred to the school counselor or social worker.

Student Referral to Alcohol/Drug Abuse Treatment after an Arrest

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

Controlled Dangerous Substance

When a student is found to be in possession of a controlled dangerous substance, the student shall be recommended for expulsion. The student shall also be referred to the school counselor or social worker and may be required to participate in Substance Abuse Education.

NOTE: Administrators and teachers:

- 1) Are required by law to report a student in violation of the Substance Abuse Policy.
- 2) Are required to report violations to the appropriate law enforcement agency.
- 3) Are required to fill out the Safety and Discipline forms.
- 4) Give to parents- Parent Forms 1, 2, and 3 (1-Substance Abuse Policy Component, 2-Substance Abuse Educational Component Schedule, 3-Parent Procedures Checklist). All forms can be found in the Substance Abuse Packet.

Substance Abuse Policy Components Parent Information 2025-2026

These three components need to be completed before the student returns to school.

ASSESSMENT FOR FURTHER SERVICES

Jefferson Parish Human Services Authority
ACCESS UNIT

For **NO COST** services, state that your child received a JPS Substance Abuse Policy violation and needs an assessment.

Scheduling Desk: (504) 838-5257

Someone will take the information and determine your appointment.

Call between 8:00 a.m. and 5:00 p.m.

WB-5001 Westbank Expressway, Suite 100

(504) 349-8833

EB-3616 S I-10 Service Road W, Suite 100

(504) 838-5257

A parent or legal guardian must be present with the student.

EDUCATIONAL COMPONENT

Tuesday Nights, 5:00 – 8:00 p.m.
Jefferson Parish Schools Administration Building
501 Manhattan Blvd., Harvey, LA 70058 (Westbank)
Room #1701

Students required to attend Substance Abuse Education must be registered by school Administration or designee only. The Department of School Safety will schedule the class date for the parent and student to attend. If parent and student are unable to attend the assigned class date, parent(s) will need to respond to the email sent by the Department of School Safety, and a new date will be scheduled.

A Parent or Guardian **MUST** attend with the student. (NO OTHER CHILDREN ALLOWED)

Class dates are subject to change. Additional classes will be added if needed.

A Parent must provide a cell phone number as well as an email address to receive class updates.

CALL WITHIN 24 HOURS OF SUSPENSION TO SET UP APPOINTMENT FOR DRUG TEST

Both the parent and student are required to present current photo identification at either location. A current school photo ID is acceptable for the student. **REVISED 11/12/25**

WB Fastest Labs 3053 Mercedes Blvd. 1st Floor New Orleans, LA 70114 **PH: (504) 732-0386 (Algiers)**

EB Fastest Labs 1501 Edwards Ave. Ste. 1 New Orleans, LA 70123 **PH: (504) 688-7271 (Harahan)**

Jefferson Parish Schools

Office of School Safety

Substance Abuse Suspension

PARENTAL PROCEDURES CHECKLIST

TO THE PARENT:

1. If your child has been taken to the Juvenile Intake Center (JIC) of the Jefferson Parish Sheriff's Office, 1546-B Gretna Blvd., Harvey, you may call the JIC at (504) 376-2151. If your child has been arrested and taken to Jefferson Parish Correctional Center (JPCC) of the Jefferson Parish Sheriff's Office, 100 Dolhonde St. Gretna, LA 70053 (504) 736-6840
2. Contact the correct community agencies for an appointment for the **assessment** and **drug testing** within **24 hours** of notification of suspension. The school will schedule the **educational component**.
3. You will be contacted by the school or District Central Office regarding the date and time of your child's extended suspension or expulsion hearing.
4. **Bring the following to the readmit conference at school:**
 - a. **Verification of Assessment** (or appointment date)
 - b. **Verification of Educational Component** (required)
 - c. **Verification of Drug Testing** (required)

If you have any questions, please call (504)349-7880.

