SUBSTANCE ABUSE POLICY PACKET

DISTRICT AFFAIRS Department
Offices of Special Programs and School Safety

SUBSTANCE ABUSE POLICY

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

- **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)**

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 virtually on designated Tuesdays, with additional sessions offered as needed. Attendance will be taken during each session and provided directly to the student's district school for verification. If the suspension date does not include a Tuesday, complete a provisional re admit.

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

JEFFERSON PARISH SUBSTANCE ABUSE POLICY

Substance Abuse Policy and Procedures

The possession, use, delivery, transfer, or sale of tobacco, alcohol, THC or chemical derivatives, 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 include but are 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.

For students in kindergarten through grade two, violations involving the possession, use, distribution, or sale of tobacco products, alcohol, vaping products, marijuana, tetrahydrocannabinol (THC), chemical derivatives of THC, or other controlled or prohibited substances shall be addressed through age appropriate disciplinary consequences and intervention measures. Such measures may include parent or guardian conferences, counseling, behavioral interventions, referrals to support services, and other corrective actions deemed appropriate by the principal or designee. Each incident shall be reviewed on a case by case basis in accordance with applicable state law and School Board policy.

For students in grades three through twelve, violations involving the possession, use, distribution, or sale of tobacco products, alcohol, vaping products, marijuana, tetrahydrocannabinol (THC), chemical derivatives of THC, or other controlled or prohibited substances shall be addressed in accordance with the consequences outlined in the District's Substance Abuse Consequence Matrix.

Additionally, any student found guilty of being in possession of a firearm, knife, or any illegal narcotic, drug, or any controlled substance shall be referred to law enforcement for appropriate action.

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 two (2) 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. 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 School without the expressed approval of the Superintendent and/or designee.

Students who are in violation of the substance abuse policy shall be required to participate in the Substance Abuse Program. As part of the program, the student and parent/legal guardian are required to attend a two-hour Substance Abuse session. Students must attend the program wearing their complete school uniform.

Documentation verifying successful completion of all required program components must be submitted to the school. Failure to complete the Substance Abuse Program may result in additional disciplinary action, and may delay a student's return from an alternative educational setting and/or restrict participation in school-sponsored and school-sanctioned activities until all requirements have been satisfied.

Under Louisiana Revised Statute 17:416, any student suspended on three separate occasions during the same school year for enumerated disciplinary offenses must, upon committing a fourth such offense, be expelled from all public schools within the local school system until the beginning of the next regular school year. This requirement shall be applied in accordance with applicable law, due process requirements, and all protections afforded to students with disabilities.

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 addressed in accordance with the consequences outlined in the District's Substance Abuse Consequence Matrix.

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 addressed in accordance with the consequences outlined in the District's Substance Abuse Consequence Matrix.

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.

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

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

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)**

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 or email discipline@jpschools.org

JEFFERSON PARISH SCHOOLS
SUBSTANCE ABUSE SUSPENSION AGREEMENT

STUDENT'S NAME: _____

SCHOOL: _____

* ☐ SUSPENSION: _____ # of Day(s) □ Expulsion Sememter(s) _____

Pending hearing

In order for my child to be re-admitted to this school at the end of the suspension term, he/she must do the following:

1. Be assessed by an approved agency.

2. Attend the 2-hour drug education class with at least one parent.

3. Complete a drug test at an approved agency.

Both my child and I will comply with all of the above-stated agreements. I further realize that failure to comply with this agreement may result in my child's remainder of the school year suspension from the Jefferson Parish Public School System and/or referral to Families In Need of Services (FINS). **I also understand that my child <u>will not</u> be able to participate in sports or any other extracurricular organization/activity for nine (9) weeks from the date of suspension.**

_____ _____
Parent's Signature Date

_____ _____
Student's Signature Date

AUTHORIZATION FOR RELEASE OF SCHOOL INFORMATION

I do hereby authorize _____ to release to _____
(Name of the School) (Person/Institution Requesting)

the academic, attendance, and discipline records of my child, _____.
(Student's Name)

_____ _____
Parent's Signature Date