



# **SUBSTANCE ABUSE POLICY PACKET**

## **2021-2022**

David Malveaux  
Director of School Safety

# SUBSTANCE ABUSE POLICY

## 2021-2022

### Checklist for Deans/Clerks:

- 1) Collect the following **required** documents for file:
  - a. Substance abuse intake sheet (SDFSCA 8)
  - b. Copy of suspension
  - c. Authorization of Release of Information (DTP-2) signed by parent
  - d. Substance Abuse Suspension Agreement (SDFSCA 2)
- 2) Please call:
  - a. David Malveaux, School Safety, (504) 349-7641
  - b. Geoffrey Harman, SPED, (504) 349-7942

### Components to Completed by Parent/Student:

- 1) Assessment (Jefferson Parish Human Service Authority)
- 2) Hair Test
  - US Bio-Chem Medical Services – Eastbank
  - The Drug Testing Place – Westbank
  - **The hair test MUST be completed before the student returns to school.**
- 3) Educational Component
  - Due to COVID restrictions, please be advised that:
    - i. Class size is limited
    - ii. Social distancing must be practiced
    - iii. Participants must wear facemasks at all times
    - iv. Participants must have their temperatures checked at the point of entrance

The educational component is held on designated Mondays at the Jefferson Parish Schools Administration Building, 501 Manhattan Blvd., Harvey (Westbank). If suspension date does not include a Monday, complete a provisional re-admit (SDFSCA 11). Student must bring Verification of Educational Component to the Dean's office the Tuesday following the Monday night class. If a student receives a suspension on any Monday classes are held, instruct the student to attend the Monday night class on that same day.

**NOTE: JPS can only pay for the hair test, codes 07, 09, 33, if it is handled as a Substance Abuse Police violation. All schools must adhere to School Board Policy regarding number of days suspended. Refer to the "2021-2023 Procedures and Policies for Parent and Students."**

# A SUMMARY OF THE JEFFERSON PARISH SUBSTANCE ABUSE POLICY 2021-2023

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.

- **MANUFACTURE, DISTRIBUTION, or POSSESSION WITH INTENT TO DISTRIBUTE alcohol, controlled dangerous substances, any mood altering chemicals, or any drug look-alikes**
  - Police to be contacted immediately; police incident report completed
    - Contact office of School Safety (David Malveaux, (504) 349-7641)
    - If SPED, contact Geoffrey Harmann, (504) 349-7942
  - Students 16 years and older—expelled for 4 complete semesters
  - Students younger than 16 years old (Middle or High)—expelled for 2 complete semesters
  - Elementary students—referred to the school board through a recommendation for action from the Superintendent.
- **POSSESSION or UNDER THE INFLUENCE of alcohol (09), controlled dangerous substances, any mood altering chemicals, or any drug look-alike (07)**
  - **FIRST OFFENSE:**
    - Police to be contacted immediately; police incident report completed (except 09)
      - Contact office of School Safety (David Malveaux, (504) 349-7641)
      - If SPED, contact Geoffrey Harmann, (504) 349-7942
    - 9-day Suspension (regular schedule) 4-day (block schedule) 3-day (SPED)
    - Ineligible to participate in all extracurricular activities for a period of nine (9) weeks
    - Must complete Jefferson Parish Schools approved community agency assessment
    - Student and parent must participate in a three (3) hour educational program
    - Must complete hair/drug test
    - Student referred to counselor/social worker for counseling and referral to services
    - Failure to comply will result in a suspension from school for the remainder of school year
  - **SECOND OFFENSE:**
    - First Offense procedures apply
    - Regular Ed—suspended from school the remainder of the school year
    - Special Ed—contact SPED for procedures
- **POSSESSION OF drug paraphernalia, i.e. rolling papers, roach clips, stones, bongs, etc. (07 – other drugs, 09 – alcohol)**
  - Suspension according to school suspension policy
  - Student referred to counselor/social worker for counseling and referral to services
  - Student does NOT complete Assessment, Hair Test, or Educational Component
- **POSSESSION OF or USE OF Tobacco Products / Electronic Cigarettes on school grounds, school buses, or while under school supervision:**
  - First violation—**3-day detention** (Failure to serve detention will result in suspension)
  - Second and subsequent violations—**suspension according to school suspension policy**
- **POSSESSION OF Over the Counter (OTC) Medication and/or Prescription Medication**
  - Student possesses OTC or prescription medication in the prescription bottle and not distributed—**parent conference/suspension**
  - Student distributes OTC medication—**parent conference/suspension**
  - Prescription is not student's own and/or has been distributed to others—**follow Substance Abuse Policy regarding distribution of drugs**

## NOTE: Administrators and teachers

- 1) Are required by law to report a student in violation of the Substance Abuse Policy.
- 2) Are to report violations to the appropriate law enforcement agency and criminal charges are to be filed.
- 3) Are to fill out the Safety and Discipline forms #8, #2, and DTP-2
- 4) Give to parents Parent Forms 1, 2, 3 (1-Substance Abuse Policy Component, 2-Substance Abuse Educational Component Schedule, 3-Parent Procedures Checklist) and Substance Abuse Policy Packet 21-22

**Substance Abuse Policy Components Parent Information  
2021-2022**

**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) 838-5596**

Someone will take the information and determine your appointment.

Call between 8:00 a.m. – 3:00 p.m.

**Walk-in service is available also**

**WB – 5001 Westbank Expressway, Suite 100**

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

Parent or legal guardian must be present with student.

**EDUCATIONAL COMPONENT**

Monday Nights, 5:00 – 8:00 p.m.

Jefferson Parish Schools Administration Building  
501 Manhattan Blvd, Harvey, LA 70058 (Westbank)  
Room #1703

Students must be registered through the Google Intake Form on the Discipline page of the JPS website.

Month	Date
October	*25 <sup>th</sup>
November	8 <sup>th</sup>
December	13 <sup>th</sup>
January	10 <sup>th</sup>
February	7 <sup>th</sup>
March	14 <sup>th</sup>
April	4 <sup>th</sup>
May	16 <sup>th</sup>

Class dates are subject to change. Additional classes will be added if needed. Refer to the Substance Abuse Calendar on the Discipline page of the JPS website.

\*October 9th class date changed to October 25th due to School Closure from Hurricane Ida.

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

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

**EastBank Hair Testing**  
**U.S. Bio-Chem Medical Services**  
4449 N I-10 Service Rd West Metairie, LA 70006  
**(504) 455-6000**

**Westbank Hair Testing**  
**The Drug Testing Place**  
113 Lapalco Blvd, Gretna LA 70053  
**(504) 394-3333**

These three components do not need to be scheduled in any particular order; however, the **drug test** must be completed **before** the student returns to school. If you have any problems getting in touch with any agency, please call the Office of School Safety at (504) 349-7641.

# 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.
2. Contact the correct community agencies for an appointment for the **assessment** and **hair testing** within **24 hours** of notification of suspension. The school will schedule the **educational component**.
3. Contact the school for an appointment for readmission conference with the school authorities. Check suspension for date and time.

Readmission date: \_\_\_\_\_  
(School fills in date)

4. **Bring the following to the readmit conference at school:**
  - a. **Verification of Assessment** (or appointment date)
  - b. **Verification of Educational Component** (if completed)
  - c. **Verification of Drug Testing** (required)
5. Upon school readmittance, students will be referred to the school counselor /social worker for counseling and referral for services.

If you have any questions, please call the Office of School Safety at (504) 349-7641.

**JEFFERSON PARISH SCHOOLS**  
**SUBSTANCE ABUSE SUSPENSION AGREEMENT**

STUDENT'S NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SUSPENSION: \_\_\_\_\_ # of Days \_\_\_\_\_ Expulsion \_\_\_\_\_ Calendar Year(s)

**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, or have a scheduled appointment**
- 2. Attend the scheduled 3-hour drug education class with at least one parent.**
- 3. Complete Hair/Drug Test at approved agency.**

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

\_\_\_\_\_  
Parent's Signature Date

\_\_\_\_\_  
Student's Signature Date

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**AUTHORIZATION FOR RELEASE OF SCHOOL INFORMATION**

I do hereby authorize \_\_\_\_\_ to release to  
(School's Name)

\_\_\_\_\_ the academic, attendance, and discipline  
(Person/Institution Requesting)

records of my child, \_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
Parent's Signature Date

**Jefferson Parish Schools  
Safety and Discipline**

**CONTRACT FOR PROVISIONAL RE-ADMITTANCE**

I, \_\_\_\_\_, do hereby understand that my son/daughter,  
\_\_\_\_\_, will be provisionally re-admitted to \_\_\_\_\_ until  
\_\_\_\_\_. I also understand that by this date, I am to have completed all necessary  
paperwork for him/her to be allowed to remain in school. I understand that it is my duty, not that of the  
Jefferson Parish School Board or any of its employees, to have all the necessary paperwork completed. In  
any event, this provisional re-admittance contract will expire on \_\_\_\_\_ when the  
purpose for which it was executed should have been accomplished. **I further understand that if this  
contract is violated, my son/daughter will not be allowed to attend school under the guidelines of the  
Jefferson Parish School Board Substance Abuse Policy.**

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Signature of Parent, Legal Guardian, or Authorized Representative

\_\_\_\_\_  
Date