

District: Tupelo Public School District

Section: G - Personnel

Policy Code: GADG - Professional Leave

Policy:

LICENSED STAFF LEAVES AND ABSENCES

BOARD POLICY

The Board of Trustees provides leaves of absence for licensed employees for reasons as listed herein. The Board authorizes the superintendent to establish procedures consistent with state and federal law and this policy.

1. SICK LEAVE

- a. Each licensed employee, at the beginning of each school year, will be credited with ten days sick leave allowance for absences caused by illness or physical disability of the employee during that school year. Any unused portion of annual sick leave will be carried over to the next school year if the employee remains employed in the District. In the event any public school licensed employee transfers from the TPSD to another district in Mississippi, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes. Accumulation of sick leave will be unlimited. No deduction from pay will occur as a result of absences caused by illness or physical disability until all leave allowance has been used. For the first ten days of absence because of illness or physical disability in excess of the sick leave allowance of the employee, the District rate of pay for a substitute will be deducted from the pay. Thereafter, the regular daily rate of pay will be deducted.
- b. Situations for which sick leave may be granted are as follows:
 - i. A Family Medical Leave Act qualifying event or an actual period of temporary disability caused by a personal illness, injury, or other temporary disability, that prevents an employee from performing his or her usual duties.
 - ii. An illness in the employee's immediate family that necessitates the employee's attendance; immediate family is defined as spouse, parent, stepparent, sibling, child or stepchild. Verification may be required.
 - iii. Medical or dental appointments.
 - iv. Due to each death in the immediate family, an employee may use up to three (3) days of sick leave with full pay as bereavement leave. For purpose of this section only, immediate family is defined as spouse, parent, parent-in-law, stepparent, sibling, brother-in-law, sister-in-law, child or stepchild.
- c. Should an employee's absence extend for more than three (3) consecutive workdays, or for two (2) consecutive school days immediately preceding or following a nonschool day, the employee must submit to his or her immediate supervisor, a certificate from a licensed physician or dentist as to the illness. The employee will be processed for FMLA if a qualifying event exists. The District reserves the right for the Human Resources Director to request a doctor's statement of verification of illness at any time regardless of the length of absence, including an absence of one day.
- d. The minimum sick leave that may be taken is one-half of one day in any given workday. Only sick days taken on actual workdays shall be charged in calculating the number of sick leave days taken.
- e. The TPSD workers' compensation policy allows employees who sustain job-related injuries to

use paid sick leave to make up the difference between their normal wage and the amount they are receiving under the workers' compensation award when the workers' compensation injury lasts four or less days. When the workers' compensation leave lasts five or more consecutive days and qualifies for FMLA, an employee may only utilize sick time if both the District and employee agree in writing to allow for its usage. Additionally, during absences where disability benefits are being paid, an employee may only utilize sick time if both the District and employer agree in writing to allow for its usage.

- f. Upon termination of employment, unused sick leave for which the employee is entitled to full pay will be counted as creditable service for purposes of the retirement system to the extent provided in Section 25-11-103 of the Mississippi Code and the policies of the Public Employees' Retirement System.

2. PERSONAL LEAVE

- a. Each licensed employee employed for less than twelve months will be credited with two (2) personal leave days with pay at the beginning of each school year.
- b. Personal leave shall not be taken on the first or last day of the school term, or on a day immediately prior to or following a school holiday, unless on such days an immediate family member of the employee is being deployed for military service.
- c. All personal leave will be subject to the prior approval of the immediate supervisor. A suitable substitute shall be scheduled prior to the approval of a personal leave request. It is the intent of the Board that not more than ten percent of the licensed employees of a school be granted personal leave on the same date.
- d. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains with the District. Unused personal leave in excess of five (5) days will accumulate as sick leave.
- e. After the exhaustion of their two personal days with pay, first year licensed employees may be granted up to an additional three (3) days of personal leave under the condition that the District rate of pay for a substitute will be deducted from the pay of the absent employee. Similarly, second year employees will have one additional day of personal leave available to them under the same condition.
- f. When an employee is receiving workers' compensation or disability benefits, the employee will only be able to utilize personal days when both the employee and District agree in writing.

3. EDUCATIONAL LEAVE

After employment by the District for a period of two (2) continuous years, a licensed employee may receive a leave of absence for educational purposes. A request for a such leave of absence must be submitted in writing by the employee explaining the reason for the leave. A leave of absence must be approved by the Board and may be granted for the remainder of a semester and may be extended upon request for an additional semester of the same school year. The leave of absence may not extend beyond the expiration date of the contract of the employee. All educational leave will be unpaid unless otherwise specified.

4. LEGAL LEAVE

When a licensed employee is subpoenaed to testify in court in a case in which the employee is not a party or is summoned to serve on a jury, the employee will be granted leave upon verification of the

summons or subpoena by the immediate supervisor. During such absence, the employee will be entitled to receive a regular rate of pay and fringe benefits normally received. Legal leave will not be granted in cases in which the employee is in litigation against the District.

5. MILITARY LEAVE

Licensed employees who are members of a reserve component and who are required to attend military training while under contract to the District are entitled to full salary for up to fifteen days while on military leave. The fifteen days of military leave is a separate period from the employee's regular leave, and may not be deducted as personal or sick leave.

6. EXHAUSTION OF LEAVE

Following the exhaustion of leave taken by a licensed employee, the employee must return to work. If the employee does not return to work within 3 work days following the exhaustion of leave, his/her employment may be terminated. However, the employee may petition the Board to extend the period of unpaid leave, and if exceptional circumstances are found to exist, the leave may be extended.

7. FALSE STATEMENTS

Any materially false statement by the employee as to the cause of absence may result in full deduction from salary for days absent or entry on the work record or other appropriate penalty deemed justified by the Board.

LEGAL REF: MCA §37-7-307

Exhibits:

[GCCA-E - Licensed Staff Leaves and Absences Donation Form.pdf](#)

Regulations:

ADMINISTRATIVE PROCEDURES

1. Definitions

- a. "Licensed employee" means any employee of the District required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development.
- b. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

- c. "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.
2. Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television, the meetings of the state textbook rating committees or other meetings authorized by Board policy.
3. Upon retirement from employment, each licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the District. Such payment for licensed employees shall be made by the District at a rate equal to the amount paid to substitute teachers. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103(e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.
4. Accumulated or future sick leave may be forfeited, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session.
5. Employees may accumulate up to six hours of leave before being charged with one-half day leave. After the first half day leave, employees will be charged a half day for every four hours of leave.
6. Donation of Leave An employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the District or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:
 - a. The employee donating the leave (the "donor employee") shall

designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the Human Resources office in writing of his or her designation.

- b. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- c. A recipient employee must have exhausted all of his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the recipient employee's supervisor.
- d. Before an employee may receive donated leave, he or she must provide Human Resources with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- e. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
- f. Donated leave shall not be used in lieu of disability retirement.
- g. Once leave has been donated and used by the recipient, it cannot be reacquired for use by the donor. Further, donation of leave might affect retirement benefits in regard to carry-over leave and may have tax consequences.

Adopted Date: 2/22/2013

Approved/Revised Date:

<i>Descriptor Term:</i>	<i>Descriptor:</i>	<i>Issued:</i>
STUDENT DISCIPLINE: HIGH SCHOOL STUDENTS		
	<i>Rescinds:</i>	<i>Issued:</i>
<u>Description of Violations & Infractions</u>		<u>Consequences</u>
1. Defiance or intentional disobedience of teacher or staff		Step 2-7
2. Profanity or vulgarity (to include acts, gestures, or symbols)		Step 1-7
3. Possession of tobacco or tobacco related products (matches or lighters)		Step 5-8
4. Smoking or using smokeless tobacco products at or in the immediate vicinity		Step 7-8
5. Use, sale, or possession of drugs, drug paraphernalia, look-alike drugs, or alcohol on or near school grounds at school functions; intoxication		Step 9-11
6. Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or out (to include restitution)		Step 1-11
7. Fighting at school, on the way to or from school, at school functions		Step 9-11
8. Physical altercation/struggle or verbal altercation		Step 5-7
9. Assault, harassment, intimidation or threatening of other students		Step 1-11
10. Use or possession of dangerous objects or materials		Step 2-11
11. Use or possession of weapons or look-alike weapons		Step 2-11
12. Improper behavior at school including: in the cafeteria, assemblies, or on campus (to include restitution)		Step 1-11
13. Stealing		Step 3-11
14. Leaving campus without permission		Step 5-8
15. Skipping or cutting class		Step 5-8
16. Gambling or possession of gambling devices		Step 1-8
17. Refusal to identify oneself properly		Step 4-8
18. Habitual Violation of school rules		Step 1-11
19. Possession of electronic devices		Step 1-5
20. Failure to return fund-raising items or equivalent money (to include restitution)		Step 1-7
21. Going to the car without permission		Step 1-6
22. Eating food or drinks in unapproved areas		Step 1-2
23. Leaving or storing materials in any locker other than assigned locker		Step 1-2
24. Running in the halls, cafeteria or classroom		Step 1-3
25. Gang or gang-like activity/association		Step 5-11
26. Parking violations (could lose driving privileges) Fine		Step 1-3?
27. Other misbehavior as determined by the administration		Step 1-8
28. Excessive tardiness		Step 1-6
29. Sexual misconduct, harassment, or improper touching		Step 4-11
30. Dress code violation		Step 1-7
31. Public display of affection		Step 1-7
32. Use or possession of fireworks, explosive devices or odorous devices		Step 3-10
33. Disruptive behavior on the way to or from school, or at other school sponsored activities		Step 1-10
34. Misbehavior on the school bus – (See Policy JICC)		
<i>TUPELO BOARD OF TRUSTEES</i>		
STUDENT DISCIPLINE: HIGH SCHOOL STUDENTS		JK-E4

DISCIPLINE LADDER – TUPELO HIGH SCHOOL

- Step 1
 - 1. 50 minutes detention after school
 - 2. Failure to report 1st time, move to Step 2
 - 3. Contact parent or guardian
- Step 2.
 - 1. Two (2) 50 minutes detentions after school
 - 2. Contact parent or guardian
 - 3. Failure to report will move to Step 3
 - 4. Must serve any previous assigned punishment
- Step 3.
 - 1. Saturday School. Failure to report will move to Step 5
 - 2. Contact parent or guardian
 - 3. Must serve any previous assigned punishment
- Step 4.
 - 1. Saturday school for two (2) Saturdays. Failure to report moving to Step 5
 - 2. Contact parent or guardian
 - 3. Must serve any previous assigned punishment
- Step 5.
 - 1. In-school suspension up to three (3) days. Failure to report will result in moving to Step 7. Suspension notice given to student and parent or guardian contacted; all forms must be signed and returned; assignment must be completed during time of suspension or extra days or assignments may be added - Follow ISS rules
 - 2. Loss of privileges during time of suspension.
 - 3. Must serve all previous assigned punishment
- Step 6.
 - 1. In-school suspension for up to ten (10) days; suspension notices given to student and mailed to parent; all assignments must be correctly completed during time of suspension; additional ISS days may be added as necessary until all work is completed
 - 2. Follow all ISS rules
 - 3. Loss of privileges during time of suspension
 - 4. Must serve all previous assigned punishment
- Step 7.
 - 1. Out-of-school suspension up to three days
 - 2. Contact parent or legal guardian; parent or guardian must return student to school
 - 3. Loss of privileges during time of suspension
 - 4. Must serve all previous assigned punishment
- Step 8.
 - 1. Out-of-school suspension up to ten (10) days or OSS pending a hearing
 - a. Loss of privileges during time of suspension
 - b. Must serve all previous assigned punishment
 - OR
 - 2. Alternative Assignment
 - 3. Contact parent or guardian
- Step 9.
 - 1. Alternative Assignment
 - 2. Contact parent or guardian
- Step 10.
 - 1. Strict probation
 - 2. Automatic referral back to Alternative Program in the event of a violation of probation without further process except normal appeal
- Step 11. Expulsion

NOTES

- 1. At the discretion of the principal, a warning may be issued to student.
- 2. Teachers are encouraged to handle discipline within their classroom. Rule violations that result in the referral of the student to the office will be handled according to the Tupelo High School discipline program (ladder).
- 3. A student may enter the discipline ladder at any step, depending upon the nature of the offense.

TUPELO BOARD OF TRUSTEES

4. Failure to complete the step consequence as designed will result in escalation to the next step on the ladder. *But all previous consequences will stay in effect.
5. Referral to the office during the probationary period prescribed in the discipline step will result in escalation to at least the next step. Students referred for a repeat or a more serious violation may escalate more than one step.
6. In all cases of OSS or ISS the student will lose all privileges during the time he/she is suspended. Loss of privileges means that during the time stated the student cannot participate in or attend assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extra-curricular programs, field trips, school-sponsored activities, etc. This would include the entire 24-hour period of suspension.
7. If the misbehavior occurs on a school bus or at a bus stop, the school bus discipline policy will be followed.
8. Students may be disciplined for acts or crimes committed off-campus.
9. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights.
10. Self-defense is the use of appropriate, reasonable force to defend or remove oneself or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.
11. Counseling may be added to any step.
12. A parent/guardian conference with an administrator is required before a student can return to class after an out-of-school suspension (Steps 7 or 8).
13. The superintendent, or his designee, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and employees with bodily harm, or to threaten to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or his designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicates a present and possible danger to the health, safety, and welfare of one or more students or employees and (2) whether the more restrictive, security oriented environment of an alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next following regular meeting. Serious crimes shall include, without limitation, and as examples only:
 - a. Assault with a deadly weapon
 - b. Aggravated assault
 - c. Rape
 - d. Sexual battery, stalking, or other sexual crime
 - e. Armed or strong-armed robbery (or attempted)
 - f. Sale or distribution of a controlled substance
14. A parent/guardian conference with an administrator is required when a student is assigned parent care. Parent care requires the parent/guardian to return to school with the student the following school day.
15. A Tupelo city ordinance prohibits the use and possession of tobacco products by a minor on school property. Violators will be prosecuted.
16. At the discretion of an administrator, Loss of Privilege class may be assigned for a period of no less than three (3) weeks in addition to or in lieu of other disciplinary actions.
17. The choice is available for students to attend the Alternative program in lieu of Out-of School Suspension (OSS) during the appeal process.
18. Any student who fights will spend a minimum of 45 days in the Alternative School.
19. Any student who uses or is possession of alcohol will serve a minimum of 90 days in the Alternative School.
20. Any student who uses or is in possession of drugs will serve a minimum of 180 days in the Alternative School and face possible expulsion.

Descriptor Term:	Descriptor:	Issued:
STUDENT DISCIPLINE: MIDDLE SCHOOL STUDENTS		
<u>Description of Violations & Infractions</u>	<u>Consequences</u>	
1. Defiance or intentional disobedience of teacher or staff	Step 2-7	
2. Profanity or vulgarity (to include acts, gestures, or symbols)	Step 1-7	
3. Possession of tobacco or tobacco related products (matches or lighters)	Step 5-8	
4. Smoking or using smokeless tobacco products at or in the immediate vicinity	Step 7-8	
5. Use, sale, or possession of drugs, drug paraphernalia, look-alike drugs, or alcohol on or near school grounds at school functions; intoxication	Step 9-11	
6. Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or out (to include restitution)	Step 1-11	
7. Fighting at school, on the way to or from school, at school functions	Step 9-11	
8. Physical altercation/struggle or verbal altercation	Step 5-7	
9. Assault, harassment, intimidation or threatening of other students	Step 1-11	
10. Use or possession of dangerous objects or materials	Step 2-11	
11. Use or possession of weapons or look-alike weapons	Step 2-11	
12. Improper behavior at school including: in the cafeteria, assemblies, or on campus (to include restitution)	Step 1-11	
13. Stealing	Step 3-11	
14. Leaving campus without permission	Step 5-8	
15. Skipping or cutting class	Step 5-8	
16. Gambling or possession of gambling devices	Step 1-8	
17. Refusal to identify oneself properly	Step 4-8	
18. Habitual Violation of school rules	Step 1-11	
19. Possession of electronic devices	Step 1-5	
20. Failure to return fund-raising items or equivalent money (to include restitution)	Step 1-7	
21. Going to the car without permission	N/A	
22. Eating food or drinks in unapproved areas	Step 1-2	
23. Leaving or storing materials in any locker other than assigned locker	Step 1-2	
24. Running in the halls, cafeteria or classroom	Step 1-3	
25. Gang or gang-like activity/association	Step 5-11	
26. Parking violations (could lose driving privileges) Fine	N/A	
27. Other misbehavior as determined by the administration	Step 1-8	
28. Excessive tardiness	Step 1-6	
29. Sexual misconduct, harassment, or improper touching	Step 11	
30. Dress code violation	Step 1-7	
31. Public display of affection	Step 1-7	
32. Use or possession of fireworks, explosive devices or odorous	Step 3-10	
33. Disruptive behavior on the way to or from school, or at other school sponsored activities	Step 1-10	
34. Misbehavior on the school bus – (Policy JICC)	Step 1-10	

STUDENT DISCIPLINE: MIDDLE SCHOOL STUDENTS

JK-E3

Discipline Ladder - Grades 7 & 8

- Step 1
 - 1. One day Administrative detention
 - 2. Failure to report the 1st time, move to Step 2
 - 3. Contact parent/guardian
- Step 2
 - 1. One day In-School Suspension (ISS)
 - 2. Contact parent/guardian
- Step 3
 - 1. Two days In-School Suspension (ISS)
 - 2. Contact parent/guardian
- Step 4
 - 1. Three days In-School Suspension (ISS)
 - 2. Contact parent/guardian
- Step 5
 - 1. Four days In-School Suspension (ISS)
 - 2. Contact parent/guardian.
- Step 6
 - 1. Five or more days In-School Suspension (ISS)
 - 2. Contact parent/guardian
- Step 7
 - 1. 1-3 days of Out-of-School Suspension (OSS)
 - 2. Contact parent/guardian.
- Step 8
 - 1. Out-of-School suspension up to ten (10) days
 - a. Loss of privileges during time of suspension
 - b. Must serve all previous assigned punishment
 OR
 - 2. Alternative Assignment
 - 3. Contact parent/guardian
- Step 9
 - Alternative Assignment
 - OR
 - 1. Out-of-School Suspension up to 10 days pending a district disciplinary committee hearing.
 - 2. Contact parent/guardian to appear before a district hearing.
- Step 10
 - Strict Probation
 - 1. Automatic referral back to Alternative Program in the event of a violation of probation without further process except normal appeal.
- Step 11
 - Expulsion

NOTES

- 1. Teachers are encouraged to handle discipline within their classrooms. Rule violations that result in the referral of the student to the office will be handled according to the Tupelo Middle School's discipline program (ladder).
- 2. A student may enter the discipline ladder at any step, depending upon the nature of the offense.
- 3. Failure to complete the step consequence as designated will result in escalation to at least the next step on the ladder.
- 4. Referral to the office during the probationary period prescribed in the discipline step will result in escalation to at least the next step. Students referred for a repeat or a serious violation may escalate more than one step.
- 5. In all cases of OSS or ISS, the student will lose all privileges during the time he/she is suspended. Loss of privileges means that during the time stated the student cannot participate in or attend assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extra-curricular programs, field trips, school-sponsored activities, etc. This would include the entire 24 hour period of the suspension.
- 6. If the misbehavior occurs on a school bus or at a bus stop, the school bus discipline policy will be followed.
- 7. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights. Video or audio tape may be used in disciplinary hearings.

STUDENT DISCIPLINE: MIDDLE SCHOOL STUDENTS

8. Self-defense is the use of appropriate, reasonable force to defend oneself or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.
9. Counseling may be added to any step.
10. A parent/guardian conference with an administrator is required before a student can return to class after an out-of-school suspension (Steps 7 or 9).
11. The administrator may issue a warning with or without probation when deemed appropriate.
12. The superintendent, or designee, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and employees with bodily harm, or to threaten to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicates a present and possible danger to the health, safety, and welfare of one or more students or employees and (2) whether the more restrictive, security oriented environment of an alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next following regular meeting. Serious crimes shall include, without limitation, and as examples only:
 - a. Assault with a deadly weapon
 - b. Aggravated assault
 - c. Rape
 - d. Sexual battery, stalking, or other sexual crime
 - e. Armed or strong-armed robbery (or attempted)
 - f. Sale or distribution of a controlled substance
13. The choice is available for students to attend the Alternative program in lieu of Out-of-School Suspension (OSS) during the appeal process.
14. Any student who fights will spend a minimum of 45 days in the Alternative School.
15. Any student who uses or is possession of alcohol will serve a minimum of 90 days in the Alternative School.
16. Any student who uses or is in possession of drugs will serve a minimum of 180 days in the Alternative School and face possible expulsion.