



# West Carteret Guidelines for Disciplinary Action

## Carteret County Public School System

Students are prohibited in engaging in the following activities. Consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, or at a school bus stop. The consequences may also apply for misbehaviors which take place at other locations, but directly affect school programs or activities. Consequences may deviate from what is listed in the chart, as follows:

- The administrator may recommend longer suspensions on a case-by-case basis with approval from the superintendent and his/her designee, such as for students with multiple offenses across categories or when a single behavior is particularly severe.
- The administrator may also choose alternative consequences in lieu of suspension on a case-by-case basis, such as in-school suspension, restitution (to the extent permitted by law), mediation, peer mediation, conflict resolution, after-school detention, Saturday School, and/or others.
- Any out-of-school suspension will include school counselor notification and reasonable attempts to hold a parent conference (in person or by phone).

Misbehaviors listed in Carteret County School Board Policy Policy 4335, Section C, must be reported to law enforcement by the principal. Other misbehaviors listed below will be reported to law enforcement by the principal based on the nature and severity of the offending behavior. Misbehaviors are succinctly defined in the chart below. Please refer to the designated Carteret County School Board Policy for a complete and proper understanding of the misbehavior.

	MISBEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
1.	<b>Assault: Physical</b> – Assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to another person. (Policy 4331, section A)				
	Upon a student (grades 6-12)	0-3 day suspension	0-10 day suspension	up to long-term suspension	
	Upon a staff member (grades 6-12)	up to long-term suspension			
	Upon staff member with serious injury (by student age 13 or older)	long-term suspension and removal to alternative setting			
2.	<b>Bomb Threat</b> – Making or aiding in the making of a bomb threat or bomb hoax against school system property. (Policy 4333, Section B)	365-day OSS and report to police			
3.	<b>Communication Devices</b> – Unauthorized use of any communication device, including, but not necessarily limited to, cellular telephones, paging devices, two-way radios, cameras, music players or similar devices. (Policy 4318)	Warning confiscation	2 morning detentions confiscation	1 day ISS confiscation	1 day OSS confiscation
4.	<b>Damage to Property</b> – Intentionally damaging or attempting to damage school or private property at any time when board policies are applicable. (Policy 4315; Policy 4330, Section B)	administrative decision and restitution	0-1 day OSS and restitution	0-3 day OSS and restitution	0-5 day OSS and restitution
5.	<b>Dress</b> – Clothing or an accessory that violates a reasonable dress code adopted and publicized by the school; is substantially disruptive; is	warning and change attire	1 day ISS and change of attire	1 day OSS	2 days OSS

	provocative or obscene; or endangers the health or safety of the student or others. (Policy 4315; Policy 4316)				
	<b>MISBEHAVIORS</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>6.</b>	<b>Drugs and Alcohol</b> - Possessing, using, transmitting, selling or being under the influence of any prohibited substances as defined by board policy 4325. (Policy 4325)	long-term suspension OR 6 days OSS and treatment*	long-term suspension	* reduction to 6 days OSS with treatment may only be offered one time from grades 6-12	
	(grades 6-12) – involving sale or distribution	long-term suspension			
<b>7.</b>	<b>False Alarms</b> - Intentionally initiating a false alarm of a fire or other emergency notification system. (Policy 4315)				
	(grades K-12) – report to law enforcement, as required	administrative decision	0-1 day suspension	0-3 day suspension	0-5 day suspension
<b>8.</b>	<b>Fighting</b> - Adversarial physical contact, differentiated from poking or pushing, in which one or the other party or both contributed to the situation by instigating a physical altercation. (Policy 4331, Section A)	3 days OSS	5 days OSS	long-term suspension	
<b>9.</b>	<b>Harassment and Bullying</b> – An act that places a student or employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile environment. (Policy 1710; Policy 1720; Policy 4331, Section C)	1 day OSS	3 days OSS	5 days OSS	long-term suspension
<b>10.</b>	<b>Incendiary Devices - K-12:</b> Unauthorized possession or igniting of matches, lighters or other devices that produce flames. (Policy 4301)				
	Possession (grades K-12)	warning and confiscation	0-1 day suspension and conference confiscation	0-3 day suspension confiscation	0-5 day suspension confiscation
	Igniting Combustibles, Intentional – Intentionally igniting combustible liquids or other items that cause disruption or unsafe environment. (grades 6-12)	3 days OSS	5 days OSS	long-term suspension	
<b>11.</b>	<b>Insubordination</b> - Willful refusal to follow an appropriate direction given by a staff member; this, however, does not include failure to complete homework. (Policy 4301)	1 day OSS	3 days OSS	5 days OSS	5 days OSS
<b>12.</b>	<b>Robbery or Extortion</b> - Obtaining property from another person where his or her consent was induced by use of force, threat of force, or under false pretenses. (Policy 4333, Section D; Policy 4335)	3 days OSS, restitution and parent conf.	5 days OSS and restitution	up to long-term suspension and restitution	
<b>13.</b>	<b>Theft, or Knowingly Receiving or Possessing Stolen Property</b> – Stealing or attempting to steal school or private property and/or knowingly being in possession of stolen property. (Policy 4330)	3 days OSS and restitution	5 days OSS and restitution	up to long-term suspension and restitution	
<b>14.</b>	<b>Threatening Acts-</b> any sign or language that threatens force, violence, or disruption; includes harassment and bullying. (Policy 4331, sections B and C)				
	Involving student (grades 9-12)	1 day OSS	3 days OSS	5 days OSS	long-term suspension

	Involving staff (grades 9-12)	3 days OSS	5 days OSS	long-term suspension	
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	<b>MISBEHAVIORS</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
15.	<b>Tobacco</b> - Possessing, using or distributing tobacco in district buildings, on district grounds, in district vehicles or at district events. (Policy 4320)	3 days OSS	5 days OSS	5 days OSS	5 days OSS
16.	<b>Uncivil Behavior</b> – Disrespectful behavior, using profanity, possessing sexually explicit or pornographic material, lying, gambling or cheating. (Policy 4310) (Classroom disruption would fall in this category.)	1 day ISS or Principal discretion	1 day OSS	3 days OSS	5 days OSS
17.	<b>Weapon or Look-alike Weapon Possession</b> – Possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. (Policy 4333, Section A)				
	(grades K-12) – non-firearm	5 days OSS	10 days OSS	long-term suspension	
	(grades K-12) – possession of firearm or powerful explosive	365-day suspension			
18.	<b>Skipping/Tuancy</b> – Being out-of-bounds, arriving to school without checking in, not checking out prior to leaving campus, going to the wrong lunch, in parking lot without permission, etc.	1 day ISS and loss of parking pass according to parking contract	2 days ISS and loss of parking pass according to parking contract	2 days ISS and loss of parking pass according to parking contract	
19.	<b>Tardy/Late to Class</b> – Not being in the correct assigned class at the time the tardy bell rings. * Failure to serve morning detention as assigned will result in 1 day OSS	Warning Parent Called and Unexcused Absence	1 AM Detention* Parent Called and Unexcused Absence	2 AM Detentions* Parent Called and Unexcused Absence	1 days ISS Parent Called and Unexcused Absence