

KANNAPOLIS ELEMENTARY SCHOOL DISCIPLINARY CONSEQUENCES MATRIX

UPDATED: AUGUST 4TH, 2026

OFFENSE	DESCRIPTION	1ST REFERRAL	2ND REFERRAL	3RD REFERRAL	4TH REFERRAL	5TH REFERRAL		
KCS BOE Policy 4300 reads, in part:								
All students in the Kannapolis City Schools shall comply with this policy and all other rules and regulations governing behavior and conduct. These Rules of Student Conduct shall apply to:								
(1) Any student in any school building or on any school premises before, during, or after school hours; (2) Any student on any bus or other vehicle on which the student is being transported as part of any school activity as well as at any bus stop; (3) Any student during any school function, activity, or event; (4) Any student at any time when he is subject to the authority of school personnel; or (5) Any student whose conduct at any time or place has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.								
Violation of Board policies, rules or regulations, these Rules of Student Conduct, codes or regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspension or expulsion of the student from the Kannapolis City Public School System pursuant to Board policies. During the period of time that a student is suspended or expelled, he or she is prohibited from entering the grounds of any school in the Kannapolis City School System and from attending any school-related functions without express permission of the school principal. During any expulsion, the expelled student is not considered a student of the local board of education.								
Student misconduct not covered by the Rules of Student Conduct shall be dealt with by the principals or their designee as appropriate. Principals are authorized to promulgate individual school rules and regulations, including disciplinary penalties for violating individual school rules, for matters and misconduct not covered in the following sections. Student shall be informed by local school rules or local school officials of any infractions not listed in these Rules of Student Conduct that might result in out-of-school suspension or expulsion.								
Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. The school principal or designee has the authority to modify the discipline guidelines contained in each school Code for each offense when, in their reasonable discretion, the facts and circumstances justify a less or more severe penalty. Any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than is recommended in the Code for violations of a single Code section.								
In School Suspension Alternatives: * Short-term isolation from peers; "time out" with a reflection opportunity * Restriction of privileges (silent lunch, restricted play period, lunch detention, etc.) * Phone calls to parents * Home visits or visits to a parent's place of employment * After school detention, after notification of parent * Behavior contract with student * Behavior Intervention Support Staff intervention <i>NOTE: All schools have the right to implement additional ISS alternatives.</i>								
LEVEL I: MINOR OFFENSES (Note: Multiple MINOR OFFENSES WOULD MAKE THE OFFENSE A MAJOR OFFENSE)								
ISS = IN-SCHOOL SUSPENSION	OSS = OUT OF SCHOOL SUSPENSION							
BUS MISBEHAVIOR (bus.matrix.linked)	Disruption to the safe environment of the school bus, distracting the driver, or failing to adhere to a driver or school official's reasonable request.	See Bus Behavior Matrix	See Bus Behavior Matrix	See Bus Behavior Matrix	See Bus Behavior Matrix	See Bus Behavior Matrix		
	Major infractions, such as a fight on the bus, will not be coded and treated as bus misbehavior; it will be treated as the actual offense, such as a fight.							
CELL PHONE VIOLATION	Unauthorized and prohibited use of student cell phone during instructional time of student day (North Carolina's House Bill 959)	Verbal warning, parent contact (coded at minor in EdHandbook)	Confiscated and turned into the front office. Parent contacted by teacher. Parent must pick up the device at school. (coded at minor in EdHandbook)	Confiscated and turned into the front office. Parent contacted by teacher. Parent must pick up the device at school. (coded at major in EdHandbook)	Admin, student and parent conference with required signature from parent and student with the understanding that the phone will be collected at the beginning of the school day	OSS 1 day		
BEING IN AN UNAUTHORIZED AREA	Not the same as walking out - this is for students being encountered in areas they are not permitted without express permission or accompaniment by school officials.	Reminder + admin conference	ISS/ISS Alternative 10-60m and possible temporary escort	Half-day ISS/ISS Alternative and possible semi-permanent escort	Sent home early and possible loss of privilege associated with offense.	OSS 1 day and possible loss of privilege associated with offense.		
DISRUPTIVE BEHAVIOR: SAFE	Verbal, written, or physical behavior that interferes with the teaching, learning, or safety of the classroom environment	Admin break/ walk	ISS/ISS Alternative 10-60m	Half-day ISS/ISS Alternative	Full day ISS/ISS Alternative or half day OSS	Full day OSS		
DISRUPTIVE BEHAVIOR: UNSAFE	Verbal, written, or physical behavior that interferes with the teaching, learning, or safety of the classroom environment in a way that is unsafe: (turning over chairs in a non-aggressive manner, for example)	ISS 10-60m	Half-day ISS/ISS Alternative	Full day ISS/ISS Alternative or half day OSS	Full day OSS	Full day OSS		
HONOR CODE VIOLATION	Plagiarism, cheating BOE Policy 4310	Student must redo the assignment during lunch.	Required parent- admin-student conference. Student must redo the assignment.	ISS full day with monitored assignments/ISS Alternative	ISS full day with monitored assignments/ISS Alternative	ISS full day with monitored assignments/ISS Alternative		
INAPPROPRIATE LANGUAGE/DISRESPECT	NOT for student-to-staff behavior. Use "disrespect to faculty/staff" for student to staff behavior. Minor: continued/repeated inappropriate language and comments that causes a disruption to the learning environment. Not profanity. Major: profanity directed at another student, name calling based on gender, race, sexuality, ethnicity that causes a disruption to the learning environment.	Administrative conference	Lunch detention and restorative assignment (Major = Parent Conference required)	Lunch detention up to 1 week (Major = 1 day ISS/ISS Alternative)	Half day of ISS and required Parent Conference (Major + 2 days ISS/ISS Alternative/1 day OSS)	Full day of ISS (Major = 2-3 days OSS)		
INDECENT EXPOSURE (less serious)	After attempted teacher intervention, student still pulling pants down to excrete in non-restroom locations, attempting to change clothes in public space, medical issue, etc.	Administrative conference with parent	Administrative conference with parent and referral to SISP team for follow-up support					
MISUSE OF TECHNOLOGY (MINOR)	Unauthorized, prohibited, or unsafe use of school technology hardware, software, and/or the internet.	Verbal warning, parent contact + possible loss of technology privileges	ISS up to half-day/ISS Alternative + possible loss of technology privileges	ISS half- to 1 day/ISS Alternative + one week loss of technology privileges	OSS 1 day + two weeks loss of technology privileges	Loss of technology privileges remainder of the semester - duration TBD		
LEVEL II: MAJOR OFFENSES								
ISS = IN-SCHOOL SUSPENSION	OSS = OUT OF SCHOOL SUSPENSION							
NOTE: Administration reserve the right to initiate early return from suspension for any offenses. Certain offenses do have specific early return expectations as noted in the matrix.								
AGGRESSIVE BEHAVIOR	Any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school sponsored function, or on a school bus, and that: (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. --The School Violence Prevention Act passed in 2009 (Session Law 212) BOE Policies 4300	ISS/ISS Alternative/OSS 1-3 days Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	ISS/ISS Alternative/OSS 2-5 days Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	ISS/ISS Alternative/OSS 3-10 days Restorative conference with parent and admin required on return. Suspension may be reduced by up to 2 days by participating with restorative conference.				
	*This includes students who create the hostile environment by encouraging aggression or fighting in others.							
DISRESPECT TO FACULTY/STAFF	Use of derogatory or offensive language towards a KCS staff or faculty member. Use of profane or inappropriate gestures.	Administrative conference AND Admin-facilitated restorative conversation with the staff member	10-60m ISS/ISS Alternative	ISS up to 1 day/ISS Alternative	ISS/ISS Alternative/OSS			
DISRUPTIONS WHILE ASSIGNED TO ISS	Failure to meet expectations for behavior while assigned to ISS.	Parent conference	OSS remainder of day and rescheduled ISS/ISS Alternative					
INDECENT EXPOSURE (more serious)	Student intentionally exposing themselves to other student(s), etc. - FIRST DETERMINE TITLE IX. IF NOT TITLE IX, proceed to matrix -->	Administrative conference with parent and referral to SISP team for follow-up support/supportive measures.	OSS up to 1 day.	OSS 1-3 days with SISP support for re-entry.	OSS 3-5 days with SISP support for re-entry.			

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INSUBORDINATION	Not following the directives of a staff member or not following school policies that have been specifically outlined.	Administrative conference Determine function of behavior; student must complete this task during nonpreferred time.	10-60m of ISS/ISS Alternative AND Determine function of behavior; student must complete this task during nonpreferred time.	ISS up to 1 day/ISS Alternative	ISS/ISS Alternative/OSS			
LEAVING CLASS WITHOUT PERMISSION/ CUTTING CLASS	Walking out of class without permission and not returning. Failing to return to class from the restroom or other break area.	Reminder + admin conference	Temporary escort	Semi-permanent escort	Sent home early and possible loss of privilege associated with offense.	OSS 1 day and possible loss of privilege associated with offense.		
LEAVING SCHOOL WITHOUT PERMISSION	Walking off school property without permission during the school day, including if they return during the same school day.	Parent Conference Required escort 1-3 days	Parent and SRO Conference ISS 1 day/ISS Alternative	Parent and SRO Conference ISS 2-3 days/ISS Alternative	Potential escalated administrative intervention with CO support			
PROPERTY DAMAGE	A student will not willfully or maliciously damage or destroy property belonging to another or participate in a plan with others to damage or destroy property, i.e. school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property. Defacing Walls, Mirrors, Desks, Lockers, Computers or Any Other School Items Damaging Another Person's Property: Including but not limited to clothing, class projects, automobiles, etc. Graffiti: Willful or malicious defacing of public or private property. BOE Policy 4330	Admin conference with student and parent + assignment to fix what was broken/ damaged (may include facilitated restorative conversation)	Enhanced monitoring and/or loss of access to broken items/ restricted privileges, etc.	ISS/ISS Alternative/OSS				
THREAT OF HARM TO SELF OR OTHERS	Any threat to do physical harm to another person. Threats may be communicated verbally or in writing, including on social media.	Admin-parent-student conference + 10-60m ISS/ISS Alternative	ISS 1 day/ISS Alternative Establish safety measures to protect students involved.	ISS/ISS Alternative/OSS				
ASSAULT ON A STUDENT	Committing an act of physical violence against another person. BOE Policy 4331 **This category only used by admin after a referral has been submitted and investigated.**	OSS 1-3 days Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	OSS 3-10 days Restorative conference with parent and admin required on return.				
BULLYING	Policy Code: 1710/4021/7230 Prohibition against Discrimination, Harassment, and Bullying	"What is bullying" research task and possible facilitated restorative conversation, completed in office. Required parent/ admin/ student conference.	ISS 1-5 days/ISS Alternative	OSS 1-5 days				
DRUGS	No student shall possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage, or other intoxicating liquor, or possess, use, or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior while in any school building on the premises, on any school bus or off the school grounds at any school activity, function or event before, during, or after school hours, or during any period of time when he/she is subject to the authority of school personnel, unless such possession, use, or transmission is authorized by the law and by school regulations, or unless prescribed by and taken in accordance with the prescription of a physician and registered with the school office as to the date, name, substance, dosage, and times to be administered. BOE Policy 4325	OSS 1-3 days Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	OSS 2-5 days Restorative conference with parent and admin required on return.	OSS 3-10 days Restorative conference with parent and admin required on return.				
FIGHTING	Participating in reciprocal physical violence.	Admin calibration required. 1-2 Days OSS	Admin calibration required. 2-3 days OSS	OSS 3-5 days				
HARASSMENT - DISABILITY HARASSMENT - RACIAL HARASSMENT - RELIGIOUS AFFILIATION HARASSMENT - SEXUAL HARASSMENT - SEXUAL ORIENTATION HARASSMENT	Policy Code: 1710/4021/7230 Prohibition against Discrimination, Harassment, and Bullying	"What is the impact of my behavior" research task and possible facilitated restorative conversation, completed in office. Required parent/ admin/ student conference.	ISS 1-5 days/ISS Alternative	OSS 1-5 days				
INAPPROPRIATE ITEMS ON SCHOOL PROPERTY	Any inappropriate item not considered a weapon or drug but potentially distracting, disruptive, or dangerous to the learning environment as designated by school administration.	Confiscation and parent/admin conference	Confiscation and ISS 1-3 days/ISS Alternative. Potential restriction of privileges.	Confiscation and OSS 1-5 days. Potential restriction of privileges.				
MISUSE OF TECHNOLOGY (MAJOR)	Unauthorized, prohibited, or unsafe use of school technology hardware, software, and/or the Internet.	Parent contact + loss of technology privileges	ISS up to half-day/ISS Alternative + loss of technology privileges	ISS half - to 1 day/ISS Alternative + one week loss of technology privileges	ISS/ISS Alternative or OSS 1 day + two weeks loss of technology privileges	Loss of technology privileges remainder of the semester - duration TBD		
THEFT NOTE: Admin calibration is required to determine if the incident should be coded as major or minor.	*A student will not steal or possess stolen property or participate in a plan with others to do so. School Property: Unlawful taking and/or carrying away property belonging to Kannapolis City Schools. Staff Property: Unlawfully taking and/or carrying away property belonging to a staff member. Student Property: Unlawfully taking and/or carrying away property belonging to another student. Possession of Stolen Property: Having in one's possession property obtained without the permission of the owner to include items stolen in the community and brought onto school grounds."	Parent-admin conference. Return items to rightful owner and admin-facilitated restorative conversation	Return items to rightful owner and admin-facilitated restorative conversation. AND Lunch detention/ restriction of privileges or required escort.	ISS/ISS Alternative/OSS				
VAPING NOTE: Vaping modules may be used as a restorative practice regarding this offense.	A student will not possess or use tobacco products on school premises. This rule will also apply to vapes and vape juice. The school will test vape juice found in vapes or other packaging to determine whether any "controlled substances" are present. If so, administration will follow the "under the influence of a controlled substance" policy. BOE Policy 4320	ISS 1-3 days/ISS Alternative. Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	ISS 3-5 days/ISS Alternative/OSS 1-3 days Restorative conference with parent and admin required on return. Suspension may be reduced by up to 1 day by participating with restorative conference.	OSS 3-5 days				