1) the accused participant shall be told the charge (which of the prohibited behaviors listed above he or she is accused of violating), and
2) the accused participant is told what factual evidence supports the charge, and
3) the accused participant has been given a chance to tell his/her side of the story.

C. The 4-H staff person must be satisfied that the participant more likely than not engaged in the prohibited behavior before imposing a sanction.

D. Sanctions may include some or all of the following:
   1) Verbal warning
   2) Notification to parents
   3) Immediate removal from the activity
   4) Being placed on a behavior contract
   5) Referral to local law enforcement and/or juvenile court
   6) Program suspension and/or
   7) Expulsion from program
   8) Other sanctions appropriate to the circumstances, as determined by 4-H.

E. Appeals
   1) Disciplinary action for local or county-level events may be appealed to the County Director and or 4-H Agent. All appeals must be in writing and must be received by the County Director and or 4-H Agent within 30 days of the disciplinary action. The County Director and or 4-H Agent or designee shall review the appeal statement, any written response from the decision maker, and may review other relevant information. The County Director and or 4-H Agent shall send a written decision to the appellant, the 4-H staff member who made the initial decision, and Head of the Department of 4-H Youth Development. The County Director and or 4-H Agent's appeal decision shall constitute the final agency action unless the Department Head chooses to exercise further review.

   2) Disciplinary action for regional or state-level events may be appealed to the Head of the Department of 4-H Youth Development, Cooperative Extension Service, Box 7606, NC State University, Raleigh NC 27695-7606; telephone (919) 515-3242. All appeals must be in writing and must be received by the Department within 30 days of the disciplinary action. The Department Head or designee shall review the appeal statement, any written response from the decision maker, and may review other relevant information. The Department Head shall send a written decision to the appellant and the 4-H staff member who made the initial decision, and the Department Head's appeal decision shall constitute the final agency action.

F. Immediate action situations:
   4-H or Extension staff may take immediate action to remove a participant from an activity and other action as needed, where there is an emergency situation or significant risk of continuing misconduct. In those cases, the immediate action is temporary discipline and the 4-H or Extension staff must arrange for the procedures in parts B, C, D, and E above as soon as possible but in no event longer than seven days from the temporary discipline.