



STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK
STUDENT DISCIPLINE POLICY
2024-2025
Adopted May 1980

I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. *Freedom of Speech and Assembly*

1. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves.
2. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

B. *Freedom to Publish*

1. Students are entitled to express their personal opinions in writing.
2. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with or disrupt the educational process. Such materials must be signed by the authors. Libelous, obscene and/or personal attacks are prohibited in all publications.

C. *Search and Seizure*

1. A student using a locker that is the property of the School Corporation is presumed to have no expectation of privacy to that locker or its contents.
2. A principal or other member of the administrative staff designated by the principal may, in accordance with the rules of the governing body of that School Corporation, search such a locker and its contents at any time.
3. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
4. A law enforcement agency having jurisdiction over the geographic area in which the school facility is located may, at the request of the principal and in accordance with the rules of the governing body of that School Corporation, assist the school administrators in searching such a locker and its contents.
5. Luggage, bags, etc. which students take on overnight field trips are subject to search. Students and parents should be aware that electronic surveillance may be used in buildings and buses to ensure student safety.

D. *Wellness Policy*

GCCS has adopted a Wellness Policy (GCCS Policy 8510) that supports an increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of students. The policy requires that GCCS provide students with access to nutritious foods and beverages, provide opportunities for physical activity and developmentally appropriate exercise, and requires that all meals served by the School

Corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture. The entire policy can be viewed at any school or on the GCCS website.

E. Dress

It is the responsibility of students to assure that their dress and appearance do not present health or safety problems or interfere with the educational process. Students are not allowed to wear clothing and/or have exposed body markings or piercings that contain lewd, vulgar, or indecent speech; promote illegal substances; relate to gang/cult matters; or create safety hazards. Minimum standards for all GCCS students have been developed by the School Board and are provided at each school building. They are also available at the Administration Building. GCCS students will be subject to disciplinary action in a manner as set out in this document if violations of minimum standards occur. The entire policy (5511) can be viewed at any school or on the GCCS website.

F. Tobacco-Free Environment

No student, staff member, or school visitor is permitted to use any tobacco product at any time, including non-school hours, in any building, facility, or vehicle owned, leased, rented, or chartered by the GCCS; on any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by GCCS; or at any school-sponsored or school-related event on campus or off campus. For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer (PV), electronic nicotine delivery system (ENDS), cigar, pipe, bidi, clove cigarette, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. The policy of allowing “pass outs” for adults during extracurricular events is hereby eliminated as it only tends to encourage tobacco use on campus. In addition, no student is permitted to possess a tobacco product. Tobacco promotional items are not permitted on school grounds and no student may leave the school campus during breaks in the school day to use a tobacco product. Visitors using tobacco products will be asked through public address announcements and warnings printed in activity programs to refrain while on school property. Repeated violations of this policy may result in exclusion from Greater Clark activities. Policy 7434 Use of Tobacco by Visitors can be viewed at any school or on the GCCS website. Policy 5512 Use of Tobacco can also be viewed at any school or on the GCCS website.

G. Identification

It is the responsibility of all persons, upon request, to identify themselves to proper school authorities in the school buildings, on school grounds, or at school-sponsored events.

H. Married Students

1. It is the responsibility of students who are married to declare their married status at the time of marriage or at the time of enrollment in school.
2. Married students are subject to all the rights and responsibilities that apply to the entire student body.

I. Pregnant Students

1. Pregnant students shall be permitted to attend regular classes.
2. Pregnant students may choose to be removed from the regular school program. This shall be done in the following manner:
 - a. The principal shall meet with the student and the student’s parents or legal guardian before granting or denying approval.
 - b. A written recommendation by the student’s physician or psychiatrist shall be provided.

J. Rights of Absence for Religious Observances

Absence of students on their days of religious observance will not count against their perfect attendance records but must be included in the attendance reports.

K. Off-School-Grounds Events

It is the responsibility of students to observe school regulations and rules and be subject to the authority of school officials at all school activities, functions or events held off school grounds, or traveling to or from school or a school related activity, function, or event.

L. Conduct

Conduct that materially and substantially interferes with the educational process, including the use of social networking “threats” or “lists” which cause school disruptions is prohibited, including the use of lewd, vulgar, indecent, racial, or offensive language or behavior.

M. Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (eligible students) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the School Corporation receives a request for access.
 - a. Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
 - b. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask Greater Clark County School Corporation to amend their child’s or their education record should write the principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed.
 - b. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

N. Disclosure of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Greater Clark County School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Greater Clark County School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the Greater Clark County School Corporation to the contrary in accordance with Greater Clark County School Corporation procedures. The primary purpose of directory information is to allow the Greater Clark County School Corporation to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Greater Clark County School Corporation to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Greater Clark County School Corporation in writing within ten (10) days after receipt of this annual notice. Greater Clark County School Corporation has designated the following information as directory information:

- Student's name
- Age
- Photograph
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date of graduation
- Type of diploma awarded

- Honor Rolls
- Awards received
- Scholarships

O. Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Greater Clark County School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Greater Clark County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Greater Clark County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Greater Clark County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific

or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

P. *Screening for Health Concerns*

Any medical problem that may interfere with the educational process should be reported to the principal. In the course of each school year, GCCS provides the opportunity for students at some grade levels or in some programs to be screened for possible health concerns which could adversely affect a student's performance in educational programs of GCCS, including, but not limited to, hearing and sight. If a parent or guardian does not wish to have his/her child or ward screened for these possible health concerns, such parent or guardian must submit to the principal a written, signed statement to that effect.

Q. *Self-Administration of Medication*

A student with an acute or chronic disease or medical condition shall be allowed to possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent files an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. GCCS will not send medication home with a student except medication possessed by a student for self-administration under I.C. 20-33-8-13.

R. *Removal from School for Health Reasons*

1. Indiana Code 20-34-3-9 Communicable Diseases or Parasites:
 - a. If a child is ill, has a communicable disease, or is infested with parasites, the principal may send the child home with a note to the child's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted. The procedure for re-admission is set out in I.C. 20-34-3-9 (c) and (d) and is available at the Administration Building.
2. Indiana Code 20-34-4-5 Failure to Receive Required Immunizations:
 - a. Each school shall require the parents of a child who has enrolled in the school to furnish no later than the first day of school a written statement of the child's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school. This section is applicable unless the school is provided with a statement of religious objection as set out in I.C. 20-34-3-2 or a physician's certificate stating that a particular immunization is or may be detrimental to the child's health as per the regulations of I.C. 20-34-3-3.
 - b. A child may not be permitted to attend school beyond the first day of school without furnishing this written statement unless the school gives the parents of the child a waiver; or the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school per I.C. 20-34-4-5.

S. *Policies Against Sexual Harassment and Discrimination on the Basis of Race, Sex, and Other Protected Characteristics*

1. It is the policy of GCCS not to allow or tolerate discrimination on any legal basis including: race, color, religion, sex (including transgender status, sexual orientation and gender identity), national origin, age, military status, ancestry, genetic information or disability in its educational opportunities,

programs, and/or activities, employment policies, or treatment of the general public as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 10-8.1-2, Titles VI ad VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990. Persons who believe they have been discriminated against are encouraged to file a complaint with the appropriate Greater Clark officials for investigation and action.

2. Questions concerning compliance with the Americans with Disabilities Act, Civil Rights Act, Title IX, or Section 504 of the Rehabilitation Act should be directed to the Compliance Officer: Director of Human Resources, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130, 812-283-0701.
3. It shall be a violation of policy for any Greater Clark student to sexually harass, i.e., make unwelcome sexual advances, request sexual favors, or display other inappropriate verbal or physical conduct of a sexual nature, to another student. Furthermore, sexual harassment, by any employee to a student, employee to another employee or school volunteer over which the School Corporation has some degree of control, to a student is also a violation of policy. To file a report of sexual harassment, contact either the principal or the Compliance Officer: Director of Human Resources, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130. For assistance and information about processing such a report, call 812-283-0701.
4. When a student or student's parent or guardian believes he/she has been discriminated against or harassed by a GCCS employee or another student, he/she may file an informal or formal written complaint under the procedure established by the GCCS to enforce policies against such discrimination. To file such a complaint, contact the principal or Title IX Compliance Officer, Director of Human Resources, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130. You may call 812-283-0701 for assistance and information about processing such a complaint.
5. Copies of the complete policies are available in the offices of all schools and on the GCCS Website.

T. Anti-Harassment/Bullying Policy

1. Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from all forms of unlawful harassment or bullying based upon any threatening behavior, including but not limited to, references to sex (including transgender status, sexual orientation and/or gender identity), race, color, religion, national origin, age, disability, ancestry, marital status, familial status, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers, or patrons by anyone.
2. It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer, or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons.
3. This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students, and patrons.
4. No employee, student, or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally, or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, including digitally or electronically and through the use of a cellular telephone or other wireless, cellular communication device; physical acts committed, aggression, or any other behaviors committed by a person, student, or group of people or students against another person or student with the intent to harass, ridicule, humiliate, intimidate, or harm the other person or student. **Additionally, this rule applies when a student is using property or equipment provided by the school. See Policy 5517.01.**
5. For information on rules, disruptions, complaint procedures, reporting procedures and sanctions, false reporting, and notification, see GCCS Policy 5517 Anti-Harassment and Policy 5517.01 Bullying at any school or on the GCCS website.

U. Student Insurance

Unless proven negligent, GCCS and GCCS personnel assume no financial responsibility for medical expenses, treatment, or damages resulting from injuries sustained by students while participating in any GCCS sponsored educational program or practicing for/participating in athletics or other school activities. GCCS makes student accident insurance available through a commercial insurance carrier. Policy 8760 Student Accident Insurance is available at schools and on the GCCS website. Enrollment in this student accident insurance program is voluntary. It is the parents' responsibility to provide appropriate insurance or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance in order for school officials to have this information in case of a medical emergency.

V. Lost, Stolen, or Damaged Student Owned Property

GCCS and GCCS personnel assume no financial responsibility for lost, stolen, or damaged student-owned property while such property is on the school grounds or is being used at any school related activity off school grounds.

W. Law Enforcement Notification by School Officials

Indiana Code 20-33-8-16

GCCS Superintendent or designee shall immediately notify law enforcement authorities if a student brings a firearm or destructive device onto school property or is in possession of a firearm or destructive device on school property. GCCS Superintendent or designee may give similar notice if a deadly weapon other than a firearm or destructive device is involved.

X. Illegal Electronic Data Transfer

Indiana Code 31-34-1-3(a)(1)(D)

Indiana Code 35-42-4-4(b)(3)

Indiana Code 35-42-4-11(a)(2)(c)

Indiana Code 11-8-8-7

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Y. Inclement Weather Guidelines

For more information regarding inclement weather please visit the GCCS website at <https://www.gccschools.com/inclement-weather/> or contact the GCCS Administration Building at (812) 288-4802.

Z. Suicide Prevention/Education

For more information regarding the Greater Clark County Schools comprehensive plan on suicide prevention/education, see Policy 5350 Student Suicide or contact the GCCS Administration Building at (812) 283-0701. For immediate concerns contact the National Suicide Prevention Lifeline at 1-800-273-8255.

AA. Restraint and Seclusion

Policy 8400, School Safety, states that GCCS is committed to maintaining a safe environment in all of the Corporation's schools. Provisions are in place to protect the safety of staff, students, and the public places in case of manmade occurrences one of which being student disturbance. Any significant violation of the Emergency Safety Procedures Plan (including assaults on students and staff) will be reported to the police.

Every effort shall be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to

the use of seclusion or restraint, except in the case of an emergency, as defined in the seclusion and restraint plan.

A copy of Policy 5630.01, Use of Seclusion and Restraint with Students may be viewed at any school or on the GCCS website.

II. RULES AND REGULATIONS

School staff members will make every effort, with appropriate community resources, to help each student gain acceptable self-discipline standards. When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. Authority for the management of school behavior is given to the Board of School Trustees by I.C. 20-33-8. The Board of School Trustees has established Policy 5600 on Student Discipline and appointed administrative officers to carry out those policies and state laws as amended. The following rules and regulations adopted by both Indiana statute and GCCS apply when a student is on school grounds, immediately before, during, and immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

A. Grounds for Suspension or Expulsion

Indiana Code 20-33-8-14

1. The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by School Corporation rules:
 - a. Student misconduct.
 - b. Substantial disobedience.
2. The grounds for suspension or expulsion listed in Subsection (a) apply when a student is:
 - a. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 - b. off school grounds at a school activity, function, or event; or
 - c. traveling to or from school or a school activity, function, or event. For students with disabilities, a conference to determine the relationship of the disability to the disciplinary offense must precede expulsion.

B. Unlawful Activity by Student

Indiana Code 20-33-8-15

In addition to the grounds specified in Section 14, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds, including an unlawful activity during weekends, holidays, other school breaks, and a summer period when a student may not be attending classes or other school functions, if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or,
2. The student's removal is necessary to restore order or protect persons on school property.

C. Possession of Firearms, Destructive Devices, or Deadly Weapons

Indiana Code 20-33-8-16

1. As used in this section, "firearm" has the meaning set forth in I.C. 35-47-1-5.
2. As used in this section, "deadly weapon" has the meaning set forth in I.C. 35-31.5-2-86. The term does not include a firearm or destructive device.
3. As used in this section, "destructive device" has the meaning set forth in I.C. 35-47.5-2-4.
4. Notwithstanding Section 20 of this chapter, a student who is:

- a. identified as bringing a firearm or destructive device to school or on school property; or,
 - b. in possession of a firearm or destructive device on school property
 must be expelled for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period.
5. The superintendent may, on a case-by-case basis, modify the period of expulsion under Subsection (d) for a student who is expelled under this section.
6. Notwithstanding Section 20 of this chapter, a student who is:
 - a. identified as bringing a deadly weapon to school or on school property; or,
 - b. in possession of a deadly weapon on school property
 may be expelled for a period of not more than one calendar year.
7. The superintendent or the superintendent's designee shall notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in Subsection (d). The superintendent may give similar notice if the student engages in behavior described in Subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
8. A student with disabilities (as defined in I.C. 20-35-1-8) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

D. Weapons at School or at School Functions

GCCS Policy 5772

Effective schools research indicates that teaching and learning occur at high levels in a safe and orderly environment. Any student who knowingly possesses, uses, and/or transmits a weapon in any of the following described locations constitutes an interference with educational functions and/or school purposes. Therefore, weapons are strictly prohibited in any school building, on any school property, or at any school sponsored or school related activity regardless of the location of the function or activity. Furthermore, using a weapon in any way, on or off school property, that constitutes a violation of the laws of the State of Indiana, where such use causes an interference with school purposes or educational functions will not be tolerated.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a). This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Small pocket items which are designed and normally used for personal grooming or trimming are not prohibited but are discouraged. If such an item is used, however, to harm or threaten another person, then such item will be considered a weapon and the above provisions will be applied.

Rules

1. The principal or his/her designee will immediately investigate any case where a student is involved in possessing, using, and/or transmitting a weapon as defined above. The principal or his/her designee will involve the student's parents as early as possible in the investigation.
2. If the finding is that the student was knowingly possessing, using, and/or transmitting a weapon as defined above (with exception of a firearm as defined in #4 below or destructive device/bomb as defined in #5 below), the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a manifestation determination conference prior to any recommendation for expulsion.

3. The principal or his/her designee will inform police of any proven incident that involves a weapon violation. Also, a police investigation will be requested if it appears that a crime was committed and/or any threat of bodily harm was expressed or implied by the possessor of a weapon as defined above.
4. In compliance with the Gun-Free Schools Act of 1994 (20 USCA 8922), the penalty for possession of a firearm (as determined by 18, USCA 921) will be a recommendation for expulsion from school for one calendar year. The superintendent or designee will notify the appropriate law enforcement officials when a student is expelled for this reason. A firearm under this rule is defined as:
 - a. any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive;
 - b. the frame or receiver of any weapon described above;
 - c. any firearm muffler or firearm silencer;
 - d. any destructive device which is an explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, Molotov cocktail, or similar device;
 - e. any weapon which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has a bore diameter of more than one half inch in diameter;
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; and
 - g. a destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.
5. All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be turned over to authorities. If the weapon incident could constitute a violation of Indiana and/or federal law, the superintendent or superintendent's designee shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.

E. GCCS Board Policy 8401 on Hand-Held Metal Detector Searches

In view of the escalating school violence, the potential presence of weapons in our schools and the School Corporation's duty to maintain a safe environment in all of the corporation's schools, the Board of School Trustees authorizes the use of hand-held metal detectors to check a student's person or personal effects.

F. GCCS Board Policy 5600 on Student Discipline

The Board of School Trustees recognizes pupil self-discipline as the best form of discipline. It is also recognized that when self-discipline fails, management of pupil behavior must be applied and enforced by those responsible for the operation of the schools.

1. For purposes of this policy, "school" is defined herein as any GCCS property or location of a GCCS sanctioned function and is not limited to a student's specific attendance location.
2. This policy is applicable to all GCCS students including those involved in cooperative programs with other educational institutions.
3. This policy sets out examples of student misconduct or substantial disobedience that shall be considered as conduct which rises to a level warranting disciplinary action, up to and including suspension and/or expulsion. The following list is only illustrative and disciplinary action is not limited solely to these examples.
 - a. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes or urging students to

engage in such conduct.

- b. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- c. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
- d. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices.
- e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
- f. Continuously and intentionally making noise or acting in any manner so as to interfere or disrupt the educational process.
- g. Through any means of communication, including gestures, symbols, or signals placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's property could be damaged.
- h. Intimidating or interfering with school personnel or students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment including verbal abuse.
- i. Bullying – any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Additionally, this rule applies when a student is using property or equipment provided by the school. See Policy 5517.01.
- j. Harassment – includes harassment of any type including sexual. See Policies 5517 and 5517.01.
- k. Gang activity or association – engaging in any initiation, promotion of or participation in any group that promotes activities that threaten the safety and/or well-being of persons, school property or which disrupt school activities.
- l. Discrimination – engaging in behavior that is discriminatory in nature in violation of Policies 1422 and 2260.
- m. Vandalism – damaging or defacing, or attempting to damage or deface, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school functions.
- n. Theft – stealing, or attempting to steal, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school activities.
- o. Arson – damaging, or attempting to damage, school property or property of others located on school grounds by starting a fire or causing an explosion.
- p. Battery (I.C. 35-42-2-1) is defined as a person who knowingly or intentionally:
 - aa. touches another person in a rude, indolent, or angry manner; or
 - bb. in a rude, insolent, or angry manner places any bodily fluid or waste on another person.
- q. Criminal recklessness (I.C. 35-42-2-2) is defined as a person who recklessly, knowingly, or intentionally performs an act that creates a substantial risk of bodily injury to another person.
- r. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. (See Policy 5517)
- s. Hazing – as defined in Policy 5516.
- t. Extortion – the obtaining of property on school grounds, on the way to or from school or at school activities, from any unwilling person by intimidation or physical force.
- u. Robbery – theft involving the use of physical force, deadly weapons, or dangerous instruments on school grounds, on the way to or from school, or school activities.

- v. False activation of a school fire alarm or making a false fire, bomb or weapons threat.
- w. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in Indiana Code 20-33-8-16 and GCCS Policy 5772.
- x. Weapons – possession of weapons, carrying, selling, transmitting, storing, or using weapons, including destructive devices, on school grounds, on the way to or from school, or at school activities and/or violating any provision of the Weapons Policy 5772.
- y. Use, possession, sale or transmission of fireworks or other projectiles or explosives on school grounds, on the way to or from school or at school activities.
- z. Possessing, handling, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind or any paraphernalia used in connection with the listed substances. Use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule. (See Policy 5530) (Exception: see Policy 5330.01)
 - aa. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel.
 - bb. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - cc. Possessing, using, or transmitting any object or material that can be reasonably associated with the use or transmission of a controlled substance.
 - dd. Possessing, using, transmitting, or being under the influence of caffeine-based substances; substances containing phenylpropanolamine (PPA); depressants; or stimulants of any kind, be they available with or without a prescription: however, use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule.
 - ee. Possession or use of tobacco products, including electronic cigarettes (or e-cigarettes), on school grounds or at school activities.
 - ff. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. Failure to follow directives – the willful refusal by a student to respond to any reasonable directives of authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures.
 - gg. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - 1. Engaging in sexual behavior on school property.
 - 2. Disobedience of administrative authority.
 - 3. Willful absence or tardiness from school, a class, or homeroom.
 - 4. Unexcused tardiness or absence to school, class, or homeroom.
 - 5. Truancy from school or class. Truancy is defined as absence from one or more classes without permission of school and/or parents. Habitual truancy is defined in Policy 5200 as three instances of truancy in a school year and/or having more than ten (10) unexcused absences in one (1) school year.
 - 6. Failure to sign in or out of school.
 - 7. Leaving school grounds without permission.
 - 8. Engaging in speech, either verbal or written, gestures or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - 9. Inappropriate student dress or appearance that could result in health or safety problems or disruption of the educational process.
 - 10. Failing to tell the truth about any matter under investigation by school personnel.
 - 11. Lying or giving false information, either verbally or in writing, to a school employee.

12. Possessing or using a laser pointer or similar device.
 13. Failure to follow school, class or bus rules.
 14. Forgery – falsifying school-related documents or signatures.
 15. Tampering with, changing, or altering records of documents of the school method including, but not limited to, computer access or other electronic means.
 16. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism, and collusion.
 17. Gambling – games of chance or skill, for money or profit on school grounds or at school activities.
- hh. Engaging in conduct on school grounds, on the way to or from school or at school activities which is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.
 - ii. Using electronic communication devices on school property during unauthorized times or in a manner that disrupts school activities or events unless there is a bona fide case of a health or safety emergency.
 - jj. Using any electronic communications device to in any way send or receive personal message, data, or information that would contribute to or constitute cheating on tests or examinations.
 - ll. Using any personal communication device that provides for wireless, unfiltered connection to the Internet or which has the capability to take “photographs” of any kind.
 - mm. Creating or distributing information including information distributed via e-mail or through a web site that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
 - nn. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
 - oo. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.).

**G. Students’ Legal Settlement
Indiana Code 20-33-8-17**

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

III. DISCIPLINARY ACTION

A. *In loco parentis* - School corporation staff have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. IC 20-33-8-8.
(In addition please see GCCS Board Policy 9250 – Relations with Parents)

IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students
Sec. 8.

- (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
 - (1) a school corporation; and
 - (2) the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel:
 - (1) stand in the relation of parents to the students of the school corporation;
 - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and
 - (3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.
- (c) Students must:
 - (1) follow responsible directions of school personnel in all educational settings; and

(2) refrain from disruptive behavior that interferes with the educational environment.

B. *Disciplinary Actions:*

In Policy 5600, the Greater Clark County Schools Board of Trustees has established that school personnel may use the following listed measures in the disciplining of students for the offenses described in Section II, F. above. These measures are neither exhaustive nor sequential:

1. Verbal reprimand.
2. Notification of parent/guardian by phone or letter.
3. Temporary separation from peers.
4. Special constructive assignments/tasks.
5. Behavioral contracts.
6. Require pupil-teacher contracts.
7. Conference with parent/guardian.
8. Temporary withdrawal of school privileges.
9. Detention (before or after school).
10. Time-Out rooms.
11. Schedule change(s).
12. Counseling and/or evaluation.
13. Transfer of student to another class or school.
14. Extended separation from peers.
15. Extended loss of school privileges.
16. Temporary loss of bus riding privilege.
17. Extended loss of bus riding privilege.
18. Notification to law enforcement officials as incident requires or is required by law.
19. Restitution.
20. Community Service.
21. In-school suspension.
22. Out of school suspension.
23. Expulsion—A principal may require a student who is at least 16 years of age who wishes to re-enroll after an expulsion to attend one (1) or more of the following:
 - a. An alternative school or alternative educational program.
 - b. Evening classes.
 - c. Classes established for students who are at least 16 years old.
24. Driver's license/permit restrictions.

Or as allowed by I.C. 20-33-8-25

C. *Driver's License/Permit Restrictions*

1. Indiana Law (I.C. 9-24-2-1) states the BMV shall suspend a driver's license or invalidate a learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:
 - a. Is a habitual truant under GCCS Policy 5200. See Page 13, Section II, F, gg, #5 of this document for a definition.
 - b. Is under at least a second suspension from school for the school year.
 - c. Is under an expulsion from school.
 - d. Is considered a dropout under I.C. 20-33-2-28.5.
2. Indiana Law (IC 20-33-2-11) provides that when a student is at least thirteen (13) years of age but less than fifteen (15) years of age and is a habitual truant as defined under GCCS Policy 5200, a driver's license or a learner's permit to drive may not be issued until the student is at least eighteen (18) years of age. A student who has not been issued a driver's license or learner's permit to drive is entitled to a periodic review of the student's attendance record to determine whether the prohibition on the issuance of the license or permit shall continue. The periodic reviews may not be conducted less than one (1) time each school year.
3. If a student plans to withdraw from school, an exit interview should be scheduled. At least five days before holding an exit interview, the principal shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
 - a. That the student's failure to attend an exit interview under I.C. 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under I.C. 20-33-2-28.5 will result in the revocation of the student's: (1) driver's license or learner's permit; and (2) employment certificate.

- b. If the principal determines that the reason for the student's withdrawal does not meet the requirements for withdrawal from school under I.C. 20-33-2-28.5, the student and the student's parent or guardian will receive a copy of the determination, and the student's name will be submitted to the Bureau of Motor Vehicles utilizing the "Invalidation Form" provided in the GCCS Principals' Handbook.

D. Notification of Rules and Regulations

Individual schools shall provide students and parents a list of district and local school rules. Refer to Policy 5600.

E. Student Exclusion by a Teacher

A middle or high school teacher may exclude a student from participation in any educational function under that teacher's charge and supervision for a period of one day if the student is assigned regular or additional work to be completed in another school setting.

F. Suspension

A principal, or his designee, may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days.

G. Expulsion

Expulsion is a disciplinary action that causes a student to be separated from school attendance for more than (10) ten school days. A student can be recommended for expulsion upon the grounds listed in Part II, Rules and Regulations. Procedures for handling expulsions are outlined in Part IV.

H. Students in Cooperative Programs and/or Attending Two GCCS Schools

GCCS students involved in cooperative programs with other educational institutions fall under the discipline policies of, not only GCCS, but also of those institutions while on the grounds of or involved in program activities of said institutions. GCCS students attending a class or program at a GCCS school in addition to the student's GCCS home school are subject to this policy at both schools. Additionally, students in cooperative programs and dual enrollment are subject to this policy while traveling to and from said institutions and while attending school-related activities of both schools.

I. Transfer of Students Under Expulsion or Separation for Disciplinary Reasons

Indiana Code 20-33-8-30 states that a school corporation has discretion in deciding whether to accept a transfer student who has separated from another school corporation for disciplinary reasons or who has been expelled. Consent for enrollment may be withheld or continued enrollment may be withdrawn if the student's parent fails to inform the school corporation of the expulsion, separation, or withdrawal to avoid expulsion; or if the student fails to follow the terms and conditions for enrollment established by Greater Clark.

IV. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

The Board of School Trustees of GCCS has provided a procedure for handling of student suspension and expulsion from school. The basic premise of this policy is fairness. A full text of procedures is available in the office of each school in the corporation and at the Administration Building upon request.

A. Suspension Procedures:

When a principal (or designee) determines that a student should be suspended, the following procedures will be used:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges.
 - b. if the student denies the charges, a summary of the evidence against the student will be presented.

- c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such cases, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal. (Reference: I.C. 20-33-8-18)

B. Expulsion Procedures:

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. A written charge and request for expulsion of a student will be filed by the principal to the superintendent.
2. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting. (I.C. 20-33-8-19)
3. At the expulsion meeting conducted by the expulsion examiner, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
4. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the County Court within ten (10) days of receipt of a notice of the action taken. Reference: I.C. 20-33-8-19.
5. Any student who is expelled will be expelled from participating in and/or attending extracurricular and school-sponsored activities. This student is not to be on school property during the expulsion period.

V. ASBESTOS PROGRAM

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials of the Greater Clark County School Corporation is available for review and copying by students, staff and guardians during normal business hours.

VI. PEST CONTROL AND USE OF PESTICIDES – POLICY 8432

GCCS is committed to making sure that students and staff members have minimal exposure to pests and pesticides. Greater Clark has chosen a variety of chemical and non-chemical treatment methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and adults. In order to keep students, parents and staff members up-to-date on the application of pesticides products Greater Clark will:

1. Annually inform parents and staff members of the corporation's pest control policy/regulation at the beginning of the fall semester by reference in this handbook.
2. For information concerning pest control, contact Administration Building, 2112 Utica Sellersburg Rd., Jeffersonville, IN 47130, 812-283-0701.
3. Maintain the MSDS sheets at the Administration Building and provide copies to the principal prior to application.
4. Not apply pesticides in student areas during the student day.
5. Maintain a written record for two (2) years of any pesticide applications including type applied and location.
6. Apply least toxic product by state licensed applicators.
7. Provide notice of application in the affected building at least two school days prior to the date of application, to the greatest degree possible. Such notice will include the date and time of the application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.
8. Give written notice as soon as possible in the event of the need for an emergency application due to an immediate threat to the public health.
9. Provide for training of school employees to become certified pest control applicators, as needed.

10. Provide notice of all pesticide applications to school nurses, as applicable.
11. Provide written notice to any parent or staff member who requests advance written notification of a pesticide application, provided that such request is delivered to the attention of the Superintendent of Schools and is received by October 1 of the fall term and February 1 of the spring term.

Please note, if you have any questions regarding student rights and responsibilities or if you would like to examine any of the Greater Clark County Schools' policies, laws of the state of Indiana and/or federal laws that relate to student rights and responsibilities, please visit or contact the Administration Building. In the event there is a discrepancy between language contained in student handbooks and GCCS Policies and/or Indiana law, as amended, relating to students' rights and responsibilities, state law and/or GCCS policy language controls.