

**School Staffing Procedures**

The Hardin County Schools shall assign each school the certified and classified personnel in numbers that meet at least the minimum state requirements.

Calculations are based on projected enrollment. Allocations will be adjusted on the 15<sup>th</sup> school day and on September 15 based on actual enrollment unless there are sufficient numbers for a full teacher.

The local school administrators, counselors, and librarians will be staffed on a ratio that is consistent with Hardin County Board of Education policies and regulations.

All classroom teachers shall be assigned students based on ratios that meet the state mandated class cap requirements for all grade levels, special education classes, and particular subjects. The teacher-student ratio may vary from one year to another in a particular school due to student population changes or program adjustments that are unique for that year. The Board may make annual adjustments in the teacher-student ratio within the guidelines set forth by the state. SBDM schools may elect to raise cap size in order to meet programmatic or student needs.

**CERTIFIED STAFFING**

The regular teacher-student staffing ratio will be within the guidelines of the Kentucky Department of Education and will be based upon the individual school enrollment. Staffing ratios are as follows and will be rounded to the nearest whole:

|  |                   |
|--|-------------------|
| Preschool                                | 1:17.0 (half-day) |
| Kindergarten                             | 1:24.0 (full-day) |
| Grades P-3                               | 1:24.0            |
| Grades 4 –5                              | 1:25:0            |
| Middle School                            | 1:26:0            |
| High School                              | 1:26:0            |
| <del>Brown Street Education Center</del> | <del>1:12:0</del> |

~~(not including special education, .5 teacher allocation for Hardin County High School or administrative staff)~~

Allocations for the category of elementary music, art and physical education will be calculated at a ratio of one (1) position in this category for each 150 students in kindergarten through grade 5. No school will be staffed with less than one (1) full position in this category. All calculations will be rounded to the nearest one half (.5) position for elementary music, art and physical education.

**CLASSIFIED STAFFING**

Classified staffing ratio for office managers, bookkeepers, assistants and clerks will be as follows:

**High Schools**

| Officer Manager    | 1      |
|--------------------|--------|
| Bookkeeper         | 1      |
| Number of Students | Clerks |
| Up to 1399         | 4      |
| 1400-1699          | 5      |
| 1700+              | 6      |

**School Staffing Procedures****CLASSIFIED STAFFING (CONTINUED)****Middle Schools**

|                |   |
|----------------|---|
| Office Manager | 1 |
| Clerk          | 1 |
| Assistants     | 3 |

**Elementary**

|                        |                |
|------------------------|----------------|
| Office Manager         | 1              |
| Clerk                  | 1              |
| Clerks                 | <del>2</del> 1 |
| Office Manager         | 1              |
| Additional Inst. Asst. | 2              |

~~Brown Street~~ College View

Assistants in preschool, kindergarten and special education will be allocated according to the Kentucky Department of Education guidelines. Other assistants including lunchroom assistants will be allocated at a ratio of one (1) for each 225 students in preschool through grade 5. Primary instructional assistants will be allocated at a ratio of one (1) assistant to each three (3) primary teachers. The number will be rounded to the nearest one half (.5) position.

**CUSTODIANS**

Each location shall be allotted a custodian for each 22,500 square feet. Facilities that are less than 63,000 square feet will have an additional 14,396 square feet added to the square feet of the building when calculating custodial allotment. Consideration should be given to the number of occupants of the facility.

**LUNCHROOM PERSONNEL**

Personnel shall be allotted based upon the formula recommended by the Kentucky Department of Education, Division of School and Community Nutrition. Lunchroom personnel are paid from the lunchroom account and considered a District program.

**SPECIAL EDUCATION ADD-ON**

Assistant principal and counselor positions will be calculated using the projected enrollment with an additional student add-on based on the number and category of special education units:

|                                 |                   |
|---------------------------------|-------------------|
| Low Incidence                   | 20 Student Add-On |
| Emotional Behavioral Disability | 25 Student Add-On |

Any school with an EBD or Low Incidence unit will be staffed with at least one (1) full-time counselor.

**School Staffing Procedures****ADMINISTRATIVE STAFFING GUIDELINES****High School Administrative Staffing**

|                | Principal | Assistant Principal | Counselors | Librarians |
|----------------|-----------|---------------------|------------|------------|
| 1-249          | 1         | 0                   | .5         | .5         |
| 250-499        | 1         | 0.5                 | 1          | 1          |
| 500-749        | 1         | 1                   | 1.5        | 1          |
| 750-999        | 1         | 1.5                 | 2          | 1          |
| 1000-1249      | 1         | 2                   | 2.5        | 2          |
| 1250-1499      | 1         | 2.5                 | 3          | 2          |
| 1500-UP (SACS) | 1         | 3.0                 | 3.5        | *2         |

\*One (1) staff person shall be added where needed for each additional 250 students over 1500. This person may be assigned to any of these areas to best meet the needs of the school.

**Middle School Administrative Staffing**

|           | Principal | Assistant Principal | Counselors | Librarians |
|-----------|-----------|---------------------|------------|------------|
| 1-249     | 1         | 0                   | 2          | 0.5        |
| 250-499   | 1         | 0.5                 | 2          | 1          |
| 500-749   | 1         | 1                   | 2          | 1          |
| 750-999   | 1         | 1.5                 | 2          | 1          |
| 1000-1249 | 1         | 2                   | 2.5        | 1          |

\*IN May 2008, the board allocated a minimum of two (2) guidance counselor positions at all middle schools regardless of enrollment without precluding additional allocations based on higher enrollment as prescribed.

**Elementary School Administrative Staffing**

|           | Principal | Assistant Principal | Librarians |
|-----------|-----------|---------------------|------------|
| 1-249     | 1         | 0                   | 0.5        |
| 250-399   | 1         | 0                   | 1          |
| 400-749   | 1         | .5                  | 1          |
| 750-999   | 1         | 1                   | 1          |
| 1000-1249 | 1         | 1.5                 | 1          |

**Elementary Guidance Staffing**

|           |     |
|-----------|-----|
| 1-399     | 0.5 |
| 400-749   | 1.0 |
| 750-999   | 1.5 |
| 1000-1249 | 2.0 |
| 1250-1499 | 2.5 |
| 1500      | 3.0 |

Review/Revised:6/16/2015

**- CERTIFIED PERSONNEL -****Sick Leave Bank Procedures****OPERATING PROCEDURES**

The general operating procedures are as follows:

1. All eligible employees shall be afforded the opportunity to enroll in the Sick Leave Bank by voluntarily contributing to the bank one (1) day from their sick leave accumulation.
2. Non-participating eligible employees may contact the Human Resources Department to enroll in each school year prior to October 15.
3. The Sick Leave Bank may be opened for re-enrollment of participating members at any time the balance of days available falls below fifty (50).
4. Days from the Sick Leave Bank may be taken in whole days only.
5. The school system's regular sick leave usage policies and procedures shall be used as relates to the Sick Leave Bank when practicable and feasible.
6. Participation is restricted to those eligible employees who have contributed to the bank.
7. Employees hired after October 15th shall have the option of participating in the Sick Leave Bank if they present an authorization form to the Human Resources Department within thirty (30) days after employment.

**CRITERIA FOR GRANTING DAYS**

The criteria to be used by the Board Sick Leave Bank Usage Approval Committee shall be as follows:

1. Serious accident by the employee requiring absences from work.
2. Serious illness of the employee.
3. Extended hospitalization of the employee.
4. Other serious extenuating circumstances normally allowing for sick leave as approved by the Usage Approval Committee.

No more than forty (40) consecutive days shall be awarded if the employee is eligible for disability retirement. If the employee is not eligible for disability retirement, the number of approved days is at the discretion of the usage committee.

**SICK LEAVE BANK USAGE APPROVAL COMMITTEE**

1. Be comprised of three (3) members appointed by the Superintendent and approved by the Board. The make-up of the committee shall include two (2) teachers and one (1) administrator who are members of the Sick Leave Bank.
2. The term of office shall be three (3) years. A member is not limited to a single term.
3. No committee member shall rule on any usage application of his/her own or of a relative.

**Sick Leave Bank Procedures****SICK LEAVE BANK USAGE APPROVAL COMMITTEE (CONTINUED)**

4. Sick Leave Bank application forms may be obtained from the Principal at each school. Inquiries regarding the Sick Leave Bank process should be directed to the ~~Associate Superintendent for Human Resources Services~~ <sup>Dept</sup> at the Central Office.
5. Applications made to the Committee shall not contain the name of the applicant or, to the extent possible, any other identifying data. To the extent practicable, the Committee shall consider all applications anonymously.

Review/Revised:6/17/10

## **Sick Leave Bank Procedures**

### **OPERATING PROCEDURES**

The general operating procedures are as follows:

1. There will be one (1) sick leave bank for classified employees.
2. All eligible employees shall be afforded the opportunity to enroll in the Sick Leave Bank by voluntarily contributing to the bank one (1) day from their sick leave accumulation.
3. Non-participating eligible employees may contact the Human Resources Department to enroll in each school year prior to October 15.
4. The Sick Leave Bank may be opened for re-enrollment of participating members at any time the balance of days available falls below fifty (50).
5. Days from the Sick Leave Bank may be taken in whole days only.
6. The school system's regular sick leave usage policies and procedures shall be used as relates to the Sick Leave Bank when practicable and feasible.
7. Participation is restricted to those eligible employees who have contributed to the bank.
8. Employees hired after October 15th shall have the option of participating in the Sick Leave Bank if they present an authorization form to the Human Resources Department within thirty (30) days after employment.

### **CRITERIA FOR GRANTING DAYS**

The criteria to be used by the Board Sick Leave Bank Usage Approval Committee shall be as follows:

1. Serious accident by the employee requiring absences from work.
2. Serious illness of the employee.
3. Extended hospitalization of the employee.
4. Other serious extenuating circumstances normally allowing for sick leave as approved by the Usage Approval Committee.

No more than forty (40) consecutive days shall be awarded if the employee is eligible for disability retirement. If the employee is not eligible for disability retirement, the number of approved days is at the discretion of the usage committee.

### **SICK LEAVE BANK USAGE APPROVAL COMMITTEE**

The Sick Leave Bank Usage Approval Committee shall:

1. Be comprised of four (4) members appointed by the Superintendent and approved by the Board. The make-up of the committee shall include one (1) member from each of the following groups: bus driver/transportation, maintenance/custodians, food service, and secretaries/office assistants/instructional assistants/clerks etc.
2. The term of office shall be two (2) years. Each year two (2) members shall leave the committee and two (2) new members shall be chosen to join the committee.  

A name shall be drawn from those members of the sick bank who express an interest in being a candidate for the position to fill a vacancy on the committee should one occur.
3. No committee member shall rule on any usage application of his/her own or of a relative.

**Sick Leave Bank Procedures**

**SICK LEAVE BANK USAGE APPROVAL COMMITTEE (CONTINUED)**

4. Sick Leave Bank application forms may be obtained from the Principal at each school. Inquiries regarding the Sick Leave Bank process should be directed to the ~~Associate Superintendent for Human Resources Services~~ <sup>DOY</sup> at the Central Office.
5. Applications made to the Committee shall not contain the name of the applicant or, to the extent possible, any other identifying data. To the extent practicable, the Committee shall consider all applications anonymously.
6. These guidelines may become effective for immediate implementation upon passage.

Review/Revised:6/19/14

Local

**Tornado Drills**

The following suggestions are directed to Hardin County School Principals:

1. Have an adequate source of weather information so you can keep abreast of weather conditions.
2. Formulate a plan of action and pass instructions to all teachers and other employees.
3. Drills should be held during the first <sup>30 instructional days</sup> ~~full month~~ of the school year and a second time in the month of ~~February~~. January
4. Select the best protective area available in which to house the students in the advent of a tornado. Basements are usually considered the best area, with corridors and small interior rooms being the best area in the first floor of a structure. Never utilize areas on the second floor or above because the wind velocity can be much greater than at ground level. If relocation action has not been taken early enough to remove students to lower levels, the corridor area would still be the best protection at upper levels.
5. Students should not be housed in areas in rooms where there is an outside wall and the ceiling roof is wide span. Sometimes this area must be used if no better protection area is available. There is the danger of both wall and roof collapse in gymnasiums, auditoriums, cafeterias and most classrooms.
6. Realize that in most new construction where the roof has been constructed of a lightweight insulating material (celetex or some similar trade name) that the tornado type winds will greatly disturb it. Whereas much of the roof will be blown away, some of it will fall into the structure. Panels falling normally would not cause injuries but during a tornado this lightweight material may become very dangerous as a result of the high wind velocities involved.
7. Instruct the students, etc. to sit facing the wall with their heads between their knees and to cover their heads with a book or jacket. If there is a danger area near, such as a glass entrance, students should deviate slightly from the above procedure by sitting with their backs toward the danger. The sitting position provides the greatest protection to the body's vital areas. **DO NOT POSITION THE STUDENTS ON THEIR KNEES BECAUSE THEY CANNOT REMAIN IN THAT POSITION FOR ANY LENGTH OF TIME.**
8. Understand why exterior windows and doors should be kept closed while interior doors (classrooms to corridors) should be kept open. It is quite desirable to keep as much rain and flying debris out as possible but there may be greater importance in positioning the interior doors so the building can absorb any excessive pressures generated in parts of a structure damaged by the tornado.
9. Post "storm watchers" during any severe storms and especially during the "tornado warning" period. Do not rely solely upon an outside source for information regarding a possible tornado. A tornado might form and touch down a short distance from your school. A few seconds warning prior to being hit could save many lives.



**Tornado Drills**

10. Be aware of the conditions that are usually associated with a tornado:
  - (a) very dark, ominous clouds
  - (b) high winds and hail
  - (c) frequent, almost continuous lightning and thunder
  - (d) a continuous low roar or rumble
11. Know that a "tornado watch" defines an area approximately 250 miles long and 120 miles wide that has a high probability of receiving at least one tornado. There is no cause for alarm unless the sky becomes threatening or a tornado warning is issued. During this time one should review the tornado plan and notify all the teachers of impending weather conditions. One should consider relocating students from portable classrooms to safer areas.
12. Know that a "tornado warning" technically means that a tornado has been spotted on the ground in your county or moving toward your county; or that weather radar indicates a high probability of a tornado existing. This is the time to relocate students to areas offering the greatest tornado resistance.
13. Keep the students at the school if a tornado warning is in effect at school dismissal time. They should be retained until weather conditions permit their release.
14. Work with the bus drivers and have them become cognizant of substantial buildings (churches, etc.) along their route in which the students may be relocated if a tornado threatens. Do not stay in the bus - a ditch offers more protection.
15. Dissuade parents from driving to the school to pick up their children when storm conditions are severe. Driving conditions become very hazardous because of heavy rains, hail, strong winds, and normal congestion near the school. Even if they are able to pick up their children, they will be taking them from generally a better protective area than is available in their homes.
16. Know that large trailers will start to lift when hit broadside by 50 - 55 mph winds. This means that trailers and portables can be badly damaged during severe thunderstorms and do not have to be hit by the direct force of a tornado to be destroyed. Relocate children from portables and trailers when any severe storm is forecast or imminent.

Review/Revised:6/17/2010

Local

**Drill and Inspection Report Form**Date \_\_\_\_\_ School \_\_\_\_\_  
Month/Day/Year**FIRE DRILL (TWO (2) IN THE FIRST TWO WEEKS OF SCHOOL AND MONTHLY)**

Date of Drill \_\_\_\_\_ Total Time of Student Evacuation \_\_\_\_\_

Comments \_\_\_\_\_

**SEVERE WEATHER/TORNADO DRILL (FIRST THIRTY (30) INSTRUCTIONAL DAYS OF SCHOOL AND IN JANUARY)**Date of Drill \_\_\_\_\_ Total Time of Student Movement \_\_\_\_\_  
to Protective Areas.

Comments \_\_\_\_\_

**EARTHQUAKE DRILL (FIRST THIRTY (30) INSTRUCTIONAL DAYS OF SCHOOL AND IN JANUARY)**Date of Drill \_\_\_\_\_ Total Time of Student Movement \_\_\_\_\_  
to Protective Areas.

Comments \_\_\_\_\_

**BUILDING LOCKDOWN DRILL (DURING FIRST THIRTY (30) INSTRUCTIONAL DAYS OF SCHOOL AND IN JANUARY)**Date of Drill \_\_\_\_\_ Total Time of Student Movement \_\_\_\_\_  
to Protective Areas.

Comments \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

This form is to be completed and forwarded to the Superintendent's office on the first day of the month following each drill.

If repairs are needed, forward a copy to Director of Buildings and Grounds.

Review/Revised: 6/20/13

6/9/17