

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 15th 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 1:27.0

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

College View

Clerk	1
Office Manager	1

Additional Inst. Asst. 2

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

Student Drug-Testing Procedures

The testing program shall be conducted as follows:

1. Prior to attending tryouts for an athletic team or being issued a permit to drive/park on school property, the student participant and a parent or legal guardian of the student participant must read this policy and must **ACKNOWLEDGE, IN WRITING, THAT THEY HAVE READ THE POLICY AND PROCEDURES, UNDERSTAND THE CONDITIONS CONTAINED IN THE POLICY AND PROCEDURES.** The student participant and a parent must also sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form **BEFORE THE STUDENT WILL BE PERMITTED TO TRY OUT FOR ANY ATHLETIC TEAM OR BE ISSUED A PERMIT TO DRIVE/PARK ON SCHOOL PROPERTY.**
2. Testing shall be done at the following times:
 - a. Fifty percent (50%) of the student participants shall be tested within four (4) weeks following selection of the athletic team. This shall be the only test that shall be announced prior to administration of the collection of the urine specimen. Students issued a permit to drive/park on school property will have their name added to the testing pool for random testing. Any student that signs to participate, but refuses to abide by this policy, will be subject to 3rd violation offense and be excluded from participation on any athletic team for the remainder of the student’s interscholastic eligibility. Students who drive/park on school property and refuses to abide by this policy will be subject to loss of driving/parking privileges for one (1) calendar year.
 - b. All students issued permits to drive/park on school property shall be subject to random testing at any time.

Athletes shall be subject to random testing between the student’s selection to the athletic team and the data of the last game of the season for the athletic team. Scheduled times for random tests shall be selected by the Principal/Designee. Random tests must be conducted no fewer than three (3) times during the team season.
3. During each random test, no fewer than ten percent (10%) of the students driving/parking on school property, or participating on the athletic team, cheerleading squad or as team managers shall be tested.
4. The testing laboratory, as approved by the HCBE, shall determine which student participants are to be tested by a random drawing of names from among all student participants.
5. The collection of urine specimens and the scientific analysis of the collected specimens shall be conducted by the agency as determined by the HCBE.

Student Drug-Testing Procedures

6. Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain complete confidentiality of test results. To that end, the procedures must require:
 - a. the presence of the Principal or designee immediately prior to the collection process to ensure proper student identification;
 - b. The presence of one or more representatives of the testing laboratory when the specimen is taken; and
 - c. The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted absolute privacy during the collection process.
7. The collection of urine specimens for the initial test and the random testing shall be conducted on school premises.
8. All scientific analyses of the collected specimens shall be conducted by the professional testing laboratory. Each specimen shall initially be tested by the testing laboratory using a highly accurate immunoassay technique ("EMIT"). Initial positive results must be confirmed by gas chromatography/mass spectrometry ("GC/MS"). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
9. A portion of each urine specimen given by each student participant shall be preserved by the testing laboratory for a minimum of six (6) months.
10. Written confirmation of all test results shall be forwarded by the testing laboratory to the Title IV Coordinator who shall provide positive results to the Principal. The Principal will notify all the athletic coaches of teams for which the student participates or tries out. The student's parent(s) or legal guardian(s) will also be notified. All test results are confidential and shall be maintained in the Title IV Coordinator's office under the strictest security.

Student Drug-Testing Procedures

All student participants and at least one parent or legal guardian are to sign the following:

THE UNDERSIGNED STUDENT WHO WISHES TO DRIVE OR PARK ON SCHOOL PROPERTY, ATHLETE, CHEERLEADER, ~~OR~~ TEAM MANAGER, OR MARCHING BAND/COLOR GUARD, AND THE STUDENT'S PARENT OR LEGAL GUARDIAN HEREBY ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE FOREGOING POLICY AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THE POLICY. THE UNDERSIGNED HEREBY PERMIT THE AGENCY AS DETERMINED BY THE HCBE TO PERFORM DRUG TESTING OF THE STUDENT'S URINE AND TO RELEASE THE RESULTS TO THE TITLE IV COORDINATOR. POSITIVE RESULTS WILL BE RELEASED TO THE PRINCIPAL AND TO ALL ATHLETIC COACHES OF TEAMS FOR WHICH THE STUDENT PARTICIPATES OR TRIES OUT. THE STUDENT'S PARENT(S) OR LEGAL GUARDIAN(S) WILL ALSO BE NOTIFIED

Print Student Name School

Student Signature Grade

Date Signed _____

Print Parent or Guardian Name

Parent or Guardian Signature

Date Signed _____