

### 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 <del>20.0</del> (half day full 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	1:27.0

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, **registrars**, and clerks will be as follows:

High Schools

Officer Manager	1
Bookkeeper	1
<b>Registrar</b>	<b>1</b>

Number of Students	Clerks
Up to 1399	4 <del>3</del>
1400-1699	5 <del>4</del>
1700+	6 <del>5</del>

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

## Middle Schools

Office Manager	1
<del>Clerk</del> Registrar	1
Assistants	3

## Elementary

Office Manager	1
<del>Clerk</del> Registrar	1

## College View

<del>Clerk</del> Registrar	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. For the purpose of recognizing the additional work required when cleaning for a high number of occupants, facilities with over 1,000 students will have an additional one-half (.5) custodial position created with additional half-time (.5) positions being added for every 500 students beyond the initial 1,000.

**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

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**School Attendance Area Procedures**

**REQUESTS FOR TRANSFER**

The following provisions are for parents who request that their child (ren) attend a school other than their assigned school:

1. A written request must be filed at the school of choice on or before March 30<sup>th</sup> of the year prior to the request. Families moving into the district and preschool children determined eligible for services will be permitted to make an exception request once upon enrollment. After receiving building capacities, projections, and district programming decisions from the Central Office, the principal will review the transfer requests and decide who will be allowed a transfer. ~~Families shall be notified on February 1 or later. Those students accepted prior to February 1 will be calculated in the March allocations.~~ A Principal may ~~continue to~~ accept out-of-district referrals through March 30 and adjustments to staff will occur after school resumes the next school year. The principal will report the names of all students who requested transfer and indicate those who have been accepted to the Student Services Department. Criteria for accepting in-district but out of attendance area students will be based upon the following:
  - a. Students will be considered for transfer at any grade level. If the student is in high school and has participated in a varsity sport and approved for a transfer, that student will be ineligible to participate in varsity athletics for one (1) year at the “new” school. Without a “bona fide” change of residence, the student is eligible under KHSAA Bylaw 6: Transfer Rule, Sec. 2)a. Students who are accepted under this transfer provision must remain at the transfer school for the duration unless they desire to return to the school of the “home” residence. A parent/guardian may only request one (1) transfer per school level (i.e. elementary, middle, and/or high school).
  - b. Students who receive a transfer that fail to meet attendance requirements due to transportation challenges may result in the superintendent or designee sending the student back to the school of their residence where transportation is provided by the board of education.
  - c. Full-time employees who are residents of the District shall have the option of enrolling their children in any District school as long as that school is below 95% of its capacity. If the school is above the 95% capacity, then the employee may apply in the school where they are working or its feeder school (for convenience) and provisions of procedure 09.11 AP.1 would prevail. Request for transfer of students of full time employees of the district shall be considered by the principal and, if approved, accommodated before other transfer requests. This transfer provision may supersede the 95% capacity as outlined in section 2 of this policy.

**School Attendance Area Procedures****REQUESTS FOR TRANSFER (CONTINUED)**

- d. Adequate space must be available. If a school reaches class enrollment maximums on or before September 15, students requesting district exceptions will be subject to the provisions of 09.11. Building capacities will be established by the central office (i.e., finance and student services personnel in collaboration with schools). Building capacities for the purpose of this policy shall take into consideration the physical space, district programming needs, and optimal enrollment limits. A school shall not accept transfer students that will cause the total school enrollment to be in excess of 95% capacity of the school. This will ensure that 5% space is available for students who may enroll during the school year. Calculation of total school enrollment shall be done in accordance with the Student Services Department's projections of enrollments (i.e., second month growth factor report). Provisions of this policy shall not preclude district decisions to place students and/or programs in schools as needed.
- e. There will be no cost to the Board or service provided by the Board (e.g., transportation).

Parents requesting transfer for their child(ren) based on a school being identified as "persistently dangerous" shall follow the guidelines in procedures.

**CLASS ENROLLMENT MAXIMUMS**

Kentucky state law (House Bill 940, 1990) allows a maximum number of students to be enrolled in any class in grades kindergarten through twelve in schools without school-based decision making. As classes are established at the beginning of the school year (all are to be within state guidelines on September 15), students enroll throughout the year and can frequently exceed the class maximum.

The following procedures will be used when addressing class enrollment maximums on or before September 15:

- I. Verify that all students are attending school in the proper district. Students will be required to move to another school in the following priority order:
  1. request a voluntary move from a student and/or parent;
  2. contract students;
  3. granted school division exceptions (by lottery, if needed).
- II. If the process outlined in step number I does not alleviate the class maximum, the following actions can be taken (not necessarily in priority order):
  1. split some students to another grade (up or down);
  2. add a teacher;
  3. bus some students to another school;
  4. apply to the State Department of Education for an exception as permitted by law and regulation.

**School Attendance Area Procedures****CLASS ENROLLMENT MAXIMUMS (CONTINUED)**

Any of the above processes outlined in step II can be utilized to provide the most expedient solution to the class maximum that is being exceeded. Administrative judgment will be relied upon to solve each unique problem.

The following procedure will be used when addressing class enrollment maximums after September 15:

- II. Should a class(es) exceed the legal allowable limit, "last in - first out" will be the operational philosophy. Parents of the reassigned students shall be notified when space becomes available in the home school and given the option of returning their child to that school.
- III. The school district is obligated to provide transportation to any student who is mandated to attend a school which is not located in the appropriate school division.

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**Nonresident Student Enrollment and Homeless/Immigration Status****IMMIGRANT STATUS**

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

**HOMELESS STUDENTS AND UNACCOMPANIED YOUTH**

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

**GUIDELINES FOR ENROLLMENT**

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity and age may include, but are not be limited to:
  - Passport
  - Military identification or immigration card
  - Baptismal certificate
  - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
  - Any religious record authorized by a religious official
  - Recording of the student's name and birth in a family Bible or other religious text
  - Notarized statement from the parents or another relative or guardian as to the date of the student's birth
  - Prior school record indicating the date of the student's birth
  - Driver's license or learner's permit

**Nonresident Student Enrollment and Homeless/Immigration Status****GUIDELINES FOR ENROLLMENT (CONTINUED)**

- Adoption record
  - Affidavit of identity and age
  - Any government document or court record reflecting the date of the student's birth
  - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
  4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
  5. The District homeless student **liaison** shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence **and immediately place the student in appropriate programs.**
  6. To the extent possible, the District homeless student **liaison** shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the **liaison** should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

**Nonresident Students****ENROLLMENT:**

**Nonresident pupils may be admitted to the District upon approval of the Superintendent or the Superintendent's designee. Nonresident pupils are defined as those in-district but out of attendance area or those from an outside school district. Upon approval, the nonresident students will be eligible to enroll in public schools located within the district that has the capacity and shall be assigned to a school by the District after consideration of the family's preferences and distance from school. The names of all nonresident pupils who have requested a transfer and have been accepted will be reported to the Student Services Department.**

**Nonresident students who have been expelled or suspended from another school district or whose suspension or expulsion is pending shall not be permitted to enroll in the District's schools unless approved by the Superintendent or Superintendent's designee.**

**When the addition of a nonresident student would require the hiring of additional teachers and/or support staff in the classroom or unit where the student would be enrolled, the applicant will be provided the opportunity to enroll in another district school if available. Determination of this capacity requirement will be based upon applicable class size regulations, building capacity (95% or above as determined by the Kentucky Department of Education, and other state age and class restrictions.**



## **Nonresident Student Enrollment and Homeless/Immigration Status**

### **ENROLLMENT: (CONTINUED)**

**Enrollment of nonresident pupils may not create a situation that exceeds the capacity of a school.**

**The district shall not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, sexual orientation, or disability in enrollment set forth in Office of Civil Rights Lay, Title VI, VII, IX ADA, and Section 504.**

### **TRANSPORTATION**

**The District may not provide transportation outside of the district boundaries for nonresident students.**

### **PROCESS OF ENROLLMENT**

**An annual enrollment application process shall be determined by the Superintendent or the Superintendent's designee. This process will occur between December 1 and March 30 of the year prior to the request. However, the nonresident application remains open year-round to accommodate those who may move into the area outside of the process window.**

### **ATHLETIC PARTICIPATION**

**Movement of nonresident student-athletes from one district to another shall be addressed by KHSAA regulations.**

### **STATUS OF NONRESIDENT STUDENTS**

**Nonresident pupils are expected to abide by all school rules, the District's Code of Conduct, as well as the District's policies and procedures and are subject to the disciplinary procedures as set forth therein.**

**During each school year, the Board may remove or dismiss a nonresident pupil for misconduct pursuant to KRS 158.150 following applicable due process procedures.**

**Nonresident pupils will be accepted until transition points – kindergarten, first grade, sixth grade, and ninth grade. However, at the end of each school year, the Superintendent or Superintendent's designee may remove or dismiss a nonresident student upon notice to the student's parent/guardian. Factors that may lead to removal or dismissal shall include:**

- **Poor attendance (10 or more days of unexcused absences or tardies)**
- **Behavior issues**
- **Poor academic performance (failure to demonstrate a desire to learn and/or failure to follow academic direction)**
- **Chronic disruption of the school environment by the student**

### **CHILDREN OF FULL-TIME DISTRICT EMPLOYEES**

**Full-time employees shall have the option of enrolling their children in any District school as long as that school is below 95% of its capacity. If the school is above 95% capacity, then the employee may apply to the school where they are working or its feeder school (for convenience). Request for transfer of students of full-time employees of the district shall be considered by the Superintendent or Superintendent's designee and, if approved, accommodated before other transfer requests.**

**Nonresident Student Enrollment and Homeless/Immigration Status**

**CHILDREN IN FOSTER CARE**

The foster care liaison may also be the homeless education liaison. The foster care liaison's responsibilities shall be to ensure that:

1. The child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
2. If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
3. That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.



## **Controlled Substances Violation Referral Process**

### **USE OF ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES**

In compliance with the Student Code of Conduct, it is a behavioral violation for students to be under the influence or to use, possess, sell, transmit, distribute or transfer controlled substances, look-alikes, drug paraphernalia, or alcohol on the school premises or during a school related event. Prescription drugs and over the counter medications are not to be sold, transmitted, distributed or transferred by students. Prescription drugs are to be used and possessed only by the person named on the prescription.

It is a behavioral violation for students to inhale substances for the purpose of obtaining a mood altering effect.

The Principal or designee shall determine whether there is a violation of the Drug and Alcohol Policy. Once the violation has occurred, the Principal shall contact the parents/guardians, notify the local police department, sheriff, or Kentucky State Police, and the District Title IV Coordinator. The Principal or designee shall conduct a conference with the student, parents, and Title IV Coordinator.

### **SANCTIONS**

#### **FIRST OFFENSE: POSSESSION, USE OR UNDER THE INFLUENCE.**

The student shall receive a ~~five (5) day~~ **three (3) day** suspension and ~~a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney~~ **the incident will be reported to the assigned School Resource Officer (SRO) for the school.** The student will be referred to ~~Brown Street~~ **College View Campus** Alternative School for a period of ~~four (4) weeks~~ **twenty (20) school days.** **\*The District will hold Saturday, Title IV sessions two (2) times per month based upon need and staffing. Each Saturday session shall be voluntary for student attendance. Saturday sessions will begin at 9:00 a.m. and end at 2:00 p.m. Transportation will not be provided by the District for the voluntary, Saturday session. Students who attend Saturday sessions shall bring their own lunch. The full Saturday session (9:00 a.m.-2:00 p.m.) must be attended for a student to receive full credit for two (2) school days of programming and materials.** Upon successfully completing the program (i.e. good behavior, Title IV counseling, etc.) the student may return to their home school.

Failure to complete the program will result in a student remaining at ~~Brown Street~~ **College View Campus** for a period of ~~nine (9)~~ **twelve (12)** weeks. In addition, the student will lose the privilege of driving to school and the privilege of participating in extracurricular activities including attendance of school social or athletic functions (example: homecoming, proms) for a period of ~~nine (9)~~ **twelve (12)** weeks. The privileges of driving and participation in extracurricular activities may be reinstated after a ~~nine (9)~~ **twelve (12)** week period upon approval by the Principal or designee and relevant coaches/sponsors.

Student will submit to the following:

1. Student and parents/guardians meet with the Principal and Title IV Coordinator.
2. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's alcohol or drug use from a qualified chemical dependency counselor acceptable to the District.



3. Parents/guardians will sign a release of information so that the District Title IV Coordinator can monitor compliance by the student with recommendations from the evaluation. Confirmation that an appointment for an evaluation or that an evaluation has been conducted is required when the student returns to school after serving his/her suspension.
4. Failure to comply with a required evaluation or recommendations from the evaluation ~~will~~ **or of the Title IV Coordinator may** result in additional days added to the alternative school placement.

**Controlled Substances Violation Referral Process****FIRST OFFENSE: POSSESSION, USE OR UNDER THE INFLUENCE (CONTINUED)**

5. ~~In addition to compliance with the previous conditions, the parents/guardians may opt for the student to participate in a drug education program which will be held after school hours. The usual time for completion of this program would be four (4) afternoons from 3:30-5:30 p.m. Parents/guardians are responsible for transporting the student.~~ **The Title IV Coordinator is available to discuss additional, outside supports for drug/alcohol use, abuse and dependency.**

**Second Offense: Possession, use, or under the influence**

1. Second offense is defined as the second incident of violation of this policy while attending the District. The student will be suspended and may be referred to the Board for expulsion procedures. Due process procedures for suspension and expulsion shall apply.
2. ~~A juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney.~~ **The incident will be reported to the assigned School Resource Officer (SRO) for the school.**

**SALE, DISTRIBUTION OR TRANSFER**

1. The student will be suspended and **may be** referred to the Board for expulsion proceedings. Due process procedures for suspension and expulsion shall apply.
2. ~~A juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney.~~ **The incident will be reported to the assigned School Resource Officer (SRO) for the school.**

**LOOK ALIKES**

A student in possession of, attempting to sell or transmit a substance represented as or looking like an illegal or controlled substance may be treated as if it is such a substance, even if it is later found to be a look-alike. Disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension and expulsion may be taken. Due process procedures for suspension and expulsion shall be followed. The Title IV Coordinator will be notified.

**PRESCRIPTION DRUGS**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered a violation of this policy. Prescription drugs are to be possessed only by the person named on the prescription and shall be used in accordance with the prescription for medicinal purposes.

1. If the Principal or designee determines that prescription drugs were used in an unauthorized way or transmitted for use by another student this shall constitute a reason for disciplinary action of three days suspension. Due process procedures for suspension shall apply.
2. If the Principal or designee determines that prescription drugs were transmitted or used for the purpose of obtaining a mood-altering effect or transmitted or used in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action under the procedures outlined in the first offenses section for use of Alcohol, Drugs, and Other **Controlled Prohibited** Substances.



**Controlled Substances Violation Referral Process****PRESCRIPTION DRUGS (CONTINUED)**

3. If the Principal or designee determines that prescription drugs were sold to another student, the student will be suspended and referred for a student ~~pre-hearing~~ **pre-expulsion hearing** with the ~~Deputy Superintendent~~ **Chief of Student Services**. The pre-hearing may result in an expulsion proceeding with the Board. Due process procedures for suspension and expulsion shall apply.
4. If state or federal law requires reporting of the substance involved in a violation, a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney.
5. If a student has a second behavioral violation involving prescription drugs, this shall constitute reason for disciplinary action under procedures outlined in the first offense section for use of Alcohol, Drugs, and Other Controlled Substances.

**OVER-THE-COUNTER MEDICATIONS**

Over the counter medications are not to be sold or transmitted by students. If the Principal or designee determines that over the counter medications were sold, transmitted or used for the purpose of obtaining a mood-altering effect (i.e. mini-thins, diet pills, products containing ephedrine) or in an amount that exceeds the labeled dosage, this shall constitute reason for disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension, or expulsion. Due process procedures for suspension or expulsion apply. If state or federal law requires reporting of the substance involved in a violation, a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney. The Title IV Coordinator will be notified.

**INHALANTS**

The inhaling of substances for the purpose of obtaining a mood altering effect is prohibited (e.g. butane, nitrous oxide, glues, whiteout, gasoline, etc.).

1. If the Principal or designee determines that a substance was inhaled for the purpose of obtaining a mood-altering effect this shall constitute reason for disciplinary action up to and including dismissal from athletic teams and/or school sponsored activities, suspension, or expulsion. Due process for suspension or expulsion applies. If state or federal law requires reporting possession of the substance involved as a criminal violation, a juvenile petition will be filed with the Court Designated Worker or a complaint filed with the County Attorney. The Title IV Coordinator will be notified.
2. If a student has a second behavioral violation involving inhalants, this shall constitute reason for disciplinary action under procedures outlined in the First Offense Section for Use of Alcohol, Drugs, and Other Prohibited Substances. The Title IV Coordinator will be notified. After completing the procedures outlined in the First Offense Section, if the student has another inhalant violation, the student will be suspended and referred to the ~~Deputy Superintendent~~ **Chief of Student Services** for a student ~~pre-hearing~~ **pre-expulsion hearing**. The ~~pre-hearing~~ **pre-expulsion hearing** may result in an expulsion proceeding before the Board. Due process procedures for suspension and expulsion shall apply.



**Controlled Substances Violation Referral Process****INHALANTS (CONTINUED)**

3. ~~If the Principal or designee determines that the severity of the first incident involving the use of the inhalant warrants a drug evaluation, t~~ .The Principal or designee may invoke the First Offense Section of the District administrative regulation dealing with Use of Alcohol, Drugs and Other Prohibited Substances. The Title IV Coordinator will be notified. After completing the procedures outlined in the First Offense Section, if the student has another inhalant violation the student will be suspended and referred to the ~~Deputy Superintendent~~ **Chief of Student Services** for a student ~~—pre-hearing pre-expulsion hearing~~. The ~~pre-hearing pre-expulsion hearing~~ may result in an expulsion proceeding before the Board. Due process procedures for suspension and expulsion shall apply.

**CASES INVOLVING STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

**\*If a student is tardy for a session (after 9:00 a.m.) or leaves early (before 2:00 p.m.) for a voluntary, Saturday session of Title IV programming, no credits shall be earned for the day. Each Saturday session shall count as two (2) full school days of attendance in the Title IV program. The District may schedule the days for Saturday sessions as the need and staffing are noted. The District may assign two (2) Saturday sessions per month that school in in session.**

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