

## **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	1:20.0 (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. All middle schools will receive two (2) discretionary allocations to be used for certified 187-day core content staff.

### **CLASSIFIED STAFFING**

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

#### **High Schools**

Officer Manager	1
Bookkeeper	1
Registrar	1
Number of Students	Clerks
Up to 1399	3
1400-1699	4
1700+	5

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

Office Manager	1
Registrar	1
Assistants	3

**Elementary**

Office Manager	1
Registrar	1

**College View**

Registrar	1
Office Manager	1
Additional Inst. Asst.	<del>62</del>
<u>Clerk</u>	<u>1</u>

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	<del>2</del>	2	1
750-999	1	<del>2</del> <del>1.5</del>	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. In April 2025, the Board allocated a second assistant principal for all middle schools with an enrollment above 500 students.

**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

\*In April 2025, the Board allocated one (1) fully funded assistant principal for elementary schools based on criteria developed by the Superintendent.

**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

## Facility Rental Application and Contract

All fee money collected for facility rentals and food service\custodial services shall be collected through the District approved online platform ~~forwarded to the Finance Department.~~ Schools shall receive one half (1/2) of facility rental fees.

<u>Name of Group/Person Renting</u>	
<u>Event Name/Type</u>	
<u>Number of Attendees</u>	
<u>Facility</u>	
<u>Room(s) or Space(s)</u>	
<u>Date(s)</u>	
<u>Time(s)</u>	<u>From</u> _____ <u>To</u> _____
<u>Are you charging a fee for the event?</u>	
<u>Do you require parking for this event?</u>	

The following base rates will apply.

### ROOM/SPACE RATES

<u>Room/Space Description</u>	<u>Non-Profit Hourly Rates</u>	<u>Commercial/For Profit Hourly Rates</u>
<u>Gym</u>	<u>\$50</u>	<u>\$100</u>
<u>Cafeteria without kitchen</u>	<u>\$25</u>	<u>\$50</u>
<u>Cafeteria with kitchen</u>	<u>\$50</u>	<u>\$100</u>
<u>Field (Football, Softball, Practice)</u>	<u>\$50</u>	<u>\$100</u>
<u>EC3 Johnston Hall (half of room)</u>	<u>\$60</u>	<u>\$120</u>
<u>EC3 Commons Area</u>	<u>\$150</u>	<u>\$150</u>

### SERVICE RATES

<u>Service Name</u>	<u>Hourly Rate</u>
<u>Custodial Staff</u>	<u>\$40</u>
<u>Food Service/Concessions</u>	<u>\$30</u>
<u>Culinary Instructor (EC3)</u>	<u>\$37.50</u>
<u>Business Event Renter</u>	<u>\$300</u>
<u>Key Security Deposit</u>	<u>\$100</u>
<u>Key Fob Security Deposit</u>	<u>\$25</u>

### ROOM/SPACE RATE EXEMPTIONS

The Principal may exempt a community/youth group/organization from room/space fees. Groups requesting a fee exemption should contact the school Principal or designee for access to a group code to use in the district-approved online platform. Staff service rates and key/key fob deposits are not eligible for exemption.

**Facility Rental Application and Contract**

\_\_\_\_\_ requests to use \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of Organization)  
 for \_\_\_\_\_ hours on \_\_\_\_\_ for the purpose of \_\_\_\_\_  
 \_\_\_\_\_  
 (Date)

The following base rates will apply.

- ~~Gym—\$30.00 for the first hour and \$10.00 for each hour or part of an hour thereafter.~~
- ~~Cafeteria—\$20.00 for the first hour and \$5.00 for each hour or part of an hour thereafter.~~
- ~~Kitchen/Cafeteria—\$30.00 for the first hour and \$10.00 for each hour or part of an hour thereafter. Whenever the kitchen is open, a food service employee must be present and paid their hourly wage.~~
- ~~Football Fields/Other Outdoor Areas—\$20.00 for the first hour and \$5.00 for each hour or part of an hour thereafter plus necessary utilities.~~

~~Principals may negotiate other fees as outlined in Board Policy 05.3.~~

**TERMS OF CONTRACT**

The renting organization officials accept responsibility for damages and loss resulting from this agreement.

Shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it.

Agree to observe all fire and safety regulations.

Agree to observe no smoking restrictions as indicated in KRS 438.050 and restriction of alcoholic beverages in school buildings or on school grounds.

Agree there will be no immoral or illegal activity allowed on the school premises.

Agree to allow a school employee (including a food service employee if the kitchen is to be used) to be present at all times. The hourly wage of the employee will be part of this contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal 40-hour week that he/she works for the Board, overtime wages must be paid.

Agree there will be no alterations to the buildings or grounds without prior approval.

Agree that no permanent signs, banners, pennants or similar items be placed in or on school buildings or grounds except by groups associated with the schools.

Agree not to sub-lease or reassign any portion of the building or item of equipment covered by this contract.

Agree that school equipment shall not be a part of the rental contract unless specifically enumerated.

Agree to leave the facilities in as good a condition as before used.

**Facility Rental Application and Contract**

Agree that when facilities are to be used for non-school activities and/or activities not for the benefit of the District, a certificate of general liability insurance naming the Board members, school employees and District as additional insured's shall be provided. Minimum single limit coverage \$1,000,000;

Agree that when Community/Youth Group/Organizations that contribute donations to any of the school programs that are of equal or greater value than the facility rental cost, have the option from the Principal of being exempt from the rental fee. This does not include the amount to be paid for custodial services if required due to clean up or if a school personnel is necessary to be present during the rental function; and

Agree that the continual renting of school facilities by individuals or groups shall not extend beyond 6 month periods.

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Signature – Renter

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(Renter/Organization Address)

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(Phone Number)

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Signature - Principal or Board Representative

**Equipment Rental Agreement**

**NOTE: All facility rentals shall be made online using the District-approved platform.**

All fee money collected for facility rentals and food service\custodial services shall be **collected through the District-approved platform**~~forwarded to the Finance Department.~~ Schools shall receive one half (1/2) of facility rental fees.

This agreement is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by the Hardin County Board of Education and \_\_\_\_\_ on behalf of \_\_\_\_\_

(Organization's Representative)

(Name of Organization)

(Address)

(Phone Number)

The property and/or equipment will be rented or used under the terms listed below.

Time of Rental: From \_\_\_\_\_, 20\_\_\_\_\_, To \_\_\_\_\_, 20\_\_\_\_\_

Description of Property: \_\_\_\_\_

**Terms:** The officials of the renting organization shall assume all liability for any personal injuries incurred during the use of the property and shall hold the Board harmless from any such claims.

The officials accept responsibility for damages and loss resulting from this agreement.

The officials agree to use the property only for its designed use and to return the property in as good a condition as before used.

The officials agree not to sub-lease or reassign any portion of the property listed on this agreement.

Signed: \_\_\_\_\_

Signature - Renter

Signature - Principal or Board Representative



### **Food Allergies and Special Dietary Needs**

The District School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

The District School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

Nutrition Program services shall provide for substitution of food items based on child-specific medical guidance.

#### **PARENT RESPONSIBILITIES**

Parents requesting dietary accommodations for their child shall:

1. Notify the school principal of any food allergy or special dietary need related to a disabling condition or medical necessity.
2. Provide a written statement containing medical information from a medical authority authorized to practice within the State of Kentucky as noted in the student's IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

#### **SCHOOL SITE RESPONSIBILITIES**

1. Inform school nutrition personnel who to notify when they receive a request from a parent or student for accommodations related to food allergies.
2. Notify parent/guardian of the process for requesting meal modifications to accommodate a child's disability. Identify children requiring special dietary modifications
3. Arrange for an impartial hearing process to resolve grievances related to requests for modification based on disability.
4. Refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
5. Make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
6. Communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
7. Monitor and update the IEP, Section 504 plan, or health plan as needed.

#### **FOOD & NUTRITION SERVICES RESPONSIBILITIES**

1. Provide food item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
3. Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.





## **Criteria for Home/Hospital Instruction**

### **ENROLLMENT CRITERIA**

1. The student needs home/hospital instruction for ~~more than~~ **at least** five (5) consecutive school days.
2. Satisfactory evidence in the form of a signed statement from a licensed physician, psychologist or psychiatrist, or other health officer that the condition of the student renders inadvisable attendance at school. (The State Department of Education provides a form for this statement).
3. Students qualifying for home/hospital instruction because of emotional or psychological problems must have a signed statement from a psychologist or psychiatrist certifying that the student is unable to come to school. The student must be receiving regular treatment from the psychologist or psychiatrist who completes the application for home/hospital instruction. The application will be considered by the review committee.
4. Any student who is excused from school attendance for more than six (6) months must have two (2) signed statements from a combination of the following professional persons: a licensed physician, psychologist, psychiatrist, and health officer.
5. The condition of pregnancy is not to be considered a physical or health impairment in and of itself.
6. Exemptions of all children under the provisions above must be reviewed annually with the evidence required being updated.

### **PROGRAM CRITERIA**

1. Secondary Credit (grades 9-12):
  - A student enrolled in home/hospital instruction may receive full credit if he/she completes the required assignments for each class.
2. Elementary and Middle School Promotion and Retention:

The decision to promote or retain shall be made by the Principal after involvement of classroom teachers and the home/hospital teacher and shall be consistent with 08.22 AP.1.
3. All subject assignments including tests for each grading period must be completed no later than ten (10) school days following the ending date of the grading period.
4. A responsible adult must be in the home during the time the teacher is present.
5. A student cannot be gainfully employed during the time that s/he is enrolled in the Home/Hospital Instruction Program.

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**Criteria for Home/Hospital Instruction****EXCEPTIONAL CHILDREN CRITERIA**

To be eligible for home/hospital instruction, exceptional children must meet the above criteria. In addition, an admissions and release committee shall determine that an exceptional child shall be eligible for home/hospital instruction provided the following criteria are met:

1. The child is identified as exceptional by meeting the eligibility criteria for one (1) of the categorical programs;
2. The identified child needs special education and related services; or
3. Home instruction shall not be used as a substitute for a more appropriate educational placement for exceptional children. In addition, a temporary placement as an interim placement may occur for thirty (30) school days as determined by the appropriate admissions and release committee for exceptional students who need an alternative placement which is not currently available.

**Consent for Moral Education Attendance Requirements Procedures****Name of Student:** \_\_\_\_\_**I hereby consent to authorize the following person(s) to pick up & transport my child for up to one hour weekly for moral education during this school year.****Day of the week for moral education:** \_\_\_\_\_**Time of the day for moral education:** \_\_\_\_\_**Name of person to pick up (1):** \_\_\_\_\_**Name of person to pick up (2):** \_\_\_\_\_**Signature of Parent** \_\_\_\_\_ **Date** \_\_\_\_\_**For administrative office use only:****Received by** \_\_\_\_\_ **Date** \_\_\_\_\_**\_(Vacant)\_**

### **Educational Enhancement Opportunity Request Form**

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades can not be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during the school's state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education. Students who are habitually truant (6 unexcused absences) and have received a "FINAL NOTICE" will not be eligible or approved for Educational Enhancement Opportunities.

Student Full Legal Name: \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of School \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Home Phone \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Excused Absences To Date \_\_\_\_\_ # of Unexcused Absences To Date \_\_\_\_\_

# of Total Absences to Date \_\_\_\_\_

Date(s) of Intended Absence(s) \_\_\_\_\_

<u>NAMES(S) OF SIBLINGS WHO WILL ALSO ATTEND THE ACTIVITY</u>	<u>SCHOOL(S) ENROLLED / GRADE LEVEL</u>

**Educational Enhancement Opportunity Request Form**

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having “significant educational value,” and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

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*Signature of Student**Date*

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*Signature of Parent/Guardian**Date*

**Educational Enhancement Opportunity Request Form****FOR SCHOOL USE ONLY****(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)**

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes ☐ No ☐
2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes ☐ No ☐
3. The major purpose of the trip is educational. Yes ☐ No ☐

As Principal, I recommend ☐ I do not recommend ☐ that this educational opportunity absence be granted.

Principal's Rationale \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
*Signature of Principal*\_\_\_\_\_  
*Date***FOR CENTRAL OFFICE USE /APPEAL OF PRINCIPAL'S DECISION**As Superintendent, I recommend ☐ I do not recommend ☐ that this educational opportunity absence be granted.

Superintendent's Rationale \_\_\_\_\_

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*Signature of Superintendent*\_\_\_\_\_  
*Date*The District grants ☐ does not grant ☐ this educational opportunity absence.\_\_\_\_\_  
*Signature of the Board Chairman*\_\_\_\_\_  
*Date*



**Telecommunication Device Procedure for Violation of Confidentiality and/or  
Disruption of Educational Process**

Any action under these discipline measures and penalties related to students with disabilities shall be in compliance with applicable federal Individuals with Disabilities Education Act (IDEA) and state law.

Actions under the policy that violate state law, as referenced, shall be reported to local law enforcement.

When on school property or at a school sponsored event off school property, students shall abide by the HCS District Telecommunications Device Policy (09.4261). Kentucky and Federal law noted within the policy shall be enforced. If any state or federal law is violated, the School Resource Officer (SRO) or local law enforcement agency will be notified.

If a student violates the policy by videoing, filming, or photographing others or if a student is in possession of any such video, film, photo of others and shares, posts, uploads, links etc. images that violate confidentiality/privacy rights or cause disruption to the educational environment, the following consequences may be issued in the current school year of which the incident occurs.

- 1st Offense - One (1) day of in-school removal, with services, parent notified, and loss of device for one (1) school day from start to end time of respective school
- 2nd Offense - Two (2) days of in-school removal, with services, parent notified, and loss of device for one (1) school week, from start to end time of respective school.
- 3rd Offense - One (1) day of out-of-school suspension, parent notified, and loss of device on school grounds for the remainder of the current school year.