



# LARRY A. RYLE HIGH SCHOOL

## STUDENT HANDBOOK 2015-2016

LARRY A. RYLE HIGH SCHOOL

*The Ryle Tradition: Respect,  
Responsibility, Service, and Integrity*

10379 U. S. 42  
UNION, KY 41091

859-384-5300

<http://www.ryle.boone.k12.ky.us/>

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ R.A.P. No. \_\_\_\_\_

**NOTICE**  
**BOONE COUNTY BOARD OF EDUCATION**  
**NON-DISCRIMINATION POLICY STATEMENT**

Students, their parents, and employees of the Boone County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, vocational programs, or activities as set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title ADA and Section 504.

The Boone County School System offers the following vocational education programs: Family and Consumer Science – Life Skills, Interior Design, Food Preparation and Management, Career and Family, Parenting, Clothing Construction and Management Relationships, Consumer Economics, Child/Human Development. Technology Education –Survey of Engineering, C.A.D., Technology 2000, Electronic Communication, Computer Drafting/General Drafting, Construction Design. Boone County Area Vocational Education Center –Diesel Mechanic, Health Services, Auto Body, Industrial Electricity, Sheet Metal, Welding. Agriculture –Introduction to Agricultural Science and Technology, Equine Science, Animal Technology, Agricultural Construction Skills, Greenhouse Technology, Nursery Technology. Business Education - Introduction to Business, Automated Accounting, Business Law, Business Math, Intro. to Computers, Integrated Office Dynamics, Desktop Publishing, Electronic Office, Accounting I and II, Banking and Finance, Business Economics, Business Management, Business Principles and Applications, Computer Applications, Advanced Computer Applications, Consumer Education, Keyboarding, Office Information Systems, Word Processing. Special Vocational Education – World of Work I and II, Career Exploration, Internship, Co-op Work Experience, Job Trainer. Related Student Organizations Include: Future Business Leaders of America (FBLA), Future Homemakers of America (FHA), Future Farmers of America (FFA), Technology Club. Vocational Rehabilitation Counselor – School to Work Transition Program. Vocational education programs, services, and activities may vary between schools. The programs are available to any student enrolled in the school providing that program, service or activity.

Adult Education classes are offered to individuals pursuing a GED diploma or academic basic skill improvement. Adult programs are offered periodically based upon the demand for specific classes.

Any person having inquiries concerning Boone County Schools compliance with the Office of Civil Rights Law, Title VI, Title VII, Title IX, ADA, and Section 504 is directed to contact Kathleen G. Reutman, Boone County Schools, 8330 U.S. 42, Florence, KY, Telephone (859) 283-1003 who has been designated by the Boone County Schools to coordinate the District's efforts to comply with Title IX, Title VI, Title VII and the Americans With Disabilities Act and Section 504.

**EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES**

## **MISSION**

Ryle High School is dedicated to the development of the entire Ryle community. It is our goal to provide the skills for Ryle students to excel in and contribute to the leadership, technology, citizenship, and character of the whole Ryle High School community. Ryle is committed to focusing the energy, talent, experience, and knowledge of the entire Ryle High School and surrounding community toward its greatest asset, our youth.

## **FROM THE PRINCIPAL**

Welcome to LARRY A. RYLE HIGH SCHOOL. We are proud to continue our tradition of academic and athletic excellence into the 2015–2016 school year. Our state-of-the-art facility is second to none and provides great opportunities for staff and students alike. The faculty and administration of LARRY A. RYLE HIGH SCHOOL are here to provide skillful instruction, bold leadership, and a safe orderly learning and teaching environment. We will emphasize traditional values, mutual respect, a healthy work ethic, and pride in our school.

Students are expected to be in good attendance, be prepared for class, and possess the desire to be the best they can be. Students, staff, and community members must adapt to their new environment and have the patience and pride to develop LARRY A. RYLE HIGH SCHOOL into the premier school in the country.

This handbook & agenda is provided to give everyone a quick reference to our policies, procedures, and general information. We suggest that you familiarize yourself with this handbook and the information contained within.

The high quality programs at LARRY A. RYLE HIGH SCHOOL are directly due to the dedication and commitment of all students, staff, and community members. *THE TRADITION CONTINUES!*

Matt Turner, Principal

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**BOONE COUNTY BOARD OF EDUCATION**

Mr. Randy Poe, Superintendent  
 Mr. Ed Massey - Division 1  
 Dr. Maria Brown – Division 2  
 Mr. Steve Templeton – Division 3  
 Mrs. Bonnie Rickert – Division 4  
 Ms. Karen Byrd – Division 5

## ADMINISTRATION, FACULTY, AND STAFF

### Administration

Mr. Matthew L. Turner, Principal  
Mrs. Elaine Brendel, Assistant Principal (A-G)  
Mr. Nate Niemi, Assistant Principal (H-O)  
Mr. Andrew Dusing, Assistant Principal (P-Z)  
Mr. James Demler, Athletic Director  
Mrs. Tracy Schaefer, Guidance (A-G)  
Mr. Erik Arkenberg, Guidance (H-O)  
Ms. Constance Kepf, Guidance (P-Z)  
Mrs. Katie Parks, Guidance  
Ms. Annie Nichols Media Specialist

### Team Leaders

Ms. Tammy Dorgan, Social Studies  
Ms. Nichole Schwartz, English  
Ms. Becky Binkholder, Exceptional Students  
Ms. Anita Call, Fine Arts  
Ms. Brenda Klaas, Career & Technical  
Mr. David Gale, Science  
Mr. Pat Roesel, Health and PE

### Financial Secretary

Mrs. Tammy Hahn

### Cafeteria Manager

Mrs. Debi Petri

### Student Resource Officer

Deputy Jerome Huff

### Student Intervention Specialist

Mr. Chris Douthit

### Instructional Coach

James Schroer

### Head Custodian

Mr. Ken Richerson

### Support Staff/Health

Mrs. Debbie Welsh  
Ms. Paula Armstrong

### Support Staff

Mrs. Kathleen Brossart  
Mrs. Emily Wells  
Ms. Sarah Connett  
Mrs. Mary Maley  
Mrs. Pamela Jones  
Mrs. Sharon Salyers  
(Secretary to Principal)  
Mrs. Jitty Setters  
Mrs. Bobbie Leek

\* As of 5/2015 \* TL = Team Leader

**ENGLISH TEAM**

Nichole Schwartz – TL  
Kristina Anderson  
Cher Caldwell  
Jessica Copen  
Edmundo Echeverria  
Dustin Caudill  
Stephanie Rogers  
Jessica Jones  
Joe Kozar  
Lisa Raterman  
Amy Winstel  
Misty Johnson  
Dean Webb  
Mary Delaney  
Jill Howard

**MATH TEAM**

Kim Hockney  
Amy Bates  
Jenny Deaton  
Robin Denigan  
Alanna Briggs  
Trevor Holtman  
Leanne Mays  
Aileen Matthews  
David McFarland  
Tammy Riegler  
Erica Ware  
Amy Erion  
Marti Friehofer  
Darrin Swisshelm  
Tasha Lovins

**SCIENCE TEAM**

David Gale – TL  
Jack Carr  
Robin Hutcheson  
Mary Fancher  
Bill Martin  
John Mefford  
Dana Ogden  
Jennifer Purdy  
Brian Schefold  
Rachel Page  
Cheryl Darpel  
Lisa Edmonds  
Matt Wingrove

**SOCIAL STUDIES TEAM**

Tammy Dorgan- TL  
Stephen Collins  
Jim Demler  
John Horton  
Jennifer Stropko  
Dustin Margrave  
Joe Aylor  
Melissa Renner  
Jim Wihebrink  
Mike Woolf  
Noel Williams  
Jon Erickson  
Mike Engler  
Katie Krohman  
Brian Winstel

**CAREER/TECH. TEAM**

Brenda Klaas – TL  
James Huber  
Bryan Bentley  
Erica Sanders  
Susan Dews  
Lora Evans  
Dennis Murphy  
Lindsey Stefanopoulos  
Elizabeth Wilson  
Haley Bryant  
Jessica White

**FINE ARTS TEAM**

Anita Call - TL  
Henry Astudillo  
Bob Elliott  
Chelo Diaz Martin  
Susan Naziripour  
Brandon Stropko  
Christopher Zeigler  
Ruthie Sipple  
Michelle Wehry  
Brittany Maley  
Joshua Hein  
Brent Bowlin

**PHYSICAL EDUCATION**

Pat Roesel - TL  
Russell Harden  
Steve Oliverio  
Karra Jackson  
Alex Miosi

**EXCEPTIONAL TEAM**

Becky Binkholder - TL  
Tanya Babik  
Amy Jo Blair  
Lisa Ryle  
Dawn Goodness  
Carrie Hellman  
Debbie Janowiecki  
Andie Hill – Psych.  
Lee Stilkey  
Nicole Testory  
Tonya Young  
Harriet Overmann  
James Demetrakis  
Danelle Whaley  
Misti Cornett





## Boone County School Calendar 2015-2016

August 13	<b>First Day of School for Students</b>
September 7	Labor Day (No School)
September 7-18	Fall Testing- PLAN (Anticipated)
October 9 & 12	Professional Development/ Flex In-Service (No School)
November 3	Election Day (No School)
November 25-27	Thanksgiving Break
December 21 – Jan. 1	Winter Break -Students Return January 2 <sup>nd</sup>
January 18	MLK Day (No School)
February 15	Professional Development Day (No School)
March 1 <sup>st</sup>	(Anticipated) ACT- Juniors
March 25	Professional Day (No School)
April 11-15	Spring Break Students Return April 18
May 2 - 13	AP Tests
May 17	PD Day (No School)
May 19	Last Day of School
May 20-June 3	Possible Make Up Days

**DAILY SCHEDULE  
(Monday – Friday)**

7:25	Classrooms Opened
7:40 – 8:34	First Period
8:39 – 9:28	Second Period
9:33 – 10:22	Third Period
10:27 – 11:07	RAP
11:12 – 12:37	Fourth Period
12:42 – 1:31	Fifth Period
1:36 – 2:25	Sixth Period

**ONE HOUR DELAY SCHEDULE  
(SNOW EMERGENCY)**

8:25	Classrooms Opened
8:40 – 9:28	First Period
9:33 – 10:17	Second Period
10:22 – 11:07	Third Period
11:12 – 12:37	Fourth Period
12:42 – 1:31	Fifth Period
1:36 – 2:25	Sixth Period

- *The Raider Achievement Program would be eliminated on Snow Delay Days*
- *Lunch time is 30 minutes*

## **Ryle High School: Positive Behavioral Interventions and Support**

We are very pleased to be a part of the PBIS initiative beginning in the 2013-2014 school year. PBIS is a researched-based approach to school culture that emphasizes prevention, proactivity, teaching positive behaviors, and reinforcing these behaviors through intentional recognition.

Ryle High School has enjoyed a long history of academic and behavioral excellence. Through our efforts in implementing the PBIS system we hope to continue and build upon the high standards set forth by the Ryle community in the past. As part of the PBIS process, we asked all members of the Ryle community what characteristics “define” the Ryle experience. The results were not surprising – **Tradition, Respect, Responsibility, Service, and Integrity.**

These five expectations will be our guiding principles as we continue to serve the students at Ryle High School and will be threaded throughout our work in classrooms, school-wide, and in the community. The Ryle High School PBIS team has deliberately created a system of support and recognition that will provide an optimal learning environment for our students.

As we move forward, these school-wide expectations will serve to guide our work of molding Ryle High School students into successful persons. **Respect, Responsibility, Service, and Integrity will be the “pillars” of our Tradition.**

Ryle High School Behavioral Expectations					
T R A D I T I O N					
	SCHOOLWIDE	HALLWAYS	COMMONS/ CAFETERIA	RESTROOM	PARKING LOT
Respect	<ul style="list-style-type: none"> <li>Treat others with kindness, acceptance, and humility</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands to self</li> <li>Move quickly and quietly through halls</li> <li>Be courteous/kind</li> </ul>	<ul style="list-style-type: none"> <li>Show appreciation for servers</li> <li>Be patient while waiting</li> <li>Display good manners</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Use facilities properly</li> <li>Put trash in appropriate location</li> </ul>	<ul style="list-style-type: none"> <li>Park in assigned spots</li> <li>Follow all appropriate traffic rules</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>Honor your commitments</li> <li>Take initiative in your school work</li> <li>Maintain your obligation by keeping all school facilities clean</li> </ul>	<ul style="list-style-type: none"> <li>Carry signed agenda at all times</li> <li>Remain quiet during class time</li> <li>Use your own locker/lock</li> <li>Avoid blocking student movement</li> </ul>	<ul style="list-style-type: none"> <li>Throw your trash in garbage</li> <li>Clean your space</li> <li>Remain in designated area</li> </ul>	<ul style="list-style-type: none"> <li>Flush Toilet</li> <li>Wash hands</li> <li>Use trashcans when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Follow entry/exit procedures</li> <li>Maintain safe speed</li> <li>Display parking pass</li> </ul>
Service	<ul style="list-style-type: none"> <li>Always seek to help others</li> <li>Assist others when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Help those in need</li> <li>Keep hallways clear</li> </ul>	<ul style="list-style-type: none"> <li>Assist others</li> <li>Keep area clean</li> </ul>		<ul style="list-style-type: none"> <li>Take turns when entering and exiting lot</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>Walk away from trouble and report it</li> <li>Do what is right by avoiding gossip</li> <li>Be honest and trustworthy</li> </ul>	<ul style="list-style-type: none"> <li>Report bullying</li> <li>Utilize lockers properly</li> <li>Treat school property appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Report theft</li> <li>Wait for your turn</li> </ul>	<ul style="list-style-type: none"> <li>Report misuse of the facilities</li> </ul>	<ul style="list-style-type: none"> <li>Report violations</li> <li>Only drive with appropriate permit</li> </ul>

## **NEW AND IMPROVED RAIDER ACHIEVEMENT PROGRAM (RAP 2.0) - INTEGRITY**

This original program implemented in the 2008-09 school year was designed to provide the time and support for all students to reach their full potential. The next evolution, RAP 2.0, is being introduced for the 2015-16 school year, and will provide an improved structure to provide real time support and enrichment for all students in all subject areas. RAP 2.0 will have one 40 minute period (Mon) for organization/study/procedural responsibilities and a 40 minute period 4 days a week (Tue-Fri) for interventions and enrichment. Within the 4 days of interventions and enrichment, all subject areas will have multiple daily opportunities available to students in the form of specific workshops that will be designed to assist students with their current academic needs.

The significant change of RAP 2.0 is that students who are meeting their academic responsibilities will have the opportunity to select daily (via an online system) a workshop of their choosing based on their own needs. Students that need extra assistance in their course work may be selected by their classroom teacher and required to attend a specific workshop designed to provide academic support to them.

The RAP 2.0 will provide:

1. Students, who are meeting academic requirements, the ability to select Workshops to attend during RAP time on Tuesday-Friday by using a real-time online selection system on the Ryle Website.
2. Teachers the flexibility to assign a student who does not meet the academic requirements to specific workshops.
3. Administrators the ability to assign students who are not meeting academic expectations in multiple areas to more restrictive and intensive Modules.

### **Descriptions of Possible Workshop Offerings:**

Skill Building: student performance on formative assessment shows a need to be retaught an essential skill.

Class Lesson: students who have been absent or need to have a lesson repeated to them.

Homework Help: students who have been taught the lesson but need extra assistance to complete the homework and get feedback from a teacher.

Test Make-up: students who were absent and need to make up a test.

Test Preview: students ask questions and study with a teacher.

Test Correction: students learn by correcting mistakes on tests/quizzes with support of a teacher.

Enrichment: unique experiences offered by departments to enhance traditional classroom content.

Laboratory: students can make up labs due to absences or redo labs for improvement.

Projects: students have group projects and need time to work together to complete.

Description of Modules: placing a student in a module is done by administrative team.

**RAP White**: This is designed for students who are failing a class and/or have missing work. Students are assigned to this module by Administration and the purpose is to provide students an opportunity to complete missing work. Student in RAP White would not have the freedom to select a Workshop when assigned to RAP White. However, teachers may override assignment to RAP White by selecting a student to attend a Workshop for a specific class.

**RAP Orange**: This is designed for students who continue to not complete work in their classes and are failing more than one class. Students will receive organizational strategies, study strategies, and counseling in addition to opportunities to complete missing work.

**RAP Silver**: This is designed for those students who are not taking ownership of their own learning.

#### **Online Registration System**

The registration system will be available on the Ryle Website from any internet accessible device. Student selections can be overridden by a teacher or an administrator that selects a specific Workshop or Module for students based on need. Any student NOT making a selection for a given day and not selected by a teacher will automatically be assigned to a silent reading workshop where they will only be permitted to quietly read for the duration of RAP 2.0.

## **SCHOOL BUILDING AND PROPERTIES**

### **Responsibility**

The construction of this beautiful facility was funded by and is maintained with Boone County tax money. Damage to the building, equipment, buses, books, and property must be paid for by the community. Help protect our school by refraining from damaging the property and reporting any such damage committed by others. Persons committing wanton acts of vandalism will be held accountable and prosecuted for these acts. Be proud of yourself and your school and take pride in helping the staff maintain our outstanding facility.

### **VISITORS**

All visitors to the school must enter the building through the front office entrance to register and obtain a visitor's pass from the principal's office. **Students should NEVER open a school door for a visitor.** Board policy prohibits students from bringing guests to school. Parents, however, are always welcome.

### **CLOSED CAMPUS**

Larry A. Ryle High School is a closed campus. Students who leave campus before the end of a school day must obtain written permission from their parent/guardian and class principal. Students are not permitted in the parking lot during the school day except when arriving/leaving campus, unless they have written permission from the appropriate principal.

### **DISCLOSURE POLICY**

Larry A. Ryle High School is committed to a safe environment for learning. Parents, students, teachers, staff members and members of the community are encouraged to communicate concerns of any school/community related nature with the administration of the school. All communication will be addressed confidentially.

### **NO BELL PROCEDURE**

It is the philosophy of Larry A. Ryle High School to empower its students and faculty as much as possible. With that philosophy in mind, **there will be no bells for class changes.** Each teacher will dismiss class at the designated time and students will be given five minutes to get to their next class. Please be courteous to everyone by waiting for

your teacher to dismiss class and by moving politely and quickly to your next destination.

### **SNOW DAY PROCEDURE**

Students should listen to a local television or radio station for school cancellations or delays. Please do not call school. If you have parking privileges or ride with someone who does, allow enough time to arrive safely at school. During inclement weather, tardies to school may be excused at the discretion of the administration for reasons of safety.

### **ACADEMICS: Responsibility WORK AND SCHOOL**

The administration recognizes that many students work after school. The administration is firm in its belief that education cannot be compromised. If conflicts arise between school and work, school receives top priority.

### **RESIDENCY**

Students attending Ryle High School must live within designated boundary. If there is a question as to residency of student, the principal/designee shall request proof of residence. This proof shall be in the form of a utility receipt, building contract, or public document with the student's, parent/guardian's address printed legibly on it.

### **CURRICULUM INFORMATION**

Ryle High School and the Boone County Board of Education required a total of 22 credits for graduation beginning with the graduation class of 2002. The following are required by the State of Kentucky:

English	4 credits
Mathematics	4 credits (at least 1 math class must be taken each year)
Social Studies	3 credits (1 U.S. History, Govt/Econ, World Civ)
Science	3 credits (Biology, Phy Sci, Elective)
Health & Physical Ed	1 credit
Arts & Humanities	1 credit

Ryle High School also requires one Career/Technical credit for graduation.



Requirements for grade level placement are as follows:

Senior	16 credits*
Junior	11 credits
Sophomore	5 credits

\*To be classified as a senior (grade 12) at Larry A. Ryle High School, a student must have earned at least 16 credits (as recorded on their Ryle Transcript) and have successfully completed English 1, 2, and 3.

\*\*All students graduating from Ryle High School shall earn at least four credits of mathematics (with credits required in Alg. 1, Alg. 2, and Geometry) in order to graduate and shall take at least one math class each school year.

Grade level placement will be determined by credits earned in grades 9-12 only. There will be no mid-year graduates.

### **ARTS AND HUMANITIES GRADUATION REQUIREMENT**

Each student at Ryle High School must take at least one class with a visual or performing arts component or a historical review of the arts. Several choices will allow students the freedom to pursue an area of particular interest in the arts and to also tailor their high school schedule to meet their overall needs.

Each student must complete one of the following in order to fulfill the Arts & Humanities graduation requirement at Ryle High School:

1. The full-credit, year-long Humanities course (History and Appreciation of Visual and Performing Arts).
2. A full-credit, year-long course in one of the fine arts areas (music, choir, art, dance, drama).
3. A combination course in humanities and foreign language, which would be equivalent to a 3<sup>rd</sup> year foreign language course with the humanities content strands embedded into the foreign language curriculum.
4. Advanced Placement European History

### **SENIOR EXIT PROJECT - TRADITION**

The Senior Exit Project is a graduation requirement. Specific components of the Project will be communicated to each

senior class at the beginning of the second semester of their senior year. Examples of the Senior Project may include the following:

- ✓ Defend Your Qualifications to Graduate
- ✓ Defend a Service Project for the School and/or Community
- ✓ Develop a Brochure for Incoming Freshman
- ✓ Present a Comprehensive Plan for the Next Ten Years Based on Your Strengths, Goals, etc.
- ✓ Other ideas are welcome and encouraged, however they must receive prior approval from the administration.
- ✓ A Screening Committee composed of an Administrator, a Teacher, a Community Representative, and a 9<sup>th</sup> or 10<sup>th</sup> grade peer reviewer of your choice will evaluate your Senior Project. **A Satisfactory evaluation from the Screening Committee is required to graduate.**
- ✓ **In addition to the Senior Exit Project, total and satisfactory completion of all school, district, and state required assessment components must be completed prior to earning credit and diploma, as well as the senior research paper and the ILP.**

### **COMMUNITY SERVICE HOURS - SERVICE**

As part of the Senior Exit Project, all students will be required to complete 5 hours of community service hours FOR each year they are a student at Ryle High School. They may complete the necessary requirements in one year's time. ***The senior student MUST have these hours documented with the administration by May 1<sup>st</sup> of their senior year.***

### **CREDITS/CREDIT TRANSFER**

- Credits transferring from a non-accredited school will be reflected as Pass/Fail on the student transcript and will not be used in the computation of class rank and grade point average. Transferring students may be required to demonstrate proficiency in course material before credit is applied towards graduation requirements.

- Courses at Larry A. Ryle High School are classified as “half-year” or “full –year” courses based on the duration and content of the curriculum. One-half (1/2) credit will be awarded at the end of the semester for “half-year” classes upon successful completion of the semester course work AND the semester exam. The semester average must be a minimum of 70%. In order to receive one (1) credit or one and one-half (1½) credits for a “full-year” course the student must successfully complete 2 semesters of instruction AND take both semesters’ exams unless exempt by school policy. The average for the year (that of first and second semesters), must be a minimum of 70%.
- Credits transferring from an accredited school will be reflected on the student’s transcript. In calculating class rank, grade point average, graduation requirements, and grade placement, transfer credits cannot exceed the number of possible credits earned per year at Larry A. Ryle High School. The credits used in the calculation of class rank and grade point average must first satisfy graduation requirements. Electives will be determined by selecting the highest grade earned.
- Students of Larry A. Ryle High School taking seven courses may count only six courses towards the computation of class rank and grade point average. Students enrolled in an optional after-school class will use the six courses in which they are enrolled in the regular school day for computation of class rank and grade point average.
- Alpha grades (letter grades) will be assigned a numeric value based upon the grading scale of Larry A. Ryle High School.
- Students enrolled in an approved dual credit course will receive academic credit at Larry A. Ryle High School based on the course in which they are enrolled. Students in such courses may not receive more credit than students enrolled in a similar course at Larry A. Ryle High School.
- The Principal of Larry A. Ryle High School has the final authority regarding the transfer of credit.

## GRADUATION HONORS

### Summa Cum Laude

1. Successful completion of the Kentucky pre-college curriculum
2. Successful completion of twenty-two (22) credits
3. Successful completion of one (1) Advanced Placement course from five (5) of the following seven (7) areas:
  - a. English, (English Language or English Literature)
  - b. Career & Technical, (Computer Science)
  - c. Fine Arts, (Studio Art, Music Theory)
  - d. Foreign Language, (French, German, Spanish)
  - e. Mathematics, (Calculus, Statistics)
  - f. Science, (Biology, Chemistry, Physics)
  - g. Social Studies (European History, Human Geography, Psychology, US History)
4. Completion of A.P. examination in three (3) of the five (5) A.P. courses
5. A cumulative GPA of 3.7 or higher

### Magna Cum Laude

1. Successful completion of the Kentucky pre-college curriculum
2. Successful completion of twenty-two (22) credits
3. Successful completion of one (1) Advanced Placement course from four (4) of the following seven (7) areas:  
English, Career & Technical, Fine Arts, Foreign Language, Mathematics, Science, Social Studies
4. Completion of A.P. examination in three (3) of the four (4) A.P. courses
5. A cumulative GPA of 3.5 or higher

### Cum Laude

1. Successful completion of the Kentucky pre-college curriculum
2. Successful completion of twenty-two (22) credits
3. Successful completion of one (1) Advanced Placement course from three (3) of the following seven (7) areas:  
English, Career & Technical, Fine Arts, Foreign Language, Mathematics, Science, Social Studies
4. Completion of A.P. examination in two (2) of the three (3)

- A.P. courses  
5. A cumulative GPA of 3.3 or higher.

### **ADVANCED PLACEMENT**

Advanced placement courses are electives and continued enrollment in those courses is dependent upon the student's performance. Removal from the advanced placement courses and placement into another course is solely the decision of the principal and guidance counselor and will be made in consideration of the student's best interest and graduation requirements.

### **RESPONSE TO INTERVENTION (RTI)**

In order to address problem areas in Math and Reading, a number of options have been developed (in addition to regular classroom instruction) during the school day to improve student proficiency in these vital areas.

### **SUMMER READING ASSIGNMENT**

To continue the quality education offered at Larry A. Ryle High School, as well as enhance our students' reading and writing skills, all students will participate in the mandatory summer reading program. The program is designed to challenge our students to apply what they have learned the previous year and to prepare them for the next year's English class. In addition, students who read over the summer are more likely to maintain or increase their reading level; those who do not often lose a level or fall behind. We are hoping to instill in our students the importance of life-long learning.

All students will be held accountable for reading the novel(s) and completing the assignment and/or assessments. The grade(s) they receive will be averaged in their 1st quarter grade. The entire summer reading list is posted on our school website.

***The summer assignment shall be waived for any student enrolling after August 1<sup>st</sup> of the school calendar year.***

### **Alternative Credits**

All summer school, alternative credits, or correspondence courses, must receive prior written approval of the Ryle Administration, before credit may be issued.

### **GRADING**

Report cards will be printed four (4) times a year. Report cards will be sent home with students. Final report card will be mailed. Progress reports are given to the students at the 3 week and 6 week mark of each grading period. All incomplete grades must be made up by the middle of the following grading period or the grade will be changed to a failure. All grades can be checked using Parent Portal.

### **GRADING PERIODS**

1<sup>st</sup> Grading Period – 8/13 – 10/14

2<sup>nd</sup> Grading Period – 10/15 – 12/18

3<sup>rd</sup> Grading Period – 12/25 – 3/9

4<sup>th</sup> Grading Period – 3/10 – 5/21

### **CLASS RANK CHART AND GPA**

Class rank shall be calculated using quality points earned in grades nine (9) through twelve (12). All quality points regarding class rank and grade point average will be calculated using only the first eight (8) semesters of a student's high school transcript. Any course taken for enrichment such as correspondence, after-school, summer courses, etc. will not be used to compute class rank or grade point average. Courses taken for remedial purposes will be used to compute grade point average and class rank.

A maximum of six credits per year may be used to compute class rank with the following exceptions:

- 1) Biology AP – 1 ½; Calculus AP - 1 ½; Chemistry AP - 1 ½; Physics AP – 1 ½
- 2) 8<sup>th</sup> grade Foreign Language/Algebra with a grade of B or higher will count as a high school credit (subject to principal's approval).
- 3) Credits earned in 8<sup>th</sup> grade will appear on the transcript but they **do not** count towards the required credits necessary for graduation nor do those credits factor into the calculation of class rank or grade point average.

The terminating grade is used to determine GPA and class rank. The terminating grade is the semester average for Semester courses, final average for full year courses. Final class rank and cumulative GPA are recorded on the student's permanent record.

### **CALCULATING STUDENT SCORE FOR CLASS RANK**

PLEASE NOTE: GPA DOES NOT DETERMINE CLASS RANK.

Class rank is determined by the total quality points earned for completed courses.

To determine quality points

- 1 Multiply the final average (0-108) earned for a course by the credit value of the course
- 2 Add these points for each course together. The result is the student's quality point score that will be used to determine class rank.

**Note: Students transferring from other schools should discuss the method of calculating their GPA and Student Score for Class Rank with their counselor.**

### **CALCULATING GPA**

GPA is recalculated at the end of any semester that contains a class with a FINAL AVG. The following calculation is made to determine GPA.

- 1 The FINAL average for a course (0-108) is translated to the 4 pt scale using the chart on the following page.
- 2 This value is multiplied by the number of credits awarded for the class (0.5, 1.0, or 1.5) for each class.
3. These points are added together and then divided by the total number of credits attempted.

### **ACADEMIC HONORS**

- **Academic Honors** – student must achieve between a 3.30 and 3.69 non-weighted GPA for the final grade average of the academic school year.
- **Academic Honors with Distinction** – student must achieve between a 3.70 and a 4.00 non-weighted GPA for the final grade average of the academic school year.

## **Grades for Dual-Credit Courses**

Students enrolled in approved dual-credit classes, which will occur during normal school hours, will receive one credit on their Larry A. Ryle High School transcript and also credit from the cooperative college or university.

### **Dual Credit Numerical Grade on Transcript**

Larry A. Ryle High School will accept the numerical final grade from the college/university as the final grade for the course. If the college/university supplies only an alpha (letter) grade (A, B, C, D or F) then the numerical final grade will be the midpoint of the assigned alpha (letter) grade range based on the grading scale of Larry A. Ryle High School.

<u>College/University Grade</u>	<u>Numerical Final Grade</u>
A	100%
B	93%
C	86%
D	77%
F	69%

### **Index of Final Grade**

The indexing of any dual credit class will be at the discretion of the principal.

## **Early Graduation**

Students may graduate early if they meet the benchmark in all areas of the ACT and score proficient on all four End of Course exams. See your guidance counselor for details.

## **FINAL EXAMS**

Final exams are administered to all students in all classes. Senior students may be exempted from semester finals provided the following criteria are met:

### **FALL SEMESTER EXAMS** (Determined per individual class)

- 94% academic average per semester senior year
- *Have met or exceeded the ACT College Readiness Benchmark for that class*
  - *ACT Math → Math class;*



- *ACT English → English class;*
- *ACT Science → Science class;*
- *ACT Reading → Social Studies and all other classes*  
*(Any official ACT scores may be used, the student must be sure scores are reported to the school)*

OR

- Proficient on state exam (grade 11)

**SPRING SEMESTER EXAMS** (Determined per class)

- 94% academic average per semester senior year
- *Proficient on both the 10<sup>th</sup> and 11<sup>th</sup> grade on-demand writing assessments.*
- *Completed writing portfolio.*

Students may not be exempted from any state mandated end-of-course exams; these exams count 20% of the Final Average for the course.

Missing school during exam windows is highly discouraged; pre-arranged absences during exams must be requested in writing to the building principal at least 2 weeks in advance.

**VALEDICTORIAN/SALUTATORIAN**

A senior seeking the honor of Valedictorian/Salutatorian must meet the following requirements in addition to attaining the required class rank.

- (1) A senior must have earned a minimum of 6 ½ credits while enrolled at Ryle High School and must have been in residence at Ryle High School for his/her entire senior year.
- (2) The interpretation of credits/grades must be in alignment with the Ryle High School Program of Studies and be subject to the approval of the principal.
- (3) School policy prohibits a student from earning more than 6 credits per year, excluding AP Biology, AP Calculus, AP Chemistry, and AP Physics.

## **COMMENCEMENT**

- Commencement activities include the rehearsal, Awards Night, senior trip, Baccalaureate, and Commencement. Attendance at rehearsal is required for participation in Commencement. If a senior prefers not to participate in the Commencement activities, his/her diploma may be obtained from the Principal's Office at school the first working day after commencement.
- Participation in commencement activities is a **privilege**. Student behavior issues may prevent a student from taking part in some or all of the commencement exercises.
- Seniors who wish to have their picture appear in the yearbook must have their picture made with the YEARBOOK photographer, **Prestige**.
- Invitations, caps, and gowns are ordered near the end of the first semester.
- A schedule of graduation activities will be given to each senior during the spring semester.
- All financial obligations must be met to participate in commencement.
- All students participating in commencement must have earned a diploma.
- Students can only wear approved regalia with their caps and gowns at graduation activities. All honor cords must be approved by SBDM council.

## **GUIDANCE**

The guidance staff is available to assist all students with academic, personal, and vocational counseling. The counselors will help students in planning their academic program of study, assist them in dealing with personal problems and help the students explore career and educational opportunities which are available after graduation from high school.

A pupil may see a counselor by observing the following procedures:

- (1) Make an appointment with your counselor before or after school to be excused from class.
- (2) Teacher request
- (3) Counselor request
- (4) Principal request

Students will be assigned to a guidance counselor according to their last name:

- Last name beginning with A – G Mrs. Schaefer
- Last name beginning with H – O Mr. Arkenberg
- Last name beginning with P – Z Ms. Kepf

**SCHEDULE CHANGE POLICY**

Students and parents are given the opportunity each winter/spring or at the time of enrollment to request courses for the following academic year. Once students have been assigned a schedule there will be NO schedule changes initiated by parents or students except for the following reasons:

1. A student has failed the class and needs to repeat the class.
2. The student needs the class for graduation – Grade 12 only.
3. The student is scheduled for a class for which he/she has already received credit.

\*\* Once the school year has begun, only schedule change requests initiated by a teacher/counselor/administrator will be considered.

**ACT DATES**

Test Dates	Registration Deadline	Late Fee Required
September 12, 2015	August 7, 2015	August 8-21, 2015
October 24, 2015	September 18, 2015	September 19-October 2, 2015
December 12, 2015	November 6, 2015	November 7-20, 2015
February 6, 2016	January 8, 2016	January 9-15, 2016
April 9, 2016	March 4, 2016	March 5-18, 2016
June 11, 2016	May 6, 2016	May 7-20, 2016

## **SAT DATES (Anticipated)**

October 3, 2015	March 5, 2016
November 7, 2015	May 7, 2016
December 5, 2015	June 4, 2016
January 23, 2016	

## **PSAT/National Merit Qualifying Test (Anticipated)**

October 14

## **Advanced Placement Exams**

May 2 – May 13

## **WEBSITES FOR SUCCESS**

[www.aboutwork.com](http://www.aboutwork.com) A good search engine for available jobs.

[www.act.org](http://www.act.org) A site about the ACT test, allows you to register online.

[www.aikcu.org](http://www.aikcu.org) The official site for the Association of Independent Kentucky Colleges and Universities. The site provides information on Kentucky's 19 independent colleges along with tips for getting in, financial aid opportunities, and association activities.

[www.aplanforme.com/collegeplanning/first\\_time](http://www.aplanforme.com/collegeplanning/first_time) This is a site about college planning for students. It offers specific plans for different students.

[www.career.com](http://www.career.com) A good site to assist in finding a new job.

[www.collegeboard.com](http://www.collegeboard.com) The official site of the SAT that offers online registration and test information.

[www.collegispossible.com](http://www.collegispossible.com) America's colleges and universities have prepared this site to guide you to books, websites, and other helpful resources. The site focuses on preparing for college, choosing a college, and paying for college. The site can be difficult to navigate.

[www.collegenet.com](http://www.collegenet.com) A good site useful for college and scholarship searches. Also includes financial aid and online applications.

[www.attheu.com](http://www.attheu.com) A site that provides scholarship searches; has a spot that includes info on all major tests with practice tests, and tips for AP exams.

[www.campuscorner.com](http://www.campuscorner.com) A site that has information and pictures of various college campuses.

[www.collegeview.com](http://www.collegeview.com) Has numerous searches, virtual tours, and financial aid information on different colleges and scholarships.

[www.cpe.state.ky.us](http://www.cpe.state.ky.us) This is a site about postsecondary education. It talks about finances, and seems very informative for people who need to research this specific topic. However, this site is not geared to students wishing to attend a school outside of Kentucky.

[www.doleta.gov](http://www.doleta.gov) Gives information on the locations of colleges.

[www.ed.gov](http://www.ed.gov) The official website for the US Department of Education. All federal educational information can be found here.

[www.edunetwork.com](http://www.edunetwork.com) A good website, fast connection, plenty of information.

[www.embark.com](http://www.embark.com) This is a research tool website for students who are planning to go to college. It provides a college search engine and is extremely informative.

[www.fastweb.com](http://www.fastweb.com) An excellent resource for high school students but time consuming. This site has a FREE search engine for college scholarships, admission, financial aid, and deadlines.

[www.finaid.com](http://www.finaid.com) A site that provides information on financial aid.

[www.ftc.gov](http://www.ftc.gov) A site dealing with scholarships and college decisions that is very enriched and has great detail. Be patient!

[www.collegequest.com](http://www.collegequest.com) A site designed to help students and parents find quick and easy college information. This site provides helpful hints on finding a college, financial aid information, and will even allow the user to apply on line.

[www.gotajob.com](http://www.gotajob.com) Fun and easy way to find a new entry-level job. The perfect place for someone to look for full or part-time employment.

[www.highereducationguide.com](http://www.highereducationguide.com) An eye-catching site, which has informative information about college.

[www.jobsmart.org](http://www.jobsmart.org) A site that includes resume templates and self-marketing techniques.

[www.kctcs.net](http://www.kctcs.net) A good site that is easy to use and has extensive information on community and technical colleges in Kentucky.

[www.kentuckymentor.com](http://www.kentuckymentor.com) Provides a look at Kentucky's independent colleges and universities.

[www.kheaa.com](http://www.kheaa.com) This site provides information on how higher education is possible in Kentucky.

[www.kymentor.org](http://www.kymentor.org) Provides a free service to help students and families prepare for college.

[www.life101magazine.com](http://www.life101magazine.com) An online magazine for high school seniors packed full of college information.

[www.makingcollegcount.com](http://www.makingcollegcount.com) A site that provides searches for colleges, scholarships, and application information.

[www.number2.com](http://www.number2.com) Free test preparations for the SAT and the GRE.

[www.sbomagazine.com](http://www.sbomagazine.com) This is a site dedicated to school orchestra and band directors.

[www.usnews.com](http://www.usnews.com) A site devoted to making sure people know what is happening in the world. This site is also helpful when looking for college info.

[www.questbridge.org/](http://www.questbridge.org/) A site to assist low income, high school students with college choice.

[www.careercruising.com/ilpschool](http://www.careercruising.com/ilpschool) Web site student can use to explore course of study, career planning, and college readiness

## Checklist For College Planning

WHEN TO BEGIN	WHAT TO DO	HOW TO DO IT
Freshman and Sophomore years	<p><b>Become familiar with college entrance requirements and continue career exploration activities.</b> Which courses in your high school curriculum satisfy college requirements? Do you have a plan for extracurricular involvement?</p>	<p><b>Work with parents, teachers, and counselors to create a four-year high school curriculum plan to satisfy your goals.</b> Try job shadowing. Get involved at school and in your community.</p>
September-March of junior year	<p><b>Think about your reason for going to college.</b> What are your goals? What learning opportunities are most important? Do your college plans include career plans?</p>	<p><b>Talk with your parents, counselors, teachers, and friends.</b> Investigate possible career options and degree level required..</p>
January-March of junior year	<p><b>Identify important factors in choosing a college.</b> Two-year or four-year? Location? Cost? Type of atmosphere? Variety of study programs available? Entrance test requirements?</p>	<p><b>Focus on your goals and career interests.</b> Consult college guidebooks. Explore colleges on the Internet. Prepare for your college admission test.</p>
March-August of junior year	<p><b>List colleges you are considering and collect information.</b> Have you included all possible choices? What information do you need? How can you get it?</p>	<p><b>Attend college fairs and college night programs.</b> Prepare for and visit colleges. Take appropriate college admission test.</p>
August-December of senior year	<p><b>Compare the colleges on your list.</b> Have you weighed pros and cons carefully? Which colleges will meet your needs?</p>	<p><b>Continue visiting colleges.</b> Organize information into detailed, useful comparisons.</p>
September-December of senior year	<p><b>Apply to your "choice" colleges.</b> Do you have all the necessary forms? Are you sure of the application deadlines?</p>	<p><b>Obtain application forms.</b> Observe deadlines. Submit transcript and test scores (retest if necessary.)</p>
January-February of senior year	<p><b>Apply for financial aid.</b> Have you investigated all possible sources of aid? When should you apply?</p>	<p><b>Consult financial aid office.</b> Secure forms and not deadlines. Complete the FAFSA after January 1.</p>
November-May of senior year	<p><b>Make some final decisions.</b> What additional preparation might be helpful? Should you consider summer school? Do you feel comfortable with your final choice?</p>	<p><b>Confer with parents and counselors.</b> Confirm your decision and decline other admission offers. Show initiative.</p>

## **GLOSSARY OF TERMS FOR COLLEGE-BOUND STUDENTS AND PARENTS**

**Accreditation:** Recognition of a college or university by any of The regional or national accrediting bodies, indicating that the institution as a whole has been judged to be meeting its objectives.

**ACT Assessment:** A group of tests administered by ACT and required or recommended by most colleges as part of the admission process. The tests measure educational development in English, mathematics, reading, and science reasoning and are given at specified test centers throughout the year.

**Advanced Placement:** Granting of credit and/or assignment to an advanced course on the basis of evidence that the students had mastered the equivalent of an introductory course.

**Aid Package:** A combination of aid (possibly including scholarship, grant, loan, and work) determined by a college financial aid office.

**Candidates Reply Date:** A policy among subscribing institutions that permits students to wait until May 1 to choose, without penalty, among offers of admission/financial aid.

**College Calendar:** Common systems of instruction time –

**Traditional semester-** two approximately equal semesters

**Early semester-** two semesters, the first ending before Christmas

**Quarter-**three equal terms of about 12 weeks each

**Trimester-**Calendar year divided into three equal semesters, the third semester replaces summer school

**4-1-4-**two equal terms of about 16 weeks each, with a 4-week interim term

**Compass:** A comprehensive computer-adaptive testing system from ACT that helps place students into appropriate college courses and maximizes information needed to ensure student success.

**Credit Hour:** A unit of academic credit that often represents one hour of class time per week for a period of study (semester, quarter, etc.)

**Deferred Admission:** The practice of some colleges of allowing an accepted student to postpone enrollment for one year.

**Early Action:** An application process that permits students to make an institution of preference and receive a decision during the senior year well in advance of the normal response dates in the spring. The candidate is not committed to enroll at that particular institution.

**Early Admission:** Admitting students of superior ability into college courses and programs before they have completed the standard high school program.

**Early Decision:** An application process in which the student makes a commitment to the institution that, if admitted, the student will enroll. Only a student who can make a deliberate and well-reasoned first choice decision should apply under an Early Decision plan because the institution will require a nonrefundable deposit well before May 1.

**Free Application for Federal Student Aid (FAFSA):** The application required for student to be considered for federal student financial aid. Obtain FAFSA from a high school or college for the appropriate year (usually available in November). The FAFSA is processed free of charge, and it is used by most state agencies and colleges.

**Grade Point Average:** An indicator of the student's overall scholastic performance. The GPA is computed by multiplying the number of grade points earned in each course (generally, A=4, B=3, C=2, D=1, F=0) times the number of course hours/credit hours, then dividing the sum by the total number of course hour/credit hours carried.

**Grants:** Awards based on financial need that do not require repayment. Grants are available through the federal government, state agencies, and educational institutions.

**Honors Program:** Any program offering opportunity for superior students to enrich their educational experience through independent, educational institutions.

**Major:** The subject in which the student chooses to specialize; a series of related courses, taken primarily in the junior and senior years.

**Open Admissions:** The policy of some colleges of admitting virtually all high school graduates, regardless of academic qualification such as high school grades and admission test scores.

**PLAN:** A tenth-grade "pre-ACT" assessment program designed to help students improve their postsecondary planning and preparation. PLAN contains academic tests, an interest inventory, study skills assessment, and student information section, and it is complementary in content and format to the ACT Assessment.

**Rolling Admission:** An admission procedure by which the college considers each application as soon as all required materials have been received. The college then notifies each applicant of acceptance or rejection as soon as possible.

**SAT:** A test of verbal and mathematical abilities given by the College Entrance Examination Board at specified test centers throughout the year and required or recommended by many colleges as part of the admission process.



**Student Aid Report (SAR):** The information you will receive approximately 3-6 weeks after your FAFSA has been processed. It will report the information from your application and, if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC).

**Scholarships:** Awards to students based on a merit or merit plus need that do not require repayment.

**Transcript:** The official record of high school or college courses and grades, generally required as part of the college application.

**Wait List:** A term used by institutions to describe a process in which they may initially delay offering or denying admission. Rather, the institution extends the possibility of admission in the future. Colleges offer admission to wait list candidates if insufficient numbers of regularly admitted candidates accept their offers of admission.

**Work-study Programs:** Jobs that allow students to earn money toward their education while they are enrolled in school. (Students can sometimes get jobs related to their program of study.)

### **Descriptions of Important Tests**

**ACT:** The Enhanced American College Test (ACT) is required at all public universities and many private institutions in Kentucky. The test is divided into four sections - English, math, reading, and science reasoning. Scores range from 1 to 36. Students will receive 15 different scores. Colleges use the ACT not only for admission, but also for awarding scholarships and placing students in special programs and honor courses.

**AP:** The Advanced Placement Examination is given to students taking AP courses in high school. The students can earn college credit and be eligible for advanced placement if grades are satisfactory.

**ASVAB:** The Armed Services Vocational Aptitude Battery is a career exploration instrument offered by the Department of Defense to over one million high school students in 15,000 schools nationwide. The ASVAB is offered to all members of the junior class. After completion of the ASVAB, all students will follow up with the Holland Self-Directed Search (SDS), which will serve as an individual guide to educational and vocational career planning.

**COMPASS-**Standardized test administered by high schools and/or institutions of higher learning to measure college readiness in the areas of English, Reading, and Math.

**KYOTE-** Standardized test administered by high schools and/or institutions of higher learning to measure college readiness in the areas of English, Reading, and Math.

**PLAN:** The PLAN is a two-hour test taken during the sophomore year. It has four parts: academic tests in English, math, reading, and science reasoning; an interest inventory to explore career and educational options; a study skills section; and a student information section.

**PSAT/NMQST:** The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is a two-hour test that gives students, primarily high school sophomores and juniors, practice taking the SAT. Scores are also used to determine prestigious National Merit Scholarship winners. By checking the appropriate box on the test's answer sheet, Hispanic students can be considered for the National Hispanic School Award. African-Americans can be considered for the National Achievement Scholarship Program for Outstanding Negro Students. **To be eligible to apply to the Kentucky Governor's Scholars Program, juniors must have taken the PSAT.**

**SAT I, Reasoning Test and SAT II, Subject Tests:** The Scholastic Aptitude Test (SAT I) is a four-hour test usually taken late in a student's junior year, the fall of the senior year, or both. The multiple-choice questions are divided into math and English sections. Students receive a score of 200 to 800 on both the verbal and math sections. Scores are used for admission purposes and in awarding scholarships.

**The SAT II, Subject Tests** are one-hour tests given in specific subjects such as science, English, or foreign languages. More selective schools require two or three for freshman placement.

### **ATTENDANCE POLICY Respect/Responsibility**

The attendance policy of Larry A. Ryle High School reflects the belief that students' academic progress depends on regular, punctual attendance. Good attendance is essential if a student wishes to receive the knowledge and skills necessary to perform adequately in the classroom and in the professional world. We firmly believe that attendance is a responsibility of the student and their parent/guardian. When students, however, must be absent from school, it is the responsibility of the student to communicate with their teachers about the work that they have missed. Unless students were aware of assignments/assessments ahead of absences and had the resources needed available to them or extenuating circumstances arise, the expectation is that **students have one day to make up work for each day of "excused" absence.**

### **EARLY DISMISSALS**

Students needing to leave school early must bring a note from a parent/legal guardian to the attendance desk **before** 7:40 a.m. Students should show early dismissal slips to the

teachers of all classes she/he will be missing and have the slip initialed by those teachers. Make-up work is the student's responsibility.

### **CHECK-IN/OUT**

Students must check in or out of the school through the attendance office. *No student may sign out of school at any time without the permission of a principal and their parent/guardian OR an official early dismissal form.*

The following chart determines the classification of time missed for students checking in and out during the school day.

**Arriving** at school between:

7:40 am – 8:39 am → AM tardy

8:40 – 2:25 pm → absence based on percentage present

**Leaving** school between:

7:40-8:39 → All day absence

Less than 60 minutes absent during a school day will be considered tardy

More than 60 minutes absent during a school day will be an absence based on percentage present

*Three tardies technically constitute a full day of absence.*

### **SCHOOL TARDIES**

A school tardy is defined as a student not being in their assigned first period class by the beginning of the school day (7:40 a.m. on a regular school day). A student that is late to their 1<sup>st</sup> period class must report to the front office/attendance desk to receive an excused/unexcused admit slip. Once school has begun, students tardy to school must enter the building through the main office and sign-in to receive an excused/unexcused admit slip.

Students may receive three (3) excused tardies to school per semester with a parent note. The administration reserves the right to decide upon the validity of the tardiness.

Unexcused tardiness to school will be handled by semester according to the following guidelines:

1<sup>st</sup> tardy to school      verbal warning

2<sup>nd</sup> tardy to school      Parent contact

3 <sup>rd</sup> tardy to school	school detention
4 <sup>th</sup> tardy to school	referral to administration for FASP
5 <sup>th</sup> or more tardy	FASP and loss of driving privileges

## SCHOOL ABSENCES

### Excused

Each student will be permitted **THREE (3) DAYS** of excused absences per semester with a parent note. More than three absences will require a note from a doctor or a note from another official source within the following list. **Notes for any absence must be submitted within two school days for the absence to be considered excused.**

1. **Illness** – Up to three days per semester with a parent note. The administration may approve additional days based upon the circumstance.
2. **Death in the Immediate Family** – Funeral note to be submitted.
3. **Severe Illness in Immediate Family** – Hospital note to be submitted.
4. **Doctor or Dental Appointments** – Should be scheduled outside of school hours if possible. Note to be submitted.
5. **Court Appearances** – Note from court official required.
6. **Appointment for Driver's Test** – Note from administering official required.
7. **Authorized School Activities** – Administrative approval required.
8. **Pre-Arranged Absences** – Approval from administration must be made in advance

### Unexcused

Any absence without the proper documentation to be excused will be considered an unexcused absence. All suspensions shall be considered unexcused absences with NO make-up privileges for class work. Larry A. Ryle High School reserves the right to require students to make-up their unexcused absences in the Friday Alternative Suspension Program or after-school detention program. The following hierarchy of consequences will be used for unexcused absences:

- |                                   |                   |
|-----------------------------------|-------------------|
| 1 <sup>st</sup> unexcused absence | Parent phone call |
|-----------------------------------|-------------------|

2 <sup>nd</sup> unexcused absence	Parent phone call
3 <sup>rd</sup> or more unex. absence	assignment to FASP Letter to Parent
5 <sup>th</sup> or more unex. absence	Parent conference FAST Referral
7 <sup>th</sup> or more unex. absence Team	Truancy Hearing with FAST Team  Notify Boone Co. CDW Office of pending truancy charges
Above 7 unex. absence Co. CDW Office	File truancy charges with Boone Co. CDW Office

### **TRUANCY**

KRS 159.150 defines a habitual truant as any child found by the court to have been absent from school without valid excuse for 3 or more days, during one year, or tardy without valid excuse 3 or more times on at least 3 occasions during a one-year period.

### **ATTENDANCE & AFTER-SCHOOL ACTIVITIES**

In order to participate in or attend a school-sponsored event (Homecoming, drama productions, athletic contests, Prom, etc.) students must attend school that day or the day prior if the event occurs on a weekend. The student must be in attendance for at least one-half of the school day. Students with an excuse from parents may be allowed to attend/participate. Examples of acceptable excuses include funerals, court appearances, or accidents. Approval of any excuse must be made by a school administrator.

Students who bring dates to a school sponsored dance who are not students from Larry A. Ryle High School must sign a waiver form, provided by their school administrator, indicating that they will be held accountable for any inappropriate conduct of this guest during the duration of the event.

### **CLASS TARDIES**

A class tardy is defined as a student not being in their assigned class location by the beginning of class up to 5

minutes tardy. If class starts at 8:37 a.m., students are to be in their assigned class/seat **before** 8:37 a.m. Unexcused lateness to class will be tabulated each semester and handled by the individual classroom teacher according to the following guidelines:

1 <sup>st</sup> tardy to class	warning by teacher
2 <sup>nd</sup> tardy to class	warning by teacher
3 <sup>rd</sup> tardy to class	teacher detention (use referral form for parent notification and give minimum 24 hours notice)
4 <sup>th</sup> tardy to class	teacher detention
5 <sup>th</sup> tardy to class	referral to administration for school detention
6 <sup>th</sup> tardy or more	referral to admin. for FASP
7 <sup>th</sup> tardy or more	Principal discretion

**Over 5 minutes tardy to class is considered “skipping class” and shall be written up as such.**

### **COLLEGE VISITS**

All college visits should occur outside of school hours, if at all possible. If a college/university has a special program for high school students or special circumstances exist, a **junior or senior** student may be excused from school for the visit. Visits to schools in the Northern Kentucky/Greater Cincinnati area are to be taken outside of school hours unless a special program/visit is arranged with the school.

**All college visits must be approved prior to the trip by the student’s principal.** If approved, a pre-arranged absence form will be given to the student to present to their classroom teachers prior to the absence. Only senior and junior students may be excused for college visits. College visits taken without prior approval will be considered an unexcused absence. **Verification from the college visited is required.**

Junior & Senior students are allowed up to three days of **pre-approved** college visits per school calendar year that **will NOT** count toward their number of absences for exemption from semester exams.

## **STUDENT CODE OF CONDUCT**

### **Respect/Responsibility**

All students shall comply with the lawful rules and regulations for the governing of Boone County Schools. As defined in the Code of Conduct book approved by the Boone County Board of Education. Willful disobedience or defiance of the authority of the school staff, habitual profanity or vulgarity, or other gross violation of propriety or law constitutes cause for suspension or expulsion from school. All students are required to follow the directions of any and all teachers.

### **DAILY PROCEDURES AND POLICY**

1. When in doubt, **ASK** a teacher, counselor, or principal about activities and rules of Ryle High School. Remember, recognizing one's own ignorance is the beginning of wisdom (Socrates).
2. Students are expected to attend school regularly and on time.
3. Students should be in their assigned room at the designated time.
4. Students must remain in assigned areas on campus.
5. Students driving to school must leave their cars and enter the building immediately upon arrival.
6. Students who feel compelled to exit the building because of something they left in a vehicle must abide by the following guidelines: 1) this can only take place before 8:00am, 2) written permission must be granted by an administrator, 3) the first occurrence will result in a written warning, 4) every occurrence thereafter, will result in an after school detention.
7. Students leaving class during instructional hours must possess a student agenda that is signed by the teacher.
8. Students summoned from class must report directly to the appropriate office.
9. Scuffling, wrestling or general horseplay is not permitted.
10. Students using or directing profanity, lewd or obscene language or gestures toward any staff member or student will be suspended. Use of the "F" word in any context is subject to discipline action.
11. **Students may not take food or beverages from the commons, without permission, nor have commercially prepared food brought into the school.**

12. Soft Drinks are not permitted in the academic wing.
13. School bought water bottles are allowed in the academic wing. A teacher may use their discretion to not allow water bottles in their classroom. Water bottles (or any other food/beverage) are not permitted in the computer labs or media center for any reason.
14. During their designated lunchtime, students may only be in the commons. Students should go to lunch and return to class as quietly as possible.
15. Gambling and games of chance are prohibited on school property.
16. Students who are not attending an after school activity, program or event sponsored by a faculty member, may not remain at school after hours.
17. The **most important** rule – Get the most out of your stay at Ryle High School. Learn as much as you can. Get to know as many people as you can. Expand your horizons and enrich your academic background. Have a great time.

### **ACCEPTABLE CONDUCT BETWEEN STUDENTS**

Conduct between students while at school should be such that students, faculty, nor visitors are offended or embarrassed. Student relations are a vital part of growing up and should be kept on a wholesome level at all times.

### **CLASSROOM COURTESIES**

1. Upon entering the classroom, take your seat promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unfair.
3. Appropriate supplies should be brought to class each period.
4. The teacher will dismiss class. Be courteous by remaining in your seat until you are dismissed.
5. Students should knock before entering a classroom and wait to be recognized before making a request.
6. Students are expected to be in class and seated before the designated time for class to begin.

### **SENSITIVE/CONTROVERSIAL TOPICS OF STUDY**

Parents must be notified in writing by the teacher of subject matter deemed controversial. Students may “**opt in**” with a signed note from the parent. An appropriate assignment



must be made available and the student shall not be subject to any punitive actions as a result of students “**opting out**” of the instructional unit. Student must complete the assignment.

### **STUDENT DRESS – Respect/Responsibility**

Schools are educational institutions. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit/prohibit any extreme type of student dress, personal appearance, or use of apparel, which in the judgment of school officials is deemed to create a disruption of school discipline/routine or cause health/safety concerns. School officials will make a final decision that student dress conforms to local, state, and federal health codes/safe school guidelines/reflects community values and maintains a positive teaching/learning environment. Staff members who deem particular student dress to be offensive or to cause a disruption shall be considered just that, and should be referred to an administrator immediately. Level of professionalism must be maintained.

The following attire is appropriate:

- Pants or jeans of the appropriate size and length which do not drag on the floor or expose undergarments. Holes or frays in jeans below the knee only. Taping of holes will not be deemed appropriate. Pants or jeans that are worn at the waist.
- Shirts/blouses, sweatshirts, or T-shirts which do not display vulgar, profane, sexually explicit or implied meanings, double meanings, alcohol, tobacco, or drugs, racially inappropriate items, items that reference violence (any weapon), or any other items deemed to be offensive by the faculty, staff, or administration.
- Capri Pants: Capri pants are defined as three-quarter length PANTS (not long shorts) designed to hit mid-calf. Must be worn by females only.
- Skirts/dresses (must be knee length) even if worn with leggings or tights. Slits must end below the knee.

The following is considered inappropriate dress:

- Hats, hoods, visors, bandannas, or other headgear (including rollers, do-rags, etc.) These items should be removed upon entering the building and not worn until 2:25 p.m.
- Shorts/shirts of any kind
- Sunglasses
- Items of clothing that expose the midriff or reveal cleavage.
- Jackets/coats/large purses/book bags in the classroom. (Students must leave these items in their locker during school hours for safety reasons - students will be permitted to carry a pencil bag or small purse to class.) Jackets/Coats refers to those that have considerable bulk
- Cut-off sleeveless shirts, tank tops, camis, off-the-shoulder tops, see-through or lace clothing, halter tops, or other garments with spaghetti straps or other similar straps
- Pajamas-including lounge pants and house slippers.
- Clothing that fits in a manner that reveals or over-accentuates physical features inappropriately.
- Chains of any kind-they cannot be attached to clothing or coming from the wallet (these pose a safety threat to students).
- Accessories and clothing (jewelry, belt buckles, necklaces, etc) with obscene, crude or rude writing pertaining to drugs, alcohol, violence (including weapons of any kind), sex, or racial context.
- Costume clothing
- Gang-related apparel of any kind.
- Tattoos, henna tattoos, or body art that endorses, depicts, portrays: (in language, graphics, content, or intent) violence, alcohol, tobacco, double meanings, sexual innuendoes, lewd behavior, gang activity or suggests discrimination in any form, may be visible to other people.

- No visible/exotic body piercing that present an educational disruption (eyebrows, nose, lips, tongue, etc) is permitted during the school day. Earrings may be worn in the ears only.

### **HONESTY POLICY – INTEGRITY**

The faculty and staff of Larry A. Ryle High School believe that integrity and honesty are essential in all student assignments. Therefore, cheating is strictly prohibited and will result in appropriate disciplinary action according to school and district policy. Students committing an incident of academic dishonesty will be subject to the disciplinary consequences listed below. The review of misbehavior and assignment of consequences is left to the discretion of the school administration.

**1<sup>st</sup> offense:** Student(s) will receive a zero on the assignment, parental contact made by teacher.

**2<sup>nd</sup> offense:** Student(s) will receive a zero on the assignment, parent conference to be held, student assigned to Friday Alternative Suspension program for 2 days.

**3<sup>rd</sup> offense:** Student(s) will receive a zero on the assignment, student suspended from school for 1 to 3 days per KRS 158.150

### **ACADEMIC DISHONESTY - INTEGRITY**

The faculty and staff of Larry A. Ryle High School believe that integrity and honesty are essential in all student assignments. Academic dishonesty is termed as any deliberate act(s) that allow a student to gain an unfair advantage on any school assignment.

The following represent some basic types of academic dishonesty (These examples are to only serve as a guide, it is not to meant to serve as an exhaustive listing):

- (1) **CHEATING:** The giving or receiving of information on any school assignment (homework, test, or quiz) that is not authorized by the instructor. Students may not consult written information such as books or notes, may not look at the work of another student or allow another student to look at their work, nor consult with any other student, without specific permission to do so from the teacher.

- (2) PLAGIARISM: Presenting material that in part or whole is not entirely one's own work without proper acknowledgement to the source. Plagiarism must be distinguished from cooperation and collaboration. It should be noted that students are often permitted and encouraged to work on assignments collaboratively, and to present their work either collectively or separately. It must be clearly understood by all when students may cooperate and collaborate on such assignments.
- (3) FABRICATION: Falsifying, altering or inventing any information, data, or acknowledgement that is included on a school assignment or official school record (This includes midterm and quarterly grade reports and transcripts).
- (4) OBTAINING AN UNFAIR ADVANTAGE: Gaining access in any way to test or assessment materials; stealing, destroying, or defacing school materials with the purpose of depriving others or interfering with the educational process; unauthorized collaboration on academic assignments; intentionally interfering or obstructing another student's academic work; any activity intended to create or obtain an unfair academic advantage.
- (5) AIDING & ABETTING ACADEMIC DISHONESTY: Providing material, information, or other assistance to a person with a reasonable knowledge that such assistance could be used in an incidence of academic dishonesty; providing false information in connection with any inquiry regarding academic dishonesty.
- (6) UNAUTHORIZED ACCESS: Gaining access to any academic records or computer record keeping system in order to view, alter, destroy, or release such records; interfering with the use or availability of computer systems or information.

#### **TELECOMMUNICATION DEVICES – RESPONSIBILITY**

A telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor is considered

under this policy. This includes devices (such as but not limited to cell phones, IPODS, IPADS, etc) that can send and/or receive messages.

**Cell phones are to be turned off from 7:40 – 2:25 with the exception of lunch, Wednesday RAP, or at a teacher’s request.**

Larry A. Ryle High School policy states that all telecommunication devices are to be turned off from 7:40-2:25 with the exceptions stated above. Students using telecommunication devices while on school property or while attending any school-related event (field trip, athletic event, etc.) must do so appropriately. This includes both on and off campus activities. Inappropriate use of telecommunication devices includes but is not limited to the following:

- a) Poses a threat to academic integrity, such as cheating
- b) Violates confidentiality or privacy rights of another individual
- c) Is profane, indecent, or obscene
- d) Constitutes or promotes illegal activity or activity in violation of school rules
- e) Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device

Violators shall have the item confiscated and DO NOT have the right to remove their SIM card or battery from the device. Violators will be reported to the appropriate school administrator who shall:

**a. First offense-** *confiscate and deliver to school administrator. The device will be kept until the end of the next school day, after which a parent may pick up the device from the main office.*

**b. Second Offense-** *confiscate and deliver to school administrator for a period of 1 week, after which a parent may pick up the device from the main office.*

**c. Third offense-** *confiscate device and deliver to school administrator. The school will house the device for the remainder of the school year.*

The use of a musical device, such as I-pods, mp3 players, etc... may be utilized during the school day for listening to music **upon teacher approval**. If a teacher asks a student to put away one of these devices, the student must follow the directive or the device will be confiscated. The consequence for failure to comply with teacher request will be enforced in accordance with the cell phone policy above.

**Electronic devices are allowed for use in school for teacher-directed academic purposes.** They should not be used to access the internet or email other people during the instructional day. Violators will be reported to the appropriate school administrator who shall treat the offense in the same manner as a telecommunication device outlined above. If a student is attending after school programs (ESS, computer labs, etc...) they are expected to adhere to the policy during these programs.

Paging devices are acceptable outside the instructional day and at after school activities. An active member of a volunteer fire fighting organization or a volunteer emergency medical services organization may apply to the administration for a waiver of the policy.

**Student refusal to relinquish any electronic device when requested by a faculty member may result in the immediate out-of-school suspension of the student.**

### **OFF-CAMPUS EVENTS**

Students who attend school-sponsored off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials.

### **FIELD TRIPS**

Field trips are an educational opportunity for students to become more engrossed in the content studied. Students, however, must remember that while on such trips, are representatives of Larry A. Ryle High School and should act in a manner that promotes the positive image of this school. Furthermore, while on such trips, all school rules and disciplinary action apply. All field trips shall be pre-approved by the administration, organized and paid for under the

direction of the teacher/sponsor, and include parental permission. A student list of attendees shall be circulated to all faculty members no less than one week in advance. Teachers who feel that a student should not partake in a field trip, for whatever reason (grades, attendance, etc.), should notify the appropriate administrator and field trip sponsor to ascertain whether the student should go or not, on a case by case basis.

### **BUS PROCEDURE AND BEHAVIOR - Respect**

Student bus responsibilities are as follows:

1. **The right of students to ride the bus is contingent upon appropriate behavior and observance of state law and policies adopted by the Boone County Board of Education.**
2. Students shall not mar or otherwise deface the bus or its properties.
3. Students are not to use tobacco in any form, alcohol, indecent or profane language, or any controlled substance at any time while being transported on a school bus. Students are not permitted to sit in the driver's seat or touch the controls at any time.
4. Students shall immediately report to the driver at once any damage to the bus.
5. Students shall not throw waste paper or other rubbish from the windows or on the floor of the bus.

The principal has the responsibility of maintaining discipline on all school buses. The principal is authorized to suspend bus-riding privileges immediately for any student who is reported by the school bus driver. Limited bus service occurs when driving conditions are such that travel on some roads would be dangerous. The bus driver will make arrangements with the riders on his/her route about the procedure to be used during inclement weather.

## **ADMINISTRATIVE CONSEQUENCES FOR STUDENT CONDUCT - RESPONSIBILITY**

### **DETENTION**

Only an administrator at Larry A. Ryle High School may assign school detention. This supervised program is designed to remediate problem areas. There are two types of detention.

1. In-school detention is during the Wednesday "RAP" time and will be in a designated room for that 45 minute period.
2. After School Detention meets Monday - Thursday from 2:30 p.m. until 3:15 p.m.

Students are required to take student materials to do classroom assignments, which will consume the entire 45-minute period. Twenty-four (24) hour notice is given to the student prior to the assigned detention. Failure to keep detention will result in further disciplinary action. **Teachers may assign their own detention and shall provide written record to student/parent of date of detention.** If teacher detention is assigned, the teacher is individually responsible for supervising.

### **FRIDAY ALTERNATIVE SUSPENSION PROGRAM**

The Friday Alternative Suspension Program will adhere strictly to procedures, and the student will be held accountable while serving his/her assignment.

PURPOSE: Friday Alternative Suspension Program provides a constructive and meaningful alternative to the standard out-of-school suspension. It may also offer an opportunity for students whose grades are in jeopardy, to concentrate on their academics under the supervision of a certified teacher.

HOURS: 2:30 p.m. – 6:30 p.m. Students will report to Friday Suspension by 2:30 p.m. No student will be admitted after this time without a valid reason.

LOCATION: To Be Announced

PROCEDURE: The decision to assign students to the Friday Alternative Suspension will be made by the building level administrator. Teacher-monitors are assigned to the Friday Suspension Program. Students must bring class work and textbooks in order to be admitted to Friday suspension. This



class work is the daily assignments a student would receive from his/her teacher during regular class attendance. There will be no extra class assignments made by teachers for the Friday Suspension Program. Students are expected to be actively involved with their class work for the duration of the Friday suspension time. A break will be provided on an individual basis. Snacks and/or drinks are not permitted in the Friday suspension program at any time nor are cellular phones or other electronic devices. Talking is not permitted except with the permission of the monitor.

MISBEHAVIOR: Students asked to leave because of inappropriate behavior during Friday Suspension are automatically suspended. This suspension will remain in force until contact is made with a principal by the parent or legal guardian.

TRANSPORTATION: Transportation to the Friday Alternative Suspension Program is the responsibility of the students and/or their parents.

TELEPHONE: Students will not be allowed to use the telephone except in an emergency.

VALID REASON FOR ABSENSE:

1. Family death or emergency
2. Illness verified in writing by a doctor or dentist.

REFUSAL TO SERVE: DISCIPLINARY ACTION: Refusal to serve Friday Suspension as assigned or failure to attend without a valid reason will result in automatic suspension from school. The length of suspension will be determined by the principal and be in force until contact is made between principal and parent or legal guardian.

## **GENERAL PROCEDURES**

### **STUDENT SERVICES**

***Where to go for:***

Book Concerns	Classroom Teacher
Broken Lockers	Assistant Principals
Class Rank	Guidance
College and Testing Information	Guidance
Doctor/Dentist Appointment Note	Room 346/Att. Office
Free/Reduced Lunch	Main Office
Good Student Insurance Discount	Assistant Principals
Illness at School	Clinic
Leaving School (with note)	Attendance Desk
Leaving School (illness)	Attendance Desk
Lost and Found	Main Office
Parking Permits	Assistant Principals
Permission to Leave School	Assistant Principals
Pre-Arranged Absence Forms	Assistant Principals
Physical Forms for Athletics	Main Office
Schedule Change	Guidance
Stolen Property	Assistant Principals
Tickets for Athletic Events	Athletic Director
Withdrawal from School	Assistant Principals

### **ANNOUNCEMENTS**

Video announcements will be made during RAP. Every effort will be made to keep the announcements brief and to the point. It is required that all announcements be signed by a faculty member and approved by the administration. Time has also been provided to make emergency announcements at the end of the day.

### **BOOKSTORE**

You may purchase school supplies in our bookstore before school and during lunch. Please notify the bookstore if there are supplies students or faculty wish to be sold through our store.

## CAFETERIA PROCEDURE

At lunch students are to proceed to the cafeteria in an orderly manner according to their schedule. Food and drink are to be consumed in the lunchroom only. Students are to use the cafeteria as a dining room. Students may use any line in the lunchroom, and should leave the cafeteria in time to arrive back to class at the scheduled time. Line checking is forbidden and will result in disciplinary action. Forms for free/reduced lunches are available in the main office. Those students who meet the established federal guidelines will be notified. Such a program is designed to help those in need and not to embarrass anyone.

1. Lunch charges are issued through the administration. Lunch charges must be paid before another charge will be issued.
2. Lunchroom equipment is purchased for your use in the cafeteria only. Willful destruction of equipment will result in suspension and legal action to recover or replace damaged items. Remember, it is your school. Please have pride in the way it is kept.
3. **Students should remain in the lunchroom during their designated lunch time.** (AP students will have a working lunch and ARE ALLOWED to take food and drink into the academic wing)

## First Aid Room

The school first aid room exists for emergency situations and as a waiting area for all ill students who are going home. We are not licensed to dispense medication. If a student must take medication (prescription/non-prescription) while at school, she/he must bring the prescribed medicine **in the original container** to the first aid room along with specific instructions. **(See medical form)** The student is solely responsible for the time the dosage is to be taken. The health clerk will keep the medicine in the first aid room. **Students are not permitted to be in possession of any drugs (prescription/non-prescription) at any time at school.**

A student who misses class due to being “sick in the restroom” and who did not notify a principal or classroom teacher, will be considered unexcused for the class absence. Disposition will be consistent with school policy. Students needing to visit the first aid room must have the approval of their classroom teacher written in their agenda.

## **FIRE DRILLS**

Proper building evacuation is the key to preventing injuries and saving lives when disasters occur. Evacuation procedures are posted in each classroom. These procedures are to be followed during our periodic drills as mandated by state law.

Please observe the following points during a fire drill:

- (1) Lights out
- (2) Windows Closed
- (3) Walk rapidly, single files, DO NOT RUN
- (4) Take all personal valuables with you
- (5) Proceed to your class's designated area quietly
- (6) Do not re-enter the building until instructed to do so by a person in authority
- (7) Stay with your class and teacher

## **HALL PASSES**

Students are not permitted in the hallways during instructional time unless they are accompanied by **their own** student agenda signed by teacher.

## **LIBRARY/ MEDIA CENTER**

Our library is a technologically advanced facility. A collection of books, periodicals, newspapers, audio-visual materials and electronic databases have been chosen to aid the students in their academic and recreational reading needs. Access to the collection is through a computerized catalog and circulation system. The librarian (or clerk) is available from 7:00 a.m. – 3:30 p.m. to assist all students. Passes are required to enter the library during instructional time. Students should sign the sign-in log at the circulation desk as they present their pass to the clerk. Upon leaving the library to return to class, students should sign out and retrieve their pass from the clerk. A photocopier is available for student use at a cost of \$.10 per page. Library materials that are returned past the due date will be charged an overdue fine of \$.10 per day until the book is returned. **A DRIVER'S LICENSE OR SCHOOL I.D. CARD IS REQUIRED TO CHECK OUT BOOKS.**

## **LOCKERS**

Lockers will be assigned to students by their teacher. Due to space restrictions, some students may be required to share a locker. Combination locks for each locker will be issued to

each student(s) to whom a locker is assigned. At the completion of the school year, each student must clean their locker and return their assigned combination lock to their teacher. Students will be responsible for the cost of replacing lost/damaged combination locks (\$10.00) or repairing damaged lockers. **Students are not permitted to claim unassigned lockers or place locks on any locker but their assigned locker.** It is very important that students not bring valuables to school or leave money and other valuables in their locker. When using PE lockers during class or after-school activities, students are to bring their own combination locks to secure their belongings.

*Damage or theft of student belongings, including school texts and personal property, while in a school locker is the responsibility of each student. A student should not share their combination with anyone or place possessions in an unlocked locker.*

#### **LOST AND FOUND**

Lost/found articles should be turned in to the main office. The school, however, is not responsible for the replacement of lost or stolen items.

#### **MESSAGES**

Students will not be given messages of any kind during instructional time except in the case of extreme emergency. Messages will be held in the main office until the end of the school day, at which time students will be notified by public address to come to the main office to get them.

#### **RESTROOMS**

Students may use the restrooms before and after school, between class periods, and during lunch period. Loitering is discouraged in the restrooms. If you feel ill, please report to your classroom teacher so you may be sent to the clinic. **Students are not permitted to use faculty restrooms at any time.**

#### **TEXTBOOKS**

Textbooks are rented to the students at \$8.00 per book annually (\$4.00 per semester). The teachers will issue the textbooks using a standard form which will be photocopied and forwarded to the team leaders and administration. Textbook fees will be collected by the financial secretary.

Students who withdraw will be unable to secure their records necessary for withdrawal until all books are turned in and/or accounted for financially. Students are responsible for these textbooks and must return them when the course is completed. Fines will be assessed for damaged or lost books. Consideration is made for those who qualify for free/reduced lunches.

### **SEVERE WEATHER ALERTS**

In case of severe weather conditions, a severe weather alert will be announced on the public address system. Specific directions for such alerts are posted in classrooms. Procedures for such emergencies will be practiced periodically.

### **TELEPHONES**

Telephones in the offices are for use by faculty and staff members only. Students will only be permitted to use these phones for emergency cases.

### **YEARBOOK PICTURES**

Seniors who wish to have their picture appear in the yearbook must have their picture made with the YEARBOOK photographer, *Prestige*.

A sitting fee is required for the senior pictures and other photographer's pictures cannot be accepted due to specifications of the yearbook publisher. You can contact *Prestige* at 578-0110.

### **FOREIGN EXCHANGE STUDENTS**

The Larry A. Ryle School Community welcomes the opportunity to foster international understanding by cooperating with host families and foreign exchange companies in their endeavor to place students in an academic environment in which students further experience the language, culture, and customs of American education.

**Prior approval** by the principal and district office must be obtained before a foreign exchange student will be permitted to enroll at Larry A. Ryle. Availability of classroom space will determine if student is accepted. Families who are considering hosting a student should contact the principal and district office to seek such approval.

Exchange students are subject to the immunization, physical, payment of fees, etc. requirements of the Boone County School District and the state of Kentucky. Student will be placed in classes that will allow them to experience in a meaningful way the life of the “typical American teenage student.” Most exchange companies require that students study English, American literature, American government, and United States history. However, circumstances may arise preventing such placement.

Exchange students are reminded that they are attending Ryle primarily as a **cultural** experience. Foreign exchange students and their host families understand that:

- ❖ Exchange students will not receive a high school diploma from Larry A. Ryle High School.
- ❖ Exchange students will not participate in the graduation ceremony.

## **ORGANIZATIONS AND ACTIVITIES** **RESPONSIBILITY**

### **ATHLETICS**

Larry A. Ryle High School encourages sports participation for all boys and girls at all levels. Research validates that athletics is an important link in school success. Announcements regarding try-out and practice schedules will be made over the public address system at school. Written copies are available in the main office and questions regarding athletics should be referred to the Athletic Director.

*Fall Sports include:* Cross Country, Football, Volleyball, Soccer, Golf, and Cheerleading.

*Winter Sports include:* Basketball, Wrestling, Swimming, Cheerleading and Archery

*Spring Sports include:* Baseball, Softball, Track and Tennis.

### **HAZING (Form of Bullying)**

Hazing is not permitted in any form by any student organization or team at Larry A. Ryle High School. Individual students that are found guilty of hazing, organizing, enabling

or ignoring hazing will be subject to removal from the team/organization and may face disciplinary action as stipulated in the Student Code of Conduct and Student Handbook.

By definition, hazing is considered a form of harassment and is typically an activity where a high-status member, upperclassman, team leader, or older team member orders other members to engage in, or suggests that they engage in, activities that in some way humbles or degrades a newcomer who may lack the power to resist, because he or she wishes to gain admission to the group. Hazing can be non-criminal and could happen on or off campus. It is the school's policy to prohibit any action or situation which recklessly or intentionally endangers the mental or physical health of a student.

#### **EXTRA-CURRICULAR FEES**

The Boone County Board of Education has approved a policy establishing the following fees for student participation in extracurricular activities.

HIGH SCHOOL INTERSCHOLASTIC ATHLETICS	\$35.00
HIGH SCHOOL CHEERLEADERS	\$35.00
MARCHING BAND	
	\$600.00

#### **STUDENT ACTIVITY PASS**

The Ryle High School Athletic Department will offer a student activity pass. This pass will permit a student to attend all regular season athletic events and any other regularly scheduled events with the exception of the Prom, the Senior Dinner Dance, and Homecoming Dance. Students in grades 10 – 12 with a cumulative GPA of 3.5 or above will receive a student activity pass at no charge.

The pass will not be accepted for tournament/playoff games. It will be valid for the 2014-15 school year and will be non-transferable. The cost is \$35.00 and is available from the Athletic Director.



## ATHLETIC/ACTIVITY CODE OF CONDUCT RESPONSIBILITY

It is the purpose of the Boone County Schools to provide a well-balanced and well-planned athletic/activity program for as many students as possible. The administration is responsible for the entire activity program at Larry A. Ryle High School, and for the satisfactory conduct of each and every athlete/member. Student athlete/members represent their school, team, coach, and themselves. Therefore, we require that they project a positive, acceptable image. We will not tolerate physical or verbal abuse from a coach, fan, or a fellow team member. If you have knowledge of such violations, please report those to one of the principals. The source of information will be strictly confidential. ***All students participating in athletics/activities must fulfill the following requirements:***

1. **GPA** – high school participants must maintain a grade point average of 78% or above in all classes. To determine eligibility, total the cumulative (to date) average of each class and divide by the number of classes. The result must equal 78% or higher. Each Monday, the student – athlete/participants' will be submitted to the principal and athletic director for review. The athletic director will notify the staff weekly of student-athletes who are ineligible. During the period of ineligibility, athletes are prohibited from practicing or playing and (under the direction of the coaching staff) required to spend regular time before/after school improving grades. \*In order for the athletic eligibility policy to be fair and consistent, it is imperative for teachers to regularly update their grades in Infinite Campus.
2. **Attendance**
  - a. High school participants may not practice, attend or compete in a game or activity unless they attend school on that particular day. The student-athlete must be in attendance for at least one-half of the school day.
  - b. Students with an excuse from parent(s)/doctor may be exempt from school and permitted to practice or compete on that particular day. An administrator must approve these absences.

- 3 **Physical exam** – when necessary, a doctor's physical exam is required to try out for a particular team. No physicals are required for participation in a club.
- 4 **Permission/Consent** – when necessary, a parent(s) must sign a permission consent form (on back of KHSAA form GE4)
- 5 **Eligibility**
  - a. Participants must be in the proper grade level at the beginning of the school year. Participants cannot fail and repeat a grade; they must move with their class to the next grade level.
  - b. Beginning at the freshmen level, high school athletes/participants are permitted to have eight (8) consecutive semesters of eligibility. Two semesters shall constitute a school year.
- 6 **Fees** – athletes are required to pay the required athletic fee to participate in sports.

#### **ATHLETIC LETTERING POLICY**

- An athlete at Ryle High School can only earn one (1) varsity letter during the athlete's high school career regardless of the number of sports in which the athlete participated.
- In order for a student to be considered for an athletic letter at Ryle High School, the athlete must achieve at least 25% participation in their respective sport (Determining the percentage of participation will be at the discretion of the head coach and athletic director in cases of special circumstances.).
- Each sport will award one (1) bar per year (Determining the level of play for which the bar will be awarded will be at the discretion of the head coach and athletic director.).

## **Drug, Alcohol, and Tobacco Policy For Student Athletics & Activities**

Knowing the inherent dangers of substance and alcohol use by teenagers, Larry A. Ryle High School prohibits the use of drugs, alcohol, or tobacco by students voluntarily participating in a sport or organized school activity **at any time** during the current school year. Students possessing or using drugs, alcohol, or tobacco outside of school hours will be subject to the consequences and responsibilities shown below. Coaches or activity sponsors may choose to have more stringent consequences in their individual team rules. (See Drug and Alcohol Policy for all students)

### **FIRST VIOLATION**

- Student and parent must conference with the athletic director and coach.
- Student will be ineligible to participate in their sport/activity for one-week *(if applicable, will carry over to the next sport or activity)*.
- Student must meet a minimum of three times with a guidance counselor or substance abuse professional.

### **SECOND VIOLATION**

- Student and parent must conference with the athletic director and coach.
- Student will be ineligible to participate in their sport/activity for two-weeks *(if applicable, will carry over to the next sport or activity)*.
- Student must meet a minimum of three times with a guidance counselor or substance abuse professional.

### **THIRD VIOLATION**

- Student and parent must conference with the athletic director and coach.
- Student will be ineligible to participate in their sport/activity for a minimum of six-weeks *(if applicable, will carry over to the next sport or activity)*.
- Student must meet a minimum of three times with a guidance counselor or substance abuse professional.

**\* Note that violations do not accumulate beyond one school year.**

## **CLUB POLICY**

All clubs and organizations recognized by Larry A. Ryle High School must adhere to the following guidelines:

- A written charter / constitution / by-laws stating purpose, mission, and/or function of club
- A Ryle HS teacher must sponsor the club and direct / assume responsibility for all activities
- Membership must include a minimum of 25 students
- Must be approved by the school council
- Must be financially self sufficient
- Clubs and activities must adhere to local, state, and federal policies and regulations

### **Eligibility for Club/Activity Participation**

- Students participating in any club, club team, band, or activity sponsored and recognized by Larry A. Ryle High School must maintain a cumulative grade point average of 78% or above. To determine eligibility, total the cumulative (to date) average of each class and divide by the number of classes.
- The following is general listing of club types and clubs, this is not intended to be an all-inclusive listing:

#### **HONORARY**

- National Honor Society
- Math Honor Society
- German Honor Society
- English Honor Society
- Hispanic Honor Society
- French Honor Society
- Science Honor Society

#### **CO-CURRICULAR**

- FBLA            FCCLA            FFA
- Student Council            Yearbook
- Speech/Debate Team            Academic Team
- Art Club

- **SOCIAL**

- SADD            Pep Club        Mock Trial Club
- Music Club     Bible Study Club    Dance
- Ryle Cultural Alliance    FCA    Robotics Club
- Gaming Club    GSTA Club    Asian Multicultural Club

**NATIONAL HONOR SOCIETY**

The Larry A. Ryle Chapter of the National Honor Society is dedicated to upholding high standards of scholarship, leadership, character, and service. Sophomores, Juniors and Seniors with a cumulative GPA of 3.3 or higher are encouraged to complete and return an information form during the fall membership drive. The 5-member Faculty Council evaluates all information forms that meet the GPA and date due requirements. After a thorough examination of each candidate's leadership, character, scholarship, and service to school and community accomplishments, this committee issues invitations of membership. **MEMBERSHIP IS A PRIVILEGE AND IS NOT AUTOMATIC TO ALL STUDENTS WITH HIGH GPA's.** For further information contact the National Honor Society Advisor.

**PARKING PRIVILEGES - Responsibility**

\*All fees and textbook rental must be paid before applying\*

Parking at Larry A. Ryle High School **is a privilege and not a right** and requires the possession of an officially issued parking sticker that is prominently displayed in /on the vehicle. If the vehicle does not have the sticker displayed, it may be towed from the lot at the owner's expense.

**Parking privileges may be revoked at the discretion of the principals for reasons enumerated below. A Parking permit that is revoked shall remain revoked for the remainder of the school year.**

Parking on campus requires a parking permit. At the beginning of the school year students may pick up a parking application in the principal's office. The signed application is a tacit agreement to tow that car if it is parked in an unauthorized spot or without permission. Student parking is a

privilege and not a right. This privilege is extended to students of Larry A. Ryle High School in the manner enumerated below. The Board of Education, Larry A. Ryle High School, nor school officials, are to be considered liable for vandalism, theft, damage or any other problems that may occur while parked on the school parking lot. The parking sticker only reserves a space for the parking privilege and does not cover insurance claims. Students may be asked to remove cars from the parking lot before 3:00 pm due to use by sports and band.

**Eligibility:**

Parking Passes will be assigned or revoked based on the following:

To seniors who:

- Have at least a 78% overall average or 1.9 GPA from grades 9-11.
- Have not accumulated more than 9 unexcused absences or tardies to school combined in their junior year, or will lose their pass if more than 9 are accumulated during their senior year.
- All TIER III discipline violators will forfeit parking permit
- Habitual violators of the discipline code of conduct will forfeit parking permit.
- Remaining spots will be assigned to juniors who meet the above criteria

**Requirements:**

Before a permit can be purchased, the following conditions must be met:

1. Have a Kentucky operator's license (now, not in the future).
2. Have an auto registered in the State of Kentucky.
3. Agree to drive in a proper manner, not recklessly.
4. Agree not to have any profane, sexual, or other suggestive material visible on/in the vehicle while on campus.
5. Agree to attend school on time and regularly. Failure to do so will result in loss of parking privileges.
6. Agree to display Larry A. Ryle High School parking permit on the vehicle. Failure to do so will result in loss of parking privileges.
7. Student is responsible for his/her own pass and they may not allow another student to use their pass for any reason. This would result in an automatic removal of parking privileges.
8. Agree to leave the car upon arrival on campus, and agree not to bring illegal substances, tobacco, alcohol, weapons, or any

other items that would be cause for revocation of permit and other disciplinary action.

9. Agrees to show respect for the parking lot attendant and school officials in matters regarding parking privileges.
10. Agree to keep your vehicle locked while it is on campus.
11. Agree to abide by all school policies and understand that parking privileges may be revoked for serious violations or repeated problems caused by the student possessing a permit.

## **LEGAL ISSUES**

### **Kentucky's No Pass/No Drive Law (KRS 159.051)**

***Before a student goes to get their driver's license, they must pick up a "Driver's Verification Form" from school. This form certifies that they are in compliance of the state law.*** The law results in the revocation of a student's driver's permit for any of the three following reasons: Academic Deficiency, Dropping Out of School, Excessive Absences. The No Pass/No Drive law defines Academic Deficiency as a "student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester." A student with nine or more unexcused absences in a single semester (including absences due to out-of-school suspensions) is considered non-compliant.

## **DEFINITIONS**

The following definitions shall be used in the Boone County School District until officially amended by the Boone County Board of Education.

Due Process shall mean a specific act of procedures and principles to be followed in the expulsion or suspension of students.

Suspension shall mean exclusion of a pupil from school for a specific period of time not to exceed ten days.

Expulsion shall mean the exclusion of the pupils from school for the duration of the school year or up to one calendar year. (Board Decision)

Parents mean a natural mother or father, an adoptive mother or father, a legally appointed guardian, or a surrogate parent of a child who is a ward of the state.

### **A. DUE PROCESS**

Before being punished at the school level (with suspension) for violation of school regulations, a pupil shall have the right of the following due process procedures:

The pupil shall be given oral or written notice of the charge(s) against him/her. If the pupil denies the charge(s), she/he shall be given an explanation of the evidence against him/her.

The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

## **B. EXPULSION**

The Board may expel any pupil for misconduct as defined in subsection (1), KRS 158.150. (See Policy 09.434) Action to expel any pupil shall not be taken until the pupil has had an opportunity for a hearing before the Board. The Board's decision shall be final.

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

## **C. SEARCH AND SEIZURE**

In promoting the process of education and protecting the health and welfare of students, administrators may conduct a search of school property or personal belongings. The U.S. Supreme Court has supported the right of school officials to conduct a proper search with the purpose of protecting the health and welfare of school persons. Any illegal items seized in such a search will be confiscated and may be turned over to law enforcement agents. Items such as firearms, fireworks, knives, drugs, alcoholic beverages, pornographic material, or items that are cause for disciplinary action will be reasons for searches. Refusal will result in a suspension.

1. All students must be aware that lockers, desks, cabinets, closets, rooms and other school buildings and facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the student code of conduct.
2. The principal or designee, only upon a reasonable suspicion of violation of student code, state or federal regulations, may conduct a search.
3. A further search of the student's person, string bag, handbag, athletic bag or clothing may then be conducted if a reasonable suspicion exists.
4. Additionally, student vehicles located on school property may be the subject of a lawful search.



## **DRUGS AND ALCOHOL**

No student while in or on the premises owned, leased, rented or controlled by the Board of Education shall dispense, distribute, manufacture, sell, traffic in, transfer, possess, consume or use any controlled substances or alcoholic beverages in violation of KRS Chapter 218 A, or in any other way dispense, distribute, manufacture, sell, traffic in, transfer, possess, consume or use any controlled substances or alcoholic beverage in violation of laws, ordinances, or regulations of the United States of America, the State of Kentucky, the City of Union, Kentucky, the Board of Education of Boone County, or any of their respective agencies and instrumentalities.

*Violations are subject to disciplinary actions as follows:*

Any pupil who violates this regulation will be subject to immediate suspension according to the District Code of Conduct:

- a. Student will receive due process.
- b. Student will be detained under administrative supervision until parents or legal guardians are called and informed of the violation.
- c. A letter stating the charges or conditions of suspension will be mailed to the parents or legal guardian.
- d. A written notification must be delivered to the superintendent.
- e. Proper legal authorities will be notified.

## **TOBACCO**

***“The staff and administration at Larry A. Ryle High School recognizes that the use of tobacco is harmful to your health. It can lead to the development of diseases and cause death.”***

Use or possession of tobacco or tobacco related products (e-cigarettes, hookah cigarettes, etc.) on school property by students is in violation of Kentucky State Law, KRS 438.050. Therefore, it cannot be permitted anywhere on school grounds by students. Student offenders will be disciplined per school/district policy and may be legally cited for violating state law and be subject to a fine and/or assignment of community service.

## **FEDERAL AND STATE OFFENSES**

The following acts are federal and/or state offenses. School authorities will notify the proper authorities in resolving such problems, and these offenses may result in expulsion.

1. Arson: the intentional setting of fire.
2. Assault: physical threats or violence to persons.
3. Burglary: theft of school or personal property.
4. Possession of explosives: explosives are not permitted on school property or at school sponsored events. This includes any/all fireworks without written consent of the school officials.
5. Extortion, blackmail, or coercion: obtaining money or property by violence or threat of violence, or forcing a person to do something against his/her will by force or threat of force.
6. Gambling
7. Larceny
8. Malicious mischief: property damage or setting off a false fire alarm.
9. Robbery: stealing from an individual by force or threat of force.
10. Sale, use or possession of alcoholic beverages or illegal drugs.
11. Trespass: being present in an unauthorized area or refusing to leave when ordered to do so by proper authorities.
12. Unlawful interference: interfering with school personnel by force or violence.
13. Speeding or reckless driving: improper use of motor vehicles while on school property.
14. Possession of weapons.
15. Computer fraud.
16. Violation of computer record confidentiality.
17. Obscene / Lewd Acts

## **GUN-FREE SCHOOL ACT**

Weapons, as described in Section 921 of Title 18 of the United States Codes, are strictly prohibited at Ryle High School. Students found in possession of weapons will be disciplined in accordance with Boone County Board of Education Policy and the Gun-Free School Act of 1994.

## HARRASSMENT

Larry A. Ryle High School possesses a zero tolerance policy toward acts of harassment, bullying, and cyber bullying. All claims toward such behavior will be fully investigated and protocols carried out in accordance with state law and district guidelines. Legal action may ensue for perpetrators of such acts and the school administration will take into account the following guidelines when determining consequences:

- Does the act substantially or materially disrupt learning?
- Does the act interfere with the educational process or school discipline?
- Was school technology involved and did the act(s) occur while at school?
- Were other students threatened or their civil rights infringed?

### **Anonymous Anti-Bullying & School Safety Report IT!**

If you have information about a threat to our safety, do your part and report it!

Bullying, Intimidation, Harassment, Weapons and Drugs. You CAN remain anonymous. There are four easy ways to report:

Online: <http://1009.alert1.us>

Email: [1009@alert1.us](mailto:1009@alert1.us)

Text: #1009@tip(+your tip) to ALERT1

Phone: 1-855-4ALERT1 ext. 1009

In addition, the commission of unwelcome acts of sexual/racial nature toward teachers, other students, or any person in the building or on the grounds of Larry A. Ryle High School in any form, whether it be visual, written, verbal, physical, quid pro quo verbal, or physical force is prohibited by federal law. Violation of this nature should be reported to the principals. **After due process, violators will be subject to school disciplinary actions as well as possible criminal and/or civil action. False accusations may result in disciplinary action for the accuser.**

### **STUDENT GRIEVANCE PROCEDURE**

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, marital status, sex, or disability in an education program and/or activities have the right to file an informal grievance as follows. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. Our school system's coordinator is Kathy Reutman, 334-4455.

### **GRIEVANCE COORDINATOR**

Name \_\_\_\_\_ **INSERT NAME** \_\_\_\_\_ Home  
Phone \_\_\_\_\_  
Address \_\_\_\_\_ Work Phone \_\_\_\_\_

### ***INFORMAL GRIEVANCE***

- Step 1. If a student feels he/she has been discriminated against, the student should first bring the problem to the attention of the coordinator (listed above) within five (5) school days of the knowledge or alleged cause for grievance occurs.
- Step 2. The student, coordinator, and others involved will work informally to negotiate a solution within five (5) school days.
- Step 3. If the grievance cannot be satisfactorily resolved informally, at any time the student may want to file a formal grievance.

### ***FORMAL GRIEVANCE – GENERAL PROVISIONS (KAR 1:170)***

1. Any full or part-time student who believes s/he had been subject to unfair, discriminatory or abusive treatment may request in writing that an investigation be carried out without delay. The student shall be assured of a prompt, orderly, and fair response in writing.
2. The student is entitled to file a grievance without interference, coercion, discrimination, or reprisal.
3. At any point in the grievance process, a student has the right to call the Equal Educational Opportunities Coordinator in Frankfort (502) 564-4970. This person would only act as a consultant.

4. At any step in the informal or formal process, the student has the right to call the Office for Civil Rights in Philadelphia within 180 days.
5. The school authorities shall inform the student, staff, and parents of the provisions of the regulation and any modifications. This must be done once a year.

### **FORMAL GRIEVANCE PROCESS**

Step 1. The student (complainant) may appeal in writing to the school principal within five (5) school days of the date of the coordinators response in Step 1. This written notice must contain all written information from the student and the coordinators responses.

*Response:*

The designated Title IX, Title VI, Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the written notice what (if any) action was/or will be taken.

Step 2. A grievance shall be filed in writing with the Title IX, Title VI, and Section 504 Coordinator within fifteen (15) school days of the knowledge or alleged cause. The student shall set forth in writing the nature of the violation, the dates it occurred, and be signed by the student making the complaint.

*Response:*

The principal of the school will notify the complainant in writing within five (5) school days, from the date of the appeal, as to what action was/or will be taken.

Step 3. If the student (complainant) is not satisfied with the action taken by the school principal in step two (2), the complainant may notify in writing within five (5) school days of response, or the local superintendent of school (regular student).

This written notice must identify the grievance, dates, all written information and response from all previous steps.

*Response:*

The Superintendent of the local school will notify the complainant in writing within twenty (20) school days of the

date of the appeal letter in step three (3) as to what action was/or will be taken.

Step 4. In the event that the complainant is still not satisfied with the action taken, the complainant may write, within five (5) days of the last response, to the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA. The complainant also has the right to Legal Representation.

**Note:** If an appeal is not made, it is assumed the decision at that level is accepted. If a student has a complaint other than discrimination based on the above items, the procedure identified above applies, except for contacting the Office of Civil Rights.

### **STUDENT FORMAL GRIEVANCE PROCEDURE**

*Title IX – Section 504 – Title VI*

#### **COORDINATORS**

It is recommended that the coordinator be a staff member other than the principal. – Reason – The appeals process

#### **PREFERRED EXAMPLE**

Option	At any time – Go direct to Step IV
Step I	Coordinator – Title IX, Section 504, Title VI
Step II	Principal -or- Principal (Public School) (Vo. Ed. or Vo. Tec.)
Step III	Superintendent (Public School)

<u>OPTION STEP</u>	Pres. of School -or- The Secretary Board of the State Board (Public School) (Vo. Ed. or Vo. Tec.)
Step IV	Office of Civil Rights, Philadelphia, PA

-OR-

#### **EXAMPLE**

<u>OPTION</u>	At any time – Go direct to Step IV
Step I	Coordinator – Title IX, Section 504, Title VI
Step II	Superintendent (Public School)
Step III	Pres. of School Board -or- The Sec of the State (Public School) (Vo. Ed. or Vo. Tec.)
Step IV	Office of Civil Rights, Atlanta, GA

Additional forms are available in the District Code of Conduct.

## STUDENT FEES

*(adopted by Boone County BOE)*

<b>General Fee</b>	<b>\$35.00</b>	<b>\$12.00</b>
<b>Academic Team</b>	<b>\$25.00</b>	<b>\$8.00</b>
<b>Agenda</b>	<b>\$5.00</b>	<b>\$1.50</b>
<b>Agriculture/Floral Design</b>	<b>\$10.00</b>	<b>\$3.00</b>
<b>Art</b>	<b>\$15.00</b>	<b>\$5.00</b>
<b>Advance Placement Art</b>	<b>Students to purchase Portfolio</b>	
<b>Accounting</b>	<b>Actual Cost of Practice Sets &amp; Workbooks</b>	
<b>Athletics*</b>	<b>\$35.00**</b>	<b>\$12.00**</b>
<b>School Instrument Rental</b>	<b>\$12.00 per semester</b>	<b>\$4.00 per semester</b>
<b>Cheerleading</b>	<b>\$35.00**</b>	<b>\$20.00**</b>
<b>Credit Recovery Program</b>	<b>\$75.00 per course</b>	<b>\$75.00 per course</b>
<b>Family &amp; Consumer Science (Foods)</b>	<b>\$15.00</b>	<b>\$5.00</b>
<b>FCS (Clothing)</b>	<b>Actual Cost of Project</b>	
<b>Half-time Vocational</b>	<b>\$18.00</b>	<b>\$5.00</b>
<b>Parking Sticker</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>Science</b>	<b>\$15.00</b>	<b>\$5.00</b>
<b>Social Studies (Current Events Course)</b>	<b>\$11.00</b>	<b>\$4.00</b>
<b>Speech/Forensic Team</b>	<b>\$25.00</b>	<b>\$8.00</b>
<b>Summer School</b>	<b>\$200.00 (max) 6wks. -1/2 days</b>	<b>\$60.00 (max) 6wks.-1/2 days</b>
<b>Technology</b>	<b>\$15.00</b>	<b>\$5.00</b>
<b>Textbook Rental</b>	<b>\$8.00 per class</b>	<b>\$3.00 per class</b>
	<b>(If required textbook used)</b>	
<b>Marching Band</b>	<b>\$600.00</b>	<b>\$200.00</b>

\* There is an annual charge for athletics (including High School)

\*\* Plus Uniform Expenses where applicable

Students could be requested to pay the cost of the field trip.

ALL FEE MONIES WILL BE UTILIZED FOR STUDENTS THIS SCHOOL YEAR. No participation fee will be collected unless listed on fee schedule approved by the Board of Education. All Schools will collect and maintain all fees. KRS 160.290

All fees listed are the maximum amount that can be charged by the school.

### **Community Service Telephone Numbers**

Boone County Health Center	363-2060
Boone County Sheriff	344-2175
Drug and Poison Information Center	513-636-5111
Family Nurturing Center	525-3200
United Way	525-2600
St. Elizabeth Hospital, West	212-5200
St. Elizabeth Hospital, South	301-2000
YMCA	534-5700
Suicide Hotline	513-281-2273

### **SCHOOL PUBLICATIONS**

The three recognized publications at Larry A. Ryle High School are the yearbook, the newsletter and the website. These publications print a wide range of information and opinions and they follow editorial guidelines which prohibit libelous and inflammatory material as well as personal attacks on students and staff. Other publications may be published and distributed in the school by school-sponsored groups if said groups receive written permission from the administration.

All articles of these publications are subject to review and editing by the administrative staff of Ryle High School. The school publications exist to provide students with an educational direction for journalism. The school publications do not exist as a public forum for extreme viewpoints. Any article that is deemed inappropriate in nature, form, or content is strictly prohibited. This policy is in effect to promote a positive public perception of Ryle High School and its students.



**HONORS COURSES**  
*(Index of 1.04)*

English I Honors  
Geometry Honors  
Pre-Calculus  
Trigonometry  
Algebra II Honors  
Probability/Statistics  
Honors Chemistry  
Accounting  
Spanish II Honors, II, III  
French II Honors, II, III  
German II Honors, II, III  
Anatomy & Physiology  
English II Honors  
English III Honors  
C++ Programming  
Microsoft: MOS  
Symphonic Band Honors  
Advanced Financial

**ADVANCED  
PLACEMENT COURSES**  
*(Index of 1.08)*

English (Language) AP  
English (Literature) AP  
AP Calculus AB, BC  
Psychology AP  
Computer Science AP  
Chemistry AP  
Biology AP  
Physics AP I, II  
United States History AP  
European History AP  
Spanish IV AP, V AP  
French IV AP  
German IV AP  
Art IV AP  
Music Theory  
AP Human Geography  
Studio Art AP  
Governments and Politics  
Advanced Accounting  
Statistics AP  
Studio Art AP

## ACADEMIC COURSES *(Index of 1.00)*

English I	Business Internship
English II	Microsoft/MOS
English III	Physical Ed. I, II, III, IV
English IV	Contemporary Health
Reading	Strength & Conditioning
Oral Communications I, II	Peer Tutoring I,II
Creative Writing/Reading	Business Management
Publication/Annual	Advanced Marketing
Algebra I, II, III	Accounting & Finance Foundations
Geometry	Entrepreneurship
Mathematics - Business & Industry	Sports & Ent. Marketing
Anatomy and Physiology	Multi-Media Publishing
Biology	Web Page Development
Earth Science	Career & Tech, Internship
Chemistry	FACS Essentials
Intro to Chemistry and Physics	Help Desk
Physics	Greenhouse Technology
Environmental Science	Nursery Technology
Forensic Science	Landscaping
*PLTW-Principles of Biomedical Sciences	Agri-science
*PLTW-Human Body Systems	Small Animal Technology
Economics/Government	Equine Science
World Civilization/Geography	Agriculture Employability Skills
US History/Geography	Greenhouse Technology
American Pop Culture	Principles of Agriculture Science
World Studies	Technology
Psychology	Life Skills
Spanish I, II	Foods/Nutrition
French I, II	Culinary Skills
German I, II	Introduction to Program Design
Art I, II, III	Fashion Marketing
Fundamentals of Dance	Money Skills
Men's Chorus	Child/Human Development
Music Appreciation	Consumer Education
Women's Chorus	Financial Accounting
Humanities	Financial Services (Bank)
Vocal Ensemble	Advanced Media Publishing
Theatre I, II	Business Office Assistant
Percussion	Business Practices
Digital Literacy	Entrepreneurship
*have an index of 1.08	Concert Band
	Global Issues

### GPA

\*Students taking honors classes can earn up to a 104% (1.04)

\*\* Students taking AP courses can earn up to a 108% (1.08)

Letter Grade	Numeric Score	GPA (Unweighted)
	108	
	107	
	106	
	105	
	104	
	103	
	102	
	101	
A	100	4.0
A	99	4.0
A	98	4.0
A	97	4.0
A	96	4.0
A	95	4.0
A	94	4.0
B	93	3.0
B	92	3.0
B	91	3.0
B	90	3.0
B	89	3.0
B	88	3.0
B	87	3.0
C	86	2.0
C	85	2.0
C	84	2.0
C	83	2.0
C	82	2.0
C	81	2.0
C	80	2.0
C	79	2.0
C	78	2.0
D	77	1.0
D	76	1.0
D	75	1.0
D	74	1.0
D	73	1.0
D	72	1.0
D	71	1.0
D	70	1.0

## WHAT TO DO WHEN YOU TURN 18

- 1.If you are a male, register for the draft at your local post office.
- 2.Register to vote. It is your right and your duty. Contact your city hall or county courthouse for information on where to register and what type of identification will be required.
- 3.If you do not already have one, open a checking account and/or savings account at a local bank. It is important that you begin now to build a good credit record and learn how to be financially independent. Any new account representative at a local bank will be happy to work with you in opening your account.
- 4.Enroll in some educational experience; the options are varied-college, community or junior college, vocational education, OJT (on the job training) and/or the military. It is important that you become a contributing member of society. Along with 18-year-old rights go adult responsibilities.
- 5.Initiate an annual visit to a medical physician for a physical examination. By making this a habit early in life and continuing it, any serious illness, such as cancer, might be caught early enough to cure completely.

**With a bit of planning and foresight, your entrance into adulthood can be a smooth, yet exciting transition.**

- 6.Be sure that if you drive, you have a driver's license and liability insurance on your automobile.
- 7.Be an active citizen and not just a spectator. Get involved in your community activities.
- 8.Set a major education or career goal to work toward.

***Be an active citizen and not just a spectator. Get involved in your community activities.***

## **COMPUTER/DIGITAL MEDIA ETHICS –**

### **Integrity/Responsibility**

Ryle High School is unique in its ability to provide computer access to its facility and student body. Federal and state law requires the confidentiality and security of individual and school data files. “Hacking” or breaking into files and/or programs, sending electronic messages via the network, using another’s password, using others programs, or allowing others to use your password or program are serious matters. **In addition, destruction of computer hardware, such as removal of inventory tags, disabling mice and/or keyboards, and similar acts are unacceptable. This behavior will not be tolerated and is subject to disciplinary action deemed necessary by the principals.**

**Unauthorized photography/videography of Larry A. Ryle High School, staff, and students is strictly prohibited during school or at school events. Anyone who uses such material with the intent to demean, defame, or otherwise deface the reputation of Larry A. Ryle School, its students, or its staff will face school disciplinary consequences and/or legal repercussions.**

### **LARRY A. RYLE HIGH SCHOOL COMPUTER USAGE/ON-LINE/DIGITAL MEDIA POLICY**

Access to information is a fundamental right of citizenship and access to information resources should be provided to all students. The school supports the use of electronic resources/digital media provided that such is based upon appropriate usage of resources. Therefore, it is imperative that students and staff develop the appropriate skills to analyze and evaluate such resources.

Electronic resources provide unprecedented opportunities to expand the scope of information to users. Telecommunications, electronic information sources and networked services have significantly altered the information landscape of schools by opening classrooms to a broader array of resources and access to the global community. Board Policy 8.1353 and Board Policy 8.2322 requires that materials be consistent with district-adopted guidelines, support and enrich curriculum and address instructional

needs, student learning styles, abilities and developmental levels.

**Since telecommunications/digital media and the use of the Internet opens classrooms to electronic resources that have not been screened by educators for use of students at various age levels, independent student use of such resources will be permitted upon submission of permission / agreement forms by parents of minor students (under 18 years of age) and by the students themselves.**

The school expects that staff will integrate use of such information throughout the curriculum and provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy 8.1353 and Board Policy 8.2322 and will honor the criteria for selection of instructional materials, as much as possible while working with students. Larry A. Ryle High School policy regarding student rights and responsibilities in utilizing the school network, the Internet, and digital media, the following are not permitted

- ◆ Displaying or transferring of offensive messages or pictures
- ◆ Using obscene language
- ◆ Harassing, insulting or attacking others
- ◆ Damaging computer systems or computer networks, or computer equipment in any way.
- ◆ Violating copyright laws
- ◆ Loading and/or playing games
- ◆ Utilizing storage devices that are brought from outside the school environment
- ◆ Downloading files of any type (ex .exe, .txt, .gif, etc)
- ◆ Using another's password
- ◆ Trespassing in another's folder, work, or files
- ◆ Intentionally wasting limited resources
- ◆ Using the network for commercial purposes
- ◆ **Any unethical / breach of the integrity of the electronic system.**

**PARENTAL INFORMATION REGARDING THE USE OF  
INTERNET/ELECTRONIC MAIL/DIGITAL MEDIA**

The school is pleased to offer students of Larry A. Ryle High School access to the school computer network for the Internet and electronic mail when educationally appropriate. The Internet, a global electronic information infrastructure, is a network of computer networks used by educators, businesses, the government, military, and other organizations. In schools and libraries, the Internet can be used to educate, inform and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other electronic informational sources. Likewise, digital media is a valuable tool to be utilized in the educational process, but it must be used for educationally appropriate purposes.

**To gain access to E-mail, the Internet and to use digital media, all students under the age of 18 must obtain parental permission and must sign and return the attached form to the School Technology Coordinator.**

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards *that* their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

### **INTERNET & ELECTRONIC MAIL (E-MAIL) RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. As communications on the network are often public in nature, general school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Parent permission is required and access is a privilege - not a right.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that the users are using the system responsibly. Users should not expect that files stored on the district servers would always be private.

Within reason, freedom of speech and access to information will be honored.

- 1) Student access to the Internet is only available under direct supervision of a teacher, instructional assistant, or other trained adult volunteer.
- 2) Filtering Software: LRHS has filtering software which allows the administration to filter out sites based on certain terms and keeps a detailed log of user activity. In addition, LRHS is connected to the state proxy system which may block sites that are deemed inappropriate.
- 3) LRHS will use auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material

Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.



As outlined in school policy and procedures on student rights and responsibilities while utilizing the school network, the Internet and digital media, the following are **not permitted**:

- ◆ Violating copyright laws
- ◆ Downloading of any software or games
- ◆ Downloading or copying of any web pages
- ◆ Downloading of any pictures or text files without specific permission of the teacher for each occurrence
- ◆ Accessing personal e-mail accounts or chat rooms
- ◆ As well as the denied activities from the computer usage/online policy
- ◆ Taking or transferring digital media without permission of teacher

Violations may result in loss of access as well as other disciplinary or legal action as determined by the administration.

**Before a student can access the school network and Internet for research materials, the student must perform the following procedures:**

1. **Read the District Computer Usage for Internet/E-mail/Digital Media Rules and Regulations.**
2. **Sign the District Network and Internet/E-mail/Digital Media User Agreement.**
3. **Have a parent or guardian read and sign the District Network and Internet/E-mail/Digital Media User Agreement.**
4. **Return the signed agreement to the School Technology Coordinator.**

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**Larry A. Ryle High School  
The Ryle Tradition: Respect, Responsibility, Service,  
and Integrity**

**Student Handbook Agenda 2015-2016**

**By my signature, I acknowledge that I have read and understand the Larry A. Ryle High School Student Handbook / Agenda, Boone County Schools Code of Conduct including the nondiscrimination policy, student grievance procedure and other rules and regulations.**

**Student name:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**R.A.P. Teacher:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Return this form to your RAP teacher by  
Friday, August 21, 2015.***