

**LARRY A. RYLE HIGH SCHOOL BY-LAWS  
SCHOOL-BASED DECISION MAKING COUNCIL**

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## **ARTICLE I. PURPOSE**

The purpose of the Larry A. Ryle High School Council is to address the academic, social, and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of Larry A. Ryle High School. The council shall create an environment that will enhance student achievement in the school (as required by KRS 160.345).

## **ARTICLE II. MISSION**

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

## ARTICLE III. MEMBERSHIP

### A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members (as required by KRS 160.345).
2. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council (as required by KRS 160.345).
3. In the event a special election is needed, a minority teacher from the school's staff shall be elected by the teachers. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school (as required by KRS 160.345).
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher (as required by KRS 160.345).
5. Although there is no provision in KRS 160.345 for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the Student Council may designate a student council representative, and the support staff of the school (office, cafeteria, custodians, and instructional assistants) may conduct an election for a support staff member to attend all council meetings as non-voting representatives.

### B. REQUIREMENTS FOR MEMBERSHIP

1. All Members. No one may serve on the school council who has a legal conflict of interest as designated by KRS 45A. 340 except the salary paid to district employees. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. (as required by KRS 160.345).
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment at Larry A. Ryle High School and teacher residence must be within the borders of the Commonwealth of Kentucky. Itinerant teachers may nominate, serve, and vote in our school. Principals or assistant principals may not serve as teacher council members. (as required by KRS 160.345.)
3. Parent Members: Parent council members must be the parent, step parent or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be the father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law of someone employed by the school district. (as required by KRS 160.345.)

### C. ELECTIONS

1. Parent Members: Parents conduct their own elections as Parent Teacher Student Association per KRS 160.345. Annual elections shall be conducted each May by the school's PTA for the purpose of electing two parent council members. Within 24 hours of the final vote, the president of the P.T.S.A. shall notify the principal in writing of the two parents elected.

2. Minority Parent Members: If the school has 8 percent or more minority students enrolled as of October 1 of the preceding year, the principal shall conduct an election for a minority parent member to the school council in the event a minority member is not elected during regular elections. The principal shall conduct a special election for a minority parent member by:
  - Calling for nominations
  - Notifying all parents in writing of date, time, and location of the election
  - Conducting the election by ballot and counting the votes.
 The nominee with the most votes shall be the minority parent council member.  
 (Required by KRS 160.345)
  
3. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (more than one half) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:
  - a) **Nomination**
  - b) **Preparation of Ballot**
  - c) **Elections**
  - d) **Absentee Ballot**
  - e) **Procedures after First Round Ballots**
  
4. Minority Teacher Members: If an election must be conducted to elect a minority parent member, a minority teacher member shall be selected by the teachers to serve on the council. If there is no minority teacher on staff who will accept the council seat, the seat will remain vacant until such time a minority teacher can be selected. If there are no minority teachers employed at the school, the teachers shall take nominations and conduct a special election for an additional teacher council member from among the certified staff at the school.  
 (Required by KRS 160.345)
  
5. Term Limits: No term limits shall be imposed on school council members who are nominated and elected to consecutive one-year terms (as required by KRS 160.345).

#### **D. REMOVAL OF MEMBERS**

1. According to KRS 156.132, the chief state school officer may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
  
2. After an opportunity for hearing before the local board, a member of a school council may be removed from the council for cause, by a vote of 4/5 of the membership of the board of education after the recommendation of the chief state school officer pursuant to KRS 156.132. Written notices setting out the charges for removal shall be published on the minutes of the board and given to the member of the school council. (as required KRS 160.347)

#### **E. FILLING VACANCIES**

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for reelection.

## **E. TERMS OF OFFICE**

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

## **ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS**

### **A. ELECTION OF OFFICERS**

- Officers shall include Chair, Vice Chair, and Secretary.
- The vice chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.
- Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct vote at that meeting to fill the position with another council member.
- A motion to seek an alternative model allowing a council member other than the principal to serve as chair (as required by KRS 160.345) may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. Faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

### **B. CHAIR**

The principal shall be the chairperson of the school council (as required by KRS 160.345). Duties of the chair include:

- Conducting school council meetings
- Compiling and distributing the agenda for council meetings
- Serving as official custodian of council records
- Stating for the record when consensus is present
- Coordinating standing and ad hoc committees
- Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been to two council meetings)
- Other duties as described in these by-laws

### **C. VICE-CHAIR**

Duties of the vice-chair shall include:

- Presiding over council meetings in the absence of the chair
- Calling a special meeting of the council in the event a principal vacancy occurs
- Conducting meetings necessary for the principal hiring process to take place

### **D. SECRETARY**

A council secretary shall be appointed by the principal to keep minutes of all council meetings and to maintain council records.

### **E. COUNCIL MEMBERS**

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of Larry A. Ryle High School
- Attending all council meeting, both regular and special
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council



## **ARTICLE V. COMMITTEES**

### **A. PURPOSE**

1. Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff parents, students, and community members (as required by KRS 160.345).
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

### **B. APPOINTMENT OF COMMITTEES**

1. Standing and ad hoc committees are formed and dissolved by the school council as needed (as required by KRS 160.345).
2. Standing committees can be dissolved only through the process of amending by-laws.

### **C. MEMBERSHIP & ELECTION OF CHAIR**

1. All certified staff may participate in the shared decision making process at Larry A. Ryle High School by serving on committees in their areas of interest.
2. Each committee shall consist of representatives from the faculty, support staff, parents, and students.
3. Committee membership is open to interested persons (as required by KRS 160.345).
4. Committee membership will be determined by posting sign up sheets in the school and community no later than May 1, and notifying teachers and parents in writing of their committee appointment by July 1. Teachers or parents who volunteer to serve on a particular committee through the sign-up process below shall be considered appointed to the committee.
5. At the discretion of the school council, Committee membership shall be limited to 15 persons.
6. Committees shall elect no later than September 1 a chairperson from their membership who shall serve for a term of no longer than one year (as required by KRS 160.345).

### **D. DECISION MAKING**

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

### **E. DUTIES**

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.

4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.
5. No later than 10 days after the meeting occurred, Committee chairs shall provide the council secretary with written minutes of their meetings.

#### **F. MEETINGS**

1. Each committee shall choose the time, place, agenda, and schedule for their meetings (a required by KRS 160.345)
2. Committees must comply with all provisions of the Open Meetings and Records laws (as required KRS 160.345)

#### **G. STANDING COMMITTEES**

1. Standing committees for Larry A. Ryle High School shall include Activities, Student Services, and Consolidated Planning.
2. At their regularly scheduled meeting each August, continued need for standing committees will be reviewed and confirmed by the school council.
3. A list of standing committees, a brief description of their purpose, and a list of each committee's membership shall be contained in Appendix A of this document.

## ARTICLE VI. SCHEDULE OF MEETINGS

### A. REGULAR MEETINGS

1. The meetings of the Larry A. Ryle High School Council shall be scheduled as needed and determined by the council. Council meeting shall be open to the public. Meetings will begin at 7:00 p.m. and end at 8:30 p.m. Meetings shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, the council may either decide by motion, second, and majority vote to extend the length of the meeting, or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.
2. The meetings will be held at Larry A. Ryle High School.
3. In July, the principal shall provide local news media the council's regular meeting schedule for the year, and provide notification of the council's meeting time and agenda as timely as possible.
4. The principal shall notify the public by notice posted in the main office at least three days in advanced of the meeting.

### B. SPECIAL MEETINGS

1. If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called.
  - a) Written Notice: Contents. The chairperson shall prepare and sign a written notice that state the date, time and place of the special meeting and the agenda for the each meeting. Only the items on the agenda may be discussed.
  - b) Delivery of Notice. The chairperson shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by hand, FAX machine, or mail but the notice must be received at least 24 hours prior to the time of the meeting.
  - c) Posting of Notice. The notice for special meeting shall be posted by the chairperson on the bulletin board in the school foyer at least 24 hours prior to the time of the meeting.
2. In addition to these requirements, the principal shall announce to the school over the PA the reason for the special meeting, date, and time at least 24 hours prior to the meeting.

## ARTICLE VII. CONDUCT OF MEETING

### A. QUORUM

A quorum of the school council shall be a majority (more than one-half) of the number of seats on the school council. No council business shall be discussed or conducted unless a quorum of council members is present.

### B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend (as required by KRS 160.345), except for those portions that are conducted as closed sessions.

### C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons:

1. to discuss proposed or pending litigation by or against the council (KRS 61.810(1)(c); or
2. to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies (KRS 61.810(1)(f)).

Before a closed session can be conducted, the following steps must be taken:

1. Announcement: Contents. An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. Motion. The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. Decision. After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions take must be recorded in council minutes.

### D. MATERIALS PRESENT AT COUNCIL MEETINGS

1. The chairperson shall bring:
  - The folder containing all items submitted for inclusion on the agenda.
  - The folder containing all correspondence addressed to the council that he or she has received.
  - Lists of applicants for vacant positions (as required KRS 160.345)
  - KDE SYNERGY Handbook and subsequent updates
  - Robert's Rules of Order
2. The council secretary and all council members shall bring the binder that he or she uses to maintain copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

### E. AGENDA

1. Five business days prior to a regular scheduled council meeting, anyone may submit items for inclusion on the agenda to the chairperson/principal in writing on the standard form provided. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include the following items:
  - Item 1: Review and approval of previous meeting minutes.
  - Item 2: An opportunity during the course of the meeting for school or community persons to address the school council.
  - Item 3: Other items submitted.
4. The agenda shall be distributed to all staff members, and/or to school or community persons who submitted items in writing for inclusion prior to the meeting. A copy of the agenda shall be mailed / faxed to local news media.
5. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

#### **F. DISCUSSION OF AGENDA ITEMS**

1. Each agenda item shall be discussed by the school council before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the items.
2. Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wishes to contribute to the discussion on a particular item, the chair may set limits on the number of persons who will speak to the issue and a time limit for each.

#### **G. DECISION MAKING PROCESS**

1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.
2. All business and decisions of the school council will relate to the school's mission and purpose to improve the instructional program, create an environment to enhance student achievement in the school (as required by KRS 160.345) and/or future the goals in the school's plan.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Commonwealth School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.
5. Except as otherwise designated in the by-laws, the school council will make decision by consensus using the following guidelines.
  - A motion and a second are made.
  - After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
  - The chair will ask whether any member disagrees with that statement.

- If all members agree, the decision will be recorded as a unanimous decision in the council minutes.
- If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

#### **H. ALTERNATIVE TO CONSENSUS**

When a third suggestion of consensus fails, the council may by majority vote determine to:

- Vote to send the issue back to a committee
- Form an ad hoc committee to study the issue further ( the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
- Decide the issue by majority vote of the council.

#### **I. CRITERIA FOR MAJORITY VOTE**

If the issue meets the following criteria, a majority vote of the council shall be taken after consensus fails three times:

- a) The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
- b) The issue involves the number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchase of student support services;
- c) The issue is whether to continue to meet for longer than 90 minutes.
- d) The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting; and
- e) The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote.

When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

## **ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS**

### **A. MINUTES KEPT AND APPROVED**

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes, kept on file in the library for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.
5. Within one week of the adjournment of the meeting, a preliminary copy of the minutes for all council meetings will be provided to certified and classified staff in written form
6. A copy of the minutes will be mailed to the parent council members prior to the next meeting for their review, and afterward they become official for their records.
7. A copy of the "official" minutes will be available to the public.
8. The principal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator.
9. A copy of the official minutes will be posted the main office.

### **B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION**

The following are official documents that must be kept on file in the library for public inspection:

- School Council Minutes
- Committee Minutes
- School Planning Document (KIRIS Scores, Needs Assessment, Review Team Report)
- School Council Policies and By-Laws
- School Council Budget Documents not in the School Plan
- School Council and Committee Membership Lists

### **C. REQUESTS FOR COUNCIL RECORDS**

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the School Planning document.
3. The fee for a copy of the School Planning document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within fifteen (15) business days.

5. At the principal or chairperson's request, the school council secretary shall make or provide copies of requested documents.
6. School council records will be available for inspection during the hours the school's main office is open (est. 8:00 a.m.-3:00 p.m.).
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy.



## ARTICLE IX. APPEALS OF THE SCHOOL COUNCIL DECISIONS

### A. REQUEST

For a person(s) to appeal a decision of the council or file a grievance, he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

### B. SCHEDULE

A council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.

### C. HEARING

The person appealing may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue.

### D. DECISION

The council shall consider the merits of the complaint, make a decision, and respond in writing to the complaint.

### E. REPORT

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent with ten (10) working days of the council's decision.

## **ARTICLE X. AMENDMENTS**

### **A. AMENDMENTS TO COUNCIL BY-LAWS**

These by-laws may be amended after a first and second reading at two consecutive council meeting by a two-thirds vote of the school council unless otherwise noted.

**ARTICLE XI. SCHOOL COUNCIL POLICIES**

**11.1 CURRICULUM**

The school shall use the Ryle written curriculum that the principal and council believe best promotes student success. Input shall be sought from students, staff, and parents. Changes to the curriculum shall require the approval of both the principal and council.

**11.11 SCHOOL IMPROVEMENT PLAN/ HANDBOOKS**

The council will review, monitor, and approve every aspect of the comprehensive school improvement plan, student and staff agendas / handbooks for and during the upcoming year. The council will assign tasks to each of the committees and review their recommendations in developing the programs at Larry A. Ryle High School.

**Approved (6-13-2002)**

**11.2 STUDENT ASSIGNMENT**

The principal shall assign students to programs and classes in the manner he/she believes best promotes student success. Input shall be sought from students, parents, and counselors.

**11.30 INSTRUCTIONAL PRACTICES**

The school shall use the instructional practices in the manner the principal and council believes best promotes student success. Input shall be sought from the consolidated planning committee, students, staff, and parents. Changes to instructional practices shall require the approval of both the principal and council.

**11.31 Writing Plan Approved (11-19-2002)**

Larry A. Ryle High School Writing Improvement Plan as published in the faculty handbook and website.

**11.32 Textbook Replacement Approved (8-21-2003)**

The textbook compensation replacement cost to students / parents will be calculated using a pro rated formula. Textbooks are adopted on a six-year cycle. Therefore, if a textbook is lost or damaged after one year, replacement cost will be 5/6 the cost of the textbook.

**11.33 Citizens Request Approved (11-20-2003)**

- Citizens must complete a "Citizens Request for Reconsideration of Materials Form" and submit to the Principal
- Upon written request of a citizen the school will convene a Reconsideration Committee to meet in closed session
- The Reconsideration Committee is selected by the Principal and composed of the Principal, two teachers, and two community members and will be an ad hoc committee for one school term
- Instructional materials shall include textbooks, supplementary materials, library books (including all fiction & non-fiction), magazines, any and all electronic mediums (videos & audio tapes, internet sites, etc)
- Principal shall notify the Superintendent who shall notify the Board of the complaint and the council's response

**11.34                      Reading Requirement    Approved                      (2-17-2005)**

The team leaders of Larry A. Ryle High School are recommending a change to the curriculum policy. This change would begin with the graduating class of 2008.

Based upon research by the SREB and the High Schools that Work Initiative, it is noted that one major aspect of school improvement is attention to the reading needs of students. We are recommending a semester reading course be added to the curriculum offerings.

This course will target two specific groups of students. Group one will be incoming freshmen who have failed English in grade 8. Targeted will be any student who did not pass English I the previous academic year. Those students will be required to take a semester course of reading in addition to their required English class. The second semester course will be an elective course such as keyboarding.

**11.35                      Schedule Change Policy    Approved                      (2-17-2005)**

Students and parents are given the opportunity each winter/spring or at the time of enrollment to select courses for the following academic year. Based on those requests and teacher recommendations the administration must allocate staff and develop a Master Schedule. Once students have been assigned a schedule there will be NO schedule changes initiated by parents or students except for the following reasons:

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

After school begins the only schedule change requests that will be considered will be teacher/counselor/administrator initiated ones.

**11.36                      Award of Credits**

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 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 year's average (that of first and second semesters) must be a minimum of 70%.

**11.37                      ADVANCED PLACEMENT AND OTHER COLLEGE-LEVEL COURSES  
Approved (6-16-2005)**

**A. CURRICULUM AND AVAILABILITY**

Each year, we will offer our students college-level courses in at least four of the following six areas:

- 1) English.
- 2) Science.
- 3) Mathematics.
- 4) Social studies.
- 5) Foreign language.
- 6) The arts.

Those courses will be offered as Advanced Placement classes at Ryle HS at the fee rate set by the Boone County Board of Education. All financial costs and travel for courses through the Kentucky Virtual High School or through arrangements with nearby colleges or universities are the responsibility of the student / parents.

If the course is designated as an Advanced Placement course, it must:

- 1) Be identified as an advanced placement course by the College Board.
- 2) Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
- 3) Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies.
- 4) Prepare a student to take and be successful on the appropriate advanced placement examination administered by the college board.
- 5) Be taught by staff with appropriate content certification and professional development preparation to teach the advanced placement course.

#### **B. STUDENT ASSIGNMENT AND RECRUITMENT**

Criteria in making student assignments to all courses:

- Academic performance of student (local, state, and national assessments)
- Instructional needs of the students
- Class availability
- School schedule
- Student behavior

We will encourage all students to prepare for and take one or more college-level courses. We will do that in the following ways:

- 1) Counselors will advise students and parents of these options when they prepare and revise their Individual Graduation Plans and encourage each student to take appropriate preparatory courses.
- 2) Teachers will encourage all students to take challenging courses each term.
- 3) The principal will report to the council on enrollment in these courses by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
- 4) Based on that data, the council may amend its Comprehensive School Improvement Plan to add additional steps to ensure equitable participation in future terms. All students may take our college-level courses if they have the skills they need to be ready for that work. They may establish that they have that level of skill by any one of the following means:

- 1) Completing prerequisite courses listed in the Course Description Book.
- 2) Taking and passing the examinations for those prerequisite courses.
- 3) Receiving permission of the teacher, counselor, parent and principal

**11.38**

**Credit Recovery**

**Approved 8-18-2005**

Academic scores earned by students in credit recovery will be recorded as the average of the academic score earned in credit recovery and the academic score earned during the normal instructional course. The minimum possible average score will be a 70, provided the student earns a passing grade in the credit recovery course.

**11.4 DISCIPLINE**

Discipline shall be handled according to Larry A. Ryle High School's comprehensive safety plan, Larry A. Ryle High School's written code of conduct, and Boone County School District's written code of conduct. Input shall be sought from the student services committee, students, staff, and parents. Changes to the discipline policy shall require the approval of both the principal and council.

**11.5 EXTRA-CURRICULAR PROGRAMS**

The school shall offer and operate the extra-curricula programs (defined as all student activities competing and representing the school) that the principal and council believes best promotes student success. For any changes to the *activity code of conduct*, input shall be sought from the activities committee, students, staff, and parents. Changes to Larry A. Ryle High School's *activity code of conduct* shall require the approval of both the principal and council.

**11.51 Athletic Selection Approved (4-18-2002)**

All Ryle HS coaches consider Ryle HS students before non Ryle HS students when choosing members of their team.

**11.52 Raider Card Approved (4-18-2002)**

Beginning a student's sophomore year, Ryle HS students who maintain a 3.5 GPA or higher will be eligible to receive a Raider card. This card will entitle all of these students free admission to all home regular season Ryle HS sporting events.

**11.53 Travel Reimbursement Approved (1-20-2005)**

In the absence of school sponsored transportation, staff members who travel more that 100 miles round trip in a single trip are to be reimbursed for travel expenses incurred while attending approved school related activities involving students, per the scale adopted by the Boone County Board of Education regarding travel reimbursement.

**11.54 Athletic Award Lettering Policy Approved (3-24-2005)**

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.)

**11.55 Club Policy Approved (3-24-2005)**

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

**11.56                      Outside Programs    Approved                      (6-16-2005)**

**Definition:** An outside program is defined as any program held at Larry A. Ryle High School with participation of students. Programs dictated by the Boone County Board of Education and/or Kentucky Department of Education, part of the regular Ryle High School curriculum are not to be considered outside programs.

**Procedure:** Persons requesting access to Larry A. Ryle High School for an outside program must receive approval of the Larry A. Ryle High School Site Base Decision Making Council. Said programs must first be presented to the principal for recommendation to the council.

The presentation to the principal/council should include:

- (1) Identification of proposing party
- (2) Purpose/Goal
- (3) Extent of student involvement
- (4) Dates and time requested
- (5) Procedures
- (6) Extent of faculty/staff involvement
- (7) Number of staff for the activity and method of compensation for their time

This presentation to the school council may be done in person; however, it must be written in form for presentation to the council.

In the event of problems created by time constraints, the principal may act in lieu of the council; however, the council must be informed per procedure as soon as possible.

**11.6                      *PROCEDURES FOR DETERMINING ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY USE, AND PROGRAM APPRAISAL***

The principal shall address these matters in the manner that are consistent with board and state policy.

**11.7                      *ASSIGNMENT OF ALL INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME***

The staff shall operate on the instructional / non-instructional times which the principal believes best promotes student success.

**11.8                      *DETERMINATION OF THE USE OF SCHOOL SPACE DURING THE SCHOOL DAY***

The school structure shall use the space therein designated under the same procedures that the principal believes best promotes student success.

**11.9                      *SCHOOL SCHEDULE***

Input shall be sought from students, staff, and parents. The school day shall include a 20 minute seminar period for each student and 5 minutes passing time between classes. The rest of the day shall be divided into 6 equal periods. Changes to the school schedule shall require the

approval of both the principal and council. Modifications of the school schedule may occur during block weeks, club meetings, and special events scheduled to promote student success.

#### **1110.0 COMMITTEE**

- A. **Standing Committees.** The following are the standing committees with membership as outlined in Section E.
  - 1. Activities Committee
  - 2. Student Services Committee
  - 3. Consolidated Planning Committee
- B. **Ad Hoc Committees.** The council may establish ad hoc committees for special tasks. Ad hoc committees shall be terminated by the council when the assigned task is completed and may be terminated at any time the council determines that there is no further need for them.
- C. **Sub-Committees.** Sub-committees shall be appointed by each committee as needed and will involve as many people as possible. No person will serve on more than two (2) standing committees and two (2) sub-committees.
- D. **Membership and Structure.** At the beginning of each year, the council shall determine the membership of each standing committee for the year. Committees, standing or ad hoc, may be comprised of administrators, students, teachers, parents, classified personnel, and community members. The council will determine the structure of each standing committee.

All faculty members, who are also parents of students at Larry A. Ryle High School, will be considered only as faculty for committee membership. Faculty members will be allowed to volunteer to serve on the committees of their choice or assigned by the principal.

The parents support group will solicit parents to serve on the committee and those parents will be assigned to the appropriate committee(s). Parents serving on committees must have a student enrolled at Larry A. Ryle High School.

The principal will solicit volunteers from classified personnel to serve on committees.

- E. **Meetings.** All meetings of a committee shall be conducted in compliance with the Kentucky Open Meeting Laws (KRS 51.470-61-840). A committee may go into closed session to discuss certain sensitive issues permitted under KRS 51.810. However, all official actions of the committee shall be taken in open meetings. No two (2) committees may meet at the same time. Committees must meet and report at least once a semester to the council on their activities. Committees must have a quorum present to approve any recommendations.
- F. **Committee Officers.** Each committee shall select a chairperson, unless designated by the council, and a recording secretary. The recording secretary shall prepare the minutes/records and file them in a timely manner in their committee notebook in the library.

#### **1111.0 STUDENT ACHIEVEMENT / LEARNING GOALS**

In order to meet Kentucky's Learning Goals and enhance student achievement, Ryle High School will complete an annual needs assessment and develop the school improvement plan to address those identified needs. The council is responsible for approving the plan and monitoring its completion.



**1112.0                   CONSULTATION / SELECTION OF PERSONNEL**

- A. **Vacancy.** The principal shall inform the superintendent of any resignation of school employee assigned to his / her school. The superintendent shall determine the position as vacant.
- B. **Criteria.** Once a certified position has been identified as vacant, either by resignation or a new position, the principal shall develop a set of selection criteria and appoint an ad hoc committee.
- C. **Interview.** The superintendent will provide a slate of candidates for each certified position. The principal shall meet with the ad hoc committee within seven days and review applications. The principal shall request additional applications from the superintendent if he/she deems necessary. The principal shall select applicants to interview. The ad hoc committee appointed by the principal shall assist with the interview process. The principal shall recommend to the superintendent.

The principal shall complete all interviews and selection of classified employees. The principal may form ad hoc committees to assist with the selection of classified employees.

- D. **Council Consultation** The council shall:
  - ◆ Hear the Ad Hoc Committee's report on the merits of the applications received.
  - ◆ Allow each Council member to offer advice to the principal on the contributions different applicants could make.
  - ◆ Allow general discussion among Council members about the applicants.
  - ◆ Provide any additional input requested by the principal.
- E. **Selection.** After meeting with the Council, the principal shall select the person he / she believes will contribute most to the success of the school's students.
- F. **Emergency Situations.** In any case when an emergency is declared, the principal, without input from the council or faculty, may complete interviews and selection of certified employees. Emergency shall be defined as the need to employ a person at a time when council members, ad hoc committee members, or faculty members are not available to assist with the interview of candidates or when immediate commitment to a candidate is needed in order to assure employment of the candidate. The principal shall make every effort to get input from the employment of certified school employees.
- G. **Reporting.** The principal shall report in writing his / her choice of an employee to the superintendent. The superintendent shall complete the hiring process.

## ARTICLE XII. SELECTION OF A PRINCIPAL WHEN THERE IS A VACANCY

- A. **Criteria.** Once the superintendent has verified the vacancy, the council shall develop a set of criteria for selection of a principal and communicate in writing the criteria to the superintendent.

The council shall get input from teachers, staff and parents into development of the criteria.

- B. **Interview.** The council shall be responsible for interviewing each candidate submitted by the superintendent and for reviewing all written information on each candidate provided by the superintendent.
- C. **Plan.** The council shall develop a written plan for selection a principal and shall disseminate the plan to teachers and leaders of the parent organization. The plan shall include selection criteria and a time line.
- D. **Selection.** The council shall select a principal from a slate of candidates provided by the superintendent. The council reserves the right to request additional candidates from the superintendent. In the event explanation will be needed stating why previous candidates were unacceptable to the council, the selection shall be communicated to the superintendent in writing.
- E. **Reporting.** The council shall report in writing its choice of principal to the superintendent.