

# Tyburn Academy *Of Mary Immaculate*



**Student Handbook**  
(Revised August 2023 by the  
Tyburn Academy Board of Directors)

**TYBURN ACADEMY PARENT/STUDENT HANDBOOK**

**TYBURN ACADEMY  
PARENT/STUDENT HANDBOOK  
2023-2024**

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## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

### I. GENERAL INFORMATION

#### MISSION STATEMENT

Tyburn Academy of Mary Immaculate, in collaboration with parents as primary educators, inspires students to contemplate truth through the classical liberal arts and sciences. Animated by the teachings of Jesus Christ, Tyburn Academy cultivates the formation and dignity of the entire human person – mind, body, and spirit – to instill a love of learning and an appreciation for goodness and beauty. Tyburn Academy fosters a community rich in the Gospel spirit of service and charity, providing students with the opportunity to grow into all that God has destined and designed for them.

#### EDUCATIONAL PURPOSE

Tyburn Academy is an independent, Regents-chartered middle/high school, whose founder believed that young men and women have a natural capacity and desire for seeking truth through intellectual and spiritual growth. Our aim is to develop the minds of students by exposing them to permanent truths in the intellectual, moral and aesthetic fields. These truths, integrated with the Good News of the Gospel, will free them. Hence our motto: *Veritas liberabit vos*, "the truth will set you free." (John 8:32)

Tyburn strives for excellence in the basic skills of learning to prepare students for higher liberal education and for living their faith. Tyburn Academy has a responsibility to those who come here to learn, to study and to progress, that they shall have the opportunity to do so in decency, in peace and in safety. The foundation of this school is Christ, the perfect model for a Christian person.

Virtue, courage and wisdom, goods of the highest order, are the aim of education. It is, therefore, the policy of Tyburn Academy to act firmly and decisively to promote the academic integrity and honor of this institution. We will strive for academic excellence, foster the practice of virtue, and insist on a standard of conduct and attire that will further these ends. With the small class sizes of Tyburn, we anticipate that the student who makes a sincere effort will succeed. The staff will assist the student to develop good study skills and to overcome difficulties.

Tyburn Academy exists *in loco parentis*; that is, it is not meant to usurp the role of parents, but to help parents fulfill their obligation to foster the intellectual and moral development of their children. Therefore, Tyburn expects the full support of parents in all matters pertaining to the education of their children.

We accept all students of all faiths, from all different academic and socio-economic backgrounds. Restrictions to admission might pertain to certain behavioral or disciplinary action at another school. We do not require an entrance exam but do require a meeting with the parents and/or legal guardian. Tyburn Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin, disability, marital status, sexual orientation or military status in any of our activities or operations.

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### FAITH STATEMENT

#### Apostles' Creed

We believe in God, the Father almighty,  
creator of heaven and earth.

We believe in Jesus Christ, his only Son, our Lord,  
who was conceived by the Holy Spirit  
and born of the virgin Mary.  
He suffered under Pontius Pilate,  
was crucified, died, and was buried;  
he descended to hell.  
The third day he rose again from the dead.  
He ascended to heaven  
and is seated at the right hand of God the Father almighty.  
From there he will come to judge the living and the dead.

We believe in the Holy Spirit,  
the holy catholic church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting.

### SCHOOL COLORS

Blue and white

### SCHOOL MOTTO

*Veritas liberabit vos.* The truth will set you free. John 8:32

### SCHOOL HISTORY

Tyburn Academy is named to honor over 100 martyrs who gave their lives at Tyburn crossroads outside London (1535-1681). Our emblem reminds us of the scaffold at Tyburn on which these martyrs died for their faith. Tyburn Academy of Mary Immaculate is named after the martyrs of Tyburn, England, who gave up their lives in order to remain faithful to the Catholic Church in England in the years following Henry VIII's separation from the Roman Catholic Church. The dedication and faithfulness of over 100 men and women who were martyred are an inspiration to the school community of Tyburn Academy.

Preparations for the founding of Tyburn Academy started in 1992 by Father Albert J. M. Shamon and a group of dedicated parents who wished to provide a Catholic high school education for young people in the Auburn area. Opening in 1993, Tyburn

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initially had 3 students and was located in a rented classroom. Later, as it grew, it was moved to St. Hyacinth's School building on Pulaski Street, where school space was rented. In 2000 a new building at 50 Wallace Avenue was purchased and it continued to grow at this location.

Tyburn Academy purchased the St. Mary's campus on 17 Clymer Street in 2007, and in 2008 middle school grades 6-8 were added.

Our founder, Father Shamon, passed away in 2003; yet his spirit lives on in the school. Tyburn Academy continues to carry out the mission of educating young men and women according to the teachings of Jesus Christ and the Catholic Church.

### **ACCREDITATION**

Tyburn Academy of Mary Immaculate was granted an absolute charter by the Board of Regents of the University of the State of New York in June of 2002. It had previously operated on a provisional charter.

### **CAMPUS**

The campus of Tyburn Academy is located at 17 Clymer Street in the city of Auburn, New York and includes 14 acres of land.

### **COURSE OF STUDY**

The curriculum at the high school level includes:

- English (with particular focus on literature, grammar, vocabulary usage and composition)
- Math (Algebra 1, Geometry, Algebra 2 with trigonometry, Pre-Calculus and Calculus)
- Science (Earth Science, Living Environment, Chemistry and Physics)
- Social Studies (Global and U.S. History, Government and Economics)
- Catholic Doctrine and Theology
- Latin and Spanish
- Health, Physical Education, Choir, Band and Art
- An Honors component is offered in core classes such as English, math and science
- College credit courses are offered
- Electives: courses are available dependent on student interest and availability of qualified instructors.

The curriculum at the junior high level includes:

- English (with particular focus on literature, grammar, vocabulary, formal/informal writing and speaking)
- Math (grade 7 and 8 Mathematics, Pre-Algebra, Algebra 1)
- Science (Life Sciences, Physical Sciences, Environmental Sciences, Earth Science, and Biology)
- Social Studies (World History from stone-age to modern times, with an emphasis on New York State history)
- Catholic Doctrine and Theology
- Latin
- Health and Physical Education, Computer Technology, Choir, Band and Art

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### ACADEMIC (GRADUATION REQUIREMENTS/DIPLOMA)

All students are required to complete 1 credit of Theology each year they are enrolled as a student at Tyburn Academy.

*See New York State Diploma Requirements on page 32*

New York State requirement . . . . .	22 Units
Theology . . . . .	4 Units
Total . . . . .	26 Units

Transfer transcripts subject to credit evaluation.

#### **Additional Diploma Options:**

Honors courses, Cayuga Community College courses and Advanced Placement courses are offered to students who qualify academically

**\* Yearly community service of 20 hours must be completed before a diploma can be issued.**

#### **Non- Tyburn Courses and Internships**

Tyburn Academy students who wish to leave Tyburn Academy during the academic day to take non-Tyburn courses or to participate in an off campus internship **must receive prior permission from Tyburn administration to do so and must be in compliance with Tyburn Academy's annual academic schedule.**

**Students will not be given permission to miss core courses that are required for graduation.**

Credit for college courses taken at an alternative location will be given at the discretion of the administration and will only be given with **pre-approval** from the administration. All courses must meet Tyburn and New York State guidelines.

### **SCHOOL SCHEDULE**

Tyburn Academy, in general, conforms to the Auburn City School District calendar. Some days, however, may occur when Tyburn Academy is in session while a home district school does not provide transportation. All students are expected to attend on these days. **Parents need to plan ahead for transportation.**

Tyburn Academy follows a combination of standard (daily) and block scheduling.

### **SCHOOL CONTACT INFORMATION and HOURS OF OPERATION**

- Main Office Phone: (315) 252 – 2937
- Fax Line: (315) 252-4173
- Actual school day: 7:50 – 2:45 pm

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- The school will be open from 7:30 – 3:00 pm
- All students should be picked up no later than 3:00 pm.

## II. CODE OF CONDUCT

The code of conduct at Tyburn Academy is based upon Natural Divine Law (Ten Commandments -- God's laws to us for right behavior). Our goal for each student is that he or she grows in goodness. All members of the Tyburn community are expected to strive to attain the greater good for the whole community. As a member of the Tyburn Academy community all students are to practice good citizenship in school and within their respective communities. In so doing, we separate ourselves from self-centeredness, fostering instead, a generous spirit, which is willing to make sacrifices for the good of all, as did Jesus Christ, our Divine Model. Students are recognized for exemplary behavior. Our goal is to encourage our students to become the best version of themselves.

Every effort is made to communicate with students and parents, not only to avoid serious disciplinary actions such as suspension or expulsion, but to promote personal growth in virtue and to create a joyful community. Occasions do arise, however, when it may be determined that such actions are in the best interest of the school. Tyburn Academy reserves the right to discipline students whose **behavior inside or outside of school, including social media posts that are contrary to our Code of Conduct**. The following is a description of terms as outlined below:

- Detention:** Requires a student to remain in a supervised work environment or classroom during the lunch period or after school for a specific violation of class, school rules or guidelines.
- In-school Suspension:** Removes a student from classes for a specified period of time (one-half to one full day).
- Probation:** A period of testing and trial for correction of inappropriate behavior including a Behavior Contract.
- Community Service:** An expectation of service by the student to the Tyburn community or the outlying communities.
- Out-of-school Suspension:** Removes a student from school for a specified period of time. Any student who is suspended must satisfactorily complete all class work missed during the suspension and submit it on the day specified by the administration or teacher.
- Expulsion:** Removes a student from school permanently.

### BULLYING/HARASSMENT

Bullying involves isolation, humiliation, or persecution of a fellow student either by means of physical, verbal, or internet media means.

Harassment is defined as unwanted, unwelcome behavior of any kind. Sexual harassment limits, denies and interferes with the rights of students in a school setting that is free of gender discrimination. Under Federal and State laws, schools are required to maintain an educational environment that is free from harassment by anyone.



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### SUMMARY OF CONDUCT VIOLATIONS

#### **Minor Conduct Violations:**

Minor conduct violations may lead to a lunch or after school detention of approximately 40-60 minutes. Minor code of conduct violations may include:

- illegal absences
- tardy to class/school
- unprepared for class (lacking necessary books, materials, etc.)
- disruptive behavior in class or at assemblies
- eating at times other than scheduled lunch period without permission
- roughhousing in halls or class
- uniform infractions
- displays of public affection (PDA)-all students are expected to maintain a respectful distance from each other

#### **Major Conduct Violations:**

The following infractions may be met with detention, community service, ISS, OSS, behavior contract or expulsion, which will be determined and assigned by the administration. Major code of conduct violations may include:

- disrespect for authority (e.g. disobedience, insolence), including disrespect for any school or church personnel.
- use of profane or obscene language
- disrespectful behavior toward or language to peers
- cheating in schoolwork, plagiarism, falsifying school documents, forging parents' or teachers' signatures or deliberately making false accusations
- misuse of school books, materials or equipment [Note: student/parents are responsible for proper restitution or correction of damage]
- willful destruction or defacement of school, church and/or personal property  
[Note: extreme cases may be met with higher consequences]
- failure to report to assigned detention
- multiple repeated minor code of conduct violations
- inappropriate interaction among students (sexual humor, lewd comments and inappropriate contact)
- Violation of state law, local ordinance, safety or fire codes and laws pertaining to civil disobedience inside or outside of Tyburn Academy.
- bullying, cyber-bullying and harassment of any student or staff (see pg.8)

#### **Serious Violations That May Result in Immediate ISS, OSS or Expulsion (and police involvement where appropriate)**

- extreme use of profane or obscene language, bullying, sexual harassment that result in physical or emotional harm.

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- perusal, possession and/or creation of pornography (this includes downloading pornographic or other offensive information from the internet)
- distribution or possession of any drug-related paraphernalia or information regarding drugs and their use (e.g. photos, song lyrics, books, tee shirts, etc.)
- possession of illegal or dangerous weapons [Note: extreme cases may be met with higher consequences]
- smoking on school grounds/possession of tobacco, smokeless tobacco, including and not limited to E- Cigarettes, Vape and Juul paraphernalia.
- truancy, which may include a violation of compulsory attendance laws, leaving school grounds or being absent from class without school and/or parental approval
- stealing
- extreme, willful destruction or defacement of school, and/or personal property persistent disregard of school rules, policies and/or expectations.
- persistent disregard of school rules, policies and/or expectations.

### Conduct and Consequence Simplified Chart

<b>Conduct</b>	<b>Penalty Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Act of Violence	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Arson	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Bomb Threat	Minimum	Expulsion	N/A
Threat involving Bodily Injury	Minimum Maximum	Suspension Expulsion	Expulsion
Threat involving Death	Minimum	Expulsion	N/A
Cheating	Minimum Maximum	Detention Suspension w/ parent conference	Suspension w/ parent conference Expulsion
Chronic Violation of School Rules	Minimum Maximum	Parent conference Expulsion	Suspension Expulsion

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Destruction of Property	Minimum Maximum	Detention and liability for damages Suspension and liability for damages	Suspension and liability for damage Expulsion and liability for damage
Drug or alcohol violation	Minimum Maximum	Suspension Expulsion	Expulsion
Extortion	Minimum Maximum	Suspension Expulsion	Expulsion
False Alarm	Minimum	Suspension	Expulsion
Forgery	Minimum Maximum	Detention Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal Warning Suspension	Suspension Expulsion
Insubordination	Minimum Maximum	Detention Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Parking Violation	Minimum Maximum	Warning Suspension	Parent Notification Expulsion
Plagiarism	Minimum Maximum	Detention Suspension	Parent Conference Expulsion
Possession of an explosive	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of a Weapon	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Sexual Harassment	Minimum Maximum	Verbal Warning Expulsion	Suspension Expulsion

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Tardy	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Threat to Well-Being	Minimum Maximum	Suspension w/ Evaluation Expulsion	Suspension w/ Evaluation Expulsion
Theft	Minimum Maximum	Detention Suspension	Suspension Expulsion
Tobacco or Smoking Device Violation	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Trespassing	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Truancy	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Vandalism	Minimum Maximum	Detention and liability for damages	Suspension and liability for damages Expulsion and liability for damages
Vapor Products	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Violation of Technology Policy	Minimum Maximum	Verbal Warning Expulsion	Suspension Expulsion

### **Detention**

Detentions may take place during lunch time, after school or on Saturdays. Unless otherwise specified, a detention is a time when the student should reflect on the behavior that has placed him in that situation. Students may be assigned work helping in and/or outside of the building. Students may be given a written assignment, given time to complete homework, work one on one with a teacher, or he/she may be assigned community service outside of the building.

Detention will be served on the day assigned by the Tyburn faculty. (Typically assigned 24 hours after the incident to allow home contact). In case of a conflict with an event outside of school, the parent/guardian may request that the detention be scheduled on another day. Ultimately, however, the student must work around the schedule of the teacher who assigned the detention. A conference with parents may be requested by the teacher.

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### **In-school Suspension:**

During this time, the student will not be allowed contact with peers in school, to participate in dress up days or attend after school and evening activities. For the suspension days students will not be allowed to attend clubs, sports or extracurricular activities. Students who do not adhere to these guidelines will merit an out-of-school suspension. The student will participate in a detailed evaluation of his or her behavior with the school administration. The length of in-school suspensions depends on the severity of the violation as determined by the administration.

### **Out-of-School Suspension:**

The length of suspensions will be dictated by the nature of the infraction. Students will not be allowed to return to school until parents have had a conference with the Tyburn administration. A second out-of-school suspension will be grounds for expulsion pending the decision of the administration. A third suspension in the same academic year will result in automatic expulsion.

### **Behavior Contract and/or Professional Counseling:**

Students who have major or serious conduct violations may be required to sign behavioral contracts and/or seek professional counseling in order to remain enrolled at Tyburn Academy.

### **Drug Testing Policy**

If deemed appropriate by the Tyburn Academy Administration, a student may be required to go for drug testing and/or counseling at the parent/guardian's expense. The results of such procedures must be submitted to the school. Any use of illegal drugs or alcohol is a major code of conduct violation.

## III. SCHOOL POLICIES

### **ADMISSIONS**

Tyburn Academy admits students without regard to race, color, religion, sex, national or ethnic origin to all the rights, privileges, programs and other activities generally accorded or made available to students at the school. This includes educational policies, scholarship programs, athletics and other school administered programs. Regarding liturgical functions, Tyburn Academy follows all of the guidelines of the Roman Catholic Magisterium.

Successful completion of the previous academic year or semester is expected. A student's academic, disciplinary and attendance records will be requested upon his or her application to Tyburn Academy. A student's previous school record will be utilized in determining whether the Academy can meet his or her needs. A parent/child interview with the admissions committee is required. The right to accept or deny admission to any applicant is reserved to the admissions committee based on its assessment of the individual's application.

### **ATTENDANCE/ABSENCE/TARDINESS**

Attendance is an important part of a student's academic record. **Often college admissions boards will review the attendance of a student during the admissions process.** Good

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attendance practices indicate that a student is motivated, responsible, and willing to learn. Tyburn Academy adheres to strict attendance policies, which are detailed below.

### Late to School

- Students are considered to be late if they are not present in homeroom at 7:50 dressed in full uniform and prepared to start the day. The warning bell will ring at 7:48 and the late bell will ring at 7:50.
- If a student is tardy, he/she must report immediately to the office and get a pass for class. Upon arrival, students who are late must bring a note from the parents containing the date, the reason for the lateness, and the parent signature.
- Students will receive a detention once they have been tardy three times or at the discretion of the administration. More significant consequences can also be assigned if student attendance expectations are not being met and persistent tardies are accumulating.

### Late to Class

- Students must arrive to class prepared and on time. A two minute passing time is provided between classes to ensure prompt arrival at each class.
- If a student is tardy, he/she must get a late pass from the staff member they were with (excused) or report immediately to the office and get a pass (unexcused).
- Students who are tardy to class three times within a week will receive an after school detention. More than 2 minutes late to class will be considered cutting class.

### Excused Absence

- The parent or guardian of a student who will not be in school is to **call the school between 7:30 a.m. and 8:00 a.m.** A member of the office staff will notify parents if a student is absent and the school has not been notified.
- On the day that the student returns to school, he/she must present a dated note to main office personnel, which has been signed by the parent or guardian. New York State Law requires this note. The note needs to include the date(s) and the reason(s) for the absence.
- Under New York State Education Law absence/tardiness to school shall be excused *only* for the following reasons, which must be recorded in a written note from the student's parent or guardian by the following school day.
  - Illness of student*
  - Serious illness or death in the student's family*
  - Serious illness or epidemic disease in the household where the student resides*
  - Medical or dental appointments. We request that all efforts are made to make after school appointments. **Students arriving late or leaving during school hours for such appointments will be required to bring a note from the medical office stating the time of the appointment and parents must sign them out in the main office.***
  - Religious observance*
  - Required court appearance*
  - Impassable roads*
  - Other educational activities as determined by the faculty of Tyburn Academy*
- A student who is absent from school for reasons other than listed above is considered truant.

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- The student has the responsibility to contact each teacher to make up class work, assignments and tests. **The make-up work is due within the specified time limits as set by each teacher. Since class participation is part of a student's grade, frequent absences may negatively affect performance.**
- Students must be in attendance for at least seven (7) academic bells in order to attend any school sponsored event, subject to the discretion of the administration.
- If a student is truant, he/she may not receive credit for any missed work, and he/she will not be given the opportunity to make-up that work.
- **Parents will be asked to attend a meeting with administration for excessive absences. Absences in excess of five per quarter or twenty per year will place the student in academic jeopardy, and he/she may not earn course credit or qualify for graduation.**
- **In the case of prolonged illness a doctor's excuse must be submitted on the first day the student returns to classes.** While the student is absent, parents should request the school to send study assignments to the student.
- **Serious attendance issues may also affect the student's continued enrollment at Tyburn Academy.**

### Early Excusals

**All students** must have written parental permission to leave school before dismissal at 2:45 pm regardless of age or mode of transportation. Students who leave for an appointment, are asked to return with a note provided by that office.

### Illegal absences

We are required by New York State law to record all illegal absences (as listed above) and note them on the students' permanent records and transcripts. These may result in administrative action or consequences determined by the principal. The school calendar will aid parents and students in planning family business and vacations to coincide with days on which school is not in session. Parents should plan vacation and/or trips only at school scheduled vacation times. Students may be denied credit for courses for excessive illegal absences.

When a student misses school for a scheduled event, they are required to contact the **administration and their teachers five days in advance**. In such instances of absence, school assignments must be made up and turned in to teachers on the day of the return to school. Tests may be made up at the teacher's discretion.

Students must bring a written request from parents in order to leave school for an appointment at a specific time. Students must be picked up at the school office. **Students leaving school early must be picked up by their parents or guardians and signed out in the main office.** Students who drive themselves to school may not leave school grounds without prior written permission from their parent for an valid excused absence (see excused absences pg 13).

Students who leave school grounds in their own vehicle without written permission are considered to be cutting (see below).

### Physical Education Policy

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Students who miss more than one P.E. class will be given a written assignment to make up missed class time.

- Athletes who are in season may be exempt from the above policy.
- Students who have a doctor's excuse for extended P.E. absences will be given assignments to equal time missed.

### Cutting and truancy

Cutting is defined as a student's failure to attend an assigned class or study period. This is a major conduct violation (see page 10).

### **DROP-OFF AND PICK-UP**

Parents and students should use the south entrance by the street entering the loop for drop-off and pick-up. We request that parents do not drive through the parking lot at this time.

- Students arriving after 7:50 am should enter using the north entrance and report directly to the main office.
- Student drivers are expected to abide by all local traffic laws and consider the student code of conduct when driving to school. Students must park in the designated student parking area. Failure to abide by these expectations will result in the revoking of a student's right to drive to school being revoked, and it could also result in disciplinary action being taken.
- Please do not park in the fire lane on the north end of the parking lot.

### **CAFETERIA SERVICES**

Tyburn Academy does not provide meals. Students should bring their own lunches, drinks and eating utensils. Lunch is eaten in the designated lunchroom. Delivery of fast food or pizza is not permitted for lunch without prior faculty approval. **Students are expected to maintain kitchen cleanliness.** Due to health code regulations students may not store food, utensils or containers in lockers, cupboards or refrigerator overnight.

### **UNIFORM CODE**

One purpose for a dress code is uniformity. A dress code takes the focus away from self and redirects it towards the things around us that deserve our attention.

Tyburn Academy promotes the intellectual and moral development of the student through policies and rules that encourage virtue. In the case of a dress code, several Christian virtues are exercised: modesty, humility, obedience and simplicity. Students, therefore, are expected to undertake the spirit and the letter of Tyburn Academy's standard of dress.

Should a student choose to disregard school dress policy, parents will be notified to bring the proper clothing to the school. Violation of the dress code policy will result in disciplinary action. Students are expected to stay in complete uniform during the school day.

In regard to personal appearance and uniforms, the judgment of the faculty is final as to what is proper.



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As long as a student is on school grounds, he or she must wear the uniform properly and completely. After school, any change into civilian clothing must be modest and appropriate as deemed so by the administration.

**Any and/or all teachers and staff are authorized to challenge and/or correct dress code violations.**

### **Girls - Regular School Day**

- Solid navy, brown, or black conservative, leather low-heeled shoes (No moccasins including Sperry or similar, sneakers including HeyDudes or similar, canvas shoes, boat shoes, cowboy boots, shoes with a white sole similar to sneakers, etc.)
- Khaki Uniform Pants or navy knee-length skirt (Flynn & O'Hara)
- If wearing a skirt, navy knee-high socks or navy tights must be worn. The skirt must be knee length. Leggings or pants rolled up under skirts are not permitted.
- Long sleeve or short sleeve white button down collar Oxford shirt
- Navy vest or navy pullover, or cardigan w/logo (Flynn & O'Hara)
- During summer months (generally April to the end of September), students may wear a blue polo with Tyburn crest with khaki pants or a white polo shirt with uniform skirt

### **Boys - Regular school day**

- Solid navy, brown, or black conservative, leather low-heeled shoes (No moccasins including Sperry or similar, sneakers including HeyDudes or similar, canvas shoes, boat shoes, cowboy boots, shoes with a white sole similar to sneakers, etc.)
- Dress socks (full ankle-covered socks)
- Khaki pants or Dockers (no cargo pants)
- Solid black or brown belt
- Long sleeve or short sleeve white button down collar Oxford shirt
- Navy blue vest w/logo (Flynn & O'Hara) or navy pullover (Flynn & O'Hara) or cardigan w/logo (Flynn & O'Hara) or navy blazer
- Neck-tie or bow tie
- During summer months (generally April to the end of September), students may wear a blue polo with a Tyburn crest

### **Personal Appearance and Proper Dress**

- All uniform items must be serviceable and must fit properly.
- The uniform white button down collar oxford shirt is to be neatly pressed and worn each day. Oxfords must be of sufficient length to stay tucked into skirts or slacks. Sleeves may not be rolled. Students who are warm have a choice of wearing a short sleeve white button down shirt.
- If a t-shirt is worn under the white shirt, it must be plain white. No colored trim or logos are permitted.
- No unauthorized hoodies, coats, jackets, sweatshirts, fleeces, hats, boots, scarves or gloves are to be worn during the school day. Students will be asked to remove unauthorized items and those items can be collected from the administration at the end of the school day.

## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

- No ripped or worn clothing is permitted at any time. All clothing must be clean, neat and Tyburn appropriate and may not advertise controversial topics including but not limited to alcohol, tobacco, drug use etc.
- Hair color for girls and boys must be of a natural tone.
- Girls can wear conservative and tasteful jewelry, make-up and hairstyles that are appropriate for school.
- Boys are expected to have neat, short, conservative haircuts. Hair must be cut so that it does not hang down into the eyes and does not extend over the ear or shirt collar in the back. Sideburns can come to the bottom of the ear or shorter. No mustaches or beards are allowed. Boys must be clean-shaven each day
- Boys are not permitted to wear bracelets, earrings, and neck chains except for religious medals and scapulars.
- Caps and/or hats may not be worn in the building at any time.
- No visible body piercings, or tattoos are allowed.

### **Physical Education (both boys and girls)**

- Sneakers with laces
- Athletic socks
- Appropriate, modest athletic shorts or pants
- A Tyburn issued t-shirt or other appropriate shirt
- Appropriate cold weather clothing should be worn when necessary

### **Dress-Up Days:**

Dress up days are an opportunity to wear personal clothing in place of the school uniform; however, all rules pertaining to jewelry, make-up, hair styles, and modesty apply. The faculty reserves the right to request a change of clothing to any student who ignores these guidelines.

#### ***Girls***

- Dress shoes (no sneakers, stilettos or flip-flops)
- Knee-length skirt, dress, or loose-fitting pants with a modest top (camisoles or tees must be worn under shirts with v-neck or plunging necklines)
- Leggings must be covered by appropriate length tunic or dress.
- No hats

#### ***Boys***

- Dress shoes
- Slacks with dress shirt and tie
- No hats
- No polos

### **Jeans Days**

Students may wear jeans with an appropriate, modest shirt or sweater. Students may not wear ripped clothing of any kind, including jeans.

### **Dress-Down Days**

Students may wear any modest clothing including shorts, jeans, sweatpants, dresses, etc.

## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

### **Game days**

On home games, students may wear jeans and their jersey.

On away games, students have a dress-up day.

If Mass at St. Mary's is scheduled for a game day, students must wear full uniforms

### **Concerts and Events**

Students must wear full dress uniforms for all concerts and events unless told otherwise by teachers or administration.

### **Dances**

Girls must abide by modesty standards, including appropriate dress length, conservative neckline and . Girls are not allowed to wear low-back dresses or strapless dresses. Boys must wear dress pants and a dress shirt.

### **Graduation and Awards**

All graduating seniors and exchange students must be dressed appropriately as follows:

- Girls must wear a conservative, knee-length dress or skirt, and dress shoes
- Boys must wear a long-sleeve dress shirt with conservative tie, dress trousers and dress shoes
- No casual pants, khakis, sneakers or casual shoes

## **EMERGENCY PROCEDURES**

### **Student Illness or Accident**

Parents must fill out an emergency contact/consent form prior to the first day of school. This form will be kept in the student's permanent file. Should an accident or injury occur, procedures on the parental consent form will be strictly followed. Parents are encouraged to keep a copy of this form for their own records. Please note that there is only a part-time nurse on staff and a full-time on-call nurse at Tyburn Academy. In all cases, a member of the Tyburn Academy staff will attempt to establish parental contact before any action beyond minor first aid is taken. Unless otherwise specified, students with life-threatening conditions will be transported via ambulance to Auburn Memorial Hospital.

### **Inclement Weather**

Tyburn Academy will close if the Auburn Enlarged City School District declares its schools to be closed due to weather. This includes emergency closings that occur after school has opened. If a student's local school district is closed due to weather, s/he will not be expected to attend. However, if a parent or guardian judges area roads to be passable, every effort should be made to find private transportation for the student.

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### **School Closure Information**

A text message and phone call will be made to all parents, staff and students who have signed up to receive alerts. In addition, radio and television stations which will broadcast Auburn school closing information are: WHEN, WNTQ/WNDR, WMBO/WPCX-FM, WSYR/Y94-FM, WSTM (Channel 3), WTVH (Channel 5), WIXT (Channel 9).

### **EXCHANGE STUDENTS**

To encourage diversity at Tyburn, parents are invited to host an exchange student for the school year. The administration reserves the right to make the final decision on the placement of exchange students. Any family who hosts an exchange student receives all 1500 Bridge Tuition points and a 50% discount for their 1st child's tuition.

### **FIELD TRIPS**

Students may have the opportunity to go on a field trip throughout the school year. Participation in this event requires permission from the staff, the parents, and the principal. The school reserves the right not to allow a student to go on a field trip if they are missing significant work in other classes, or as a behavior consequence. All class work and homework missed is the responsibility of the student and he/she must make up the work upon his/her return from the trip.

### **GRIEVANCES**

The smooth running of Tyburn Academy depends on the interpersonal communication among the faculty, students, parents and the general public. In all conversations, as well as written communications, faculty, students and parents should strive to express themselves with charity and diplomacy, focusing particularly on justice and patience.

A) In the event of a grievance **the following is the proper order for a student to address the situation:**

1. Speak directly to the teacher or students involved
2. Speak to the administration

B) In the event of a grievance **the following is the proper order for a parent to address the situation:**

2. Speak directly to the teacher involved
3. Speak to the administration

**Note: never directly address another student about a grievance**

### **HEALTH SERVICES**

Basic health services are partially provided by the Auburn School District. A part-time nurse at Tyburn is also on staff, providing services as needed. Students who feel unwell must report to the office and once the severity of the illness has been determined, a parent will be notified by the school nurse or staff. In extreme cases, 911 will be called prior to parent contact as deemed necessary by the school nurse or staff. Students may not use personal cell phones to contact parents for pick up without permission. It is important that all injured or ill students notify the office first.

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### **Immunization and Physicals**

All immunizations must be up-to-date upon entering Tyburn Academy. Physicals are required by law and may be done by one's personal physician or through the Auburn School District. **All students attending Tyburn Academy must be current and in compliance with NYS immunization laws.**

Sports Physicals: All students participating in a Tyburn sport must have a current and up-to-date physical on file in the office. A sports physical is good for one calendar year.

### **Medication**

Students may take medications at school only with proper written authorization from a parent/guardian **and** physician to do so.

**All Medication, both prescription and nonprescription, must come to school in the original container. Parents are required to give the medication and instructions to the principal or nurse. **The school is not allowed to give students any sort of medication, even things such as aspirin, without written authorization from the parent/guardian and physician. Verbal permission given over the phone is not sufficient authorization.****

When a student must carry an inhaler or an EPI Pen at school, his or her doctor should indicate this in writing, and the parent must take responsibility for bringing the medication to school. Inhalers and EPI PENS must be kept in the student's possession or in the school office at all times. EPI Pens and inhalers should never be left in an unlocked locker or in an unattended bag.

Under no circumstances should students accept any medication from or give medication to other students.

### **LIBRARY / COMPUTER ROOM**

Students are not permitted in the library or computer room without a teacher or member of the faculty. All books and materials must be signed out. Failure to do so will result in a fine.

**\*\*ALL STUDENT PRINTING SHOULD BE DONE AT HOME**

### **ELECTRONIC DEVICES/LOCKERS/DESKS AND PRINTING**

**Use of all electronic, media or communication devices which include, but are not limited to, CELL PHONES, TABLETS, SMART WATCHES OR SIMILAR, are not prohibited during school hours.** These devices must be turned off **upon entering** school and kept in locker or backpack throughout the school day. If a student uses these electronic devices during the school day, the following procedures will be enforced.

**Please note the following consequence for use of cell phone/electronic device:**

**First offense** – The cell phone will be taken to the office, and administration will be notified.

**Second offense** – The cell phone will be taken to the office, and the administration will be notified. The phone must then be retrieved by a parent.

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**The student will receive after school detention.**

**Third offense** – The cell phone will be taken to the office, and the administration will be notified. **Parent/student conference with the administration, student review and assessment by administration. Students may be required to check their phone into the office at the beginning of every school day and pick it up after school or other plan deemed appropriate by administration.**

**The administration has the right to check all electronic devices, call records, messages and searches without a parent present if the above policy is violated.**

### **Student Printing**

All student printing must be done at home. Students will not be permitted to give a thumb drive to faculty or staff members for printing. This is to protect our technology systems from viruses or other detrimental computer issues or attacks. Students may submit papers/assignments to their teachers via Google Docs or email.

### **Lockers**

Parents and students should note that student lockers are considered to be the property of Tyburn Academy. Under New York State Education Law, the staff of Tyburn Academy retains the right to search any locker at any time for any reason. Students are expected to keep their lockers clean and organized at all times. Tyburn Academy is not responsible for items stolen or damaged. Tyburn will supply locks upon request or a student may bring in his/her own lock; however, the administration must be given a copy of the combination and/or key. Food or drink is not to be left in lockers overnight.

### **TYBURN PARENT ORGANIZATION (TPO)**

All parents/guardians of Tyburn Academy students are expected to be involved in the life of the school. Specifically, they should monitor their child's study and progress, and attend evaluations and parent/faculty meetings. Parents are also expected to help with school fundraising activities and T.P.O. events on a regular basis.

### **PARTICIPATION IN RELIGIOUS EXERCISES**

#### **Prayer**

As a Christian school, we begin each class period with a prayer. At times scripture reading, recitation of the Psalms and praying for personal intentions may be used. Each student is invited to participate.

#### **Mass and Retreats**

Mass is celebrated on a regular basis in the school chapel during the school day. All students at Tyburn Academy are required to attend Holy Mass. Non-Catholics are expected to attend in order to receive the ethical and moral teachings for all present.

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During the school year, interested Catholic students may receive training as altar servers and lectors.

Retreats are given each year to foster spiritual and moral growth. Students who are absent on retreat days without a doctor's note will be expected to complete a written assignment given by the administration and the Theology team.

### **SERVICE REQUIREMENT**

All students of Tyburn Academy must complete a minimum of 20 hours of volunteer community service per year. Community service record sheets are provided and should be kept current throughout the year. Signed and completed service hour sheets must be returned yearly by the assigned date in May.

**\*\*COMMUNITY SERVICE IS A GRADUATION REQUIREMENT. REPORT CARDS AND TRANSCRIPTS WILL BE HELD UNTIL HOURS ARE COMPLETED. STUDENTS WHO HAVE NOT COMPLETED SERVICE HOURS HAVE NOT MET GRADUATION REQUIREMENTS.**

### **SOCIAL LIFE**

Friendships and strong, wholesome relationships with others are important aspects of human life. Tyburn Academy encourages friendly, virtuous, interpersonal relationships among its students.

We believe that relationships between members of the opposite sex should be marked by the highest qualities of human friendship and Christian charity. Students will refrain from interpersonal relationships which involve amorous public displays of affection at any Tyburn function.

### **TEXTBOOKS AND SUPPLIES**

Students are expected to take proper care of all textbooks. Covers are required on textbooks. Writing in textbooks and other defacement/destruction is considered a violation of the code of conduct and will be dealt with accordingly (see Discipline: Code of Conduct). Students may be required to purchase some materials used in their classes.

### **TITLE IX**

Tyburn Academy adheres to the tenets of Title IX: No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program.

### **TRANSPORTATION**

#### **Automobiles**

Permission may be given to licensed students to drive motorized vehicles (cars, motorcycles, mopeds, etc.) to school. Proper paperwork must be completed and handed in to the office. **The speed limit in the parking lot is 10 m.p.h.** Violations of speed/safety will result in students being denied student parking.

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- Students should park in the designated student parking area.
- Students should never park in the fire lane at the north end of the parking lot.

### **Bicycles**

Students may ride bicycles to school. Since theft is an ever-present possibility, the bicycles should be kept locked. Tyburn Academy is not responsible for theft or damage to any bicycles.

### **Busing**

Students who are eligible for busing from their school district may collect an application from the Tyburn office or their district transportation office for the next academic year. This application must be submitted to the student's home school district transportation department. Details and deadlines for submission will be indicated on the individual busing request form. Students not needing bus transportation any day are required to inform their transportation office immediately.

Student conduct on buses is expected to comply with Tyburn Academy standards. Complaints submitted to Tyburn Academy by school district busing personnel will be met with parental notification and appropriate disciplinary action.

## **TUITION AND FEES FOR 2023-2024 SCHOOL YEAR**

### **HIGH SCHOOL (Grades 9-12)**

#### **Tuition:**

1<sup>st</sup> student \$6500\*\*(see “Bridge Tuition Program”)  
Each additional student’s tuition is reduced by half.\*

### **JR. HIGH SCHOOL (Grades 6-8)**

#### **Tuition:**

1<sup>st</sup> student \$4500\*\* (see “Bridge Tuition Program”)  
Each additional student’s tuition is reduced by half.\*

#### **BOCES Student Tuition:**

A student enrolled at Tyburn and attending classes at BOCES for part of the day - \$4550\*\* (see “Bridge Tuition Program”)

**\*Multiple Child Discount** – Families with more than one child enrolled at Tyburn Academy may choose to waive part or all of the multi child discount. Any amount paid above the discounted tuition will go into a tuition assistance account to be used to help another student/family who is unable to pay full tuition. The “donated” amount can be used as a tax deduction. This plan will help support enrollment. We appreciate the compassion for those who wish to attend Tyburn Academy, but may not be given the opportunity otherwise.

**Non Refundable Registration Fee gr. 7-12 –** Registration fee is due by June 1<sup>st</sup>

Student registration: \$50 pers student



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**\*\* Bridge Tuition Program 6-12** – add \$1500 to all tuition – see Bridge Tuition Program below.

### Additional Fees:

- Additional fees may be assigned for AP classes, graduation, student activities, etc.
- Students may be responsible for purchasing supplies for some courses.

### **TUITION AND FEES**

Tuition fees are established on a yearly basis and are subject to change. A payment plan must be arranged by each family prior to commencement of the school year. Grades, transcripts and diplomas will be issued **only** to those whose payments are current. Failure to pay all tuition fees may also jeopardize continued enrollment.

Applications for financial aid/tuition assistance may be requested from the business office at Tyburn Academy.

### **Tuition Policy**

Parents are contractually responsible for a full year's tuition and fees. If a student is unable to complete a school year for any reason, the Board of Directors will determine the financial obligations still owed to the school.

If tuition payments and fees are not paid up to date at the time report cards are issued each quarter, then grades will be withheld until payment is received. All accounts, both tuition and fees, must be cleared before the last day of school, or students will not receive grades or transcripts.

### **Bridge Tuition Program**

Tyburn Academy is an Independent Catholic School chartered by the NY State Board of Education. Tyburn is committed to providing an affordable education to all accepted students regardless of financial need. This is reflected in our tuition, which is the lowest of any private school between Syracuse and Rochester. We do not receive funding from outside sources. We rely solely on tuition, generous benefactors, and fundraisers to meet the demands of our budget, and we continue to meet this challenge by creating a budget that involves prudent spending choices without jeopardizing our students' education. We acknowledge and respect the sacrifice that students, parents, and teachers make and are blessed to have those who believe in our mission and are willing to support us. In this mission we cannot simply rely on tuition to meet all of our needs. We must all take an active role in our fundraising efforts to "bridge the gap" between tuition and the cost to educate each student. Together we can continue to achieve our mission of serving Christ through the education of our children.

Our families must be committed to full participation in all fundraising opportunities throughout the school year (July 1 – June 30 each year). These efforts will help Tyburn to bridge that gap in the cost of educating each student. Families will earn "Bridge Tuition

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Points” for participation. There are many opportunities for you to earn these points which include volunteering your time and talents towards the planning and organization of these fundraisers. “Many hands make light work.” If your circumstances do not permit you the option of participating in these fundraisers you have the option to bridge the gap yourself by paying your Bridge Tuition up front.

### **BENEFITS**

**By actively participating in your child’s education we have found that this program:**

- Builds a community at Tyburn that is an extension of your family.
- Builds School Pride & Spirit
- Builds friendships that last a lifetime
- Builds a support group in your role as the primary educator of your children
- **Keeps Tyburn sustainable!**

*“I can do things you cannot, you can do things I cannot; together we can do great things.”*

*–Mother Teresa*

### **Sports Policy**

A fee will be assessed for participation in all Tyburn sports. Your fee can be deferred with your volunteer hours during the sports season. All parents of an athlete must volunteer. Parents must attend a mandatory sports meeting at the beginning of each sports season.

### **Sports Fees**

Sports teams affiliated with other school districts might require a fee to that school district. The cost associated with all sports programs is very high due to league fees, officials’ fees, equipment and transportation. To help offset these costs from the operating budget, there will be a requirement to participate in fundraising activities for each particular sport. There will also be an opt-out payment for each sport.

### **VISITORS**

Tyburn Academy is private property and all visitors need permission to be on the campus or in the building. All visitors to Tyburn Academy are to report to the main office upon entering the building. Visiting students must attain permission from the school administration to attend classes no less than 24 hours in advance of their visit.

## **IV. SCHOOL ACADEMIC PROGRAM AND POLICIES**

### **ACADEMIC POLICIES**

- Students who fail an academic class are encouraged to attend summer school. If a student is successful in the summer school class, he/she can advance to the next course level. Students not attending summer school should repeat the course the next year.

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- Students who feel they are at risk in any course, should communicate with the teacher immediately. Students and parents should communicate concerns with teacher, guidance office and principal as they arise.
- Students who are failing a class at progress reports will not be allowed to participate in Tyburn sports until they achieve a passing grade in every class or make an improvement contract at the discretion of the administration.

### COMPUTER USE AND INTERNET ACCESS

In order to protect school equipment, the following policies govern the use of the computers. Students will forfeit the privilege of using the computers by any breach of these rules.

- Computers and Chromebooks must be used for academic work. They are not available for playing games, writing letters or other personal use.
- Students may not access the programs on the hard drive or interfere in any way with the computer operating system.
- Work will be saved in each student's school Google account on our school network.
- No food or beverages may be brought into the vicinity of a computer.
- Use of computers by a class for instruction always takes priority over individual use. Other students may be asked by a teacher to leave if the computers have been reserved for class use.
- Students who wish to use the computers after school must obtain permission at the main office prior to the end of the school day and must be supervised.
- Personal laptops are prohibited at Tyburn Academy unless allowed by special education modifications or with administrative permission.
- All student printing must be done at home.

### DROPPING A COURSE

Students may request to drop a course during the first four weeks in which that course is in session; however, students must attend the class in question for a full week for full time classes and two (2) weeks for part time classes before they request approval to drop the class. Approval may be granted at the discretion of the academic board. Prior written approval from the administration, parent and teacher is required. Students must advocate for themselves and clearly indicate reasonable and substantial reasons for a change.

### GRADING AND TESTING

Quarterly report cards will provide guidance for parental action. Student academic progress can be tracked on MSP or through consistent communication with teachers. Tyburn Academy is a Regents Chartered school, as approved by the New York State Department of Education. All Regents testing will be administered by Tyburn staff and faculty in the Tyburn Academy school building.

The teacher will determine grades for each subject. Tests, quizzes, homework and participation are considered with differing value when determining a grade. In all cases, below 65% is a failing grade and the student who fails must repeat the course to earn credit.

### Honor criteria for admittance and retention for honors classes or projects:

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1. Higher level work assigned by teacher, over and above regular expectations
2. Assignments done on time
3. Average 90 or higher on tests or final grades
4. Voluntary participation in teacher initiatives for the class

**Honors designation will be marked on the student's transcript.**

### **Honor roll**

To receive honor roll status for a marking period, a student must be passing all of his or her courses and have an overall grade average between 85% and 92%.

### **High honor roll**

To receive high honor roll status for a marking period, a student must be passing all of his or her courses and have an overall grade average of 93% or higher.

## HOMEWORK

### **Homework Assignment Completion**

Homework is an important ingredient in Tyburn Academy education. It involves student preparation of materials upon which instruction for the following day depends. Students are to expect daily homework and frequent quizzes.

Failure to do homework may result in a lower grade and after school detention. Parent/teacher conferences may be requested after the occurrence of several missed or incomplete assignments.

### **Plagiarism**

Plagiarism is defined in the Random House *American College Dictionary* as "...copying or imitating the language, ideas and thoughts of another author and passing off the same as one's original work." Tyburn Academy students are expected to refrain from all types of plagiarism. In doing so, students are expected to submit original work for all assignments, including homework, laboratory reports and examinations. Proper citations must be used if the work of another author is used in a written assignment. **Plagiarism is considered to be a major code of conduct violation and will lead to students receiving a zero for the assignment and serving detention. The student must then complete the assignment for zero credit.**

**NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY** Criteria listed below will be used to determine eligibility for membership in the Rev. Albert J.M. Shamon Chapter of the National Honor Society and the National Junior Honor Society:

An eligible student must have a cumulative average of 90 % to be offered an application. Only the average grades earned at Tyburn Academy or at another accredited school will be used in computing the cumulative average.

- a. The NHS standards of Scholarship, Leadership, Character and Service must be evaluated and met.
- b. An eligible student must have attended Tyburn Academy for one full year prior to NHS selection.

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- c. A faculty council will review the application of the candidate to be considered for induction, and will monitor maintenance of National Honor Society standards.
- d. Students who transfer into Tyburn and have been members of the National Honor Society of their previous school may be eligible for inclusion into Tyburn Academy after application and Tyburn review.

### PARENT/TEACHER CONFERENCES

Parents and faculty should meet on a timely basis to evaluate the academic progress of students. Report cards are mailed home at the end of each quarter. The school encourages maximum parental involvement in the work of the student. Teachers are available to meet with parents on an appointment basis. Please call or email the teacher for appointments.

### TRANSCRIPTS

For Tyburn Transcripts:

- Course grades will be recorded on a transcript for each year of high school.
- Tyburn credit toward graduation will be awarded from home school courses that are verified by a home school program. Courses will be designated home school (HS) on transcript.
- Home school grades will not be averaged in a student's cumulative average.
- Cumulative average will be based on Tyburn Academy course work only (or other accredited private or public Regents-chartered high school course work.) Remedial courses will not be averaged into a student's cumulative average.
- Transcripts may be forwarded upon parent/student request if there is no outstanding financial balance and if all administrative duties are fulfilled.

### VALEDICTORIAN/SALUTATORIAN

Criteria listed below will be used to determine the valedictorian and salutatorian of Tyburn Academy.

- The valedictorian and salutatorian are typically the two highest cumulative averages in the graduating class.
- Only students with an average of 92% or above will be considered. Other factors must also be evident.
- An eligible student must have attended Tyburn Academy for a minimum of his/her full junior and senior years in order to be considered for valedictorian and salutatorian.
- **A student who has not taken and passed Latin I will not be eligible for valedictorian or salutatorian.**
- The student must be enrolled at Tyburn Academy as a full-time student with a minimum of five (5) academic courses at the time of calculation.
- Only students receiving a NYS Regents Diploma with Advanced Designation are eligible.
- All high school credits must be acquired from Tyburn Academy or a NYS accredited high school or college.
- Exceptions to these guidelines will be evaluated by the administrative staff who will have the final approval of the valedictorian and salutatorian.

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- It is not mandatory for the school to designate a valedictorian or salutatorian on any given year.
- Students with severe disciplinary issues such as chronic absences, tardies or early dismissals, may be determined to be an unfit representative of our Tyburn community and therefore will not be named valedictorian or salutatorian.

### **Athletic Eligibility Policy:**

- Academic eligibility will be reviewed on a case by case basis. All student athletes are expected to remain in good academic standing. Effort, homework, test/quiz scores and overall attitude about academics will be considered in a review. Students will be reviewed when a teacher or staff member expresses concern related to a student athlete's academic performance.
- Ineligible students must attend scheduled games and sit with the team.
- Student athletes must be in attendance for at least seven (7) academic bells in order to play in a scheduled game on that day, subject to the discretion of the Administration.
- Sports practices and/or games will not excuse an athlete from a previously assigned detention.
- ALL TYBURN TEAM/TEAM MEMBERS MUST COMPLETE ONE GROUP COMMUNITY SERVICE PROJECT. Failure to attend such a project will result in an athlete's ineligibility to play in the next scheduled game, subject to the discretion of the Administration. This project will NOT count toward the overall 20 hours necessary to meet Tyburn's Community Service requirements.

### **TRAINING RULES AND TEAM DISCIPLINE FOR SPORTS**

Compliance with training rules is essential in order for student athletes to perform to their maximum ability without compromise to their personal health or team integrity. The following training rules will be in effect for the duration of a student's involvement with a particular sport:

- Team rules and regulations relating to practices, individual conditioning, game conduct and other team-related activities shall be established by the coach. These rules and regulations will clearly establish the coach's expectations for all team members.
- All team members must comply with such rules and regulations. The penalty for a violation of any of the team rules shall be determined by the coach and/or Athletic Director and/or Administration, and may result in dismissal from the team for the duration of that season or longer.

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### **SCHOOL ATHLETE DRUGS, ALCOHOL OR THEFT OF PROPERTY**

- In addition to team-specific rules and regulations, student athletes are prohibited from using, possessing, selling or distributing alcohol, tobacco, medications not prescribed by a physician or other controlled substances, and possessing paraphernalia (including but not limited to bong, pipes or bowls) for use with such drugs on school grounds, in school transportation, or at school-sponsored events.
- In addition, students will not steal school uniforms, money, equipment, or any school or personal property.
- Violations of these prohibitions will result in the following disciplinary actions: (keep in mind additional action will be taken not related to team sports. Please see the Code of Conduct)
  - a. **FIRST OFFENSE:** Immediate suspension for a length to be determined by the administration and coach. Additionally, the administration may make a referral to a priest/counselor or other services as a condition for reinstatement.
  - b. **SECOND OFFENSE:** The student will be removed from the team for the remainder of the season and further athletic eligibility will be determined by the administration and the athletic director.

### **CITIZENSHIP AND SPORTSMANSHIP**

Tyburn athletes are first and foremost Tyburn Academy students.

- One of the primary objectives of interscholastic programs is to promote sportsmanship and citizenship, but the expectation is **ALWAYS** Christian Courtesy! A Tyburn student participant represents his/her family, school and community. His/her conduct should be governed by a basic respect for any individual connected with the activity that he/she is engaged in. Therefore, students who are members of school teams assume the responsibility of being on their best behavior.
- Infractions for poor or inappropriate citizenship or breach of Christian sportsmanship will carry the following penalties:
  - a. **FIRST OFFENSE:** Consequences will range from an official warning to preventing the student from participating in one meet or event and assigning an after-school detention.
  - b. **SECOND OFFENSE:** Consequences will range from not allowing a participant to participate in or attend one meet or event and may include suspension for the remainder of the current season.
  - c. **THIRD OFFENSE:** Punishment may include suspension from the sport for a minimum of 25 calendar days. The 25 days begins the day of the next contest and

**TYBURN ACADEMY PARENT/STUDENT HANDBOOK**

carries over to the next season. Additional consequences may apply at the discretion of the Administration.

**DEFINITION OF SEASONS**

For purposes of this policy, the athletic season is defined as being Fall, Winter, or Spring, and shall encompass all practices, scrimmages, regular season contests, extra-league competitions, and post-season contests associated with a particular sport in a particular school year.



## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

STUDENT / PARENT CONTRACT PAGE

Parents and students have read the complete handbook and understand and accept all policies set forth by the Tyburn Administration and Board of Directors.

Signature of Parents and Students is required. **This form must be turned in to the main office by the first day of school.**

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Parent

Date

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Student

Date