

# TYBURN ACADEMY PARENT/STUDENT HANDBOOK

## I. GENERAL INFORMATION

### 1. MISSION STATEMENT

Tyburn Academy of Mary Immaculate provides a quality college preparatory education in the Catholic tradition. Students will be instructed in the classical liberal arts and sciences. The board and faculty share a unity of purpose with parents to foster the intellectual and moral development of students. Christian values are the foundation basic to all our endeavors and form the principles to which Tyburn Academy adheres.

### 2. 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.

### 3. SCHOOL COLORS

Blue and white

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### 4. SCHOOL MOTTO

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

### 5. 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 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.

### 6. 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.

### 7. COURSE OF STUDY

The curriculum at the high school level includes:

- English (literature, grammar, vocabulary, usage and composition)
- Math (algebra, geometry, trigonometry, pre-calculus and calculus)
- Science (Earth Science, Living Environment, chemistry & physics)

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- Social Studies (Global and U.S. History, Government and Economics)
- Catholic Doctrine and Theology
- Latin and Spanish
- Health, physical education, computer technology, choir, band and art
- An Honors component offered in many classes
- Electives: courses are available dependent on student interest and availability of qualified instructors.

The curriculum at the junior high level includes:

- Language Arts (literature, grammar, vocabulary, formal/informal writing and speaking) Honors English
- Math (mathematics, pre-algebra, algebra)
- Science (life sciences, physical sciences, environmental sciences, Earth Science & Biology)
- Social Studies (world history from stone-age to modern times with an emphasis on New York State history) Honors Social Studies
- Catholic Doctrine and Theology
- Latin
- Health and physical education, computer technology, choir, band and art
- Home & Careers

### 8. ACADEMIC (GRADUATION REQUIREMENTS/DIPLOMA)

#### 1. Tyburn Regents Diploma

	Units
English.....	4
Social Studies.....	4
Mathematics.....	3
Science.....	3
Latin.....	1
Electives .....	1.5
Health .....	.5
Fine Arts.....	1
Phys. Ed.....	2
Theology.....	4
TOTAL.....	24
(minimum)	

#### 2. Tyburn Regents with Advanced Designation

	Units
English.....	4
Social Studies.....	4
Mathematics.....	3
Science.....	3
Latin.....	<b>1or</b>
Language o/t Eng.(LOTE). 3 yr. seq.	
Health.....	.5
Fine Arts.....	1
Phys. Ed.....	2
Theology.....	4
TOTAL.....	24
(minimum)	

#### **NOTES:**

Transfer transcripts subject to credit evaluation.

Additional Diploma Options:

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1. “Regents Honors Diploma” (minimum score 90% on 5 required Regents exams.)
2. “Advanced Regents with Honors Diploma” (minimum score 90% on 8 required Regents exams.)

### Exams Required for Graduation

Regents Exam in English \*  
 RE in Global History & Geography \*  
 RE in U.S. History and Government \*  
 RE in Math \*  
 3 RE in Math \*\*  
 RE in Science \*  
 3 RE in Science \*\*  
 3 yrs in language other than English \*\*

\*Regents Exam which must be passed for graduation.

\*\*Regents Exam which must be passed by students taking the course to obtain an Advanced Diploma.

Honors courses and Advanced Placement courses offered to students who qualify academically.

Students completing a sequence of not less than 5 units of credit in career and technical education (CTE) or the arts may use this credit in place of 3 units in a language other than English (LOTE).

There are other ways to satisfy graduation requirements that will be considered when appropriate.

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

## 9. 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.

## 10. 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
- The school will be open from 7:30 – 3:00 pm

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- 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 contradicts the standards of behavior expected of a Tyburn student.** As a matter of school policy, corporal punishment is not exercised at Tyburn Academy.

The following is a description of terms as outlined below:

- a. Detention:** Requires a student to remain in a supervised work environment or classroom during the lunch period, after school or on Saturday for a specific violation of class, school rules or guidelines.
- b. In-school Suspension:** Removes a student from classes for a specified period of time (one-half to one full day).
- c. Probation:** A period of testing and trial for correction of inappropriate behavior.
- d. 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.
- e. Expulsion:** Removes a student from school permanently.

### SUMMARY OF CONDUCT VIOLATIONS

#### Detention

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Unless otherwise specified, a detention is a time when the student should reflect on the behavior that has placed him in that situation. This is not intended to be a study hall, and students will ordinarily not be allowed to work on class assignments or communicate with other students during any phase of disciplinary action.

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.

### **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; gum chewing
- roughhousing in halls or class
- 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 Saturday detention, 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

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- inappropriate interaction among students (sexual humor, lewd comments and inappropriate contact)
- bullying, cyber-bullying and harassment of any student or staff (see pg.8)

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

The following infractions will be met with in-school suspension on the next academic day. 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 extra-curricular 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 behavior with the school administration. Upon completion of this exercise, the student will be allowed to work on class assignments. The length of in-school suspensions depends on the severity of the violation as determined by the administration.

### **Violations meriting in-school suspension may include but are not limited to:**

- violation of a state law, local ordinance, safety or fire codes and laws pertaining to civil disobedience inside or outside of Tyburn Academy
- possession of fireworks, matches or other explosive materials
- extreme use of profane or obscene language
- disrespect for authority
- 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
- truancy, which may include a violation of compulsory attendance laws, leaving school grounds or being absent from class without school and/or parental approval
- harassment or bullying of any member of the Tyburn community [Note: extreme cases may be met with higher consequences]
- stealing
- willful destruction or defacement of school, and/or personal property [Note: extreme cases may be met with higher consequences]
- persistent disregard of school rules, policies and/or expectations

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

The following infractions will be met with out-of-school suspension, beginning the next academic day. 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

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conferenced with Tyburn administration. A second out-of-school suspension may be grounds for expulsion from Tyburn Academy. The decision of the principal and Board of Directors is final upon a second offense of this nature.

Violations meriting out-of-school suspension may include:

- possession or use of illegal or dangerous weapons
- possession, use and/or sale of drugs, narcotics, alcoholic beverages or other substance which could alter normal behavior
- arson, playing with fire, false fire alarm, bomb or bomb threats
- behavior inside or outside of school that contradicts the standard of behavior required of a Tyburn student
- physical attack or threat with obvious intent to harm any member of the Tyburn community
- extreme sexual harassment of any member of the Tyburn community
- extreme destruction or defacement of school, church and/or personal property
- blatant disregard for school policies
- sexual contact, solicitation or possession of items of a sexual nature (immediate suspension pending parent meeting).

### **III. SCHOOL POLICIES**

#### **1. 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. An entrance placement exam and 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.

#### **2. 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**



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

### **Tardiness**

Students are considered to be late if they are not present by the beginning of homeroom at 7:50 am. The warning bell will ring at 7:45 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.**

**Five tardies in one marking period are considered excessive. Students will receive a detention once they have been tardy five times or at the discretion of the administration. If the tardiness persists, a Saturday detention may be assigned to assist students in recognizing the importance of punctuality. More significant consequences can also be assigned if student attendance expectations are not being met and persistent tardies are accumulating.**

Attendance is taken in homeroom and at each assigned class and study period.

- 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.
- 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. Students who are tardy to class will receive an after school detention. Chronic tardies will result in a Saturday detention.
- 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.

- a. *Illness of student*
- b. *Serious illness or death in the student's family*
- c. *Serious illness or epidemic disease in the household where the student resides*
- d. *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.***

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*e. Religious observance*

*f. Required court appearance*

*g. Impassable roads*

*h. 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.
- 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.**
- 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.

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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.**

### **Physical Education Policy**

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 will be exempt from the above policy.
- Students who have a doctor's excuse for extended P.E. absences will be give assignments to equal time missed.
- Students are expected to adhere to the P.E. dress code.

### **Cutting and truancy**

Cutting is defined as a student's failure to attend an assigned class or study period. Saturday detention will be assigned for skipping class.

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

In the a.m. and p.m. parents/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.

### **4. BULLYING/HARASSMENT**

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

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Harassment is defined as unwanted, unwelcome behavior of any kind. Sexual discrimination 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.

### 5. 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's/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.

### 6. 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.

### 7. STANDARDS OF DRESS

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.**

**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.**

#### Girls - Regular school day

- Khaki Uniform Pants (Flynn & O'Hara) (Nov. 1 – Mar 31)

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- Navy knee-length skirt (Flynn & O’Hara)
- Navy vest w/logo (Flynn & O’Hara)
- Navy blue fleece w/logo (The Printery)
- Tyburn DriFit sports pullover (the Printery)
- Long sleeve white button down collar Oxford shirt
- Short sleeve white button down collar Oxford shirt
- Navy knee-hi socks or navy tights
- Solid navy, brown, or black conservative, low-heeled shoes (No moccasins, no sneakers)

***\*\*Please note: All students must have a uniform vest. “Full Dress Uniform” includes the vest or suit coat only. The pullover and/or fleece should not be worn when “full dress uniform” is requested, i.e. picture day, Mass/Holy Days of Obligation outside of Tyburn, concerts and other special occasions as determined by the administration.***

### **PERSONAL APPEARANCE AND PROPER DRESS**

- All uniform items must be serviceable and must fit properly. The kilt and skirt must be knee length. A good way to test this is to kneel down and make sure that the hem is touching the floor.
- Leggings or pants rolled up under skirts are **not** permitted.
- Solid brown, navy, or black low-heeled conservative shoes (no slippers, flip-flops or high-heeled shoes)
- 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. If a tee shirt is worn under the white shirt, it must be plain white. No colored trim or logos are permitted.  
\*\* Sleeves may not be rolled. Students who are warm have a choice of wearing a short sleeve white button down shirt.
- **No unauthorized hoodies, coats, jackets, sweatshirts, fleeces, hats, boots, scarves or gloves are to be worn during the school day. No ripped or worn clothing is permitted.**
- Jewelry, make-up and hairstyle should be conservative and worn in a manner that is tasteful and appropriate for school.
- No body piercings, or tattoos are allowed.

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

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- Khaki pants or Dockers acceptable (no cargo pants)
- Solid black or brown belt
- Navy blue fleece with logo (The Printery)
- Tyburn DriFit sports pullover (The Printery)
- Navy blue vest w/logo (Flynn & O’Hara)
- Navy blue blazer
- Long sleeve white button down collar Oxford shirt
- Short sleeve white button down collar Oxford shirt
- Neck-tie
- Dress socks (full ankle-covered socks)
- Dress shoes (No cowboy boots, No moccasins and No sneakers)
- ***\*\*Please note: All students must have a uniform vest. “Full Dress Uniform” includes the vest or suit coat only. The pullover and/or fleece should not be worn when “full dress uniform” is requested, i.e. picture day, Mass/Holy Days of Obligation outside of Tyburn, concerts and other special occasions as determined by the administration.***

### PERSONAL APPEARANCE AND PROPER DRESS

- The uniform vest, blazer or fleece is to be worn in school each day with the white oxford button down shirt. Shirts must be fully buttoned and of sufficient length to stay tucked into slacks. A plain white tee-shirt is to be worn under the dress shirt. No colored trim or logos are permitted, nor are rolled sleeves.  
\*\* Sleeves may not be rolled. Students who are warm have a choice of a short sleeve white button down shirt.
- Students must wear the uniform slacks neatly tailored and pressed.
- **No unauthorized hoodies, jackets, sweatshirts, fleeces or ripped clothing are to be worn. Students will be asked to remove unauthorized items and those items can be collected from the administration at the end of the school day.**
- Navy fleeces. Fleece collar must be open to expose tie, vest and shirt.
- All gentlemen will be expected to have neat, short 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. No ponytails or hair implements of any kind may be worn.
- Sideburns can come to the bottom of the ear or shorter. No mustaches or beards are allowed. Gentlemen must be clean-shaven each day.

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- Caps and/or hats may not be worn in the building at any time.
- Bracelets, earrings, and neck chains are not allowed except for religious medals and scapulars. No body piercings or tattoos on any parts of the body are allowed.

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

- A Tyburn student- purchased or Tyburn -issued tee-shirt
- Navy shorts with Tyburn logo
- Solid navy or black athletic pants. No sweatpants.
- Tyburn fleece jacket
- Athletic socks
- Sneakers with laces
- May wear a white, gray or black long sleeve t-shirt under the uniform shirt during cold weather

**Theme Dress/Dress-Up Days:** All should dress in modest apparel with shirts of sufficient length to be tucked in. Skin tight pants and shirts, half-shirts, tank tops, and sleeveless shirts are not permitted. 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.

- ***Ladies***
  - knee-length skirt or loose-fitting pants with a modest top (camisoles or tees must be worn under shirts with v-neck or plunging necklines)
  - dress shoes (no sneakers, stilettos or flip-flops)
- ***Gentlemen***
  - slacks with polo shirt or collared shirt
  - dress shoes or deck shoes must be worn (no flip flops or sneakers)

**Game days** – If Mass is not scheduled for the day, student athletes may wear Tyburn sports jerseys to class with daily permission from the administration.

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

## **8. 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 accident or injury occur, procedures on the parental consent form will be strictly followed.

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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.

### **School Closure Information**

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).

## **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 500 voucher credits.

## **10. 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 student needs to be passing his courses and receive permission from his/her teachers. All homework missed must be made up by the student upon his/her return from the trip.

## **11. 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, **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.



## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

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

1. Never address another student directly about a grievance.
2. Speak directly to the teacher involved.
3. Speak to the administration.

### 12. 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.

#### **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.

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 written authorization from a parent/guardian and/or physician to do so.

Medication, both prescription and nonprescription, must come to school in the original container. Students 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/or physician. Verbal permission given over the phone is not sufficient authorization.**

If a student with asthma must use an inhaler at school, parents should indicate this on the emergency card, and the student should take responsibility for bringing the medication to school. Inhalers (only) may be kept in the student's possession.

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

### 13. 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**

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### 14. ELECTRONIC DEVICES/LOCKERS/DESKS

**Use of all electronic, media or communication devices which include, but are not limited to, CELL PHONES, I-PODS, TABLETS, MP3 PLAYERS, CD PLAYERS, and CAMERAS are 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. The phone must then be retrieved by the parent at the end of the day.

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

**Third 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. **Parent/student conference with the administration, student review and assessment by administration. Saturday detention will be assigned.**

**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.**

#### **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, organized and locked at all times. Tyburn Academy is not responsible for items stolen or damaged due to failure to adhere to these directives. Food or drink is not to be left in lockers over night. Purses and book bags are to be kept in lockers during the school day.

**\*\*STUDENTS WILL BE BILLED FOR DAMAGED LOCKERS.**

#### **Desks**

Students are not permitted to write on the desks. Parents are liable for destruction of damaged property.

**\*\*SATURDAY DETENTION WILL BE GIVEN FOR DEFACING DESKS AND A BILL FOR CLEANING OR REPLACEMENT WILL BE ISSUED.**

## **TYBURN ACADEMY PARENT/STUDENT HANDBOOK**

### **15. 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 fund raising activities and .T.P.O. events on a regular basis. Parents earn voucher points for participation in T.P.O.

### **16. 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 weekly 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.

During the school year, 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.

### **17. 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.**

### **18. 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.

## **TYBURN ACADEMY PARENT/STUDENT HANDBOOK**

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.

### **19. 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.

### **20. 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.

### **21. TRANSPORTATION**

#### **Automobiles**

Permission may be given to licensed students to drive motorized vehicles (cars, motorcycles, mopeds, etc.) to school. **The speed limit in the parking lot is 10 m.p.h.**

Violations of speed/safety may result in students being denied student parking.

#### **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 will be sent an application 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 tell the secretary by 10:00 a.m. so she can cancel the bus.

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.

### **22. TUITION AND FEES FOR 2016-2017 SCHOOL YEAR**

## TYBURN ACADEMY PARENT/STUDENT HANDBOOK HIGH SCHOOL

### Tuition:

- 2016-2017 School Year - 1<sup>st</sup> student  
\$5,500  
Each additional student's tuition is reduced by half.

### Fees/Costs:

- **Registration** (non-refundable), \$275
- Must purchase a graphing calculator, either a TI-83 or TI-84 Math/Science as requested by the teacher

## JR. HIGH SCHOOL

### Tuition:

- 2015-2016 School Year – 1<sup>st</sup> student  
\$3,950  
Each additional students' tuition is reduced by half.

### Combination of Senior & Junior High School Tuition:

- 1<sup>st</sup> Student – full tuition
- 2<sup>nd</sup> - 4<sup>th</sup> student – half tuition at their grade level

### BOCES Student Tuition:

- A student enrolled at Tyburn and attending classes at BOCES for part of the day - \$4200

### Fees/Costs:

- **Registration** (non-refundable) \$275

### Additional Fees:

- Additional fees may be assigned for AP classes, graduation, student activities, etc.

\*\*As a courtesy, we will waive the registration fee for incoming students from Catholic schools.

## 23. 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 and transcripts will be issued only to those whose payments

## **TYBURN ACADEMY PARENT/STUDENT HANDBOOK**

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 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 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 adding \$1500 to your regular tuition. If you do not meet the 1500 bridge point requirement, the balance will automatically roll into your regular tuition on June 1.

## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

### OPPORTUNITIES

- New fundraisers have added and may continue to be added throughout the year.
- There are new opportunities for you to sell raffle tickets, advertisements, etc.
- You will receive entry chances in a \$5000 tuition credit.
- You will receive the complete “face value” of every dollar amount you earn.

### 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*

### TYBURN ACADEMY FUNDRAISERS 2015-16

#### **Annual Sports Banquet: October**

- Families earn 100% of the value of all tickets sold
- Families earn 100% of the value of advertisements/sponsorships sold for this event
- Families earn 100% of the value of items donated for the silent auction.

#### **Car Raffle: November - May**

- Families earn 100% of the value of all tickets sold
- Families earn one chance into a \$5000 tuition drawing for every \$500 earned

#### **Car Raffle Drawing Event: Ball For the Brave: May**

- Families earn 100% of the value of all tickets sold
- Families earn 100% of the value of all advertisements/sponsorships sold for this event
- Families earn 100% of the value of raffle prizes solicited/donated

## TYBURN ACADEMY PARENT/STUDENT HANDBOOK

### **Music Concert: Caeli Rain Concert: March**

- Families earn 100% of the value of all tickets sold
- Families earn 100% of the value of all advertisements/sponsorships sold for this event

### **Golf Tournament: August**

- Families earn 100% of the fees for soliciting a golf team
- Families earn 100% of the value of all advertisement/sponsorships sold for this event

### **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**

We do not charge a sports fee to participate in any sport at Tyburn. 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.

## **24. 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**

### **1. 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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- An academically at risk student may be placed on academic probation for the following academic year with progress evaluated quarterly. Persistent academic difficulty may be grounds for dismissal from Tyburn.
- The academic at risk student will be on academic probation for the entire academic year with progress evaluated quarterly. If the student attains a below passing average in any class, he/she may be dismissed from Tyburn Academy immediately.
- The academic at risk student may be required to obtain the signature of a parent or guardian on each and every homework assignment for a specified period of time. Any unsigned homework will not be accepted, and therefore will be counted as late.
- The academic at risk student will not have any homework violations (missing homework, late homework, etc.) for a specified period of time.

### **2. 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 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 disk operating system.
- All students' work should be stored on floppy disks, memory sticks or in their personal computer files. Work will be saved in each student's personal account on our school network.
- No food or beverages may be brought into the computer area.
- 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.
- All student printing must be done at home.

### **3. DIPLOMA REQUIREMENTS**

#### Regents Diploma Requirements

Score 65 or above on 5 required Regents exams. Earn 24 units of credit.

#### Regents Diploma with Advanced Designation Requirements

Scored 65 or above on 9 required Regents exams. Earn 24 units of credit.

#### Local Tyburn Diploma Requirements

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The only requirement difference for those who earn local diplomas is that not all of the required regents exams were passed, though other exceptions may be made.

### **4. DROPPING A COURSE**

Students may request to drop a course during the first six weeks in which that course is in session; however, approval may be granted at the discretion of the academic board. Prior written approval from the administration, parent and teacher is required. Parents must also be contacted and be in agreement with the drop.

### **5. 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:**

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 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.

### **6. 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.

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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 the student's receiving a zero for the assignment and serving Saturday detention.**

### 7. 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 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.
- 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.

### 8. 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 the teacher for appointments.

### 9. TRANSCRIPTS For Tyburn Transcripts:

- Course grades will be recorded on a transcript for each year of high school.

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- 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 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.

### **10. 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. Final candidates will be determined at the end of the third marking period of senior year. 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.
- 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.

### **11. Athletic Eligibility Policy:**

1. 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.
2. Ineligible students must attend scheduled games and sit with the team.
3. 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.

## **TYBURN ACADEMY PARENT/STUDENT HANDBOOK**

4. Sports practices and/or games will not excuse an athlete from a previously assigned detention.
5. ALL TYBURN TEAM/TEAM MEMBERS MUST COMPLETE ONE GROUP COMMUNITY SERVICE PROJECT. Failure to attend such 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:

1. Team rules and regulations relating to practices, individual conditioning, curfew hours, diet restriction, 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.
2. All team members must comply with such rules and regulations.
3. 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.

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

1. In addition to team-specific rules and regulations, student athletes are prohibited from using, possessing, selling or distributing alcohol, tobacco, medications prescribed by a physician or other controlled substances, and possessing paraphernalia (including but not limited to bongs, pipes or bowls) for use with such drugs on school grounds, in school transportation, or at school-sponsored events.
2. In addition, students will not steal school uniforms, money, equipment, or any school or personal property.
3. Violations of these prohibitions will result in the following disciplinary actions:
  - a. **FIRST OFFENSE:** Immediate suspension of 25 calendar days from the team beginning with the next scheduled event.

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Additionally, the administration may make a referral to priest/counselor or other services as a condition for reinstatement.

- b. **SECOND OFFENSE:** The student will not be able to participate in team practices or activities for a period of one calendar year. Satisfactory participation in any program required by the Administration will be a condition of reinstatement (i.e: failure to continue or complete the program will mandate immediate suspension, to continue until completion of the program required by Administration).
- c. **THIRD OFFENSE:** The student will be declared ineligible to participate in any interscholastic sport for Tyburn Academy.

#### **4. SCHOOL ATTENDANCE ELIGIBILITY REQUIREMENT**

Students on the day of an extracurricular event, participation or practice must attend assigned classes, or they shall be considered ineligible to participate. The only exceptions to this rule will be absences created due to documented (\*written excuse from office) medical/dental appointments or a death in the family, or a school-sponsored function. Illness will not serve as an excuse. A non-excused absence shall constitute automatic ineligibility for the remainder of the day. Attendance on the last day of the week shall determine eligibility for the weekend. Students tardy for school must be cleared by Administration in order to participate in that day's practice or event.

### **CITIZENSHIP AND SPORTSMANSHIP**

#### **PARTICIPANTS IN SCHOOL SPORTS ARE TYBURN STUDENTS FIRST AND TYBURN ATHLETES SECOND.**

- 1. 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.

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2. Infractions for poor or inappropriate citizenship or breach of Christian sportsmanship will carry the following penalties:
  - a. **FIRST OFFENSE:** Punishment will range from an official warning preventing the student from participating in one meet or event, and will include after-school detention.
  - b. **SECOND OFFENSE:** Punishment 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, and/or a Saturday detention.
  - c. **THIRD OFFENSE:** Punishment shall be suspension from the sport for a minimum of 25 calendar days. The 25 days begins the day of the next contest and 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