

## **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. Those 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 culture, 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

### **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 the over 100 men and women who were martyred are an inspiration to the school community of Tyburn Academy.

Tyburn Academy was founded in 1993 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. Initially Tyburn 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 was granted an absolute charter by the New York State Board of Regents 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) Public Speaking.
- Math (algebra, geometry, trigonometry, pre-calculus and calculus)
- Science (Earth Science, Living Environment, Marine Biology, Chemistry)
- 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 most classes
- Electives

The curriculum at the middle school 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)
- Social Studies (world history from stone-age to modern times) Honors Social Studies
- Catholic Doctrine and Theology
- Latin and Spanish
- Health and physical education, computer technology, choir, band and art

## 8. 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.

## 9. SCHOOL CONTACT INFORMATION and HOURS OF OPERATION

- Main Office Phone: (315) 252 – 2937
- Fax Line: (315) 252-4173
- 7:15 am – 4:00 pm – The school will be open until 4 pm. Students should be picked up by that time.

## II. CODE OF CONDUCT

The code of conduct at Tyburn Academy is based upon the 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.

Every effort is made to communicate with students and parents in order to avoid serious disciplinary actions such as suspension or expulsion. However, occasions do arise 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:

- a. Detention:** Requires a student to remain in a supervised classroom during the lunch period or after school for a specific violation of class and/or school rules and 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 (1 - 5 days). Any student who is suspended must satisfactorily complete all class work missed during the suspension and submit it on the day s/he is readmitted to school.

**e. Expulsion:** Removes a student from school permanently.

## SUMMARY OF CONDUCT VIOLATIONS

### Detention

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. 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 will 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; 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 will be met with immediate detention, which is held after school. 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)
- 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
- 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]

**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 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 (i.e. use of cell phone during school hours)
- 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 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.

- 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.
- On the day that the student returns to school, he/she must present a dated note to a member of the office staff, 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 which cannot be arranged at any other time*

**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.**

- 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 without parental permission is considered truant. Two trancies within a 10-week period can be considered a **major code of conduct violation**. (see **Code of Conduct**)
  - 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.
  - In case of frequent absences or lateness, the parents of the students will be asked to confer with the school administration.
  - **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.

### **Tardiness**

Students are considered to be late if they are not present by the beginning of homeroom at 7:50 am. If a student is tardy, he/she must report immediately to the office and get a pass for class. **Students who arrive late must bring a note from the parents containing the date, the reason for the lateness, and the parent signature by the following school day.**

**\*Detention will be served for 3 or more illegal tardies, which may result in inability to participate in sports/club activities for that day.**

### **Illegal absences**

We are required by New York State law to record all illegal absences 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. An illegal absence is defined as one that is not excused by a written note from a parent or doctor. Students may be denied credit for courses for excessive illegal absences.

When parents feel that a student must miss school for a scheduled event, they are required to contact the **principal 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 with a written request from a parent to leave school for an appointment at a specific time may be picked up at the school office. **All students leaving school early must be picked up by their parents or guardians and signed out in the main office.**

### **Cutting and truancy**

Cutting is defined as a student's failure to attend an assigned class or study period.

Truancy is defined as absence from school without proper approval of both the parent and the school. Each of these infractions is considered to be an unexcused absence. Two unexcused absences within a 10-week period can be considered a **major code of conduct violation**. (see **Code of Conduct**)

## **3. BULLYING/HARASSMENT**

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

Harassment is defined as unwanted, unwelcome behavior of any kind, bullying or sexual harassment. 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.

## **4. 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.

## **5. 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.

## **6. 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.**

**LADIES (\*items below must be purchased through the uniform company):**

#### **Regular school day**

##### **HIGH SCHOOL**

- Navy or khaki knee-length skirt\*
- Navy vest with logo\*
- Navy blue fleece with logo (ordered through The Printery)
- Long sleeve white Oxford shirt
- Short sleeve white Oxford shirt
- Navy knee-hi socks or tights
- Solid brown, navy, or black conservative, low-heeled shoes. **NO SNEAKERS (except on PE day)**
- Khaki pants in cold weather

##### **MIDDLE SCHOOL**

- Navy knee-length kilt\*
- Navy vest with logo\*
- Navy blue fleece with logo (ordered through The Printery)
- Long sleeve white Oxford shirt
- Short sleeve white Oxford shirt
- Navy knee-hi socks or tights
- Solid brown, navy, or black conservative, low-heeled shoes. **NO SNEAKERS (except on PE day)**
- Navy or black pants in cold weather

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

- All uniform items must be serviceable and 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 vest should be worn in school each day.
- The uniform white oxford shirt is to be neatly pressed and worn each day. OxforDs must be of sufficient length to stay tucked into skirts or slacks. A plain white turtle-neck, may be worn under, but not in place of, the uniform blouse. If a tee shirt is worn under the white blouse, it must be plain white. No colored trim or logos are permitted.
- **No unauthorized hoodies, coats, jackets, sweatshirts, fleeces, hats, boots, scarves or gloves to be worn during the school day nor ripped or worn clothing.**
- Navy fleeces – any additional writing other than “Tyburn Academy” must be pre-approved by the principal.
- Jewelry, make-up and hairstyle should be worn in a manner that is tasteful and appropriate for school.
- Only one pair of earrings is to be worn at a time. Earrings are to be conservative and of standard size. A single bracelet may be worn in addition to a watch. A single strand, appropriate necklace may be worn. No chokers, body piercings, or tattoos are allowed.

**GENTLEMEN (\*items below must be purchased through the uniform company):**

**Regular school day**

**HIGH SCHOOL**

- Khaki pants or Dockers acceptable (no cargo pants)
- Solid black or brown belt
- Navy vest with logo\*
- Long sleeve white Oxford shirt
- Short sleeve white Oxford shirt
- Conservative neck-tie
- Navy blue fleece with logo (ordered through The Printery)
- Men’s navy blue blazer (optional)
- Black or navy dress socks (full ankle-covered socks)
- **NO WHITE SOCKS** (except on PE day)
- Solid black or brown dress shoes
- **NO SNEAKERS (except on PE day)**

**MIDDLE SCHOOL**

- Navy pants or Dockers (no cargo pants)
- Solid black or brown belt
- Navy blue fleece with logo (ordered through The Printery)
- Long sleeve white polo shirt with logo\*
- Short sleeve white polo shirt with logo\*
- Black or navy dress socks (full ankle-covered socks)
- NO WHITE SOCKS (except on PE day)
- Solid black or brown dress shoes
- **NO SNEAKERS (except on PE day)**

**PERSONAL APPEARANCE AND PROPER DRESS**

- For high school students, the uniform vest or blazer is to be worn in school each day with the white oxford 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.
- Students must wear the uniform slacks neatly tailored and pressed.
- **No unauthorized hoodies, jackets, sweatshirts or fleeces are to be worn, nor are ripped or worn clothing.**
- Navy fleeces – any additional writing other than “Tyburn Academy” must be pre-approved by the principal; 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.
- Sideburns can come to the bottom of the ear or shorter. No mustaches or beards are allowed. Gentlemen must be clean-shaven each day.
- Bracelets, earrings, and neck chains are not allowed except for religious medals and scapulars. No body piercings or tatoos on any parts of the body are allowed.

**Physical Education (both boys and girls in middle/high school, \*items must be ordered through The Printery)**

- Gray tee-shirt with logo\*
- Navy shorts with logo\* (middle school boys & girls/high school girls)
- Navy or black shorts **without** logo (high school boys)
- Solid navy or black windpants
- Tyburn fleece jacket
- White crew socks
- Sneakers with laces

**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)

Warm weather – May or June – with permission knee length shorts and capris.

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

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

## 7. 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. 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, due to weather, a student's local school district is closed, 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).

## 8. 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 500 voucher credits.

## 9. 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.

## 10. 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 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 principal.

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 principal

## 11. HEALTH SERVICES

Basic health services are partially provided by the Auburn School District. A part-time nurse 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.

### **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.

## **12. 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.

## **13. ELECTRONIC DEVICES/LOCKERS/DESKS**

**Use of all electronic devices which include, but are not limited to, CELL PHONES, IPODS, 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 is seen with 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 the principal will be notified. The phone must then be retrieved by a parent. **The student will be given ½ day in-school suspension on the next gym day.**

**Second offense** – The cell phone will be taken to the office, and the principal will be notified. The phone must then be retrieved by a parent. **The student will receive one full day in-school suspension on the next gym day.**

**Third offense** – The cell phone will be taken to the office, and the principal will be notified. The phone must then be retrieved by a parent. **Parent/student conference with the principal, student review and assessment 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.

### **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.

**Desks**

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

**14. PARENT TEACHER ORGANIZATION (PTO)**

All parents 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 P.T.O. events on a regular basis.

**15. 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.

**16. SERVICE REQUIREMENT**

All students of Tyburn Academy must complete a minimum of 20 hours of volunteer community service per year. Signed and completed service hour sheets are due May 15.

**17. SOCIAL LIFE**

Friendships and strong, wholesome relationships with others are important aspects of human life. Tyburn Academy encourages friendly, 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.

**18. 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.

**19. 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.

**20. 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.

**21. TUITION AND FEES FOR 2010-2011 SCHOOL YEAR**

**HIGH SCHOOL**

Tuition:

- 2010-2011 School Year \$4,150
- 2<sup>nd</sup> child \$6,150
- 3<sup>rd</sup> child \$7,150

Voucher Points:

- 2010-2011 School Year 500 pts. = \$500

Fees/Costs:

- **Registration** (non-refundable and includes gym fee for aerobics, ice skating, bowling, bus transportation, YMCA facilities, equipment, and instructors) \$275
- All Regents math students (algebra, geometry, trigonometry, \$100 and calculus) must purchase a graphing calculator, either a TI-83 or TI-84, for class.

- 2<sup>nd</sup> & 3<sup>rd</sup> Year Theology students-Bible study timeline fee \$20

**MIDDLE SCHOOL**

Tuition:

- 2010-2011 school year \$3,150
- 2<sup>nd</sup> child \$4,650
- 3<sup>rd</sup> child \$5,650

Voucher:

- 2010-2011 school year 500

Fees/Costs:

- **Registration** (non-refundable and includes gym fee for aerobics, ice skating, bowling, bus transportation, YMCA facilities, equipment, and instructors) \$275

**22. 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 are current. Failure to pay all tuition fees may also jeopardize continued enrollment.

Applications for financial aid/tuition assistance may be requested from the main office at Tyburn Academy. Partial tuition scholarships are awarded prior to the start of the academic year.

**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.

**Voucher Policy**

The voucher program is a system designed to keep tuition low and at the same time keep the operating costs of each school year on budget. Our tuition is low; however, it costs approximately \$8,000 to educate a student at Tyburn. The voucher program keeps tuition low by enlisting the volunteer efforts of parents to perform school tasks/events that would otherwise have to be completed by hiring a larger staff, which would in turn raise tuition. The voucher program is the better option!

A point-based system requiring each family to earn 500 points per year is

used to manage the program. These points are worth \$1 each and are intended to *offset* tuition by \$500 per year\*, but may not be substituted for regular tuition. Families who do not earn all 500 points in a school year (July 1<sup>st</sup> – June 15<sup>th</sup>), or are unable to participate, will be asked to pay the difference. Points are earned by participating in fundraising events and are calculated by a proportionate share of the profit earned.

Please note that fundraising events that directly support student activities, like ziti dinners and clothing drives, do not count for voucher points since they do not finance the operating costs of the school. The student activities which these events subsidize are field trips, athletic programs, retreats, yearbook, prom, and the year-end activities. Your support of these activities is needed and appreciated.

\*Families receiving financial aid must earn 800 voucher points per year.

### **Fundraisers and Voucher Point Calculation**

Points are earned by participating in fundraising events and are calculated by a proportionate share of the profit earned (see below).

#### **a.) Individual Sales of Raffle tickets**

##### **Explanation:**

The **profit** (approx. 50% of sales) of an individual's **total sales** will count on a dollar per point basis (\$1 profit = 1 voucher point). For raffles the amount of points per person will be based on a total profit from the raffle and an individual's ticket sales.

#### **b.) Events that have a parent coordinator and parents selling merchandise individually (i.e, Candy Sale, Cookie dough)**

##### **Explanation of Parent Coordinator:**

All parents wishing to coordinate a fundraiser must receive prior approval from the voucher/tuition coordinator and must meet with him/her to review responsibilities for the proposed event. If the fundraiser is approved, a date will be set for the fundraiser itself and for a follow-up meeting in which points will be awarded. The parent coordinator is responsible for all aspects of the approved fundraiser such as planning, advertising, coordinating volunteers, and reporting/turning in funds.

Parent Coordinators will receive voucher points for 20% of the net profit and a proportionate numbers of points based on the remaining 80% of the net profit.

##### **Explanation of Parents selling merchandise individually:**

All parents participating in the fundraiser, by selling merchandise, will receive a proportionate amount of 80% of the fundraiser's net profit.

**c.) Events that have a parent coordinator and a group of parents selling merchandise on a specific day or days. (i.e. concession stand)**

**Explanation of Parent Coordinator:**

All parents wishing to coordinate a fundraiser must receive prior approval from the voucher/tuition coordinator and must meet with him/her to review responsibilities for the proposed event. If the fundraiser is approved, a date will be set for the fundraiser itself and for a follow-up meeting in which points will be awarded. The parent coordinator is responsible for all aspects of the approved fundraiser such as planning, advertising, coordinating volunteers, and reporting/turning in funds.

Parent Coordinators will receive voucher points for 20% of the net profit and a proportionate amount of points based on the remaining 80% of the net profit. The proportionate amount will be calculated by the percentage of time worked at the event, not by time put in to coordinate the fundraiser. Time spent coordinating is rewarded with points by receiving 20% of the net.

**Explanation of Parents selling merchandise collectively:**

All parents participating in the fundraiser, by selling merchandise, will receive a proportionate amount of 80% of the fundraiser's net profit. This will be calculated by the percentage of time each individual worked during the fundraiser itself.

**d.) Special Events that are hosted by the school that require volunteers to work hourly shifts. (i.e. Family Festival, sports banquet)**

The Tyburn Board approves these events. **Points are calculated at 20 pts per hour worked with a maximum of 100 pts awarded to a family per event.**

## **23. 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 DISMISSAL**

A student who attains a passing cumulative average but fails one or two classes may complete these courses in summer school at the expense of his or her parents. Upon successful completion of these classes, the student will be eligible for readmission to Tyburn Academy.

A student with a failing overall average at the end of the academic year or a student who has failed three or more classes may be dismissed from Tyburn Academy.

### **Petition for Readmission after Academic Dismissal**

A student and his or her parents may petition the Board of Directors for readmission after academic dismissal under the following conditions:

- the student has had an exemplary conduct record
- the student has shown evidence of academic progress and increased effort during the academic year. This petition must be submitted in the form of a written request to the Board of Directors by the parents. Should the Board of Directors allow the student to re-enter Tyburn Academy the following terms of academic probation stated below will apply.

## **2. ACADEMIC PROBATION**

If a student is readmitted to Tyburn Academy on academic probation, which is a trial-performance period, the following terms will apply:

- If the student has been expelled via academic dismissal proceedings, and has subsequently successfully petitioned the Board of Directors for readmission, the student will repeat the grade failed.
- The 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 may be dismissed from Tyburn Academy immediately.
- The 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 student will not have any homework violations (missing homework, late homework, etc.) for a specified period of time. Any homework violation may be used as grounds for immediate dismissal.
- The student will comply with any other terms of probation as dictated by the Tyburn Academy Board of Directors. Any deviation from these terms may be used as grounds for immediate dismissal.

## **3. 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 must be stored on floppy disks, memory sticks or in their personal computer files. If work is saved on the hard drive, it will be erased.
- 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.
- School laptops are not to be used for personal use and will remain in the computer lab.
- Personal laptops are prohibited at Tyburn Academy.

#### **4. 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 8 required Regents exams. Earn 24 units of credit.

##### Local Tyburn Diploma Requirements

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.

#### **5. DROPPING A COURSE**

Students may only drop a course during the first six weeks in which that course is in session, except under extraordinary conditions when approved by the academic board. Prior written approval from parents and the principal is required.

#### **6. GRADING AND TESTING**

Interim progress reports and quarterly report cards will provide guidance for parental action. 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 (See Failure/Academic Dismissal). Final grades are computed as follows:

Full Year Courses - 75% of the grade is the average of the 4 marking periods and 25% is the final exam.

Half Year Courses - 75% of the grade is the average of the 2 marking periods and 25% is the final exam.

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

1. Higher level work assigned by teacher, over and above regular
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.

**7. 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 time spent in homework lab after school. Parents will be notified prior to an after school homework lab. Parent/teacher conferences may be requested after the occurrence of several missed or incomplete assignments.

**Middle School** – Students whose homework is not prepared on time or who owes back work will be in an academic study hall during lunch or after school.

**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.**

**8. NATIONAL 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 at the high school level: An eligible student must have a cumulative average of 85 percent. Only the average grades earned at Tyburn Academy will be used in computing the cumulative average.

- The NHS standards of Leadership, Character, and Service must be evaluated and met.
- An eligible student must have attended Tyburn Academy for one full year prior to NHS selection.
- A faculty council will review the candidates for induction, and will monitor maintenance of National Honor Society standards.

## **9. 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 principal or teacher for appointments.

## **10. TRANSCRIPTS**

For Tyburn Transcripts:

- Course grades will be recorded on transcript of 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). 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.

## **11. VALEDICTORIAN/SALUTATORIAN**

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

- The award of valedictorian and salutatorian will be decided, first of all, by the administrative staff, who may or may not assign the award, dependent on academic or related circumstances.
- An eligible student must attend Tyburn Academy for a minimum of four full semesters at the time of calculation (January of senior year).
- Remedial courses in any subject are not included in final average calculation.
- Student must be enrolled as a full-time student at the time of graduation.
- Only the advanced regents diploma students are eligible for valedictorian or salutatorian.
- Only the average of grades earned at Tyburn Academy through January of the senior year will be used to select the final candidate. Course credits earned in other high schools, in summer schools, and post high school college credits will not be used in determining the final selection of a valedictorian and salutatorian.
- Unusual circumstances will be evaluated by the administration as to the necessity of assigning the awards.