For continued enrollment in the school, signing and returning this form is required of all families.

I have received the 2017-2018 Blessed Trinity Catholic High School Handbook and Family Pledge. I agree to abide by the policies, rules, and regulations contained therein.

 Signing and returning this form is required of all families to confirm that you have also read and agree to Magnus Health Record electronic digital signature policy, and that all health information entered into the system is accurate to the best of your knowledge. This policy can be found on the school website at: http://www.btcatholic.org/Help-ClinicE-records.

The principal reserves the right to amend the Blessed Trinity Student Handbook at any time. Parents will be notified if that occurs.

Please note that the Blessed Trinity Student Handbook is in full compliance with the policies of the Archdiocese of Atlanta as stipulated in The Policy Manual for Office of Catholic Schools.

Please print and complete this form. Parent/guardian and student(s) must both sign. Have your student(s) return this form to school by August 11, 2017.

_________________________________________________________  ________________________
Student Name (Please Print)  Grade

_________________________________________________________  ________________________
Student Signature  Date

_________________________________________________________  ________________________
Parent or Guardian Signature  Date

_________________________________________________________
Parent or Guardian Name (Please Print)

SEE Blessed Trinity Family Pledge (back of this page)
All official school documents must be returned to the school by Friday August 11, 2017 to avoid disciplinary penalties.
Blessed Trinity Family Pledge

Preamble
In our continuing effort to support the good moral and legal choices of our teens, we encourage the members of our Blessed Trinity community to be aware of our expectations to be united in our pledge to meet these guidelines. The purpose of this pledge is to stand in solidarity as one community in stating that unlawful drinking and drug use will not be tolerated at or in our home.

The Law
Georgia law states, in part, that it is illegal to sell, serve, or furnish, alcoholic beverages to a person under 21 years of age and that it is illegal for a person under 21 years of age to purchase, knowingly possess, or misrepresent his/her age in any manner for the purpose of obtaining alcoholic beverages. (O.C.G.A Sec. 3-3-23)

The Pledge
1. There will be no unlawful drug or alcohol use when Blessed Trinity students are in my home.
2. I will be present and visible throughout any party at my home or where I have sponsored an event when Blessed Trinity students are present.
3. If a teen brings alcohol or drugs into my home or arrives under the influence of the same, I will ask the teen to remain in my home and immediately notify the parents to pick their child up to ensure his/her safety.
4. I will welcome calls from other Blessed Trinity parents who have concerns or questions about any activity or party involving Blessed Trinity students being planned for or hosted at my home.
5. I acknowledge that it is both acceptable and responsible to contact the host family before granting permission for my Blessed Trinity student to attend a party in someone else’s home. I will ask the host family about the party, including the nature of the party, who has been invited, and who will chaperone.
6. All adult members of my household affirm this Pledge.
TABLE OF CONTENTS
(Click on an item to jump to its location in the document)

Chapter I
Mission Statements
Our School
Our History
Our Motto
School Prayer (Acclamation)

Chapter II
Telephone Calls/Emails
Appointments with Teachers
Student & Parent School-Issued Email Accounts
Important Contact Information
Reporting Absences/Tardies
Clinic
Severe Weather Conditions
Emergency Drills
Audio/Video/Photographic Recording Policy
Visitors on Campus
Tuition and Financial Aid
Family Custodial Situations
Fundraising Policies
Proper Use of the Blessed Trinity Name, Crest, and Logo

Chapter III
Daily Bell Schedules
Attendance
Tardiness
Absences
Other Issues Regarding Absences from School
The Sacrament of Confirmation
Teenage and Adult Driver Responsibility Act (TAADRA)
Effect of Absence on Activity Participation
Field Trips and Good Academic Standing
Service Opportunities
Chapter IV
Admissions
Curriculum/ Graduation Requirements
Academic Information
Grading
Non-Discrimination Policy
Academic Honesty

Chapter V
Disciplinary Policies and Procedures
Detentions
Saturday School
Suspension
Cumulative Discipline Consequences
Harassment/Bullying
Sexual Harassment and Sexual Violence Policy
Consequences to Drug and Alcohol Testing
Drug and Alcohol Contract
Student Driving & Parking on Campus Rules and Regulations

Chapter VI
Student Life: Uniform Policies
Personal Appearance
Uniform Guidelines
Hair and Grooming
Special Dress Days
Dress at special events

Chapter VII
School Athletics
Eligibility
Sportsmanship
Academics
Effect of Absence on Activity Participation
Student-Athlete Discipline
Summer Activities
Practice Attendance
Equipment and Uniforms
Chapter VIII

Definitions
Electronic Network Use
Student Responsibilities
Specific Stipulations of this Policy
Inappropriate Content and Filtering
Consequences of Unacceptable Student Use
Liability
Chromebooks
Chapter I
Introduction

Mission Statements
Our School
Our History
Our Motto
School Prayer (Acclamation)
Blessed Trinity Catholic High School is operated by Catholic Education of North Georgia, Inc. The Office of Catholic Schools establishes policies governing the programs and administration of all diocesan schools.

Mission Statements

Mission Statement for the Catholic Archdiocese of Atlanta
The Catholic Schools of the Archdiocese of Atlanta serve a vital role in the educational ministry of the Church. Our schools are committed to providing quality education in an environment of spiritual, intellectual, and moral formation in accordance with the teachings of the Roman Catholic Church.

Mission Statement Of Blessed Trinity
Blessed Trinity Catholic High School exists to provide a nurturing educational environment that transforms lives in Christ, integrating spiritual formation, academic excellence, artistic sensibility, and athletic achievement.

Our School
Blessed Trinity Catholic High School is a coeducational college preparatory institution of Catholic Education of North Georgia, Inc. (CENGI), which provides a Catholic secondary education for students in grades 9 through 12. Faith and values are integrated into all aspects of learning, living and service to others in order to stimulate students' spiritual, emotional, intellectual, social and physical growth. By studying both secular and religious matters, the school community applies knowledge toward a deeper acceptance of holiness from God, in accordance with the doctrines and structures of the Catholic Church. A multi-level curriculum provides a variety of educational programs that meets the needs of each student.

The teachings of the Catholic Church, Canon Law, and the policies of the Archdiocese of Atlanta and of Catholic Education of North Georgia, Inc. are the major determinants of policy, regulations, and procedures for Blessed Trinity.

The administration of Blessed Trinity is the responsibility of the principal who is appointed by the Archbishop of Atlanta and who works under the supervision of the Superintendent of Catholic Schools.
The students at Blessed Trinity Catholic High School assume responsibility for cooperating with all policies, regulations, procedures, programs, personnel, and use of facilities and equipment. Blessed Trinity students are expected to remember that they are representatives of the school at all times. They are expected to conduct themselves in a manner befitting a Catholic high school student.

The principal reserves the right to refuse admittance, suspend, or expel any student at his/her discretion. Expulsions are reported to the Superintendent of Schools, according to Archdiocesan School policy.

The high standards that our school holds apply to after school hours as well. If any parent or student refuses to follow these standards, they place their privilege of attending Blessed Trinity in jeopardy.

This handbook is an attempt to delineate the fundamental rules, regulations, and expectations of Blessed Trinity Catholic High School to students and parents. It is not possible to account for every possible situation, therefore situations that are not explicitly covered in this handbook will be addressed when they arise by the administration.

Blessed Trinity shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at Blessed Trinity. Blessed Trinity shall not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

**Affiliations**
Blessed Trinity is accredited by AdvancED through the system accreditation of all member schools of the Archdiocese of Atlanta. Blessed Trinity is also a member of the National Catholic Educational Association (NCEA), the College Board, the Georgia Independent School Association (GISA), the Atlanta Area Association of Independent Schools (AAAIS), the National Association of College Admissions Counselors (NACAC), and the Southern Association of College Admissions Counselors (SACAC).

**Support Organizations**
The Advisory Council supports the overall operation of the school, focusing on mission effectiveness, finance, advancement, public relations and marketing, and facilities.

Home and School Association sponsors activities regularly to increase communication between the various members who comprise the Blessed Trinity community.
The Athletic Association operates to promote the growth and involvement of the Blessed Trinity family in the athletic experience. It focuses on activities that revolve around the athletic program, aiding with fundraising and volunteer efforts on behalf of the athletic program.

The Fine Arts Association operates to promote the growth and involvement of the Blessed Trinity family in the visual and performing arts. It focuses on activities that revolve around the fine arts program and aids with volunteer efforts.

All the support organizations are important to the success of the programs of Blessed Trinity Catholic High School. Active participation in these groups is encouraged, welcomed, and needed so that they continue to develop. Notification of the regularly scheduled meetings and activities of these groups appears in the school calendar and newsletters.

**Student Government**
Student Government is an organization of student leaders elected by students within each house to represent the entire student body. These elected representatives meet regularly with administration and are an integral part of the decision making process in issues of interest and concern to the student body.

**Facilities and Services**

**Main Office**
The school is normally open from 6:30 a.m. to 6:00 p.m. on regular school days. Classes are scheduled from 7:45 a.m. (8:45 a.m. on most Wednesdays) until 2:45 p.m. The Main Office area is open from 7:15 a.m. until 3:45 p.m. every school day.

**The Chapel**
The Chapel is open to all for personal prayer and reflection. The Blessed Sacrament is present and a respectful attitude is expected from those entering the chapel.

Mass and other services are celebrated throughout the year and on special occasions and are open to anyone in the Blessed Trinity community wishing to attend.
**Cafeteria**
The Cafeteria is operated by SAGE Dining Services for the benefit of students and staff. A well-balanced lunch is offered at a reasonable price or students may bring their own lunches. Food and drinks are not to be taken from the cafeteria.

**Guidance and Counseling**
Guidance services are available to every student in the school. Counseling is available to assist the students with educational and personal issues as well as career or college plans. Administration and interpretation of standardized testing is another service available through the Guidance Department.

Students are welcome to discuss problems of a personal nature with a counselor. Students and/or parents may arrange an appointment with the counselor. Students are assigned to a guidance counselor by section of the alphabet and remain with that counselor for their tenure at Blessed Trinity.

**Learning Commons**
The Learning Commons provides a location for students to collaborate and engage in technology enhanced learning as well as individual or group study. Students are encouraged to be active and effective users of information and to become lifelong learners.

Hours: Monday, Tuesday, Thursday 7:15-4:00; Wednesday 8:45-4:00; Friday 7:15-3:30.

**Lost and Found**
All lost and found articles should be turned in and claimed in the Main Office. At the end of each semester, unclaimed items will be given to a charitable organization.

**Visitors to the School**
Visitors to the campus must first sign in at the main office and wear a visitor's badge while in the building.

**Insurance**
Blessed Trinity Catholic High School carries accident insurance on students that supplements family insurance in case of an injury. The school assumes neither responsibility nor liability obligations that result from injuries related to participating in the curricular or extracurricular programs at Blessed Trinity Catholic High School.
Asbestos
Blessed Trinity does not contain asbestos in any form. All reporting procedures, as required by AHERA, are executed as required by law. The Blessed Trinity management plan is available for review upon request.

Appeals Process
Students or parents who have grievances have a right to appeal if they feel that they have not been dealt with fairly. The appeal for all grievances must go in order to the next in line of authority: teacher, level assistant principal, principal, Superintendent of Catholic Schools.

Background Checks and Safe Environment Training
All full and part time employees, substitute teachers, community coaches and volunteers must agree to a background check and VIRTUS safe environment training. For their protection, all students new to the school also view a safe environment video in the first month of school. Any parent who would prefer that their child not view the video must contact the school program administrator.

As of July 1, 2012, Georgia law states that all employees, volunteers and clergy are Mandatory Reporters and are required to report any suspected child abuse or neglect. All suspected child abuse must be immediately reported but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made immediately to the Principal of the school and the Department of Family and Children Services (DFCS).

Our History
Archbishop John Francis Donoghue broke ground on January 29, 1999, for the construction of Blessed Trinity. The founding principal was Frank Moore.

The school opened in August 2000 with a 3-year initial accreditation from the Southern Association of Colleges and Schools (SACS) and with an enrollment of 164 freshmen and 55 sophomores. The initial faculty and staff consisted of 35 employees. The athletic program began with 17 sports.

2001-2002: The school year began with 465 students in the 9th, 10th and 11th grades. The faculty and staff grew to 58. The number of course offerings more than doubled. Band was added to the fine arts offerings of visual art, vocal music and dance. Wrestling and swimming were added to the athletic offerings.
**2002-2003:** The student population grew to 680 and the faculty and staff to 83. Drama was added to fine arts, and all athletic teams competed at the varsity level in the GHSA. The school completed its first self-study in April 2003 and was awarded a 5-year full accreditation by SACS. In May 2003, the girls’ golf team won the school’s first state championship. The first graduation took place on May 24, 2003, in the school theater.

**2003-2004:** The school year opened with 850 students and a faculty and staff of 100. The course catalog grew to over 130 courses. Blessed Trinity’s athletic program was awarded the Georgia Athletic Directors Association All-Sports Director’s Cup as the most successful overall AA program in the state.

**2004-2005:** Boys and girls lacrosse and competition cheerleading were added to the varsity athletic program, bringing the total number of varsity teams to 22.

**2005-2006:** The first strategic long range plan was completed.

**2007-2008:** To increase student involvement in the school, a house system was begun, with all students randomly placed into one of eight houses and within each house, into one of five family groups. The field house adjoining the football stadium was increased in size by over 60%, with larger locker rooms, a weight room, a training room, film room, and coaches’ offices.

**2008-2009:** The Academic Team won the state championship. For the second time, Blessed Trinity’s athletic program was awarded the Georgia Athletic Directors Association All-Sports Director’s Cup as the most successful overall AA program in the state.

**2011-2012:** The “This Is Our Moment” Capital Campaign was launched.

**2012-2013:** The 18 schools of the Archdiocese of Atlanta, were awarded system accreditation by AdvancED. The capital campaign raised the funds to install artificial turf on the lower field, which became the new home of lacrosse, and on the baseball field.

**2013-2014:** The capital campaign funded the artificial turf on the main stadium field, which became the home of soccer as well as football. Security improvements in the building included sealing off the cafeteria from the lobby.

**2014-2015:** Blessed Trinity was named a National Blue Ribbon School of Excellence by the U.S. Department of Education. To demonstrate the technological advancements within
the school and provide a unique learning experience for our students, two “virtual school
days” were conducted in October, with the teachers in the building and the students
“attending” all classes at home. The four-year capital campaign concluded. With the three
fields turfed, attention went to the construction of the Fine Arts Annex. The design of the
building was completed.

2015-2016: Blessed Trinity became a 1:1 “Chromebook School,” with all students and
teachers issued a Chromebook. Founding Principal Frank Moore retired at the end of the
school year.

2016-2017: Mr. Brian Marks became the second principal of Blessed Trinity on July 1,
2016 after serving as founding principal of an independent Catholic high school. Prior to
being a principal, Mr. Marks was an assistant principal at Blessed Trinity from 2001-2015.
Blessed Trinity’s enrollment reached 1000 for the first time in its history. The planned fine
arts annex was completed as part of the capital campaign. The administration made the
decision to totally redesign the media center and turn it into a state-of-the-art Learning
Commons as well as creating a STEAM lab to house our new Engineering and Robotics
courses for the 2017-18 school year.

Our Motto

The school motto is *Benedicta Sit Sancta Trinitas*, or *May the Blessed Trinity Be
Praised*.

School Prayer (Acclamation)

All school prayers end with the following:

- V. God the Father
- V. God the Son
- V. God the Holy Spirit
- V. May the Blessed Trinity be praised

- R. Enlighten our minds
- R. Transform our hearts
- R. Inspire our works
- R. Now and forever!
Chapter II
Student Life: School Communications, Policies and Procedures

Telephone calls/ Emails
Appointments with Teachers
Student & Parent School-Issued Email Accounts
Important Contact Information
Reporting Absences/Tardies
Clinic
Severe Weather Conditions
Emergency Drills
Audio/Video/Photographic Recording Policy
Visitors on Campus
Tuition and Financial Aid
Family Custodial Situations
Fundraising Policies
Proper Use of the Blessed Trinity Name, Crest, & Logo
Communication is an important aspect of student success. One of the significant ways in which we can engage in positive communication is by following established protocols. We ask, therefore, that you become familiar with the following procedures and use them when communicating with the school:

**Telephone Calls/Emails**

If you wish to communicate with a member of the faculty or administration and they are unavailable when you call the school, please provide the following information on the faculty or staff member’s voicemail or email:

- Your name and your student’s name
- Phone number(s) where you can be reached

If your telephone call / email is not returned within 24 hours, please send an email to the teacher stating that you have attempted to call them. If this email is unanswered, then call the department chair. If the department chair does not return your call within 24 hours, please contact your grade level assistant principal.

Email addresses and teacher extensions may be found on the Blessed Trinity website.

The recording of conversations either in person or by telephone by or among students, parents, teachers or school administrators on school property or involving the use of the school telephone is strictly prohibited without the express written permission of the school administration.

**Appointments with Teachers**

It is important that parents who wish to meet with a member of the faculty or with an administrator call ahead and schedule an appointment. Due to the daily demands of the school day, “drop-in” visits to see faculty members or administration are not allowed.

If there is a concern regarding your student’s academic performance, please contact your student’s teacher. If further communication is necessary, please contact the department chairperson for that teacher. If further communication is still needed, please contact the Grade Level Assistant Principal. The Principal should not be contacted until all the proper channels of communication have been exhausted.
Student & Parent School-Issued Email Accounts

All students are issued a school email account. Students are responsible for accessing this account regularly. Official school business including but not limited to class registration, parking permits, out-of-uniform days, Saturday school or other disciplinary issues, etc. will be sent to student accounts. Students will be given instructions on account access during their orientations.

Parents are also issued a school email account, which is required to be used for all school business. These email accounts will be the primary means of communication from teachers. You may have this email forwarded to your personal email accounts, but it is important that you check your bt account for email blasts, emergency information about the school, and weekly Blessed Trinity Happenings.

CONTINUED ON NEXT PAGE
# Important Contact Information

<table>
<thead>
<tr>
<th>Contact Regarding...</th>
<th>Direct to...</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Sherry Hart</td>
<td><a href="mailto:shart@btcatholic.org">shart@btcatholic.org</a></td>
<td>518</td>
</tr>
<tr>
<td>Academic / Discipline Concerns 9th</td>
<td>Susan Dorner</td>
<td><a href="mailto:sdorner@btcatholic.org">sdorner@btcatholic.org</a></td>
<td>503</td>
</tr>
<tr>
<td>Academic / Discipline Concerns 10th</td>
<td>Ramon Villacura</td>
<td><a href="mailto:rvillacura@btcatholic.org">rvillacura@btcatholic.org</a></td>
<td>507</td>
</tr>
<tr>
<td>Academic / Discipline Concerns 11th/12th</td>
<td>Cathy Lancaster</td>
<td><a href="mailto:clancaster@btcatholic.org">clancaster@btcatholic.org</a></td>
<td>505</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>Patrick Hughes</td>
<td><a href="mailto:phughes@btcatholic.org">phughes@btcatholic.org</a></td>
<td>516</td>
</tr>
<tr>
<td>Athletics</td>
<td>Ricky Turner</td>
<td><a href="mailto:rturner@btcatholic.org">rturner@btcatholic.org</a></td>
<td>519</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Chris Leeds</td>
<td><a href="mailto:cleeds@btcatholic.org">cleeds@btcatholic.org</a></td>
<td>542</td>
</tr>
<tr>
<td>Billing, Tuition, and Fees</td>
<td>Monica Chambers</td>
<td><a href="mailto:mchambers@btcatholic.org">mchambers@btcatholic.org</a></td>
<td>526</td>
</tr>
<tr>
<td>Clinic</td>
<td>Sandra Morton, Julie Jones</td>
<td><a href="mailto:smorton@btcatholic.org">smorton@btcatholic.org</a>, <a href="mailto:jjones@btcatholic.org">jjones@btcatholic.org</a></td>
<td>522</td>
</tr>
<tr>
<td>Communications / Website</td>
<td>Patrick Dever</td>
<td><a href="mailto:pdever@btcatholic.org">pdever@btcatholic.org</a></td>
<td>529</td>
</tr>
<tr>
<td>SAGE Food Service</td>
<td>Alan McIntosh</td>
<td><a href="mailto:a.mcintosh@sagedining.com">a.mcintosh@sagedining.com</a></td>
<td>535</td>
</tr>
<tr>
<td>Guidance / Counseling (A-D)</td>
<td>Brandon Harwell</td>
<td><a href="mailto:bharwell@btcatholic.org">bharwell@btcatholic.org</a></td>
<td>513</td>
</tr>
<tr>
<td>Guidance / Counseling (E-Kr)</td>
<td>Meredith Parker</td>
<td><a href="mailto:mparker@btcatholic.org">mparker@btcatholic.org</a></td>
<td>560</td>
</tr>
<tr>
<td>Guidance / Counseling (Ku-Q)</td>
<td>Jennifer Michael</td>
<td><a href="mailto:jmichael@btcatholic.org">jmichael@btcatholic.org</a></td>
<td>521</td>
</tr>
<tr>
<td>Guidance / Counseling (R-Z)</td>
<td>Nancy Eramian</td>
<td><a href="mailto:neramian@btcatholic.org">neramian@btcatholic.org</a></td>
<td>512</td>
</tr>
<tr>
<td>House System / Clubs</td>
<td>Karen Hurley</td>
<td><a href="mailto:khurley@btcatholic.org">khurley@btcatholic.org</a></td>
<td>565</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>Chuck Oliver</td>
<td><a href="mailto:coliver@btcatholic.org">coliver@btcatholic.org</a></td>
<td>525</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Debi Miller</td>
<td><a href="mailto:dmill@btcatholic.org">dmill@btcatholic.org</a></td>
<td>504</td>
</tr>
<tr>
<td>Learning Commons</td>
<td>Alan Keel</td>
<td><a href="mailto:akeel@btcatholic.org">akeel@btcatholic.org</a></td>
<td>506</td>
</tr>
<tr>
<td>Publications / Public Relations</td>
<td>Patrick Dever</td>
<td><a href="mailto:pdever@btcatholic.org">pdever@btcatholic.org</a></td>
<td>529</td>
</tr>
<tr>
<td>Spiritual Life</td>
<td>Fr. Reto</td>
<td><a href="mailto:rdavatz@btcatholic.org">rdavatz@btcatholic.org</a></td>
<td>527</td>
</tr>
<tr>
<td></td>
<td>Campus Ministry</td>
<td><a href="mailto:pmccarthy@btcatholic.org">pmccarthy@btcatholic.org</a></td>
<td>541</td>
</tr>
<tr>
<td>Titan Spirit Zone</td>
<td>Lisa Houlihan</td>
<td><a href="mailto:titanspiritzone@btcatholic.org">titanspiritzone@btcatholic.org</a></td>
<td>7)255-5132</td>
</tr>
</tbody>
</table>

17
**Reporting Absences/Tardies**

Parents must telephone the Attendance Desk, (678-277-9120) between 7:45 and 9:00 am in the event of a student's absence or tardiness. Please refer to Chapter III, Student Life for more detailed information regarding absences and tardies.

**Clinic**

The school nurse coordinates the collection of physical forms, emergency contact information, health information, and immunization records. The school clinic handles sick and injured students until parents can be contacted. Emergency contact forms must include a minimum of two emergency contact number. Students must be fever and/or vomit free, without the aid of fever-reducing medication, for a 24-hour period before returning to school.

The Catholic Church does not recognize an immunization exemption based upon matter of conscience/religious convictions, and does not accept any alternative homeopathic immunization that has not been approved by the FDA. Medical exemptions are considered and are applicable when a child has a condition and contraindicates immunizations. Parents requesting a medical exemption from any Georgia State required immunization must provide a detailed explanation of the child's disability and/or disease process as documented by a licensed pediatrician. This documentation must be provided on the pediatrician’s official letterhead, and must contain the physician’s medical license number. It must state if the medical exemption is temporary or permanent. The Archdiocese of Atlanta reserves the right to obtain a second medical opinion in such cases.

Prescription medications must be left in the clinic with the exception of inhalers and epipens, which can be carried by the student for immediate use. Medications kept in the clinic must have a Medication Permission Form signed by the parent and must be in the original container labeled with student name, name of medication, and administering instructions. Medication left in the clinic at the end of the year is discarded.
The clinic does not provide over the counter medications. Students are allowed to carry small amounts of over the counter medication such as Tylenol, Advil or Midol. This medication must be in the original container clearly marked with the name of the medication on it. This medication is only for your student’s use and they are not allowed to share it with other students. Over the counter medication will be dispensed in the clinic to students if the required Medication Permission Form has been filled out and the medication brought to the clinic. Please update the clinic’s electronic system with any changes concerning health conditions or medication changes; this includes both prescription and over the counter medications.

**Communication with Parents**

If a student becomes ill or is involved in an emergency situation requiring that he/she must leave school, the parents or emergency contact is notified prior to dismissing the student. Only the nurse, principal, or grade level assistant principal may give student permission to leave the campus during school hours. Students making phone calls home regarding illness must follow these steps: 1) Report to the clinic 2) be assessed by the nurse 3) call parents/emergency contact in the presence of the nurse. Students incurring a part-day absence, who followed this procedure, are excused and will be allowed to make up all work missed for full credit.

**Required Health Records for School**

Per Archdiocesan Policy and The State of Georgia, current immunizations are required for school attendance. All students entering school (through 19 years of age) must be immunized according to the rules and regulations established by the Georgia Department of Human Resources (DHR). For current requirements, please go to [www.health.state.ga.us/programs/immunization/](http://www.health.state.ga.us/programs/immunization/).

Form 3231, The Certificate of Immunization for the state of Georgia, is the official record of immunization and is required for each student attending Blessed Trinity Catholic High School. This form can only be obtained through your student’s physician or the DHR.

Our electronic medical records system, Magnus, is available for you to complete the mandatory health information for your student(s). ALL health information must be completed and updated annually via the Magnus system where it is stored electronically. Blessed Trinity follows HIPPA and FERPA guidelines regarding medical records as well the Archdiocese’s policies regarding use and retention of records.
Severe Weather Conditions
In case of severe weather or other emergency forcing the closing of school, notification will be posted on the website and will be followed by an email blast to all parents and students to their BT ISSUED EMAIL ACCOUNT. Blessed Trinity will also attempt to have an announcement made over local television stations. Blessed Trinity may be open at the regular time or with a late start even if the local public school systems close.

In The Event The School Is Closed For Consecutive Days Unexpectedly:
If Blessed Trinity is closed for consecutive days due to inclement weather or another condition that puts student safety at risk, Virtual Days will be implemented beginning on the second day out of school. If the last day school was in session was a Green Day, then the first Virtual Day will be Gold.

Emergency Drills
Monthly emergency drills are necessary for the safety of the students and faculty. When the alarm sounds, students will follow designated instructions appropriate for the emergency drill.

Crisis Management Plan
Blessed Trinity continuously assesses, reviews, and updates all aspects involving your child’s safety and has a Crisis Management Plan.

Fire Drill
Monthly fire drills are required by law and are necessary for the safety of students and faculty. When the fire alarm sounds, students are to follow designated exit instructions that are posted in each room of the school. Students are to walk, not run, and proceed in silence to a distance of approximately 100 feet from the building.

Tornado Drill
No one is to leave the building during this drill. Once the siren is sounded, students and staff walk quietly in an orderly manner to the assigned areas in the building. Evacuation maps are posted in every room and classroom.

Intruder Alert
Our entire community receives ongoing training from the Roswell Police Department and security specialists to prepare for such emergencies.
Audio/Video/Photographic Recording Policy

No audio/video/photographic recording devices may be used during functions of the school without permission of the principal or the classroom teacher. Recordings of school performances may not be published, posted electronically, or distributed without permission. Students may not make audio and/or video recordings of teachers in class without their consent.

Visitors on Campus

In order to access the building, visitors must ring the bell at the front door to be buzzed in. Visitors must then report to the main office to sign in and receive a visitor’s badge. The only student visitors who will be allowed will be those whose parents have initiated the admission application process, i.e., filled out forms and requested a shadow visit. All visitors must wear a visitor’s sticker while on campus. Blessed Trinity students may not invite friends to our campus at any time unless permission is granted from the administration after a signed letter from the parents is received. Students must be escorted by a member of school personnel when going to their car during school hours.

Students Living out of Household

Students living outside of the parent’s or guardian’s household without the expressed consent of the parent/guardian and/or without the consent of the administration of Blessed Trinity will not be eligible to attend or continue at Blessed Trinity.

Tuition and Financial Aid

Tuition is established annually as part of the budget process. Blessed Trinity uses FACTS Tuition Management to collect tuition and incidental fees. All families must participate in the FACTS program.
Payment of Tuition

The Business Office, in conjunction with FACTS Tuition Management, is accountable for tuition and fee collection services. This office is also responsible for financial matters concerning clubs, departments, classes, and other organizations of the school.

- Tuition for the 2017-2018 school year is $12,350.
- A non-refundable $400 re-enrollment fee per student is required to hold the student(s) place for the following school year. This fee is charged on the March 5th incidental billing.
- For Withdrawals Prior to the First Semester:
  - If a student withdraws between Feb 22nd and May 31st the family owes the re-enrollment fee ($400).
  - If a student withdraws between June 1st and June 30th the family owes one month of tuition ($1,235).
  - If a student withdraws between July 1st and July 31st the family owes two months of tuition ($2,470).
  - If a student withdraws after August 1st (regardless if they start school or not) the family owes one semester of tuition ($6,175).
- For Withdrawals Prior to the Second Semester:
  - For the second semester, if a student withdraws before Dec 31st the family owes one month of the second semester tuition ($1,235).
  - If a student withdraws after Jan 1st (regardless if they start the second semester or not) the family will owe the entire second semester of tuition ($6,175).
- If a student withdraws during the school year, the tuition will be pro-rated on a semester basis. This means if a student attends class for any amount of time during a semester and then withdraws for any reason, other than a family relocation out-of-state, the family will be responsible for the entire semester’s tuition. This balance will be due at the time of the withdrawal unless other payment options are made.
- Tuition will be prorated on a monthly basis ONLY for families who are relocated out-of-state.
- All tuition is paid through FACTS tuition management service.
  - Payers have the option of annual, semi-annual, 10 month or 12 month tuition deductions.
  - Annual payments are deducted on June 5th.
  - Semi-Annual payments are deducted on June 5th and Dec 5th.
  - 10 Month payments are deducted June – March.
  - 12 Month payments are deducted June – May.
Payers have the option of having their monthly payments withdrawn on the 5th, 15th or 25th of the month.

- Only one-time tuition payments from a family trust or 3rd party (such as a grandparent) will be accepted directly at the school. All other payments must go through FACTS.
- Graduation, Chromebook and Drivers Ed Fees will be added to the tuition balance.

All incidental charges are also paid through FACTS tuition management service. (Examples of incidental charges are cafeteria charges, bookstore charges, athletic/club/fine arts fees, field trips, etc.)

- Incidental charges are posted on the 5th of every month.
- Incidental charges are automatically deducted each month on the 25th of every month.
- AP charges are billed through incidentals in August.

Please note – there are no exceptions to using FACTS incidental AutoPay service. It is a requirement of Blessed Trinity and failure to do so will result in the student being withdrawn from Blessed Trinity.

- Repeated cancellation of AutoPay will result in a $5 fee each time Blessed Trinity must re-enroll a family’s account.

Incidental charges are posted on a month’s lag. For example, the May cafeteria charges will be billed in June. A family may possibly have incidental charges posted to their account during the summer and after the student graduates – it is important to check the account during the summer.

Payments that are returned NSF will be charged a $30 NSF fee by FACTS in addition to any fees the family’s financial institution may charge. FACTS will automatically re-attempt the tuition payment up to a maximum of 3 times.

Payments that are 30 days past due will be charged a $25 late fee each month by Blessed Trinity.

Students whose FACTS accounts are 60 days past due will lose charging privileges in the cafeteria and bookstore until the balance is paid in full. If the account falls to 90 days past due the student may be held out of class until the balance is brought current or a payment plan is agreed upon.

If a family needs a payment (tuition or incidentals) withdrawal date changed, they must give the business office 5 business days’ notice. We will be happy to make this change, but due to FACTS posting requirements we must be informed 5 business days in advance to be able to make the change.
• Families who encounter a financial hardship situation should contact the business office to make alternative arrangements to avoid missed payments and late fees. We will be happy to work with our families but must be notified by the family to be able to make other arrangements.
• Families on a special payment plan must sign an agreement and if they default will be turned over to a collection agency.
• All student charges, both tuition and incidentals, must be paid in full for the student to participate in graduation activities.
• Failure to abide by Blessed Trinity’s financial policies may result in the student being withheld from class or withdrawn from Blessed Trinity.

Re-enrollment
Enrollment at Blessed Trinity is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead, re-enrollment of any student requires the joint agreement of the student, the parents and the school administration. That agreement may be withheld by the student, the parents, or the principal either with or without cause.

Enrollment during a school year is subject to termination at the discretion of the principal.

Withdrawals
To officially withdraw from Blessed Trinity, the parent/guardian must see the registrar to complete a Student Withdrawal Form. Final official transcripts will be sent to other schools when all accounts (tuition, incidentals, media center fines, etc.) have been paid in full and upon completion of the Student Withdrawal Form.

Family Custodial Situations
The school respects the rights of noncustodial parents. In the absence of a court order to the contrary, Blessed Trinity will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
**Pregnancy**

In accordance with the teaching of the Catholic Church, Blessed Trinity Catholic High School assumes the position that all life is a God-given gift and is sacred. Such life is to be respected and preserved. Blessed Trinity Catholic High School, therefore, does not and will not consider abortion as acceptable under any circumstances.

Pursuant to Archdiocesan Policy #5260, in the event of a student pregnancy, Blessed Trinity shall encourage the student parent (boy or girl) to continue the pregnancy to full term and delivery. The school shall support the student’s pro-life choice by allowing the student’s continued studies for as long as appropriate at the discretion of the principal. When a pregnant student withdraws from regular attendance, the school has an obligation to help the student with arrangements for educational alternatives.

The following guidelines will be implemented in order to ensure the best interest of the student(s), parents and school community: when pregnancy is known to school personnel, the principal will meet with the girl and her parents/guardians. The student is encouraged to begin professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child.

If the father is identified, and if he is a student in a Catholic School, the principal of that school will meet with him and his parent/guardians and require that he be involved in the counseling program similar to that provided to the mother. The school will assist the pregnant student to make arrangements for continuing her education by referring the student to an alternative program. Both students will be referred to their pastor for advice and counseling.

**Marriage**

The Sacrament of Marriage is a lifelong commitment intended for mature adults. The school and guidance counselors are not equipped to deal with the lifestyle of the married student. Therefore, students who are married will not be allowed to attend Blessed Trinity. The school administration will act with concern and responsibility to assist married students in identifying ways and means to address their spiritual, emotional, and educational needs.

Cohabitation and a marriage not recognized by the Catholic Church are cases for expulsion.
Fundraising Policies

When you arrive at Blessed Trinity, you become part of a community that embraces you as part of its family. Our mission depends on every member of this family contributing above and beyond tuition to ensure that we are able to continue to offer students an exceptional education. The following guide was created to help define and prioritize fundraising expectations at Blessed Trinity.

At Blessed Trinity, all gifts are unrestricted. Donors are able to direct their gift to nine different areas of the operating budget: Technology and Innovation, Curriculum and Instruction, Financial Aid, Faculty and Professional Development, Athletics, Fine Arts, Campus Ministry, Clubs & Organizations and Areas of Greatest Need. The Advancement and Business offices keep track of all “directed gifts” and thank the donors accordingly. Should directed contributions exceed a fund’s budgeted limit, the school designates the use of such funds to the Areas of Greatest Need.

Any additional fundraising projects for any program must have the written consent of the Blessed Trinity administration and Office of Institutional Advancement.

Blessed Trinity is a participating school in the Grace Scholars Program. Additional information may be obtained from the Blessed Trinity Office of Institutional Advancement.

Proper Use of the Blessed Trinity Name, Crest, and Logo

The Blessed Trinity school name, crest (or logo), and Titan are important brands that need to be properly and consistently used in marketing the school. Recognition of these items is very important as we promote ourselves to a highly competitive market. No one may use the school name, logo, or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, for example, without the express written permission of the Director of Operations. The school crest consists of a triangle, which is one representation of the Blessed Trinity, as well as three crowns representing each person of the Trinity. The colors are Hunter Green and Vegas Gold.

The school motto is Benedicta Sit Sancta Trinitas, or May the Blessed Trinity Be Praised.
Social networking accounts are not endorsed or encouraged by Blessed Trinity Catholic High School. In accordance with our school’s Acceptable Use Policy, defamatory comments about the school or its employees made by parents, or their student, at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student being dismissed from the school.
Chapter III

Student Life: Attendance Policies and Procedures

Daily Bell Schedule
Attendance
Tardiness
Absences
Other Issues Regarding Absences from School
The Sacrament of Confirmation
Teenage and Adult Driver Responsibility Act
Effect of Absence on Activity Participation
Field Trips and Good Academic Standing
Service Opportunities
Daily Bell Schedules

<table>
<thead>
<tr>
<th>Regular</th>
<th>Homeroom</th>
<th>AM Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45 – 9:15</td>
<td>1</td>
</tr>
<tr>
<td>Ann.</td>
<td>9:15 - 9:20</td>
<td>7:45 – 8:55</td>
</tr>
<tr>
<td>3</td>
<td>11:00 – 1:10</td>
<td>HR/Asmb. 9:00 – 10:20</td>
</tr>
<tr>
<td></td>
<td>1st lunch 10:55 – 11:30</td>
<td>1st lunch 11:05 – 11:40</td>
</tr>
<tr>
<td></td>
<td>2nd lunch 11:45 – 12:20</td>
<td>2nd lunch 11:50 – 12:25</td>
</tr>
<tr>
<td></td>
<td>3rd lunch 12:35 – 1:10</td>
<td>3rd lunch 12:40 – 1:15</td>
</tr>
<tr>
<td>4</td>
<td>1:15 – 2:45</td>
<td>4</td>
</tr>
<tr>
<td>Ann/Asmb 2:25 – 2:45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PM Assembly</th>
<th>Extended HR</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45 – 9:10</td>
<td>Meetings 7:45 – 8:40</td>
</tr>
<tr>
<td>Ann.</td>
<td>9:10 – 9:15</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>9:20 – 10:45</td>
<td>8:45 – 9:55</td>
</tr>
<tr>
<td>3</td>
<td>10:50 – 12:55</td>
<td>Ann. 9:55 – 10:00</td>
</tr>
<tr>
<td>1st lunch 10:45 – 11:20</td>
<td>1st lunch 11:15 – 11:50</td>
<td>2nd lunch 12:00 – 12:35</td>
</tr>
<tr>
<td>2nd lunch 11:30 – 12:05</td>
<td>2nd lunch 12:45 – 1:20</td>
<td>3rd lunch 1:00 – 1:30</td>
</tr>
<tr>
<td>3rd lunch 12:20 – 12:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1:00 – 2:25</td>
<td>4</td>
</tr>
<tr>
<td>Ann/Asmb 2:25 – 2:45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attendance

Blessed Trinity is expected to provide the number of days of instruction required by AdvancED and the state of Georgia. Therefore, students must be responsible to attend classes on a regular basis or lose academic credit. Students are expected to arrive at school and attend class on time. Classes begin promptly at 7:45 a.m. Monday through Friday. Wednesday’s start time is 8:45 a.m. except when an early start is noted on the school calendar or announced as a change of schedule.

Tardiness

It is our expectation that all students report on time for all of their classes. However, we realize that there may be times when circumstances impede students from arriving on time for class. Students who arrive late to school must turn in a note signed by their parent or guardian to the Attendance Office when they check in, or by 7:45 am the following morning, explaining their tardiness. A parent or guardian may also call the Attendance Office. No student entering school late may go to class without first checking in at the attendance office to receive a pass. There will be no exceptions to this rule, and those students who do not present a note or phone call as indicated above will be given an Unexcused Tardy.
Three (3) tardies to the same class are the equivalent of one (1) absence from the class. Penalties for accumulated unexcused tardies to any combination of classes are as follows:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 UTs</td>
<td>Administrative detention</td>
</tr>
<tr>
<td>6 UTs</td>
<td>Administrative detention</td>
</tr>
<tr>
<td>9 UTs</td>
<td>Letter to parents; Saturday School</td>
</tr>
<tr>
<td>12 UTs</td>
<td>Letter to parents; Saturday School</td>
</tr>
<tr>
<td>15 UTs</td>
<td>Letter to parents; Out of School Suspension</td>
</tr>
<tr>
<td>18 UTs</td>
<td>Discipline Committee</td>
</tr>
</tbody>
</table>

**Attendance Office Check-In/Check-Out**

Any time a student leaves school or returns to school during school hours, he/she must report to the Attendance Office.

**Absences**

Some absences cannot be avoided. However, students must realize that regular attendance, diligence, and application to study contribute to the students' success in academic endeavors. Even excused absences often result in lower grades for absent students because nothing can replace a student's presence in class for learning and school achievement. Parents must telephone the Attendance Office between 7:45 and 9:00 a.m. in the event of student's absences. Students absent from individual classes for more than six (6) days in a given semester, even with a doctor’s excuse, may lose credit for the class (es) missed. Students who are absent more than six (6) times from individual classes must be involved in a meeting with their grade level assistant principal and a letter will be sent notifying the parents of the absences. Note that three (3) tardies to the same class are the equivalent of one (1) absence from the class. The level assistant principal and principal make a determination regarding status of course credit.

Truancy from school or an individual class or school activity (Mass, field trips, etc.) is a serious matter. Likewise, excessive tardies and irregular attendance without sufficient cause is a serious concern and may result in suspension and/or loss of course credit. The school reserves the right to make judgments in these areas.
All assignments, tests, quizzes, etc. assigned on day(s) missed are handled by the individual teachers in a manner outlined in their course syllabus, as approved by the Department Chair.

Unless the teacher’s course syllabus indicates another method of handling absences, it should be noted that:

1. Assignments given prior to the absence, but due during the absence, are due on the day of return. Tests and quizzes are to be made up on the day of return after an absence if the last day the student was present was the last class day before the test or quiz.
2. Assignments, tests and quizzes not completed on time receive credit using the unexcused absence formula (75% of earned grade) up to 5 school days after the due date. After that point, a zero is entered into PowerSchool.
3. Teachers reserve the right for long term assignments (defined as one due 3 or more weeks after it is assigned) to insist that the assignment be turned in on the due date even if the student is absent on the day the assignment is due.

**Excused Absence**

Excused absences may be either unexpected or anticipated. In the case of an unexpected absence, the parents are requested to notify Attendance between 7:30 and 8:30 a.m. at 678-277-9120 on that day and every day (in case of continuous absences). Upon return to school, the student must present a note signed by a parent stating that they approve the absence. The note must be dated, contain the dates of the absence, and include a phone number for verification purposes. The note is kept on file in Attendance.

For anticipated absences, a dated and parent-signed note of explanation must be brought to Attendance as far in advance as possible, but no later than one day in advance of the absence.

The only excused absences permitted during final exam days are for illness, death in the family, or court summons.
Unexcused Absence
An unexcused absence is recorded when a full-day absence occurs without prior notification from the parents, or when a part-day occurs without a doctor’s note explaining the absence. The school does not make value judgments on the reason for full-day absences, with the exception of semester exam days. In the case of unexcused absences, tests and assignments that are due on the day of the absence become due on the day the student returns. The recorded grade is computed as 75% of the actual earned grade. Also, the level assistant principal may assign an additional disciplinary penalty.

Note: At Blessed Trinity, annually, students participate in a Class Retreat. Each retreat is an integral part of the overall Catholic formation program at Blessed Trinity. Therefore, attendance at the retreat is mandatory. Students should not schedule a doctor’s appointment, college visit, vacation, etc. on their scheduled retreat day. Absences on these days are unexcused. In the event of inclement weather or other factors, and the retreat must be postponed, students will have a normal school day and students are expected to be in class and be prepared for class.

Other Issues Regarding Absences from School

Part Day Absence
Plan personal appointments outside of school time. However, if a student must be absent from school during a portion of any day, the student must present to Attendance a note signed by the parent before the school day begins, or the parent must come in and check their child out. The attendance officer issues a pass to leave class and the student must sign out at the Attendance desk when departing, and upon return, must present a doctor’s note with the appointment time indicated. A student must never leave the campus without first reporting to Attendance and obtaining permission.

Students who drive will be permitted to drive off campus during the day only for doctor’s appointments, and only then with permission from the parents. Upon return, the student must present a signed note with date and time from the doctor.
75% Rule for Missed Assignments and Tests
Part-day absences, defined as the student coming in late, leaving early, or leaving in the middle of the day and returning, requires a doctor’s note in addition to parent approval for the student to receive full credit for assignments/quizzes/tests missed. If the doctor’s note is not provided within 24 hours of the absence, the 75% rule for make-up grades is applied. If the student returns to school the same day and arranges with the teacher to take the test, the student will receive full credit for the grade earned.

Funerals
When leaving school to attend a funeral (other than the funeral for a family member- see excused absences), students must present a written excuse from a parent on the day of the funeral. Students may not drive other students to a funeral unless written permission is received in the attendance office from the passenger’s and driver’s parents prior to the funeral.

Illness at school
If a student becomes ill or is involved in an emergency situation where he/she must leave school, the parents or emergency contact is notified prior to dismissing the student. Only the principal or level assistant principals may give a student permission to leave the campus during class hours. Students making phone calls home regarding illness must follow these steps: 1) Report to the clinic; 2) be assessed by the nurse; 3) call parents/emergency contact in the presence of the nurse. Students incurring a part-day absence following this procedure are excused, and can make up all work missed for full credit.

Parents out of Town
When parents are going to be out of town, the Attendance Office requires a note informing the school how parents can be reached and who is responsible for the student in the parents’ absence. This information is critical in case of medical or other emergency.
The Sacrament of Confirmation

The Sacrament of Confirmation is the culmination of the Sacraments of Initiation. The Sacraments of Initiation are ordinarily received in the parish in which a child/youth and his/her family, or an adult is registered. In the Archdiocese of Atlanta the norm is for Baptized Catholics to receive the Sacrament of Confirmation during the 10th grade year. The Archdiocese of Atlanta requires that youth seeking the Sacrament of Confirmation:

- Should have attended a Catholic school, a parish religious education program, or a home school religious education program for at least two years before enrollment in the free-standing parish Confirmation formation program. These 2 years are called foundational preparation for Confirmation. Enrollment at Blessed Trinity is considered sufficient preparation by the Archdiocese of Atlanta.
- Should enroll in a free-standing parish based Confirmation preparation program most commonly at the parish where the youth is registered. This free-standing program is called specific preparation for Confirmation.

(Archdiocese of Atlanta Sacramental Guidelines rev. 2002)

Blessed Trinity fully supports the Archdiocese of Atlanta and our Catholic parishes in the faith formation and Sacramental preparation requirements for Confirmation. The school highly encourages the reception of this important Sacrament. Therefore, Blessed Trinity activities, events, sports, games, or practices are not considered acceptable excuses for missing the obligations of the requirements of Confirmation. Additionally, students will not receive any penalties from any Blessed Trinity activities, events, sports, games, or practices for adhering to the Archdiocesan requirements for Confirmation.
Teenage and Adult Driver Responsibility Act (TAADRA)

In 1997, the Georgia General Assembly passed the Teenage and Adult Driver Responsibility Act (O.C.G.A 40-5-22) requiring local school systems to certify that a student’s attendance pattern and discipline record permits him or her to have a learner’s permit or driver’s license. Local school systems are required by law to report noncompliance data to the GaDOE who in turn will report the data to the Department of Driver Services (DDS). Non-compliance data is defined as:

- A student who has dropped out of school without graduating and has remained out of school for ten consecutive school days;
- A student who has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year;
- A student who has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
  - Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - Possession or sale of drugs or alcohol on school property or at a school sponsored event;
  - Possession or use of a weapon on school property or at a school sponsored event. (The term “weapon” shall have the same meaning as in Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.)
  - Any sexual offense prohibited under Georgia Law Chapter 6 of Title 16; or
  - Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

Effect of Absence on Activity Participation

Students who have missed more than two blocks for any reason other than attendance at an off-campus school function (such as a field trip) may not participate in any school activity that day without permission from the grade level assistant principal.
Field Trips and Good Academic Standing

Field trips are designed to correlate with teaching units and to achieve curricular goals. A field trip is a privilege, not a right. Students may be denied participation in a field trip if they fail to meet academic or behavioral standards in the class participating in the field trip or in any other class that would be missed. Students must be in good academic standing in order to participate in the field trip, these requirements are listed below:

- Students who are not in good academic standing, prior to turning in the Field Trip Participation form are restricted from participation.
- Students will not be permitted to leave school for a field trip unless the proper field trip permission form provided by the school has been completed and submitted on time with signatures by each teacher whose class will be missed, the student, and parent(s).
- Permission to take part in a field trip cannot be given over the telephone, only written permission suffices.
- Any field trip fee that may have been initially paid for by student/parent will not be subject to refund by the school/teacher due to the fact that field trip costs are paid in advance and are nonrefundable.
- If a student is ineligible to participate in the field trip, teachers will provide alternative work/project and assignment(s) that are comparable to that of the field trip.

Requirements for Good Academic Standing

To be considered in Good Academic Standing and be eligible to miss class for field trips, a student must have no more than 2 D’s (73 or lower) in their classes.

Service Opportunities

Students are to complete the “Light of the World” service requirements outside of the regularly scheduled school day. The only exception to this will be school sponsored service projects such as the annual mission trips, March for Life or Habitat for Humanity. Absences will not be approved and credit will not be given for other individual service projects requiring time away from the school day.
Chapter IV
Academic Program

Admissions
Curriculum/Graduation Requirements
Academic Information
Grading
Non-Discrimination Policy
Academic Honesty
Admissions

Ninth Grade
Blessed Trinity Catholic High School is open to those students of all races who have satisfactorily completed the eighth grade, who have indicated their ability to follow the course of studies provided by this school, and whose conduct has been such as to recommend them. Preference is given to siblings of current students and to practicing Catholic students registered in a parish. A parish verification form is required as part of our admissions process. Catholic families get priority. A new form is required each year for any Catholic family to receive tuition assistance from the block grant.

All incoming ninth grade students must take the Secondary School Admission Test (SSAT) to help the school personnel determine the appropriate course of study. Alternative testing may also be required. A completed application, which includes an online application form, student essay, principal and teacher recommendation forms, transcripts of past grades and standardized testing, must also be submitted with the required application fee before a student is considered for acceptance.

Transfer Students
A student transferring to Blessed Trinity must be enrolled for at least one full year (two semesters) in order to receive a Blessed Trinity diploma.

Transfers from local high schools are not admitted for the senior year. Only students transferring from Catholic high schools outside the metropolitan Atlanta area are admitted as seniors.

All new students and parents sign The Media Release Form during the admissions process granting consent for students to be interviewed, and/or photographed by Blessed Trinity’s Communication Office to celebrate student activities and success.
Curriculum/ Graduation Requirements

Each academic department has developed a philosophy and a curriculum that reflects the sequence of departmental course offerings, selection of supplementary materials, and identification of effective instructional strategies. The department determines evaluation techniques to be used as well as defining course standards and benchmarks. Each teacher provides the students with a course syllabus outlining the goals and objectives of the course and expectations for student performance and behavior.

All graduates of Blessed Trinity must earn a minimum of 28 credits. A full credit is awarded for successful completion of a two-semester course, and a half credit is awarded for successful completion of a one-semester course or of one semester of a full year course.

Note that the entrance requirements for all colleges do not necessarily coincide with the courses required for graduation from Blessed Trinity. The school’s curriculum does provide all necessary courses for admission to any college in the University System of Georgia. It is the responsibility of the student to be sure that all necessary courses are taken for admission to the college of choice.

Service Hours: All students must complete a minimum of 15 hours each school year and at least 10 of those hours must qualify as “Works of Mercy” service. This is an annual and graduation requirement. We use an online tracking and reporting system (x2VOL) for all service hours. It is accessible through Family Connection in Naviance. This reporting system will eliminate our paper reports and centralize service information. X2VOL allows students to enter service hours online, view and sign up for service opportunities, receive reminders about opportunities, and print their service log that can be used for college applications. It will also include access to the list of Approved Works of Mercy Service Organizations. Summer service hours due date can be found on the school calendar. We encourage students who may find it difficult to schedule time to do service hours during the school year to complete as many hours as they can during the summer.
Required courses and number of credit hours for graduation follow:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Theology* (or .5 credit per semester at BT)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Social Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Geography &amp; Government/Ancient Civilizations OR AP Human Geography = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>World History = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>U.S. History = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government/Economics = 1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biology = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemistry = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Chemistry/Principles of Physics OR Physics = 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Science = 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Foreign Language (must be in one language)</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Fine Arts (must be chosen from Art, Music, Drama, Dance and Journalism)</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Business and Technology Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Robotics OR Multimedia Design = .5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal Finance = .5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Business and Technology = .5</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General PE, Introduction to Strength and Conditioning OR Dance = .5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health = .5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other PE electives = .5</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Other Electives</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>TOTAL REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>

* See Course Catalog for required courses – these are in the “Course Sequence” section at the end of the departmental listing.

Only students who have fulfilled all graduation requirements are permitted to participate in the graduation exercises.

Students are not permitted to graduate early from Blessed Trinity. Every attempt is made to provide sufficient variety in the program whereby students are challenged to achieve their individual potential.
Academic Information

Levels of Instruction
The academic program seeks to meet the needs of all admitted students. Through the testing program, counseling, teacher recommendations and consultation with parents, students are placed in courses which take into consideration the course objectives and goals, as well as the aspirations, academic skills, and maturity of the student.

Many courses are offered on multiple levels: Standard, Advanced, Honors/AP while the curriculum is parallel, meaning that each level of the course has similar goals and objectives, the level of instruction varies by methodology, degree of difficulty and volume of information presented. All levels of all courses are fully college preparatory.

Students are not necessarily placed in the same level in all subject areas. Placement in a particular level is based on the student’s aptitude and performance in the various disciplines.

Standard
Standard level courses are designed to meet the needs of students seeking a college preparatory curriculum.

Advanced
Advanced level courses are designed to meet the needs of students who want a college preparatory curriculum, who can complete assigned tasks with minimum supervision, and who have an above-average level of aptitude and achievement.

Honors/Advanced Placement (AP)
Honors and Advanced Placement (AP) level courses are designed to meet the needs of students who want an advanced college preparatory curriculum, who are highly motivated, and who have a high level of responsibility, aptitude and achievement. Principles and concepts are explored in greater depth, and more independent work is expected of the student.

Advanced Placement (AP)
Courses labeled AP include an 8-point addition to the final numeric grade provided this average is a 70% or greater. In the case of a failing grade, the student will not be awarded the 8-point addition. AP courses also require a fee of $95 per course for the AP exam. Students enrolled in AP course(s) are required to take the AP exam(s) in May.
Grading

Grade Reporting
Grades are available on-line. A final report card is sent to the parents at the conclusion of each semester.

Grading System
Due to differences in course content, the method by which a grade is determined in various courses can differ greatly. At the beginning of each course, the instructor distributes the course syllabus, which has information regarding the grading procedure to be used. While the letter grades below are standard, the method used in each course to determine a grade will differ.

The grade equivalents and interpretations are as follows:

A (90 - 100)  Excellent to superior work indicates a high level of mastery of materials or skills as indicated by the objectives of the course.
B (80 - 89)  Average to above average work and mastery of materials or skills.
C (74 - 79)  Marginal to average work or mastery of materials or skills.
D (70 - 73)  Passing (with credit awarded), but with deficiency in mastering a significant part of the materials or skills.
F (0 - 69)  Failure to master the fundamental objectives of the course. No credit awarded.
I (Incomplete)  If work is not completed within two weeks after the semester ends, the I becomes F, unless other arrangements have been made with the administration.

Grades are recorded numerically and the Grade Point Average is the average of those grades. Honors and AP courses are weighted as follows: For Honors courses, the grade appearing on the report card and transcript have a four (4) point addition to the actual earned grade. For AP courses, the report card and transcript will have an eight (8) point addition.

With the weights, the maximum grade a student can receive in an AP class is 108, in an Honors class 104, and in an Academic or Advanced class 100. No weight will be added to a grade less than 70; that is, a weight cannot change a failing grade to passing.
**Valedictorian and Salutatorian**
The Valedictorian is the graduating senior with the highest relative Grade Point Average. The Salutatorian has the second highest relative average. Relative GPA is calculated taking into account that some students take a full slate of electives all or most semesters while other students opt for non-credit study halls or unassigned periods. To make accurate comparisons between graduates who have a similar GPA but different course loads, some elective courses may be discounted in order to create a more accurate comparison.

To be named Valedictorian or Salutatorian, the senior must have been enrolled at Blessed Trinity for at least six consecutive semesters.

**Permanent Records**
The permanent record of each student, kept on file in the school office, contains only the final semester grades as well as attendance records and results of all standardized testing.

**Student Placement**
Student placement in any subject will be based on the student’s aptitude, emotional maturity, academic skill, performance in that course of study, test scores, and teacher recommendations.

Students are invited by departments to participate in AP and Honors courses based on their demonstrated ability, skills, work habits, and motivation. Each AP and Honors course has a contract that lists in detail expectations concerning workload. Students should anticipate a minimum of one hour of homework per night per class. Students enrolled in Honors courses who do not continue to demonstrate these qualities will have their invitations withdrawn from the programs.
Changes in Student Schedule
Changes in level placement in a core curriculum course require the approval of the department involved and the level assistant principal. No fee is charged for these changes.

Changes in actual courses (usually involving elective choices) are normally not allowed except in extraordinary circumstances. In any event, the student must obtain approval from the level assistant principal. Such changes incur a $50 fee.

Transcripts
Transcripts are sent at no charge for students attending Blessed Trinity. Transcripts must be requested in writing to the registrar/guidance counselor.

Recording Classes
Students may not make audio and/or video recordings of teachers in class without their consent.

Making up Failures
Any student who fails a course required for graduation has several options for making up the credit: The student may attend an accredited summer school, attend an accredited night school, or take an accredited online course. An option available for some courses is to repeat the course at Blessed Trinity, provided that doing so does not leave the student short on the total number of credits needed for graduation. A final option available for some courses is to take part in a Blessed Trinity Credit Recovery Program. With the successful completion of the program, the student’s grade is raised to the minimum passing grade of 70. This program is subject to instructor availability.

If a student fails the first semester of a full year course and wants to continue completion of the course, he/she is required to attend a Mandatory Tutorial two days a week for the first six weeks of the second semester of the course.

Mandatory Tutorials
Mandatory Tutorials are a contract for ongoing educational support, therefore failure to attend a Mandatory Tutorial may result in disciplinary action. An assessment of student performance at any point during the semester may result in a teacher requiring a Mandatory Tutorial. Teachers and the level assistant principal have the option of requiring any student to consistently attend Mandatory Tutorials on a schedule as outlined in the Mandatory Tutorial contract.
**Recommended Tutorials**
Teachers may recommend that a student stay after school for extra help based on missing homework, lack of conceptual understanding, and/or student’s low assessment(s). These tutorials are designed to assist students before they reach a critical level which may require them to attend Mandatory Tutorials.

**Academic Warning and Academic Probation**
A student is given an Academic Warning at the 6 week point of the semester if the student has two or more grades in the D or F range (73 or lower). A letter is sent home informing the parents. There is no additional penalty.
A student is placed on Academic Probation at the 12 week point of the semester if the student has two or more grades in the F range (less than 70). The student is at that point ineligible to participate (including but not limited to meetings, practices, rehearsals, competitions, performances) in any extracurricular activity for the remainder of the semester.

Any student whose grades are at a probation level at the end of the semester for two consecutive semesters will be reviewed by the student’s assistant principal, guidance counselor and principal to determine if they should be permitted to remain at Blessed Trinity.

**Final Exams**
All core academic courses have a final exam each semester. This exam counts no less than 15% and no more than 25% of the final grade. Administrative exceptions to this protocol may be made in AP classes.

No finals are given before the scheduled exam days. If a student is unable to take an exam at the scheduled block, the grade level assistant principal may approve taking the exam at another time. No exam will be administered prior to the first administration of that exam.
Graduating seniors may be exempt from the final exam in a course at the teacher’s discretion provided that during second semester, the student has:
1. at least a 90 average (including the honors weight, if applicable)
2. no suspensions
3. no Saturday Schools
4. no more than four detentions
Seniors may exempt one-semester courses at the end of first semester if they have met the aforementioned requirements.
**Concussion Protocol**
The concussion protocol identifies guidelines and strategies for students who have sustained a diagnosed concussion. The purpose is to consistently respond to the transition for our students to safely resume both academic and athletic activities following our receipt of the physician’s medical release for the student.

**Making Up Missed Tests or Quizzes**
Students can make up a missed test or quiz after school with the teacher or in Monday/Wednesday School. Students who fail to show up at the scheduled time to make up a missed test or quiz will have to reschedule the makeup time, but will receive a grade equal to 75% of the actual earned grade.

**Academic Recovery Plan**
Students who have missed a significant number of class days due to concussion, surgery, or other illness, will be placed on an ARP by the grade level assistant principal. The ARP provides a structure for the student to keep current while making up missed assignments and assessments.

**Credit Recovery Plan**
The CRP is designed to meet the individual needs of our students who have not experienced successful completion of a required academic class, even though academic interventions have been implemented throughout the semester. Rather than require the student to repeat the full semester in an online course over the summer, BT offers the Credit Recovery Program. The CRP enables the student to work in a small group with a designated BT teacher for a minimum of 16 contact hours. This time is used to assess specific skills that need to be remediated through individual work. This enables the student to master the necessary skills to continue the academic course sequence with success. The CRP has very specific guidelines for attendance, participation, and work completion. Upon completion of the CRP, the student must demonstrate mastery of the skills and concepts to earn credit in the failed course with a passing grade of 70. If the student fails the first semester of a sequential course and mastery of skills is necessary for successful continuation in the course, CRP may be offered before school during the second semester. All other course CRPs are offered during the summer. A fee is charged for this service.
**Testing Program**
All applicants for the ninth grade at Blessed Trinity take the Secondary School Admissions Test (SSAT).

In October, the PSAT (Preliminary SAT) is administered to all ninth, tenth and eleventh grade students. This test provides practice for the SAT and also serves for the junior students as the National Merit Scholarship Qualifying Test.

**Non-Discrimination Policy**
Blessed Trinity will not discriminate on the basis of race, color, national, or ethnic origin, in the administration of its educational policies, admission policies, scholarship and work programs.

**Academic Honesty**
It is a violation of academic honesty to submit the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In keeping with academic honesty, Blessed Trinity has developed an honor code that all students will uphold in all of their academic pursuits at the school. This code and pledge can be found below:

**Honor Code**: As a Blessed Trinity Catholic High School student, I am a person of integrity, embracing what is morally and ethically right and refusing to tolerate actions that contradict this integrity.

- I recognize that all people are children of God and treat everyone with respect and charity.
- I tell the truth and ensure that the full truth is known.
- I embrace justice and fairness in all actions.
- I ensure that work submitted by me is my own.
- I respect the property of others and never take or damage what does not belong to me.
- I uphold the Blessed Trinity mission statement and strive for excellence in spirituality, in academics, and in artistic and physical development.

**Honor Pledge**: On my honor before God, I pledge I have neither given nor received aid on this test, exam, assignment.
Chapter V
Regulations for Student Conduct

Disciplinary Policies and Procedures
  Detentions
  Saturday School
  Suspension
Cumulative Discipline Consequences
  Harassment / Bullying / Hazing
Sexual Harassment & Sexual Violence Policy
Substance Abuse Policy / Random Drug and Alcohol Testing
  Consequences for Drug and Alcohol Testing
  Drug and Alcohol Contract
Student Driving & Parking on Campus
Disciplinary Policies and Procedures

The primary role governing the conduct of all the members of our school community is the “Great Commandment” of our Lord: “You must love the Lord your God with all your heart, with all your soul, and with your mind...And you must love your neighbor as yourself” (Matt 22: 37-40). Everything which promotes this threefold love is acceptable in our school community. Anything which undermines the growth of such loving harmony both on and off-campus is rejected. Blessed Trinity reserves the right to determine if off-campus behavior has a detrimental input on the school or the school’s reputation. The Administration reserves the right to discipline students for off-campus behavior and/or conduct. Blessed Trinity also reserves the right to search any item that is brought onto campus.

It is the mission of Blessed Trinity to ensure that each student has a successful school experience in a safe and supportive environment. Personal honor, integrity, and respect for others is expected of all students. The following guidelines are defined in order to assist students to live within the spirit of these expectations. These penalties can consist of detentions, Saturday school, suspensions, or expulsion.

Detentions

Detentions are given to students who do not uphold the rules, regulations, and policies of Blessed Trinity. Detentions are cumulative August-May each school year. Parents have access to conduct, attendance, and grades on the PowerSchool Parent/Student Portal. If questions are not answered after a review of the PowerSchool Parent/Student Portal, contact the grade level assistant principal for clarification.

Teacher Detentions

Instructors assign classroom detentions as natural consequences for continued inappropriate behavior or rule violations. These detentions are initiated and supervised by the classroom teacher. The duration is 30 minutes. Students sign a Teacher Detention Form, which indicates the time, date, and reason for the detention. Students are asked to sign the form; however, failure to sign does not excuse one from serving the detention. Forms are filed in the administrative offices.

Students who fail to serve a Teacher Detention will be referred to the grade level assistant principal to make up the teacher detention and serve an Administrative Detention.
**Administrative Detentions**

Administrative Detentions are scheduled on Tuesdays and Thursdays. Administrative Detentions address specific school policy violations that require an administrative response.

Please note the following policies involving Administrative Detention:

1. All administrative detentions meet in an assigned room from 3 to 4 pm. Students must arrive on time, and there are no early dismissals from detention. It is the student’s responsibility to serve the detention on the date assigned (see #3 below for exceptions). Forgetting a detention or scheduling other commitments after a date has been assigned is not an acceptable reason for missing an administrative detention. During detention, students silently complete a reflection paper and spend the remaining time completing another writing assignment given by the detention supervisor.

2. Detention is an extension of the school day. All school rules and policies, including uniforms, cell phones/electronic devices are in effect throughout the detention.

3. **Acceptable** reasons for requesting a change in the date for detention:
   a. Medical appointment/illness/absence from school – medical documentation required
   b. Death in the family
   c. Court summons
   d. Representing Blessed Trinity at an official GHSA competition
   e. With permission of the level assistant principal, request by a teacher that the student attend a study/review session with the teacher.

4. Consequences for coming late to detention are based on the circumstances. Students who come late serve the detention for the remaining time and then have a follow-up meeting with the assistant principal to assess the reason for the lateness and the consequence for that.
Saturday School

Saturday School is used for those students who are frequent violators of the discipline code or have committed a single, serious violation. Saturday School will operate on designated Saturdays each month from 8:00 am to 12:00 pm with a fee of $25 per student which will be charged to the family’s FACTS account. Students may be required (but are not limited) to perform maintenance work around the campus (inside or outside) or other activities depending on facility need. Therefore, students are expected to wear work clothes and closed-toe shoes. If a student does not report to Saturday school as scheduled, he/she will be suspended from school for a day during the following week. Students are to report to the front lobby by 8:00 am and may be picked up at 12 noon from the front lobby.

Suspension

A student is suspended for a serious breach of conduct or repeated less serious offenses. Students who are assigned an out of school suspension remain at home for the duration of the suspension. They are responsible for turning in all schoolwork, submitting assignments either electronically or in person on or before the first school day they return. The level assistant principal may assign additional work beyond classroom assignments that must be completed for re-admittance to school.

Students earn full credit for all work submitted during their suspension. Students are allowed to make up quizzes and exams with no academic penalty. While suspended, students are ineligible to participate in any extracurricular activities and are not allowed on campus during their suspension.

Repeated Suspensions During One School Year

Following an out-of-school suspension, the student may be required to appear before the Discipline Committee.
Expulsion

Clearly the most severe form of disciplinary action is to remove a student from the Blessed Trinity community. Expulsion may be the recommendation of the Discipline Committee who proposes their recommendations at the end of a Discipline Committee Hearing. Only the principal has the authority to expel a student, and may do so at his/her total discretion. Students who have been expelled may not be present on campus or attend any school-sponsored activity. Possible reasons for expulsion may include but are not limited to:

- Actions detrimental to the moral and spiritual welfare of other students
- Assault, battery, or harassment
- Any threat of force or violence directed towards any school personnel or students
- Continued willful disobedience

NOTE: Parents may appeal within ten (10) calendar days to the Superintendent of Catholic Schools for a review of the decision. The Superintendent will only assure that correct procedures were followed as defined by the Archdiocesan Policy.

Discipline Committee

The Discipline Committee is chaired by an assistant principal and is comprised of three faculty members who review discipline situations arising from more than 14 detention-level or higher level consequence in one school year or from a singular event, which in the opinion of the administration warrants such a review.

In the meeting, the committee allows the student to respond to the disciplinary situation. The student is asked questions about his/her choices and responsibilities. The committee then assesses the student’s willingness and ability to make the necessary changes to remain a member in good standing with the community. The committee makes a recommendation to the principal, who may accept, reject or modify.

Additional Interventions

In some cases, a disciplinary response may include some form of outside intervention, such as counseling or testing. These interventions are suggested to help the student find a solution to the problematic behavior. Failure to comply with the recommendation indicates an unwillingness to work with the school personnel and could result in expulsion.
### Cumulative Discipline Consequences

<table>
<thead>
<tr>
<th>Violation</th>
<th>Quantity</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform Violation</td>
<td>3</td>
<td>Administrative Detention</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Administrative Detention</td>
</tr>
<tr>
<td></td>
<td>9 (and every 3 after)</td>
<td>Saturday School</td>
</tr>
<tr>
<td>Detention</td>
<td>3</td>
<td>Letter to parents</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Letter to parents; meeting with the level assistant principal; Possible Saturday School</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Letter to parents; Saturday School</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Letter to parents; Saturday School</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Letter to parents; Out of School Suspension</td>
</tr>
<tr>
<td></td>
<td>15+</td>
<td>Discipline Committee</td>
</tr>
</tbody>
</table>

### General Behavior
Students are expected to cooperate with all school personnel and with each other, and to behave appropriately at all times, especially at school functions (on or off campus). Students can be disciplined for conduct, whether inside or outside of the school, that is detrimental to the reputation of the Blessed Trinity.

### Search and Seizure
All property of the school, including students’ desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, backpacks, purses, or articles of clothing that are left unattended on school property. The search of a student’s person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, alcohol, or other item the possession of which is prohibited by law or by the school policy. (Archdiocesan Policy #5500)
The following is a list of basic expectations of student conduct. Included are possible consequences for violations of those expectations. However, any violation of these regulations is taken in context, and disciplinary action can range from a warning to expulsion, at the discretion of the principal.

1. **Opposition to Moral Standards:** Blessed Trinity has a concern with students whose conduct on or off our school campus brings discredit or harm to the name of the school or the reputation of its student body. Any misbehavior or conduct of a Blessed Trinity student which goes against Christian values will be subject to investigation and penalty. This includes, but is not limited to: internet usage, electronic devices, or misbehavior in vehicles of any sort. Therefore, such conduct or behavior which is in opposition to our Catholic philosophy and moral standards, on the part of our students, could require a penalty or dismissal from the school. Students may not bring discredit to the name of Blessed Trinity.
   **Consequence: Dependent on the situation up to expulsion**

2. **Respect for self and others:** Students shall conduct themselves with due respect toward one another and staff members at all times. Insolence, defiance, or refusal to accept the directions of school personnel is a serious offense. This violates one of the Greatest Commandments.
   **Consequence: Dependent on the situation up to expulsion**

3. **Off-Campus Disturbances:** It is considered a serious offense if students deliberately cause a disturbance on another campus. Any offense taking place on other school property shall be considered the same as if such actions were to take place on our campus.
   **Consequence: Dependent on the situation up to expulsion**

NOTE: Parents may appeal within ten (10) calendar days to the Superintendent of Catholic Schools for a review of the decision. The Superintendent will only assure that correct procedures were followed as defined by the Archdiocesan Policy.
4. **Use or possession of controlled or illegal substances**: The use or possession of illegal drugs, alcohol, or other controlled substances is strictly prohibited. The possession of drug-related paraphernalia is likewise prohibited. In compliance with T.A.A.D.R.A., §O.C.G.A. 40-5-22(a.1)(2). The school is responsible for reporting students involved with possession or sale of drugs or alcohol on school property or at a school sponsored event.

   **Consequence: suspension or expulsion**

   In the case of suspension, the student is placed on a Discipline Drug and Alcohol Contract giving the school permission to administer drug/alcohol tests without warning. A student who has been placed on the Discipline Drug and Alcohol Contract and who participates in either athletic, fine arts, or other competitive, school-sponsored programs will be suspended for 20% of the total number of regular season games, performances, or competitions. In the case of limited games, performances, or competitions, the suspension will be for at least one event, or the 20% penalty, whichever is greater. The suspension will be served at the first available opportunity which includes post season play or performances during the current school year. This policy also applies to those students who provide support roles in Athletics or Fine Arts or other Extracurricular Activities.

5. **Distribution of controlled or illegal substances**: The distribution of illegal drugs, alcohol or other controlled substances is prohibited. Distribution occurs when one student provides the substance to another, whether or not the exchange of money occurs. (In compliance with T.A.A.D.R.A., §O.C.G.A. 40-5-22(a.1)(2). The school is responsible for reporting students involved with possession or sale of drugs or alcohol on school property or at a school sponsored event.)

   **Consequence: Expulsion**

6. **Weapons**: The use or possession of a dangerous weapon, including but not limited to firearms (real or toy), materials that can be used as weapons and other contraband materials (matches, lighters or any flammable substances), knives, laser pointers, or explosive compounds, is prohibited at school or any school function. Furthermore, the attempted use of any object to harm another is considered use of a weapon. (Archdiocesan Policy # 5480)

   **Consequence: Saturday School, Suspension or Expulsion**

   *If not expelled, administration can place student on a probationary contract.*
7. **Tobacco/electronic cigarette use**: The use or possession of tobacco products, other nicotine delivery devices, or any type of electronic cigarette on school property or any school function is prohibited. Examples are, but not limited to, chewing tobacco and vaping.  
   **Consequence:** Minimum of Saturday School

8. **Fighting**: Fighting is prohibited on campus and at any school function. Students should be aware that the penalty for fighting is normally imposed on all participants equally. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racist, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight.  
   **Consequence:** Dependent on the situation up to expulsion

9. **Attacking another student**: Threatening, harassing or intimidating another student verbally, physically, or electronically is prohibited.  
   **Consequence:** Dependent on the situation up to expulsion

10. **Cafeteria Disruption**: A student shall not cause or participate in a disruption in the school cafeteria, such as throwing food, leaving trays on the table, causing spills of foods, interfering with others’ food, or similar behavior.  
    **Consequence:** Administrative Detention or Saturday School

11. **Harassment/Bullying**: Harassment of students is forbidden. Examples of harassment include, but are not limited to, making rude, vulgar, obscene, racial, ethnic, or insulting remarks, verbal or written taunting or threats; bullying; jokes, stories, pictures, or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Possession of or active search for “hate”, weapon, or other offensive material in print or electronic form is prohibited. “Cyber-bullying” and other electronic means used to harass students or to demean members of the Blessed Trinity community or the school itself is prohibited, even on non-school computers or personal electronic devices. The hazing of new students or students joining clubs or teams is strictly prohibited. It is also a serious offense for students to harass faculty or staff members or to invade their privacy by disturbing them in their homes.  
    **Consequence:** Saturday School, Suspension, or Expulsion
12. **Sexual Harassment:** Students shall not sexually harass any other student or any member of the faculty or staff. Sexual harassment involves:
   a. Unwanted sexual advances.
   b. Verbal, physical, or visual conduct with sexual overtones.
   c. Flirting with an individual or repeatedly asking an individual to go out after the individual has indicated a lack of interest.
   d. Implicit or explicit requests for sexual favors.
   e. Inappropriate verbal comments of a sexual nature.
   f. Physical contact of a sexual nature.
   g. Using obscene or vulgar language.
   h. Making comments about a person’s clothing, body, or personal life.
   i. Making sexually suggestive comments, noises, or sounds.
   j. Sexting.

**Consequence: Saturday School, Suspension, or Expulsion**

13. **Vandalism:** It is a serious offense for students to perform any act of vandalism on or off this campus. A student shall not cause damage to another student’s property, including but not limited to: cars, lockers, Chromebooks, backpacks, etc. A student shall not cause damage nor attempt to cause damage to school property, which includes, but is not limited to:
   a. Library books
   b. Textbooks / Reference Materials
   c. Electronic devices, such as computers, charging stations, and digital displays
   d. Software and network infrastructure
   e. School buildings, fields, or facilities including furnishings and contents
   f. School buses or other vehicles operated, leased, or owned by the school or any other materials or equipment owned by the school.

**Consequence: Up to Expulsion**

14. **Cutting Class:** Students are expected to be in their assigned class for the entire period. Students may not leave a class without permission from a faculty or staff member. Students must have a pass if they leave a classroom for any reason. Any time a student is absent from a class without permission, this action is viewed as cutting class. Students must follow all attendance procedures to be excused from class.

**Consequence: Minimum of administrative detention. For juniors and seniors with an unassigned period, being in an unauthorized area of the school results in the student being assigned to a study hall.**
15. **Copying another’s work**: Honesty and integrity are expected of all students at all times (refer to the Blessed Trinity Honor Code and Honor Pledge). Students are expected to submit their own work on all assignments unless given explicit instructions to the contrary by the teacher. Copying is defined as giving or gaining an unfair advantage for yourself or others and is a serious offense. Sharing Google Docs must be authorized by the teacher. Both parties are equally guilty and will receive the same penalty. This includes video recording or photographing another’s work or assessment materials.

Consequence: Minimum of administrative detention and a grade of zero on the assignment. For habitual copying, students are liable for expulsion.

16. **Plagiarism**: Plagiarism is defined as the use of another person’s work and failing to give appropriate credit. This is a serious violation of academic integrity and will result in both an academic and disciplinary penalty.

Consequence: Grade of zero on the assignment and up to expulsion for repeat offenders.

17. **Violation of test-taking procedures**: To protect the integrity of the testing process, each student must abide by the procedures established by the individual teachers. Failure to follow these procedures invalidates the test results and is therefore a serious offense.

Consequence: Grade of zero for both parties and up to expulsion.

18. **Lying**: Lying in order to cover one’s own misdeeds or the misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense against the school community. Lying to an administrator during the investigation of an incident is a serious offense.

Consequence: Dependent on the situation; Administrative Detention, Saturday School up to expulsion

19. **Theft**: A student shall not take or attempt to take school or private property without legal right either on the school grounds or during a school activity, function, or event off school grounds or while under school supervision.

Consequence: Restitution and an additional consequence dependent on the situation up to expulsion.
20. **Chronic class disruption**: Students causing disruption in a class interfere with an environment conducive to learning. Students who repeatedly cause disturbances in class are liable to be permanently removed from the class, which could result in the loss of credit for the course.

*Consequence: Administrative Detention, Saturday School, or Suspension*

21. **Profanity**: The use of any verbal or written inappropriate, abusive or profane language or gestures are prohibited on campus and at any school event. It is unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials.

*Consequence: Administrative Detention, Saturday School, or Suspension; If at an event the student will also be removed from the event.*

22. **Gambling**: Gambling of any kind is prohibited.

*Consequence: Administrative Detention; confiscation of money involved will be contributed to charity.*

23. **Leaving campus without permission**: Students may not leave campus between arrival at school and the end of the school day. In order to leave campus, parent permission and authorization from the Attendance Office or Administrator is required.

*Consequence: Administrative Detention, Saturday School, or Suspension. For juniors and seniors who have an unassigned period, leaving campus without permission results in loss of the unassigned period. For repeated truancy, expulsion.*
24. **Food/Drink**: Food and drinks other than water in a clear plastic container are not allowed in any area of the school building apart from the cafeteria. Gum chewing is not allowed in the building at any time.

*Water Bottle Policy*: Students will be allowed to have a water bottle during the school day provided it meets the following parameters:

- a. Must be in a clear plastic bottle, no more than 32 oz. No colored “clear,” no opaque, and no metal containers. The Titan Zone has bottles for purchase.
- b. Absolutely no glass containers.
- c. Must have a secure screw-top or leak-proof lid.
- d. No offensive logos or logos that promote drugs, alcohol, or tobacco.
- e. Clear, pure water only is allowed in the bottle.
- f. No water bottles during any assembly, including Mass.
- g. Your water bottle can be checked by any faculty or staff member at any time.

**Consequence**: *Administrative Detention or Saturday School*

25. **Lockers**: Students are never to give their locker combinations to others. Only appropriate decorations are permitted inside lockers. No permanent markers or adhesives may be used. Lockers are not to be jammed in any way that prevents their locking as this may permanently damage the locking mechanism.

**Consequence**: *Administrative Detention and payment of expenses for locker repair/replacement*

26. **Electronic devices**: Chromebooks are the only electronic device permitted in class. Other electronic devices, including cell phones, may not be used during any instructional block.

**Consequence**: *First offense: Administrative Detention and item to be returned; Second offense: detention and parent must meet with level assistant principal to retrieve item. Third offense and subsequent offenses: Saturday School and parent must meet with level assistant principal to retrieve item.*

27. **Pornography**: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs whether by
electronic data transfer or other means (commonly called texting, sexting, emailing, etc.) is strictly prohibited and may constitute a crime under state and federal law. The receipt of such materials must be immediately reported to administration.

**Consequence:** *Dependent on the situation up to expulsion, Referral to Department of Family and Children Services, and possible referral to police.*

28. **Inappropriate expression:** Students may express their points of view. They violate this right when they coerce another person to join them in their mode of expression, invading the rights of others. Expressed opinions must be respectful of our school mission and our beliefs as a Catholic/Christian community. No meeting, assembly on campus, distribution of literature or buttons, and/or display of materials is permitted unless prior approval of the administration has been given.

**Consequence:** *Minimum of administrative detention*

29. **Dress code violation:** The uniform is a symbol of Blessed Trinity and should be worn with pride at all times. Upon entering the building, students are expected to be in uniform and remain in compliance with the uniform policy until the end of the school day.

**Consequence:** Uniform violation slip; after three violations in one semester - administrative detention, after six violations - administrative detention. After nine violations in one semester and every three following - Saturday School.

*See chapter VI for School Dress Code*

30. **Selling of items:** Students are not allowed to sell tickets, or other items in the school, unless they have permission from the principal.

**Consequence:** Administrative detention

31. **Failure to Return Forms:** Students who do not turn in all official forms with parent signatures on the dates specified by any school personnel are liable for disciplinary action. This includes, but is not limited to class syllabi, discipline contracts, registration materials, medical forms, etc.

**Consequence:** Administrative detention or Saturday School for repeat offenses
32. **Inappropriate access:** Students are not to access classrooms, offices, teacher desks or property, or other sections of the school unless accompanied by an adult employee of the school. During the school day, students are not to go to parts of the campus outside the building other than the common areas. During school hours, students may not be in areas considered “off limits,” unless directly supervised by a faculty/staff member. These areas are:
   a. All parking lots
   b. Sidewalks and neighborhoods
   c. All athletic fields, the stadium, and the gyms
   d. All wooded areas around the school campus
   e. The fine arts wing of the school and the theater
   f. Locker rooms and the wrestling room
   g. The STEAM lab

   **Consequence:** Dependent on the situation up to Expulsion

33. **Inappropriate computer use:** Appropriate use of technology is defined by policy (See Chapter VIII). Violation of the appropriate use policy is a serious offense.

   **Consequence:** Dependent on the situation

34. **Driving on campus:** To drive onto campus and park during the school day, students must possess a valid driver’s license and annually purchase a parking permit. The following can result in disciplinary action: driving recklessly, speeding, failing to register the car, failure to display the current parking permit, parking in a numbered space/visitors parking or in a handicapped space.

   **Consequence:** Minimum of administrative detention; possible loss of driving privileges

35. **Public displays of affection:** Kissing and inappropriate touching are not allowed on campus.

   **Consequence:** Minimum of detention

36. **Loitering:** Students are not permitted to walk around or loiter in the halls during the school day, nor are they permitted to loiter in the restrooms or empty classrooms during the school day. Students may never remain at any locations on campus unattended during the school day.

   **Consequence:** Minimum of Administrative Detention
37. **Forgery**: Students are in violation of school policy for falsifying signature(s) of parent(s), guardian(s), or others, even when directed by those individuals. Students are accountable for obtaining appropriate and original signatures of parents/guardians when necessary.

*Consequence: Detention, Saturday School for repeated offenses*

38. **Disruption and Interference with School**. A student may not disrupt the normal day to day operations of the school.

*Consequence: Dependent on the situation up to expulsion*

39. **Unauthorized Account Access**. A student may only be signed in to his/her Blessed Trinity issued account on their chromebook during class.

*Consequence: Teacher detention*

The administration reserves the right to determine the severity of the situation and punishment at the time the incident occurs.

**Harassment/Bullying**

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including, but not limited to race, color, national origin, physical or mental impairment, or gender. Harassment can occur at any time during or after school or during school related activities. It includes, but is not limited to, any and all of the following:

Verbal: Derogatory comments and jokes, threatening words spoken to another person.

Physical: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any interference with normal work or movement.

Visual: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.

Cyberbullying: Any form of harassment shared or transmitted electronically.

**Sexual Harassment and Sexual Violence Policy**

Blessed Trinity is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Blessed Trinity expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.
**Sexual Harassment Defined**

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in form of music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continued unwanted written or oral communication directed at another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; inappropriate exposure of body parts and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated trivial incidents are not sufficient to constitute harassment and will be dealt with according to the student behavior code.

Allegations of any type of harassment are to be reported to the guidance counselor and the grade level assistant principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obliged to cooperate in remedying the situation.

**Sexual Violence**

Sexual violence is handled separately because of its potential nature. If an incident of sexual violence occurs, the principal or other school authority is required under state law to report the incident (GA. Code Section 19-7-5) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Archdiocesan Department of Catholic Education will be contacted immediately in these situations.

Actions can be considered sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for the purposes of the offender’s sexual gratification; or is the victim of sex offenses under Georgia Law. In these cases, the Department of Family and Children Services will be notified.
**Hazing Defined**

Hazing is defined as any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of a person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment and school climate in which dignity and respect are absent and therefore is contrary to the teachings of the Catholic Church.

No student, parent, teacher, administrator or volunteer shall permit, condone or tolerate hazing. This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

Invitation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purpose of the organizations and the educational mission of the schools of the Archdiocese of Atlanta. Any activities that may be construed as hazing are prohibited. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

Students found to be in violation of this policy are subject to discipline which may include but is not limited to detention, suspension or expulsion from the school. The Archdiocese of Atlanta will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, parent, teacher, administrator or other archdiocesan employee or volunteer who is found to have violated this policy. Civil authorities may also be contacted dependent on the nature of the hazing incident.

**Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the building principal. The principal will notify both the Superintendent of Schools and the Office of Safe Environment for the Archdiocese of Atlanta. The Archdiocese of Atlanta will undertake or authorize an investigation by an archdiocesan official or by a third party designated by the Archdiocese.

**Reprisal**

The Archdiocese of Atlanta will take appropriate action against any student, parent, teacher, administrator, school employee or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
Archdiocese of Atlanta
Substance Abuse Policy/Random Drug and Alcohol Testing

This policy establishes the Archdiocese of Atlanta’s position on the use or abuse of alcohol, drugs or other controlled substances by its high school students. It is a part of our commitment to safeguard the health of our students and to provide a safe environment for students to learn and to grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create an environment conducive for learning, the Archdiocese of Atlanta has established this Drug-Free School Program to detect users, provide appropriate counseling and resources to support students and families and ultimately remove students who continue to abuse alcohol, drugs or other controlled substances. The Archdiocese of Atlanta is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "no" to drugs and alcohol.

The elements of this policy are as follows:

1. **Anti-drug Policy**: The Archdiocese of Atlanta prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on school property or during any school sponsored activities. Students violating this prohibition will be referred to rehabilitation, counseling and/or disciplined up to and including expulsion.

2. **Notice**: Notice of this policy will be posted in appropriate handbooks and policy manuals and copies of the policy will be available to students and/or their parents during regular business hours in the administrative offices.

3. **Acknowledgment/Copy to Students**: All students and parents will acknowledge notice and consent of this substance abuse policy by annually signing the Student/Parent Acknowledgment Form.

4. **Education Program/Student & Parent Orientation Sessions**: The Archdiocese of Atlanta will present several Substance Abuse Orientation/Education Programs for all students on a periodic basis. In addition, the Archdiocese of Atlanta will conduct Parent Orientation Sessions designed to explain the school's Substance Abuse Program and general education concerning the dangers of drug and alcohol use.
5. **Application of Policy:** This policy applies to all high school students grades 9-12.

6. **Policy Implementation Dates:** The mandatory drug and alcohol testing provisions of this policy will become effective with the 2017-2018 school year. Parents or legal guardians of all students enrolled for the 2017-2018 school year are required, as a condition of enrollment of their son or daughter at any archdiocesan high school, to acknowledge and consent to the Student Substance Abuse Policy, including the drug and alcohol testing procedures.

7. **Mandatory Drug Testing:** Archdiocesan high schools will utilize drug and alcohol testing to help administer this policy, beginning on the first day of classes for the 2017-2018 school year and each school year thereafter. Archdiocesan high schools reserve the right to drug and/or alcohol test students at any time, for any reason. Any refusal to take a drug and/or alcohol test will result in referral to rehabilitation and/or disciplinary action up to and including expulsion, depending on the circumstances. All parents/legal guardians of students and students will be required to sign the Chemical Screening Consent and Release Form prior to drug or alcohol testing as a condition of enrollment. Such consent is deemed valid for the entire school year. In general, the following types of testing will be used:

   a. **Random Testing.** All students in grades 9 through 12 will be subject to random testing throughout the school year.

   b. **Reasonable Suspicion Testing.** Students will be tested when reasonable suspicion exists such that their behavior or performance indicates possible alcohol or other drug use, in violation of this policy. The decision to test a student under reasonable suspicion rests with the high school principal.

   c. **Post Accident Testing.** Students will be tested following serious accidents, which cause injuries requiring medical attention. Students will not be tested under this provision following accidents which only cause minor injuries, requiring only minor first aid treatment.

   d. **Follow-up Testing.** Students will be tested when there has been an admission of alcohol/drug use, detection of alcohol/drug use, or when returning from counseling/rehabilitation, which was the result of a positive test and the involuntary referral of the student to rehabilitation. Follow-up testing shall be conducted at least three times a year for a two-year period due to the above conditions and without advance notice to the student and at the discretion of the High School Principal.
Cost of Drug Testing: Archdiocesan high schools will pay the cost of all mandatory drug and/or alcohol tests, initial and confirmation. A student and/or his/her parents shall pay the cost of any contested test, follow-up testing and any additional tests not subject to the student substance abuse policy programs.

a. Positive Drug Test: Medical Review Officer (MRO) - All positive drug test results will be reviewed by the Medical Review Officer (MRO). The MRO may contact the student and his/her parents in order to investigate the reasons behind a positive drug test. Failure to cooperate with the MRO will result in immediate suspension pending disciplinary review. If the MRO is unable to contact the student and his/her parents, the MRO will communicate that fact to the appropriate high school principal. Once the MRO has finalized the investigation s/he will communicate the results to the high school principal.

b. Confirmation/Notification/Retesting - All positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent method. Within five (5) school days after receipt of a positive confirmed test result from the MRO, a student and his/her parents will receive written notification from the school of such positive confirmed test result (Notification Form), the consequences of such results, and the options available, whereupon the student and his/her parents will have five (5) school days to contest or explain the positive test result. If the student's or parent's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the high school principal.

9. Students: If a student tests positive (confirmed drug test), his or her parents shall be notified, and he or she will be referred to evaluation, assessment, counseling and/or rehabilitation at his/her or his/her parent's own expense. Students must enter and successfully complete an approved substance abuse counseling/rehabilitation program at their own expense to remain enrolled at an archdiocesan high school. Each school will maintain a resource file which contains information on rehabilitation resources. Refusal to agree to be referred to rehabilitation will result in immediate expulsion.
10. **Drug Testing Procedures:** The Archdiocese of Atlanta will utilize any type of drug and/or alcohol testing procedure that it believes is appropriate, in conformity with the law, including urinalysis, blood tests, breathalyzers, or any other method. All parents/legal guardians of students and their students, and/or students over the age of majority will be required to sign the Chemical Screening Consent and Release Form at the time re-enrollment occurs as each school, and such consent is deemed valid for the entire school year.

11. **Drugs:** The Archdiocese of Atlanta will determine the controlled substances (including alcohol) for which testing will be performed.

12. **Drug & Alcohol Arrests/Convictions:** Any student who is involved with, arrested or convicted, including a plea of nolo contendere or other pleas with respect to any alcohol or drug incident must report the details of the incident(s) immediately and in no case later than five (5) days to the Principal. Any such incidents that are not reported by the student or his/her parents or legal guardians will be treated as a serious violation of this policy and subject the student to immediate suspension pending a disciplinary committee review. Should a student be convicted of Driving Under the Influence (DUI), disciplinary action shall result in accordance with the parent/student handbook and the Policy Manual for the Office of Catholic Schools.

13. **Resource File/Student Assistance:** Each high school will maintain a Resource File in the administrative offices containing information on substance abuse assistance programs and rehabilitation resources, where students and their parents may obtain information and/or counseling or treatment for rehabilitation from substance abuse, at parent/guardian expense.

14. **Disciplinary Action:** The Archdiocese of Atlanta reserves the right to use disciplinary action up to and including expulsion for any violation of this policy, any positive drug or alcohol test, tampered/adulterated test, refusal to take a test, or any refusal by a student to cooperate with any aspect of this policy. If a student tests positive a second time for a drug or alcohol test, it will be grounds for possible immediate expulsion.

15. **Confidentiality:** All information, test results, or other materials received by any of the high schools in the operation of this substance abuse program are confidential communications, which will only be utilized on a need-to-know basis. These confidential communications and information will not be released unless required by law or with parental consent.
16. **Designated Substance Abuse Program Official:** The high school principal is the designated Substance Abuse Program Official. All communications and the coordination of the program will be conducted through the designated Substance Abuse Program official.

17. **Searches:** The Archdiocese of Atlanta reserves the right to search any person, personal article, locker, vehicle or other items brought onto archdiocesan property. Refusal by a student to consent to a search will be grounds for immediate suspension pending a referral to the disciplinary review committee.

18. **Policy Changes:** The Archdiocese of Atlanta reserves the right to change, alter, or amend this policy at any time at its discretion.
19. **Definitions**: When used in this policy, the term:

a. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

b. "Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, ecstasy or a metabolite of any such substances. The Archdiocese of Atlanta may test a student for any or all of these.

c. "Student" means any person enrolled at any archdiocesan high school.

d. "Nonprescription medication" means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

e. "Prescription medication" means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.

f. "Reasonable suspicion testing" means substance abuse testing based on a belief that a student is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience.

g. "Substance" means drugs or alcohol.

h. "Substance abuse test" or "test" means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites or of alcohol.

i. “Age of Majority” means the legally defined age at which a person is considered as an adult as defined by the state of Georgia. Although a student may reach the age of majority, all students enrolled in archdiocesan schools are considered to be under parental control; the Archdiocese of Atlanta honors relationships with parents/guardians and does not enter into a formal relationship with emancipated and/or married students.

j. “Administration Designee” will be the High School Principal.
**Consequences to Drug and Alcohol Testing**

The student who is honest when responding to the two preliminary questions prior to a sample being collected will be placed on the Health Track. S/he will be placed on a drug and alcohol contract and will be required to provide signed documentation of treatment and clearance to participate from a qualified professional counselor before resuming Athletic, Fine Arts, or other extracurricular activities.

Any student who tests positive without admitting drug or alcohol use will be placed on the Discipline Track. S/he will be suspended from school, placed on a Drug and Alcohol Contract, and will be required to provide signed documentation of treatment and clearance from a qualified professional counselor to participate in Athletics, Fine Arts or other extracurricular activities. Colleges may be notified of any school suspensions.

Additionally, a student who has been placed on the Discipline Track and who participates in the Athletic, Fine Arts, or other competitive, school-sponsored programs will be suspended for 20% of the total number of regular season games, performances, or competitions. In the case of limited games, performances, or competitions, the suspension will be for at least one event or the 20% penalty, whichever is greater. The suspension will be served at the first available opportunity which includes post season play or performances during a current school year.

This policy also applies to those students who provide support roles in Athletics, Fine Arts or other extracurricular activities.

**Drug and Alcohol Contract**

Students are placed on a Drug and Alcohol contract when they have violated the drug, alcohol and tobacco policies as stated in this student handbook. Parents will be notified in writing when their student is placed on a drug and alcohol contract by the level assistant principal. Signed contracts (as well as all official school documents) must be returned to the level assistant principal. Should the student remain at Blessed Trinity, a drug and alcohol contract will be in effect through graduation with the following stipulations. Additional stipulations may be required based on the individual case.
Drug and Alcohol Contract Requirements

- The student must have negative results when randomly screened for drugs, alcohol, or tobacco from the time the contract is initiated until graduation. The student will be responsible for the cost of each random test.
- If outside psychological/psychiatric counseling must be obtained, the assigned Blessed Trinity counselor must have contact authorization for consultation about treatment.
- A second alcohol or other drug related incident (as defined in the BT Student Handbook) and/or any ‘positive’ drug tests (as outlined above) could result in expulsion.
- In compliance with T.A.A.D.R.A., §O.C.G.A. 40-5-22(a.1)(2), the school is responsible for reporting students involved with possession or sale of drugs or alcohol on school property or at a school sponsored event.

Student Driving & Parking on Campus Rules and Regulations

Students must obtain a parking permit to park on campus. For all students issued parking permits, a nonrefundable $50 fee will be charged to the family’s FACTS account. Students may have permission to drive to school provided they obey the 15 (fifteen) M.P.H. speed limit and park in areas designated by the school authorities. Students driving to school must have a current school year parking permit and must display this daily. Students should expect to receive a detention for any day they drive on this campus without a visible permit or do not obey safe driving practices and posted speed limits.

Where to park

Senior student parking is in the east lot (adjacent to the theater). Junior lot is the south lot (behind the fine arts classrooms and gyms) and the southwest lot (adjacent to the classroom hallway and lacrosse field). Sophomore lot is the lot next to the football practice field.

Students may not loiter in their cars before, during, or after school. Students must be accompanied by a faculty or staff member to their car if such access occurs during the school day.
**Students may NOT use the following spaces:**
No one (to include parents, students, visitors) should park in a numbered spot on a school day until after 3 pm even if the spot is empty.

*Visitor Parking Spaces are marked by the word VISITOR. These spots are available to parents and other contractors/visitors who must come on campus during the school day. Students are never allowed to park in a visitor space.*

*Reserved Parking Spaces are marked by the word RESERVED. These spaces are reserved for specific individuals. No one (to include parents, students, and other visitors) should park in a RESERVED spot at any time.*

Students will be required to follow all Georgia laws in relation to driving and parking on campus. State law is enforced on campus in relation to handicapped spaces, red curbs, dumpster areas, etc. at all times during the school day and on weekends.

Permits may be revoked for ongoing inappropriate behavior including, but not limited to, inappropriate behavior in the parking lot (such as playing ball, skateboarding, frisbee, etc.), such activities are welcome in the school common area in the U. Student safety is a high priority and for this reason we expect compliance with all the rules pertaining to driving and parking on our campus.

Student permits must be placed in the top driver’s side corner of the rear window. Cars with permits not properly displayed will be considered illegally parked and subject to a detention.

Finally, realize that although Blessed Trinity provides a parking area for cars, the school is not responsible for damage or theft which may occur while cars are parked here. Individuals use the lot at their own risk. Furthermore, the school is not responsible for vehicle accidents that occur in the parking lot. Accidents should be reported to the police and/or personal insurance company. Please contact school personnel to inform them of the accident. Students are not to leave any items visible in the car. It is the student’s responsibility to keep their cars locked with all personal belongings stored securely in the trunk or hidden.
Chapter VI
Student Life: Uniform Policies

Personal Appearance
Uniform Guidelines
Hair and Grooming
Special Dress Days
Dress at Special Events
Personal Appearance
The expectation for the appearance of Blessed Trinity students is based on the philosophy that as members of a Catholic school, students show respect for themselves and their school by being appropriately dressed. Attire should demonstrate that the student has a sense of personal dignity, modesty and decorum. Students are expected to wear the uniform correctly and proudly. Students should be in full uniform when they enter the school building in the morning. This means proper shoes and socks, shirt tucked in, tie on, etc. Students are to remain in uniform throughout the day. The administration reserves the right to make individual judgments as to the appropriateness of dress and grooming. In one semester, at three (3) uniform violations, the student receives an administrative detention; at six (6) they receive an administrative detention, and for every three (3) thereafter, the student gets one day of Saturday School.

Uniform Guidelines
All uniform attire is sold through the Titan Spirit Zone, the school store.

- **Boys/Girls Slacks:** Slacks must be the official uniform khaki embroidered with the BT logo. Slacks are to be fitted to the waist and hemmed properly. Pants worn on or below the hips are not acceptable. A brown belt with small plain buckle must be worn at all times.

- **PE Uniform:** The PE uniform is a gold performance shirt, green mesh shorts, and tennis shoes. Previous PE uniforms will be grandfathered in for returning students for the 2017-18 school year only.

- **Girls Skorts:** The BT plaid skort must be worn. The hem must be no more than three inches above the crease at the back of the knee. Senior girls may substitute the khaki skort embroidered with the BT logo. Skorts must not be rolled. Girls who receive three (3) uniform violations for skort length must have the skort properly hemmed within ten (10) school days or they will be required to wear slacks for the remainder of the semester. Parents receive written notice of this consequence.
• **Shirts/Blouses:** All students wear a white or yellow long or short sleeve oxford shirt embroidered with the BT logo. When long sleeves are worn, the sleeves must be rolled down and the cuffs buttoned. Boys must always have the top button buttoned when the tie is worn. Girls must have all buttons buttoned except for the top one. Collar buttons must be buttoned except when the crew neck sweater is worn. On days when an alternate shirt is authorized in place of the uniform oxford (such as the senior polo) the shirt must be tucked in, never folded under. On days that house shirts are worn, the only permissible house shirt is the shirt for the current school year; however, it does not need to be tucked in. Shirts must always be worn while in the building; undershirts do not constitute a shirt.

• **Outerwear:** The following are acceptable for outerwear: Hunter green sweater (V-neck or crewneck pullover, vest) embroidered school monogram, full zip or quarter zip fleece jacket, or hooded nylon jacket, and BT Letter Jacket (must earn varsity letter to purchase). No other sweaters, sweatshirts or jackets are to be worn during the school day. Non-uniform outerwear must be placed in the locker before first block.

• **Shoes:** For both boys and girls, only the following uniform shoes are acceptable:
  - Bucks (Dark Brown Only)
  - Penny Loafers (Dark Brown or Cordovan Only)
  - Saddle Oxfords (Girls only, Black/White only)
  - Dockside-style shoes (only acceptable options are Sperry Intrepid or Billfish in Dark Tan).
  - All previously approved shoes are grandfathered in for returning students for the 2017-18 school year only.
  - Only standard black, brown, or white shoelaces may be worn and must be tied.
  - All shoes must have scuff-proof soles. No other types of shoes are allowed unless a written request from a physician is presented to the grade level assistant principal for approval.

• **Socks:** Boys must wear solid color socks in khaki, dark brown or white. Girls must wear solid white, Forest Green or gray socks in crew, or knee sock style. Solid white, green or gray tights or hose are acceptable in place of socks. No patterns or designs are allowed in either male or female wear. Girls may not wear socks over their tights.
- **Ties**: The uniform straight and bow ties (green and gold striped) are required to be worn by underclassmen. Seniors have the option of wearing the senior tie (green and gold striped). Ties are to have the knot covering the top button of the shirt. A traditionally accepted knot is to be used; the level assistant principal may rule on the appropriateness of the style of knot used.

- **T-Shirts**: Only plain white Crew-neck or V-neck undershirts are permitted to be worn under the uniform shirt. For the girls, undergarments worn with the oxford shirt must be white or flesh colored only.

- **Jewelry**: Both boys and girls may wear a small thin gold or silver chain with a cross or medal. Boys are not permitted to wear earrings while in school uniform. Girls may wear very small gold or silver earrings, or diamond, pearl or gemstone studs. Only one earring per ear is permitted. Hoop earrings that are larger than a quarter are not permitted. Dangling or chandelier type earrings are not permitted. Earrings should be a small and unobtrusive part of the student’s uniform. Only one gold or silver bracelet, or small religious icon/saint bracelet, and/or elastic hair tie (for girls) may be worn. Thick chains, beaded, leather, woven or stone necklaces or bracelets are not permitted. Students may only wear one ring per hand. No rubber bracelets may be worn.

- **Additional accessories**: Scarves are not permitted. Girls may wear headbands in the following solid colors: black, white, gray, gold, and hunter green are permitted.

- **Tattoos and body piercing**: (apart from pierced earrings, which are allowed) are not considered to be consistent with the uniform code. Therefore, students should not obtain visible tattoos or have their bodies visibly pierced. The school reserves the right to expel students who violate this rule and who refuse to remedy the situation.

- **Headwear**: No hats, caps, stocking caps, bandanas, or scarves may be worn inside the building. Girls may wear hair clips or headbands that are solid hunter green, gold, white, black or gray. Boys may not wear headbands, or sweatbands.
Hair and Grooming

The school requires a simple hairstyle that is consistent with the simple, tailored appearance of the school uniform and reserves the right to control extremes in hairstyles. The maximum acceptable length of hair for boys is above the eyebrows, and to the earlobes at the sides. The back of the hair may not touch the bottom of the collar. Boys haircuts are to be clean cut and the length of hair may not be shortened or controlled with the use or assistance of hair gel or other hair products. Non-compliance with these procedures will result in a uniform violation each day. Students with a questionable hairstyle are to be sent to the administration who reserves the right to suspend a student who fails to comply in a timely manner.

The following hairstyles are not permitted:

- Hair that is heavily bleached hair or hair that is dyed unnatural colors
- No bleached tips
- Mohawks or formed mohawks
- Shaving patterns in the hair
- Unnatural hair extensions
- Shaving or cutting one part of the head and leaving long on other parts
- Excessively teased or bushy hair or hair that is unkempt in appearance
- Ponytails worn or man buns worn by boys
- Braids or corn rows worn by boys must be cut so that the hair does not touch the bottom of the shirt collar and must be deemed acceptable by the administration.

Facial hair is not allowed. Boys are to be clean-shaven at all times. Students not in compliance will be sent to the grade level assistant principal to be escorted to the clinic to shave immediately. A uniform violation will be issued to the student.
Special Dress Days
Students are always expected to dress neatly and modestly and be well-groomed. The following guidelines must be adhered to on all out of uniform days:

- No low cut tops or spaghetti straps
- No shirts revealing a midriff
- No shorts of any kind, no short skirts
- No garments that are ragged or torn
- Leggings are only permitted if covered appropriately by a long top
- Hats are not to be worn in the building at any time

Spirit Days
Students are required to wear their uniform skorts or khakis, but may wear any Blessed Trinity approved shirt.

House Olympics Day
Students are required to wear their house shirts, but may wear athletic shorts or sweats. Tennis shoes are required on this day.

Out of Uniform for House of the Month
Students must wear their house shirts and may wear jeans or sweats.

Homecoming Week
Dress is according to the themes announced for each day. On these days, students are allowed to wear jeans or sweats and theme appropriate costumes.

Due to the unique and constantly changing nature of fashion, the school has reserved the right to classify any style of dress, grooming, or appearance as inappropriate. Students whose clothing does not meet the expectations of the school will be required to change clothes and receive a disciplinary consequence.

Dress at special events
Attire worn to special school events and dances must be consistent with school policy regarding special dress days on campus in terms of style and modesty.
Chapter VII
School Athletics

Eligibility
Sportsmanship
Academics
Effect of Absence on Activity Participation
Student-Athlete Discipline
Summer Activities
Equipment and Uniforms
Injuries and Illness
Alcohol, Drugs, and Tobacco Products
Letters and Awards
Our school takes great pride in its athletic program. We feel that athletics are an integral part of the high school experience. For our athletes, we want our athletic program to be fun. We want our athletic program to be challenging. Finally, we want our athletic program to help in making lifestyle decisions, which are in accordance with the values set forth by this school.

All students are encouraged to discover and develop the specific athletic abilities they possess. We have a wide-ranging variety of sports, and we encourage every student to try to get involved in one or more of them. It must be pointed out, however, that athletics are competitive in nature and that not everyone makes the team. We believe in the adage that trying and failing is far greater than not having tried at all. We also point out that athletics are an educational privilege, not a right. It involves commitment, self-discipline, and responsibility on the part of the student-athlete who is representing the team, the school, and himself/herself. Within athletics, as in education and life itself, there is a challenge to the student-athlete and the team to strive for maximum and ultimate performance, be one’s best self, put forth one’s best effort, and call forth the best in others. With these objectives and values in mind, the Blessed Trinity Athletic Department strives to build a program of variety and creativity, one which will meet the needs of each student.

The purpose of this section of our handbook is to offer the student and the parent an overview of our athletic program. After reading this, it is our hope that the reader will have a working knowledge of the sports offered, the requirements of participation, procedures for tryouts, in-season and out-of-season guidelines, and the overall expectations incumbent upon the student and his/her parent in regard to athletic participation. It is certainly not meant to be all-encompassing, and we would encourage any student or parent with questions to present them to the Athletic Director.

**The Student-Athlete**

All student-athletes are subject to both school and archdiocesan policies and the actions of the Discipline and Academics Offices. Athletic practices and games are NOT acceptable excuses for missing formal disciplinary or academic obligations or Archdiocesan Sacramental obligations.

The student-athlete’s academic progress is a priority. Acceptable progress is a prerequisite for continued participation in athletics. The student-athlete is responsible for budgeting his/her time efficiently in order that he/she is able to meet both academic and athletic commitments.
We want all of our athletes to be well rounded and should encourage them to participate in more than one activity during their high school years. High school athletes have many talents to share with their peers and their school. By participating in multiple activities they will grow and develop skills and enable knowledge in many aspects of their lives.

**Eligibility**

Each student-athlete participating in interscholastic athletics at the varsity level must be certified eligible by the Georgia High School Association (GHSA). Although the athletic department is responsible for submitting the paperwork involved, each student-athlete is responsible for making sure that he/she meets eligibility requirements. For further explanation of eligibility requirements, see the Athletic Director or one of the Assistant Athletic Directors.

**Sportsmanship**

The essence of Blessed Trinity athletics is competition within a framework of exemplary sportsmanship. Each student-athlete is expected to exhibit behavior consistent with the Catholic ideals of this school. Specifically, this includes respect for him/herself, game officials, teammates, coaches, spectators, and facilities and equipment. A Blessed Trinity student-athlete is gracious in victory and maintains his/her composure in adversity. Anything less is inconsistent with the athletic ideals of our school. We believe that participation in athletic teams nurtures the virtues which contribute to growth and maturity and are an integral part of the educational process. Promoting good sportsmanship, respect for one’s self, one’s teammates, competitors, and officials engenders an appropriate attitude toward competition.

**Academics**

All student-athletes are expected to make academics their number one school priority. In order to be eligible to participate, practice and/or try out in interscholastic activities, a student must be academically eligible in accordance with both the GHSA Constitution and by-Laws and Blessed Trinity requirements (See Academic Probation Policy Chapter IV). If either of these requirements is not in compliance, the Head Coach will notify the student that he or she is ineligible.
**Effect of Absence on Activity Participation**

Students who have missed more than two class periods in one academic day because of illness or an unexcused absence may not participate in or attend any extracurricular activity that day. In the case of an informed or excused absence, the Athletic Director will determine the legitimacy of a student’s request to participate. Documentation such as a doctor’s note or court summons may be required.

Blessed Trinity fully supports the Archdiocese of Atlanta and our Catholic parishes in the faith formation and Sacramental preparation requirements for Confirmation. The school highly encourages the reception of this important Sacrament. Therefore, Blessed Trinity activities, events, sports, games, or practices are not considered acceptable excuses for missing the obligations of the requirements of Confirmation. Additionally, Students will not receive any penalties from any Blessed Trinity activities, events, sports, games, or practices for adhering to the Archdiocese requirements for Confirmation.

**Student-Athlete Discipline**

A Blessed Trinity student-athlete is expected to let teachers, students and the general public know that he/she is a student-athlete by his/her exemplary conduct. Student-athletes are subject to all rules and regulations of the school, with disciplinary action taking precedence over all practice and game situations.

**Athletic Participation**

In order to compete in any sport, students must have a completed, up to date physical and concussion form (as required by the GHSA) that have been submitted and verified on PlanetHS. For more information about this system, contact the athletic office.
Try-Out Procedures for All Sports:

1. The student-athlete must listen for announcements of the tryout dates and times. These announcements will be made over the P.A. system and/or posted on our web site.

2. All transportation from try-outs is the responsibility of the player.

3. The student-athlete is responsible for having proper equipment and clothing.

4. All candidates for teams must have an athletic physical on file prior to trying out. The athletic department will offer physicals in late May for all athletes for a nominal fee. All student-athletes are strongly encouraged to take advantage of this. In the event that a student needs to go to his/her own doctor, our form must be used. A student-athlete is required to have one physical per year, as required by the GHSA. This physical must be completed on or after April 1 of the preceding school year.

5. All candidates for a team are expected to be in top physical condition. It is extremely difficult to give a fair evaluation of a student-athlete who is grossly “out-of-shape”. The student-athlete is encouraged to do some physical conditioning prior to try-outs. Specific instructions will be given by each coach.

6. Student-athletes are expected to understand the importance of out-of-season conditioning and summer practice. Student-athletes may be asked to participate in a pre-season conditioning program, if not already involved in an in-season sport. The student-athlete may also be asked to attend summer workouts and camps.

7. Try-outs are competitive in nature. Not all candidates may be selected for the team. The student-athlete should understand that player selection is probably the most difficult decision made by the coach. Decisions are made on the basis of a professional analysis by the coach and his/her assistant coaches. Players who do not make the team are encouraged to work on their own, play in recreational leagues, and try out again in the subsequent season.

8. When there is an overlap in sports seasons, a student-athlete will complete the season in which he/she is involved before trying out for another sport. At that time the student-athlete will be afforded a full try-out. Missing the original try-out will NOT hurt his/her chances of making the team.

9. The activities which constitute the try-out and the duration of the activities are at the discretion of the coach based upon the needs of his/her sport.

10. The coaching staff at Blessed Trinity makes every effort to ensure that each student-athlete has ample opportunity to display his/her abilities. Fairness is an integral component of the Blessed Trinity Athletic program.
Summer Activities
In keeping with the Georgia High School Constitution and By-laws, summer activity for athletes is unrestricted as long as the student’s participation is voluntary. Athletes do not have to participate in summer athletic programs in order to be considered for Blessed Trinity athletic teams during the academic school year.

Practice Attendance
Attendance at all scheduled practices is mandatory. If, at any time, it becomes necessary to be excused from practice, the student-athlete should contact the coach as soon as possible (a day in advance, preferably). It is then up to the coach as to whether or not the student-athlete will be excused. Unexcused absences will result in disciplinary action including being withheld from subsequent contests. “In-season” practices take priority over “out-of-season” work outs. No coach will demand that a player attend a pre-season practice while an “in-season” practice is in progress.

Punctuality
It is each athlete’s responsibility to be on time for all athletic practices and games. Players must take extraordinary precaution to ensure that they are at game sites at the time designated by the coach. Students under discipline contract, suspension, or detention, must notify their coach(es).

Equipment and Uniforms
Athletes are responsible for any equipment and uniforms issued to them. A student-athlete who loses equipment or uniform is liable for the full replacement cost of the item(s). In addition, the student-athlete is responsible for cleaning the uniform and otherwise taking precaution to ensure that the uniform remains in good condition and the equipment is maintained. Report cards, and transcripts will be withheld until payment is received for lost or damaged athletic uniforms and/or equipment.

Injuries and Illness
All injuries, major and minor, are to be reported to the coach or the Blessed Trinity Athletic Trainer as soon as they occur. Illnesses are also to be reported. An athlete may receive treatment from the Trainer during his/her lunch period or during his/her unassigned period.
**Appearance**
Blessed Trinity student-athletes are expected to demonstrate to teachers, students, and the general public that they are student-athletes by their exemplary appearance and conduct. All student athletes must adhere to the Blessed Trinity policies for hair, jewelry, earrings, etc. as they are representing our school.

**Profanity and Abusive Language**
All profanity and abusive language is absolutely prohibited. Cursing during practices regardless of coaching supervision or at an official, coach, opponent, fellow team member, and/or spectator(s) during a game may result in the student-athlete’s removal from participation.

**Alcohol, Drugs, and Tobacco Products**
The policy for drug, alcohol, and tobacco use/possession/distribution can be found in Chapter IV of this Handbook.

**Letters and Awards**
Blessed Trinity High School athletic letters will be awarded according to these guidelines: Playing time, attitude, leadership, effort, contribution to the team, cooperation, and attendance. Since circumstances vary widely from sport to sport, the specifics of lettering can also be expected to vary. However, the general guidelines listed above will apply to all sports.

Note: All athletes are expected to attend the post-season awards banquet.
Chapter VIII
Computer and Internet Usage Policy

Definitions
Electronic Network Use
Student Responsibilities
Specific Stipulations of the Acceptable Use Policy
Inappropriate Content and Filtering
Consequences of Unacceptable Use
Liability
Chromebooks
The ability to access information through the computer is to be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable. Internet information supports and enriches our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills, and an important goal as we prepare students for the future.

**Definitions**

A Network is defined as a set of computers, linked together through a cable, wire, telephone, wireless, or other connection, allowing access to one another for the purposes of communication and information transfer. The Internet is an online computer network that connects millions of computer users and information resources around the world. The Internet allows students to do research, find homework help, and communicate with students, teachers, scientists and people around the world from all walks of life.

Blessed Trinity has a network consisting of every computer and printer at the school, including various server computers which control data flow, store information, and coordinate all other computers. Blessed Trinity provides access to the Internet for educational use.

The purpose of this policy is to create a set of guidelines for acceptable use of all Blessed Trinity computer resources (referred to as internal computers) and all resources connected to the Blessed Trinity network (referred to as external computers). It is important to note that external access to Blessed Trinity computer resources (through the Internet, such as by browsing our web page) is governed by this policy as well as the policies of the computers or networks that are used to connect to Blessed Trinity. Likewise, use of external computers or networks from Blessed Trinity is governed both by this policy and by the policies of the external computer or network.

Use of any Blessed Trinity computer resource indicates acceptance of this policy in its entirety.
Electronic Network Use

To emphasize that electronic network use at Blessed Trinity is for appropriate activities, this policy requires that:

- Access is utilized for school-related, academic activities only.
- Access is provided only with the knowledge and approval of a member of the Blessed Trinity faculty.

The school and its employees are not responsible for use which is in violation of this policy.

Personal Safety

Students will not post personal contact information about themselves or other people. Personal information includes address, telephone, school address, work address, last name, etc.

Students will agree not to meet with anyone that they have communicated with using the school Internet access.

Students will promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Privacy

Network storage areas are treated like school lockers. Faculty and staff members may review files and communications to keep the network working properly and to ensure that users are using the system responsibly.

Student Responsibilities

Students will access the Internet only with software owned by Blessed Trinity. Students are explicitly prohibited from bringing software to school, whether or not that software is successfully loaded onto a Blessed Trinity computer. The student is responsible for using the school account provided in an ethical, responsible and legal manner for school-related tasks only. Students are responsible for their behavior on the school computer network, just as they are in a classroom or a hallway. Students will use appropriate language and follow the same rules of conduct as required in the Blessed Trinity Student Handbook. Use of the Blessed Trinity computer system implies acceptance of this policy. Students will access only those resources or topics which are related to academic pursuits.
Laptops and mobile computing devices: use only the approved Chromebook between the hours of 7:45 am and 2:45 pm. No other personal laptops or tablet devices may be used during those hours. Cell phones are permitted during those hours, but only outside of class time, such as at lunch. Additionally, students may authenticate to and use Blessed Trinity’s wireless network to obtain Internet access. All use of the Chromebook during school or other portable computing devices outside of school time employing the school’s wireless network access must be in compliance with all other aspects of this chapter of guidelines as well as all other Blessed Trinity policies. Furthermore, by bringing any personal laptop or portable computing device onto campus the student accepts all liability for the security and use of the device. Classroom use of the Chromebook is at the complete discretion of the teacher. Teachers may grant or revoke the privilege to use the Chromebook in class at any time for any reason to any student. Similarly, use in a non-classroom location (such as the Learning Commons) is at the complete discretion of the moderator of that location. Blessed Trinity cannot provide technical support for personal devices but may assist with general connectivity troubleshooting based on availability, but we assume no liability and make no warranties. The school reserves the right to search any computing devices, including cell phones, to ensure the safety of our students.

Specific Stipulations of this Policy
The following constitute specific violations of this policy. Exclusion from this list does not state or imply that an action is acceptable. The principal reserves the right to rule on the acceptability of all computer activities.

1. **Inappropriate Access.** Students are not to use computers for non-educational purposes nor without permission.
   
   **Consequence:** Administrative detention; possible loss of computer privileges.

2. **Illegal use.** Using a Blessed Trinity computer resource to violate any local, state, national, or international law, rule or regulation is not permitted.
   
   **Consequence:** Suspension or expulsion.

3. **Threats and/or harassment.** Using a Blessed Trinity computer resource to harass, threaten, or promote harm or destruction of person or property is forbidden. This includes all forms of cyber-bullying, including but not limited to making derogatory or insulting remarks about others.
   
   **Consequence:** Suspension or expulsion.
4. **Fraud.** Using a Blessed Trinity computer resource to make fraudulent offers, impersonate others, or make untrue claims is not permitted.

   *Consequence: Dependent upon the situation.*

5. **Communications.** It is forbidden to use a Blessed Trinity computer resource to transmit or cause to be transmitted any unsolicited communication (SPAM). Sending or intentionally receiving “instant messages” is prohibited.

   *Consequence: Dependent upon the situation.*

6. **Unauthorized or inappropriate access.** Accessing or attempting to access any resource which the user is not authorized to access, regardless of whether or not the attempt is successful is forbidden. Unauthorized access includes, but is not limited to, accessing or attempting to access the accounts or files of others, penetrating or attempting to penetrate security measures of any computer or network, and intentionally accessing or creating material that is deemed inappropriate and/or immoral.

   *Consequence: Immediate revocation of computer privileges; possible suspension or expulsion.*

7. **Network disruptions.** It is forbidden to cause or attempt to cause any disruption in computer or network services, including “denial of service” (DoS) attacks.

   *Consequence: Immediate revocation of computer privileges; possible suspension or expulsion.*

8. **Plagiarism, copyright or trademark infringement.** Using a Blessed Trinity computer resource to transmit, access, or provide access to any work that can be classified as plagiarism or that is in violation of copyright or trademark laws is a serious offense. This stipulation specifically includes accessing Internet sites that provide academic papers and/or homework answers.

   *Consequence: Minimum of administrative detention and a grade of zero on the assignment.*

9. **Commercial use.** No user may use any Blessed Trinity computer resource to make or attempt to make a profit, monetary or otherwise.

   *Consequence: Administrative detention; confiscation of money involved to be returned if possible; otherwise to be contributed to charity.*
10. **External software.** Users may not transport or transmit any software to or from Blessed Trinity in any form. Users may not run any software not installed by a faculty or staff member or not approved or authorized by their instructor. With teacher permission, students participating in a computer programming course may gain an exemption from this stipulation to transport or transmit course materials, provided they are in source code form only and are reviewed by a teacher before being accessed.

**Consequence:** Confiscation of software; possible revocation of computer privileges; minimum of administrative detention.

11. **Possession of inappropriate tools.** Users in possession of hardware or software tools or utilities that may be used to commit violations of this policy are in violation of the policy.

**Consequence:** Dependent on the situation.

12. **Proxy access.** Users may not use Internet proxies for any reason, including but not limited to circumventing school filtering policies.

**Consequence:** Minimum of administrative detention; possible revocation of computer privileges.

**Inappropriate Content and Filtering**
While Blessed Trinity does make every effort to ensure students are protected from accidental exposure to inappropriate Internet content, no Internet filter is 100% effective and users may occasionally access content that is offensive to them or be denied access to legitimate content.

Should you encounter questionable, objectionable, or offensive material, please take the following steps:

1. Minimize the application or turn off your monitor.
2. Immediately and discreetly notify the nearest faculty/staff member.

Likewise, if you are denied access to a site that you feel should be allowed, please inform a faculty or staff member.

**Consequences of Unacceptable Student Use**
The school’s administration will deem what is inappropriate use and their decision is final. Where applicable, law enforcement agencies may be involved. Blessed Trinity will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.
**Liability**

Blessed Trinity makes no warranties of any kind, whether expressed or implied, for the service it is providing. Blessed Trinity will not be responsible for any damages a student suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or student errors or omissions.

Blessed Trinity makes no express or implied warranties for the Internet access it provides. Blessed Trinity cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school. The accuracy and quality of information obtained cannot be guaranteed. Blessed Trinity will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school-related, academic activities only. All copyright laws are to be honored and academic honesty is expected at all levels of use.

**Chromebooks**

All Blessed Trinity students are required to have a Chromebook for classroom use. Chromebooks must be brought to school, fully charged, every day. Students are generally not allowed to charge Chromebooks at school; if designated Chromebook charging locations are established then students may use them to charge Chromebooks during non-academic time.
Chromebook support is offered at Blessed Trinity as follows:

1. All students should seek assistance with any Chromebook issues directly through Blessed Trinity Technical Support (located in the Learning Commons).
2. Blessed Trinity will handle repairs for any device provided all of the following ("Repair Requirements"):  
   - The Chromebook must have been purchased through Blessed Trinity.
   - The Chromebook must be covered under the manufacturer's warranty (i.e. the first year following purchase) OR have an extended warranty that was purchased with the device.
   - The Chromebook must be free of any sign of physical damage OR have ADP coverage that was purchased with the device.
3. Any student with a Chromebook not meeting the above Repair Requirements will be issued a loaner Chromebook for a period of two (2) weeks while repairs are conducted. Repairs for Chromebooks not meeting the above Repair Requirements are the responsibility of the family.
4. Loaner Chromebooks are issued as follows:  
   - For devices that meet the Repair Requirements: students may keep the loaner device for the duration of the repair process.
   - For devices that do not meet the Repair Requirements: students may keep the loaner device for a period of two (2) weeks; students may request a single extension of two (2) additional weeks provided repairs are already underway.
   - Any damage done to a loaner device will result in a $150 repair fee; this loaner device repair fee will be waived if the family has the damage repaired at an authorized repair center and the device is returned in its original condition.

Students with a Chromebook purchased outside of Blessed Trinity may use that Chromebook at Blessed Trinity provided the following requirements are met:

1. The Chromebook battery must last for the entire school day without requiring charging.
2. The Chromebook must not be enrolled for management at another school or organization.
3. A one-time (per device model) management license fee of $30 will be billed to your FACTS incidentals account.
4. The Chromebook must be reloaded and enrolled for management by Blessed Trinity.
5. The Chromebook must be covered under Google’s Auto Update policy (devices considered “expired” under this policy may still work but are not recommended).