

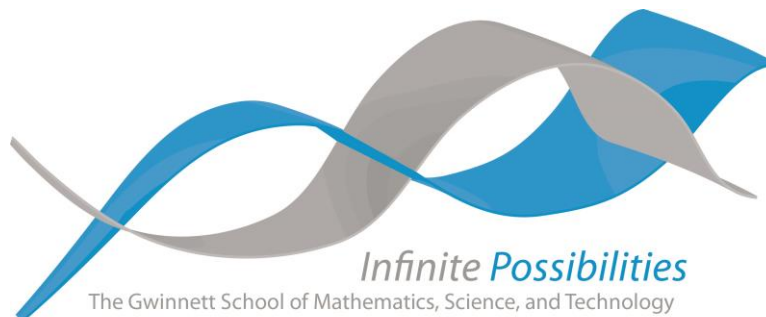
The Gwinnett School of Mathematics, Science, and Technology

2022-2023 Student Handbook

970 McELVANEY LANE
LAWRENCEVILLE, GEORGIA 30044

MAIN OFFICE	678-518-6700	(7:00 AM – 3:45 PM)
ATTENDANCE OFFICE	678-518-6711	(7:00 AM – 3:30 PM)
COUNSELING OFFICE	678-518-6692	(7:30 AM – 3:30 PM)
MAIN FAX	678-518-6702	

<http://www.gsmst.org/>



The mission of GSMST is to nurture the talents and high potential of all students through a unique, challenging, and integrated curriculum with a focus on mathematics, science, and technology that will result in a world-class school.

GSMST 2022-2023 BELL SCHEDULE

Time	Period
7:05 - 7:52	0 Period
8:00 - 8:51	1 st Period
8:57 - 9:44	2 nd Period
9:50 - 10:37	3 rd Period
<div style="text-align: left; padding-left: 20px;"> <p><u>10:43 - 11:55</u></p> <p>1st Lunch 10:43-11:03 / 4th Period 10:43-11:30 4th Period 11:08-11:55 / 2nd Lunch 11:35-11:55</p> </div>	<div style="text-align: left; padding-left: 20px;"> <p><u>4th Period/Lunch</u></p> </div>
12:01 - 12:21	Guided Study [T, H, F] Advisement [M, W]
12:27 - 1:14	5 th Period
1:20 - 2:07	6 th Period
2:13 - 3:00	7 th Period

GSMST reserves Monday afternoons for professional learning and development. Therefore, no students are allowed to stay after school on Mondays.

ADMINISTRATION

Logan Malm: Principal
Jana Czerwonky: Assistant Principal
Luke Rapley: Assistant Principal

COUNSELORS

Amy Burke: A-G | GHP; GSLT
Mike Weiland: H-O | Health & Wellness; Mentoring
Katrina Cole-Garner: P-Z

**Meg Scheid: | Dual Enrollment; Institutional Advancement;
| Alumni Relations**

PARTNERSHIP PROGRAM

Adam Brown: 10th Grade Job Shadow & SCE
Rebecca Robbins: JFE (Junior Fellowship Experience)
Christie Williams: 9th Grade Speaker Series & SCE (Senior Capstone Experience)

School safety is a top priority for district and local school administrators. GSMST follows GCPS policies and Georgia laws in support of a safe environment for students and employees alike. Input from GSMST students and their families is always welcome.

HELP KEEP GSMST SAFE

If you suspect someone is in possession of a weapon, drugs, or alcohol, contact a GSMST staff member immediately or call the hotline number. Hotline reporting can be done anonymously.

CONFIDENTIAL HOTLINE

(770) 822-6513 | 24 HOURS A DAY

HOW GSMST IS DIFFERENT

HISTORY OF GSMST

GSMST opened in the fall of 2007 as a GCPS-sponsored charter school, specializing in an accelerated, STEM-centered curriculum. As a school of choice within Gwinnett County Public Schools, students attend GSMST in lieu of attending their (attendance) zoned high school. GSMST graduated its first class of 111 seniors in 2011. The 2022-2023 school year will be GSMST's sixteenth year of operation. GSMST does not have a current charter with the Georgia DOE but operates as a specialty high school within GCPS, continuing to specialize in an accelerated, STEM-centered curriculum.

ENROLLMENT DETAILS

Students who are interested in attending GSMST must apply for a lottery number during the middle of the eighth grade year, meeting criteria publicly available on the school's website. Parent information nights are held in November, December, and January each year in preparation for the February lottery drawing. The drawing for current eighth graders is scheduled for Tuesday, February 7, 2023.

Students who apply for a lottery number are informed of a variety of enrollment conditions including, but not limited to:

- Eligibility criteria including residency and academic requirements
- Curricular differences between GSMST and traditional GCPS schools
- Graduation requirements that exceed state and district minimums

CURRICULUM

GSMST's curriculum was designed as an integrated and accelerated STEM curriculum which supports the three pillars of Engineering, Bioscience, and Emerging Technologies. The curriculum at GSMST is designed to fully prepare students for college and career readiness with an annual school goal of 100% success for all students.

GRADUATION REQUIREMENTS

GSMST graduation requirements exceed those of traditional GCPS schools. Occasionally, GSMST students will have met all requirements to earn a diploma from their neighborhood high school without yet earning a GSMST diploma. To satisfy all requirements for a GSMST diploma, students must complete their four-year credit checklist (located at the end of this document), which includes requirements such as five (5) mandatory Advanced Placement courses; JFE & SCE credit; a minimum of 26.0 Carnegie Units; satisfactory completion of Science Research and Senior Thesis; completion of an Engineering Pathway and required assessment(s); completion of two years of sequential World Language study at GSMST; completion of an advanced academic Pathway; completion of a service requirement; and completion of all local, state, and national assessment requirements. Students will work with their counselor and Advisement teacher throughout their time at GSMST to stay on track for graduation.

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OVERVIEW

GSMST is a specialty high school within Gwinnett County Public Schools and, in many ways, operates like a traditional high school with a school cafeteria, lockers, buses, and textbooks. Students enrolled at GSMST are under most of the same district policies, procedures, rules, and guidelines that would apply if they were enrolled at their neighborhood high school. However, there are a number of local school policies, procedures, rules, and guidelines that are in effect for GSMST students due to the way GSMST operates, the purpose of the school, the logistics of serving students all across Gwinnett County, etc. This student handbook serves as a repository of many of the local school policies by which GSMST students must abide. Families who have questions about specific situations should direct those to the GSMST administration for assistance.

GENERAL INFORMATION

ALCOHOL & DRUG AWARENESS PROGRAM (ADAP)

An ADAP (Alcohol Drug Awareness Program) certificate is required of all Georgia citizens who desire to obtain their driver's license before the age of 18 years. All students are required to take and pass the ADAP course as part of their Introduction to Health course requirement. Upon successful completion, students will be given their ADAP certificate. Students may also choose to enroll in an eADAP course offered online through the Georgia DMV office. The class is free and registration is available at <https://online.dds.ga.gov/eADAP/Index.aspx>.

ATHLETICS

GSMST does not offer Georgia High Athletic Association (GHSA) extracurricular activities. However, students may choose to participate in GHSA extracurricular activities as a member of the school team for the school which they would ordinarily attend within the policies of the Gwinnett County Public Schools Board of Education. GSMST will not modify its instructional day to accommodate students that choose to participate in GHSA extracurricular activities at their home school. Interested students need to first reach out to the home school athletic department to check for eligibility before scheduling a meeting with their counselor.

CELL PHONES & ELECTRONIC DEVICES

Students can use cell phones and electronic devices with headphones/ear speakers before and after school. These devices must be kept out of sight and turned off during class unless the classroom teacher grants permission for a specific learning activity. Students who need to contact a parent because of illness or emergency will be allowed to use the telephone in the clinic or in the **attendance office**.

CERTIFICATE OF SCHOOL ENROLLMENT

A notarized Certificate of Attendance is required when students apply for a Learner's Permit and a Driver's License. These certificates are available in the **attendance office** for a \$2.00 processing fee. Students should complete the form in the **attendance office** and allow one school day for processing.

CLINIC

The clinic is located within the **front office**. If students become ill or injured during the day, they should immediately report the illness or injury to their teacher and request a pass to the clinic. Although the clinic does not house a registered nurse, clinic personnel can administer emergency first aid when necessary and call parents/guardians as situations require. The administration of all medications (prescription and over-the-counter) should be in accordance with each student's clinic card and must be supervised by the clinic personnel.

CLUBS & ACTIVITIES

All students are encouraged to get involved in school organizations that extend classroom learning or provide opportunities to serve or lead. GSMST offers dozens of clubs and co- and extra- curricular groups in which students can participate. An annual list of approved clubs and activities can be found on the GSMST website. A club fair is held at the start of each school year.

COMMUNITY SERVICE

All students are required to complete the equivalent of 10 community service hours per year. Students who earn 200 hours of community service over the course of four years are eligible to receive a community service seal on their diploma by meeting a published deadline in the spring (usually March) the senior year. The process for logging cumulative and approved community service time is explained in various Advisement lessons and on the Counseling eCLASS page.

COUNSELING SERVICES

The Counseling Department provides many services and programs to assist students in achieving academic success and in exploring options for the future. Information concerning colleges, armed services, careers, and financial aid is available. Counselors work with students individually, in small groups, and through Advisement classes. Students may schedule appointments with their counselor through eCLASS. Parents may schedule appointments by calling the **counseling office** (678-518-6692). A variety of questions can be answered by email as well.

CRISIS HELP NUMBERS

Abused Women Services:	770-963-9799	Child & Elder Abuse Reporting:	770-995-2122
AID Gwinnett, Inc.:	770-962-8396	Gwinnett Sexual Assault Center:	770-476-7407
Alanon, Alateen:	404-685-9040	Suicide Prevention:	678-377-1108

DELIVERIES TO SCHOOL

We will not interrupt class instruction for deliveries to students. If necessary, parents may leave items in the **attendance office** and students can pick them up between classes or during lunch. Federal lunch program requirements prohibit delivery of restaurant-type foods during the school day.

DRIVER'S EDUCATION

GSMST does not offer Driver's Ed; however, your zoned high school (nearest your home) does offer Driver's Education and you can reach out to their Community School for more details.

ELEVATOR ACCESS

Elevators are available to students who are physically unable to use the stairs. If students need elevator access, they must bring a doctor's note to the **attendance office** and obtain an elevator pass. Unauthorized use of elevators may result in disciplinary consequences.

FOOD AND DRINK

With the exception of water, eating and drinking in classrooms are prohibited. Students are allowed to bring and use a refillable water bottle using multiple bottle filler stations across campus.

FOOD SERVICES

Breakfast is served from 7:30-7:55 a.m. Students who choose extra items (e.g. second entrée) will be charged for those. Students are not allowed to charge against their account beyond -\$4.00 in high school. Money may be put on an account at any time through the cashier stations in the cafeteria or online at www.mypaymentsplus.com. Outside food deliveries (e.g. pizza, Uber eats, parent deliveries, etc.) are prohibited before and during school.

FREE/REDUCED LUNCH

Students must reapply each fall for free or reduced lunch by either completing an application and turning it in to the cafeteria manager or completing it online at www.gwinnett.school lunchapp.com. No student is allowed to accrue charges in excess of -\$4.00 before spring break or \$0 after spring break.

GOOD STANDING

Students are strongly encouraged to remain in *good standing* throughout their time at GSMST. A student is considered *not in good standing* when (a) the student has outstanding obligations (e.g. fees, computer equipment, textbooks, etc.); (b) the student's behavior during the current or previous semester has resulted in suspension or other significant discipline consequences; (c) the student's attendance is poor in one or more classes; and/or (d) the student is currently failing (portal grade below 70%) one or more classes. Students who are *not in good*

standing are at risk of being ineligible to participate in field trips, attend school functions, run for leadership positions, or have additional privileges or opportunities removed until *good standing* has been re-established.

INSURANCE

It is highly recommended that all students have some form of medical insurance. If a student does not have medical coverage, Gwinnett County Public Schools offers medical insurance through an outside medical insurance carrier. Application forms are available in the **attendance office**.

INTRAMURALS

Students can participate in a variety of physical activities offered throughout the school year as part of a comprehensive wellness program that includes multiple intramural activities. Some sports are offered throughout the year (e.g. open gym) and others occur only once (e.g. flag football tournament). All students participating in physical intramural activities must have a current physical on file.

LAPTOP PROBLEMS/DAMAGES

Students may seek tech triage assistance during the times posted at the appropriate door. Students must immediately report any laptop problems/damages to the Tech Team, located inside the Student Research Center (SRC). All students will sign an Acceptable Use of Electronic Media (AUEM) form regarding school technology. Any extreme damage or damage resulting from careless, negligent, or accidental events done to school-owned equipment will require replacement or reimbursement by the student.

LOCKERS

Lockers will be provided for a \$3.00 annual rental fee. If a locker does not work properly, the student should notify the **attendance office** *immediately*. Lockers are the property of GSMST and may be inspected and searched by school officials at any time.

LOST AND FOUND

Clothing and other school supplies will be placed in boxes in the cafeteria or next to the **attendance office** on the ground floor. Valuables will be taken to the **attendance office**. Textbooks will be taken to the SRC. Students should check Lost and Found before or after school and during lunch, as needed. GSMST assumes no responsibility for lost or stolen articles. At the end of each semester, unclaimed items are donated to charity.

LOST TEXTBOOKS OR LAPTOPS

Students will be responsible for reimbursement to the school for lost or damaged textbooks, laptops, and all issued equipment or peripherals.

MEDICATIONS

Students are not allowed to have medications in their possession or share any medications with others (over-the-counter or prescription medicines). If a student must have medication in order to attend school, a parent/guardian must complete the *Administration of Medication* form, requesting the school to supervise administration of the medication. These forms are available on our school website and in the **front office**. Medication must be kept in the clinic in the original container. A student who has asthma may carry and self-administer asthma/allergy medication prescribed by a physician (inhaler/EpiPen), but must notify the clinic.

PARKING

Student Parking: Parking is available for students holding a valid Georgia driver's license. The cost for the year is \$70.00 and it must be renewed each year. Parking applications are available on the GSMST website and in the **attendance office**. Students must follow the rules and regulations as stated in the parking application. Students must display the parking tag and park in the student parking lot (located behind the West Wing of the school, near the intramural field). Students are not allowed to go to their car during the school day unless given permission by an administrator. Vehicles brought on campus are subject to search by school officials.

Parking Lot Security: Efforts are made to ensure parking lot security. However, GSMST and Gwinnett County Public Schools assume no responsibility for damages, loss, or theft of vehicles or contents. Students drive and park on campus at their own risk.

STUDENT RESEARCH CENTER (SRC)

Students may check out books and get research assistance in the SRC. Printing costs: 10 cents/page for black/white and 25 cents/page for color printing.

SRC Hours: 7:00 a.m. – 3:00 p.m. on Monday; 7:00 a.m. – 4:00 p.m. Tuesday through Friday.

TRANSPORTATION

Morning Arrival: Students using GCPS transportation will board the high school bus at their neighborhood bus stop, take the bus to their neighborhood high school, and then board a bus that will transport them from their neighborhood high school to GSMST/Maxwell.

For parents choosing to provide their own transportation, students can be dropped off in the back of the West Wing building beginning at 6:45 a.m. Upon arrival, students should report to a teacher for intervention, enrichment, or school activity. Students not meeting with a teacher should report to the cafeteria or another common area in the tower.

Students should never be dropped off or picked up in the front of the school unless the student is enrolled in a 7:05 a.m. (zero period) class.

Afternoon Dismissal: Student dismissal begins at 3:00 p.m. Students using GCPS transportation will board a bus that will take them to their neighborhood middle school, where they will then board the neighborhood bus to take them home. Students cannot ride a different bus than what is assigned, and there are no exceptions or bus passes issued. Car riders will meet their ride in the back of the West Wing building and must wait for buses to leave the premises before they can leave.

GSMST does not provide afternoon bus transportation on final exam days. On the last three days of each semester, parents must arrange for students to be picked up at 12:15 p.m.

GSMST does not provide bus transportation on Cyber or Digital Learning Days – days during the regular school year when students work completely online.

VISITORS TO GSMST

Any visitor with a legitimate reason to be on school grounds must report to the **front office** and sign in, as required by the Gwinnett Board of Education policy. An official visitor's pass will be issued and must be worn in a clearly visible manner at all times while on school property. Students are not allowed to bring friends to visit in the classrooms during the school day. GSMST families who are hosting study abroad or foreign exchange students should contact the **curriculum office** to discuss visitation protocols. Parents and visitors are encouraged to make an appointment to see a teacher, the administration, and/or the counselors.

WORK PERMITS

Work permit applications are available for students under the age of 16 in the **counseling office** and on the Georgia Department of Labor website at <https://dol.georgia.gov/get-youth-work-permit-online>. Students electronically complete Section A of the application, and have their employer electronically complete Section B, and then bring the completed form to the **counseling office** to obtain the work permit. Please allow one day for processing.

ACADEMICS AND INSTRUCTION

ACADEMIC INTEGRITY

All students at GSMST are expected to meet or exceed the very high standards for academic excellence and academic integrity while exhibiting personal responsibility for actions and choices on a daily basis. Students who violate the standards of academic integrity will be held accountable for their actions and their choices. [See the INTEGRITY @ GSMST section for additional details.]

ACADEMIC LETTERS

Students in grades 10-12 are eligible to earn academic letters if the non-rounded average for the previous school year is 95.0 or higher. Students in grades 11-12 who have already received a letter will receive a pin for their letter.

ACT & SAT REGISTRATION

Use the websites www.collegeboard.com (SAT) or www.act.org (ACT) for test dates, registration deadlines, and testing sites. GSMST is not currently a testing site for either exam.

ADVANCED PLACEMENT (AP)

AP is a program of college level classes and exams that gives students the opportunity to earn college credits or advanced placement in college while they are still in high school. Each college decides which AP exam scores it will accept in return for credit or advanced placement. It is the student's responsibility to learn about the specific policy that individual colleges may have regarding each of these exams. GSMST offers approximately two dozen AP classes each year. All GSMST students are required to take and pass AP Biology, AP Calculus, AP Language Arts, AP Macroeconomics, and AP Microeconomics and students must take these classes at GSMST from a GSMST teacher. AP exams are given in May on dates prescribed by the College Board. Students will receive AP exam information and registration details from the **assessment office**.

ADVISEMENT

All students will be assigned a teacher for Advisement from 12:01-12:21 each Monday and Wednesday and at other times throughout the school year (e.g. first few weeks of school). This time will consist of a variety of activities such as GCPS advisement lessons, academic guidance, screen breaks, freshmen mentoring, and support programs at GSMST including various components of our wellness and other programs.

CREDIT CHECKLIST & FOUR-YEAR PLAN OF STUDY

To receive a GSMST diploma, students must complete all graduation requirements for GSMST which significantly surpass (and include all) minimal standards for the state of Georgia and for Gwinnett County Public Schools. A one-page working checklist is available at the end of this document, and students will receive printed copies to work with during Advisement lessons.

CURRICULUM

The scope and sequence of GSMST's curriculum appears visually on the one-page checklist that is available at the end of this document. GSMST's four-year curriculum is a canonical experience for students where the ninth and tenth grade schedules are primarily the same for all students other than a single elective choice and the specific foreign language studied. Students are given additional choices during the junior and senior years. Within the core STEM curriculum, students must take a math and a science/engineering course every year, along with the scripted humanities classes that are grade-level specific. The backbone of GSMST's curriculum is this four-year sequence of classes which are integrated vertically and horizontally to maximize student learning and STEM experiences. For this reason, students are not allowed to take core classes out of sequence or advance through them in a compressed way. A GSMST diploma cannot be earned in less than four complete school years.

CYBER / DIGITAL LEARNING DAYS

GSMST students usually complete two specific school days each semester remotely. These days are frequently referred to as CyberDays and they occur on the K-8 'early release' days where no afternoon bus transportation is provided to GSMST. Current CyberDays are scheduled for October 19-20, 2022 and March 1-2, 2023. During

the current school year, several other Digital Learning Days are scheduled for all schools in GCPS. These days include September 16 & November 8 (2022), and February 3 & March 17 (2023).

In addition, Digital Learning Days may be declared by GCPS due to inclement weather or for other reasons. The student expectations for these school days are the same as normal in-person learning days including, but not limited to (a) following the normal bell schedule and class time allocations for all student schedules, (b) using eCLASS as the common online learning platform, (c) meeting due dates and other task parameters provided by teachers, and (d) adherence to all behavioral and integrity expectations.

DUAL ENROLLMENT

All GSMST students are provided a variety of approved Dual Enrollment (DE) options as part of the four-year curricular experience. Some of these opportunities are included in our core STEM curriculum (e.g. Georgia Tech math courses), and others may be integrated into internship experiences (e.g. cybersecurity program at Gwinnett Tech). Students should work with their counselor to plan for any experiences they may want to pursue to ensure that it fits into the scope and sequence of the GSMST curriculum. Students who sign up for DE courses without prior approval of the **counseling office** will be responsible for the tuition and fees incurred at the outside institution or the request will be denied.

END OF COURSE TESTS (GEORGIA MILESTONE ASSESSMENTS)

GSMST students will complete all required EOCTs for the GMA courses as published by the Georgia DOE.

FIELD TRIPS & EXTRA-CURRICULAR COMPETITIONS

Students must be in good standing to participate in field trips or to attend extra-curricular competitions. Students are responsible for all work missed. Any trip fees paid in advance are non-refundable.

FINAL EXAMS

Cumulative exams are given at the end of each semester. To ensure students are present for exam reviews and the actual exams, we ask that you avoid scheduling appointments during the final days of the semester. Exams will not be given early, and students will not be permitted to check out during an exam period. If a student misses an exam due to an excused reason, the exam can be taken on the announced make-up day.

Spring Semester Exams: Students must turn in or pay for all textbooks and their school laptop before they can take their spring semester exams. Students who do not satisfy this obligation will have to take their exam(s) on the announced make up day.

Exam Exemption: Seniors meeting the set criteria are eligible for local exam exemption (excluding required assessments) during Spring Semester. Students must have four or fewer absences spring semester and have a 90.0 average in the class (or be an Honor Graduate) in order to exempt. Seniors will receive detailed exemption information in January.

GATEWAY TESTS

In addition to the state mandated graduation exams, Gwinnett County Public Schools require students to pass both sections of the Gateway Assessment. The Gateway Assessment measures a student's ability to write effectively about Science and Social Studies topics and is administered in the spring of the 10th grade year for Science and the spring of the 11th grade year for Social Studies.

GRADING SCALE

A = 90 or higher B = 80-89 C = 70-79 F = below 70

The cumulative Grade Point Average (GPA) is a running average of all classes taken during high school.

To compute GPA on a four- point scale, points are assigned as follows:

A = 4 points B = 3 points C = 2 points F = 0 points

GUIDED STUDY

All students in grades 9-10 will be assigned a teacher for Guided Study from 12:01-12:21 each day that is not an Advisement day. This time will consist of a variety of activities such as intervention, targeted group work, club

meetings, and wellness activities. Students in grades 11-12 may be assigned to a targeted Guided Study class for the purposes of intervention or due to their role in an extra- or co- curricular group.

HEALTH AND PHYSICAL EDUCATION (PE)

One semester of Health and one semester of PE are required for graduation and may be taken at any grade level. If students do not take these courses as an elective during the school day, they will have to pay for the courses and take them after hours or during summer school. Students who choose to take Health and/or PE as summer tuition classes may do so at GSMST, through GOC, or in the normal face-to-face summer school environment.

HONOR GRADUATES

Students earn Honor Graduate status by having a 90.0 cumulative NGA (numerical grade average) for their four years of GSMST courses which does not include grades earned in middle school as well as some courses taken outside of the normal school day at GSMST or courses not taught by a GSMST teacher. The same calculation is used for Honor Graduate and Academic Letter eligibility and this NGA may differ from what is displayed in the student portal.

HOPE SCHOLARSHIP

Helping Outstanding Pupils Educationally (HOPE) is a four-year scholarship program for Georgia residents who meet certain criteria and who attend any Georgia public or private post-secondary institution, university or technical institution. Students can keep up-to-date on HOPE and other student financial aid programs available from the Georgia Student Finance Commission by visiting their website at www.gsfc.org.

ONLINE COURSES OR OTHER COURSES TAKEN OUTSIDE OF GSMST

GSMST uses the same online learning management system that all other schools in GCPS use –eCLASS. A number of classes offered at GSMST are presented in a blended or hybrid format and other select classes are offered completely online. Students may have opportunities to complete online, hybrid, or face-to-face classes outside of GSMST (e.g. GOC, GVS, etc.) but any online or outside class taken for credit or to meet a GSMST graduation requirement must be approved by the **counseling office** and/or school administration in advance and in writing. In addition, the following procedures are in place for all students:

- All required classes must be taken at GSMST before students may enroll in or attempt them outside of GSMST. Any student who wants to use Carnegie Credit from an outside school to satisfy a GSMST graduation requirement must have pre-approval in writing from the **counseling office** and/or school administration.
- Students who are academically off track or fail courses required for a GSMST diploma will be provided approved written options for making up credits by their counselor. Students who become at-risk of not earning a GSMST diploma in four years will be provided extended graduation options at GSMST and 4-year graduation plans following traditional school requirements.

Transcripts presented to the **counseling office** or school administration will be added to the physical student record, but courses will not be transcribed onto a GSMST transcript in the absence of written pre-approval.

PARENT PORTAL

Parents/guardians can access the following student information via the Parent Portal: attendance, grades, discipline, test history, schedules, and course history. Current grades are posted in real-time as teachers update their gradebooks. To obtain access to the Parent Portal, parents/guardians must return the completed form to the **counseling office**. Forms are available on the GSMST website or in the **counseling office**. Parents can call Ms. Czarick (678-518-6692) for personal assistance as needed.

PRELIMINARY SCHOLASTIC ASSESSMENT TEST (PSAT)

All students in grades 9-11 take the PSAT at no cost during the school day in order to help prepare for the SAT. Juniors who do well on the PSAT are eligible for National Merit scholarships. The PSAT is scheduled for October 25, 2022.

PROGRESS REPORTS

Progress reports will be issued every six weeks as a one-page summary snapshot of current grades. Parents are encouraged to maintain a current parent portal account which will provide 24/7 access to grade, attendance, and behavior details for their child's performance.

TRANSCRIPT REQUESTS

A transcript consists of a copy of the student's cumulative grades and standardized testing history. Students should complete the Transcript Request Form (gsmst.org >> students >> forms) in the **counseling office** and allow at least one school day for processing. Students are provided with their first official transcript for free, and there is a \$5 fee charged for each additional copy requested including both electronic and paper copies. Students are responsible for mailing applications, officially sealed transcripts, and all supporting materials.

ATTENDANCE

Student attendance is critical to the attainment of high academic achievement and effective use of instructional time. School attendance is the responsibility of both parents and students. The **attendance office** can be emailed directly at GSMST.Attendance@gcpsk12.org.

CHECKING IN/OUT

Students check in and out of school at the **attendance office** on the ground floor. Parents are not required to accompany students when checking in, but should send a note stating the reason why the student is checking in late. Parents are asked to come to the **attendance office** when checking a student out, and the process does require the presentation of acceptable picture identification (e.g. driver's license). Contact with a parent/guardian is required before a student is released from school. Emergency contact information needs to be kept current. If contact information changes during the year or persons allowed to check-out the student change, parents should notify the **attendance office**. Due to the bus and car traffic at the end of the school day, students will not be permitted to check-out after 2:30 pm. Please plan accordingly.

Students are not permitted to freely leave and re-enter our campus. They may leave for an appointment, but they must sign out in the **attendance office** and sign back in upon their return. If students leave during the day due to their class schedule (e.g. off-campus internship), they may not come back on campus until 3:00 pm. Students are not permitted to leave campus for lunch.

EXCUSED ABSENCES

The following situations are defined as Excused Absences by state law.

- Personal illness
- Serious illness or death in a student's immediate family
- Court order or an order by a governmental agency
- Religious holiday

UNEXCUSED ABSENCES

Absences are unexcused for all other reasons, including but not limited to: oversleeping, traffic, car trouble, power outage, vacations, and college visits (see prearranged absences below). The school system will notify the parent/guardian of a child under 16 years old after five, seven, and ten unexcused absent days.

MAKE-UP WORK (for Excused Absences only)

All pre-assigned work will be due on the day of a student's return from an absence. For assignments which did not have a pre-assigned due date during the time of the student's absence, students will be given five days to make up work or follow other arrangements granted by the teacher. It is the student's responsibility to make arrangements to make up work.

PRE-ARRANGED ABSENCES

If parents find it necessary for their child to miss school due to an out of town trip, including college visits, the absence should be approved by an administrator. The student must submit the request for the pre-arranged absence to the **attendance office** at least three days PRIOR to the first day absent. If the prearranged absence is approved, the absence will be classified as *unexcused* but the student will be allowed to make up missed work.

RETURNING TO SCHOOL AFTER AN ABSENCE

The student must bring a parent/guardian note or doctor note to the **attendance office** within two days of returning to school. The note should include the date, reason, parent/guardian signature, and phone number for verification. After a total of five (5) parent excused notes for absences or tardies (per semester), medical documentation is required to excuse subsequent absences.

INTEGRITY @ GSMST

GSMST will become a school where all students will out-perform their predictors in a culture of high expectations, integrity, and support as they continue to prepare for and pursue infinite possibilities on a global platform.

INTEGRITY CODE

As the vision of GSMST above states, the two most critical descriptors of our school culture include high expectations and integrity. All students at GSMST are expected to strive towards meeting or exceeding the highest of behavioral and academic expectations while also maintaining integrity, especially academic integrity, without exception. Students should reject cheating and other forms of dishonesty in all situations. Students at GSMST shall exhibit individual effort and maintain a record of stellar ethical conduct.

INTEGRITY COMMITMENTS

Students at GSMST are bound by and committed to all of the following “I will...” statements:

- I will follow all verbal and written directions given to me by any teacher or other school adult.
- I will not lie, cheat**, or steal in my academic work.
- I will reject and oppose all forms of academic dishonesty, including plagiarism.
- I will give careful attention to crediting sources whether printed, published, spoken, or in person.
- I will refuse to share my work for others to copy, steal, or plagiarize.
- I will not share information for a quiz, test, or essay prompt with any other student.
- I will give prompt notification to a faculty member, counselor, or administrator when I observe academic dishonesty in any situation including those involving technology or digital means.

**Cheating includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement. Cheating includes, but is not limited to:

- Looking at a test, quiz, or exam of another student while taking an assessment.
- Attempting to communicate information in any way during a class evaluation.
- Having cheat sheets or information written on the body or other personal objects.
- Using programmed calculators or other electronic devices without teacher permission.
- Looking at quiz, test, or exam materials prior to their administration.
- Failing to properly give credit when the ideas, words, or works of others are used.
- Giving information regarding an assessment to another student.
- Submitting work that is not created by the student through the use of technology. This includes but is not limited to file sharing (submitting the same work with different header) and/or receiving or purchasing solutions or works from others.

INTEGRITY BANNERS

Students will be taught, trained, and comprehensively educated regarding many facets of moral behavior, ethical decision making, and generally in “doing the right thing.” This teaching will be integrated into the life of GSMST students through Advisement, in various courses (STEM and beyond), in clubs and activities, etc. During the first semester of freshman year, all GSMST students will be provided peer mentor training which will result in the entering freshman class *accepting the challenge* by signing a “Class of” Integrity Banner – a visible sign of the obligation all students have to live by the integrity code and to fulfill the integrity commitments. Integrity Banners are displayed on the main hallway and serve as a reminder of our collective accountability to each other.

INTEGRITY VIOLATIONS

Students who are referred to school administration for violations of the integrity code or for failure to keep integrity commitments will have their incident processed following the normal procedures used for other student conduct violations. Students will be subject to all GCPS consequences ranging from the most minor consequence of a verbal warning to the most major consequence of a long-term out-of-school suspension pending an external discipline hearing. In addition to regular GCPS consequences, GSMST administrators may, at their discretion, initiate a convening of the Integrity Council to review the case.

INTEGRITY COUNCIL

An Integrity Council at GSMST will consist of five members including (1) three faculty members and two students selected by the principal, or (2) in the event that federally protected information is subject to be revealed, five faculty members only. This five-member council will be presented with the facts of the case(s) including the actions of the students involved but without any identifying information (e.g. names, grades, genders, etc.). The council will make a final recommendation for consequences to school administration who will issue appropriate GSMST consequences. These consequences may include any combination of loss of privileges (e.g. attendance at school events, membership in honor societies, eligibility for leadership positions, school laptop, college recommendations, etc.), academic consequences (e.g. zeroes issued, no course credit awarded, academic probation, etc.), and/or discipline consequences (community service, restitution, detention, suspension, etc.). Final consequences will be issued to the student(s) in the presence of their parents by school administration with approval of the principal.

STUDENT CONDUCT

Every student receives access to the Gwinnett County Board of Education Student/Parent Handbook (6-12), which provides detailed information about discipline policies and the current procedures for implementation, including consequences for student misconduct. It is the student’s responsibility to be familiar with these policies and exhibit acceptable behavior. GSMST is first, and foremost, an academic institution where the most serious conduct violations are ones that directly impact the rigorous teaching and learning that takes place each day. Local school administrators have discretion to determine consequences for most student misconduct at the local school level.

STUDENT EXPECTATIONS

GSMST students have the right to learn, and teachers have the right to teach. To achieve this goal, specific rules and expectations are established to maintain good order and a safe environment. These local rules and expectations are in addition to the “Student Conduct Behavior” listed in GCPS Student/Parent Handbook.

- Students are expected to conduct themselves as mature young adults.
- Students are expected to comply with reasonable requests of all staff, including identifying themselves by name when asked.
- Students are required to comply with the classroom rules set by individual teachers.
- Loud and boisterous behavior is not allowed. Inappropriate language and public displays of affection are never acceptable.
- After 3:15 p.m. all students must be off campus unless under direct adult supervision.

DISCIPLINARY SCALE

The range of consequences for misconduct that can be assigned by a local school administrator may include but is not limited to:

- Student and/or Parent Conference
- Before or After School Detention (by teacher or administrator)
- Saturday School Detention
- In-School Suspension
- Out-of-School Suspension up to ten days
- Referral to a Disciplinary Panel, which may result in long-term suspension or expulsion

Depending upon the severity of the offense, the GCPS Office of Safety and Security may be contacted for referral to law enforcement officials. All rule violations handled by an administrator are cumulative over a student's high school career.

The following section of the handbook lists specific behaviors and outlines the typical consequences issued. However, deviations from these guidelines may occur if the administrator determines that the individual circumstances warrant.

ABSENCE WITHOUT LEAVE (AWOL)

Once a student arrives on campus, he/she must obtain permission in order to leave campus by checking out in the **attendance office**, even if classes have not yet begun. A student is considered AWOL and subject to behavior consequences if he/she:

- Leaves campus without checking out
- Misses school without parent permission
- Skips a portion of a class, a full class, or several classes
- Leaves class without a pass from the teacher
- Fails to go to the cafeteria during the lunch period without permission
- Goes to a vehicle without permission

Consequences for AWOL offenses usually begin with Saturday School Detention and can also involve loss of parking privileges.

CELL PHONES AND ELECTRONIC DEVICES

Students can use cell phones and electronic devices with headphones / ear speakers before and after school. These devices must be kept out of sight and turned off during class unless the classroom teacher grants permission for a specific learning activity. In all cell phone and electronic device offenses, the item will be confiscated and stored in the **attendance office**, and parents will be contacted. On the first offense, the student can retrieve the item after school. On all subsequent offenses, a parent/guardian will have to retrieve the item after 3:00 p.m. and disciplinary consequences may be issued. GSMST is not responsible for loss or theft of confiscated items.

DRESS CODE

The GSMST dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. If, in the judgment of a teacher or administrator, a student is dressed inappropriately, the student will be required to change clothing (along with following the steps of the disciplinary scale).

Any student dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. Exceptions to the GSMST Dress Code may be made by the Administration or his/her designee for specific reasons.

Headgear is prohibited and must be kept out of sight in the building. This includes but is not limited to hats, hoods, bandanas, sunglasses, or any other head covering. Exceptions to this rule will be made for religious or medical reasons.

Shirts: The tops of the shoulders must be covered - no strapless tops or spaghetti straps. Shirts that expose any portion of the waist, cleavage, hips or midriff are not allowed. Low-cut, see through, backless, or tube tops are not appropriate for school. Boys are not to wear sleeveless shirts.

Shorts/Skirts/Pants: All shorts and skirts must be longer than mid thigh. There should be no rips or holes above mid-thigh.

Shoes must be worn at all times at school.

Undergarments should not be visible.

Wording/Symbols: No clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation, or other illegal activity expressed or implied.

Gang Related Symbols or Attire: Students are not allowed to display clothing, jewelry, or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs, and no item may be worn in a manner that communicates gang affiliation. The list of gang related attire is subject to change as updated information is received from county officials.

Jewelry or accessories which might pose a danger to self or others are not permitted to be worn at school. All belts must be properly fastened around the waist.

FIGHTING

All parties involved in fights are subject to consequences regardless of who started the fight. Fighting offenses will result in a level of suspension. Additional consequences may result depending on circumstances related to the fight (weapons, severe injuries, etc.).

HARASSMENT/BULLYING

Harassment and/or bullying are not tolerated. If a student feels that he/she is being harassed or bullied by another student, he/she should immediately report it to a staff member.

ROOF/FOURTH FLOOR ACCESS

Students are not permitted on any roof, for any reason. Students are also not allowed on the fourth floor or on the stairwell leading to the fourth floor. Failure to adhere to this rule will result in disciplinary consequences.

SATURDAY SCHOOL DETENTION

The number of hours of Saturday School Detention varies depending on the offense. Students should bring a homework assignment or a book to read as they are not allowed to sit idly.

TARDY ACCOUNTABILITY PROGRAM (TAP)

All students are expected to be in school and in all classes on time. Students late to school must check in at the **attendance office**. Students who are not in class on time are required to report to the nearest TAP office (**attendance office**, West Wing, SRC, or second floor). Tardies are considered excused or unexcused according to the state guidelines for absences. Unexcused tardiness to class is counted as a TAP. Any non-excused "late to school" check-in is also considered tardy and will count in the TAP accumulation. Students will receive warnings for their first six unexcused TAPs and will receive Administrative Detention on their seventh TAP. TAPs will reset to zero at the beginning of each semester.

TECHNOLOGY POLICY

Use of electronic resources, including the school issued laptop, must be for the purpose of AKS instructional support. All GSMST students and their parents/guardians sign and/or agree to follow the AUEM (Acceptable Use of Electronic Media) prior to receiving a laptop. Failure to follow the AUEM will result in disciplinary consequences and may include restricted or denied access to school computers. Students may be held financially responsible for reimbursement in the event their school-owned computer suffers accidental damage or damage

that results from behavior that is careless, reckless, or negligent. Students should be aware that violations related to technology use may also constitute criminal offenses punishable by law in accordance with the Georgia Criminal Code. The current AUEM is available at gsmst.org >> students >> forms.

TOBACCO, DRUGS, AND ALCOHOL PRODUCTS

A student shall not possess, sell, transmit, buy, or solicit any drug, alcohol, or tobacco related product. The offense will result in a minimum of In-School Suspension.

FAILURE TO SERVE DISCIPLINARY CONSEQUENCES

Students who do not serve the assigned consequences will have additional and cumulative consequences issued.

The information in this handbook is subject to change throughout each school year as changes are made to local school, or district, procedure and policies. Please note that the information in this handbook was the most accurate information as of July 2022.

Authority of Principal: The principal is ultimately responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this handbook, the principal may undertake corrective measures which they believe to be in the best interest of the students and the school, provided any such action does not violate school board policy or procedures.

