

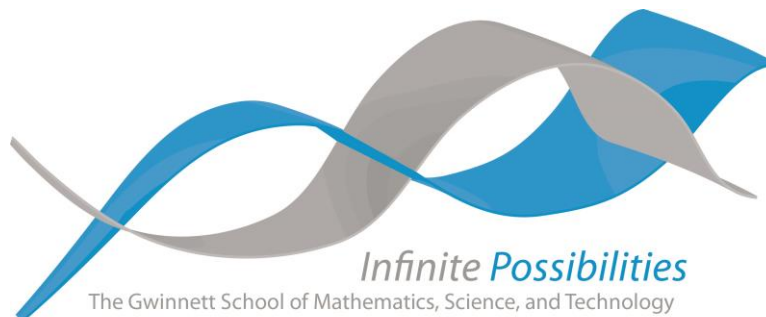
# The Gwinnett School of Mathematics, Science, and Technology

## 2018-2019 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 2018-2019 BELL SCHEDULE

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

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

## **ADMINISTRATION**

**IV Bray:** Principal  
**Jana Czerwonky:** Assistant Principal [Assessment]  
**Karen Rockey:** Assistant Principal [Instruction]  
**Luke Rapley:** Assistant Principal [Curriculum]  
**Hope Hawkins:** Assistant Principal [School Operations; Community School Director for GSMST & Maxwell HS campuses]

## **COUNSELORS**

**Amy Burke:** A-K <http://GSMST.appointy.com>  
**Mike Weiland:** L-Z <http://LZCounselor.appointy.com>

## **PARTNERSHIP PROGRAM**

**Nicole D’Antonio:** 10th Grade Job Shadow & JFE (Junior Fellowship Experience)  
**Dr. Kerri Napoleon:** 9th Grade Speaker Series & SCE (Senior Capstone Experience)

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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 2018-2019 school year will be GSMST's twelfth 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 publically 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 Monday, February 4, 2019.

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, Biosciences, 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 (see page 18), 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 Fair and Senior Thesis; completion of an Engineering Pathway and required assessment(s); completion of an 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 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>.

### **CELL PHONES & ELECTRONIC DEVICES**

Students can use cell phones and electronic devices with headphones 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 \$1.00 processing fee. Students should complete the form in the 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-/extra-curricular groups in which students can participate. A current list of approved clubs and activities (including student-initiated groups permitted for the current year) can be found on the GSMST website. A club fair is held at the start of each school year and students are provided the opportunity to request new groups at the end 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. Community service logs are available on the GSMST website and in the counseling office. The completed logs should be turned in to the counseling office.

## **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, as well as parents/guardians, may schedule appointments using the URLs listed on page 3. 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 plans to begin offering Driver's Education as part of the GSMST / Maxwell Community School Program in January (2019).

## **ELEVATOR ACCESS**

Elevators are available to students who are 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.

## **FOOD SERVICES**

Breakfast is available to all students at no cost and is served from 7:30-7:55 a.m. Student lunches costs \$2.50. Students are not allowed to charge full meals (borrow against their account into the negative) 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](http://www.mypaymentsplus.com). Outside food deliveries (e.g. pizza, uber eats, parent deliveries) are prohibited.

## **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.schoolunchapp.com](http://www.gwinnett.schoolunchapp.com).

## **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 intramural program. Some sports are offered throughout the year (e.g. open gym) and others occur only once (e.g. flag football tournament). All student participants 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 taken to Goodwill.

## **LOST TEXTBOOKS OR LAPTOPS**

Students will be responsible for reimbursement to the school for lost or damaged textbooks and laptops.

## **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 \$60.00 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: 7am-3pm on Monday; 7am-4pm Tuesday through Friday.

## **TRANSPORTATION**

**Morning Arrival:** Students who wish to use GCPS transportation will board the high school bus at their neighborhood bus stop, take the bus to their home zone high school, and then board a bus that will transport them from their home 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.

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 zoned 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 afternoon transportation on CyberDays – 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. 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](http://www.collegeboard.com) (SAT) or [www.act.org](http://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 at the beginning of second semester, including the fees assigned to each test.

## **ADVISEMENT**

All students will be assigned a teacher for Advisement from 12:01-12:21 each Wednesday. This time will consist of a variety of activities such as district advisement lessons, academic guidance, and support at GSMST.

## **CREDIT CHECKLIST & FOUR-YEAR PLAN OF STUDY**

To receive a GSMST diploma, students must complete all graduation requirements for GSMST which far 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, but within the core STEM curriculum, students must take a math and a science 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.

## **CYBERDAYS**

GSMST students usually complete two 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 24-25, 2018, and February 20-21, 2019.

## **END OF COURSE TESTS (GEORGIA MILESTONE ASSESSMENTS)**

A GMA is required in all Georgia high schools for the following courses: Accelerated Algebra, Accelerated Geometry, Freshman English, Junior American Literature, Biology, United States History, and Economics. GMAs count 20% of the student's final grade during the semester in which they are taken. The Geometry and Economics GMAs are administered during fall semester with all others administered during spring semester.

## **FIELD TRIPS & EXTRA-CURRICULAR COMPETITIONS**

Students must be in good academic 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 insure 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 the laptop before they can take their spring semester exams. Students not having the textbooks/laptop or the money will have to take the exam on the announced make up day.

**Exam Exemption:** Seniors meeting the set criteria are eligible for exam exemption 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 10<sup>th</sup> grade year for Science and the spring of the 11<sup>th</sup> grade year for Social Studies.

## **GRADING SCALE**

A = 90 or higher      B = 80-89      C = 74-79      D = 70-73      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      D = 1 point      F = 0 points

## **GUIDED STUDY**

All students will be assigned a teacher for Guided Study from 12:01-12:21 each day except Wednesdays. This time will consist of a variety of activities such as intervention, targeted group work, and club meetings.

## **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 P.E. 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 four years of high school.

## **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](http://www.gsfc.org) or calling 1-800-505-GSFC.

## **MIDTERM EXAMS**

All students take midterm (interim) exams at GSMST during the middle of fall and spring semester in each enrolled course. The midterm score counts 5% of the final semester grade.

## **MOVE ON WHEN READY**

All GSMST students are provided a variety of MOWR options as part of the four-year curricular experience. Some of these are included in our STEM curriculum, and others may be integrated into internship experiences. 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.

## **ONLINE COURSES OR OTHER COURSES TAKEN OUTSIDE OF GSMST**

GSMST uses the same online learning management system that all other schools in GCPS use – D2L through 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 nightly as teachers update their gradebooks. To obtain access to the Parent Portal, parents/guardians must return the completed form to the attendance office. Forms are available on the GSMST website or in the counseling office.

### **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 will be given on October 10, 2018.

### **PROGRESS REPORTS**

Progress reports will be issued every six weeks as a one-page summary snapshot of current grades.

### **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](http://gsmst.org) >> school 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.

### **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 2:40 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, 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 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 must 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 products.

\*\*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 an in-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 including 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 which 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 3:00 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 county 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 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. If you raise your arms to shoulder level and the stomach shows, the top is unacceptable. 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 no shorter 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. Gang related attire includes, but is not limited to, the following: rolling up one pant leg; wearing gang-styled belt buckles (belt buckles which have Old English script letters and symbols), large oversized pendants on necklaces and chains, bandanas; altering clothing from its original form to change the names and/or intended marking on the clothing; wearing sweat, head, and/or wrist bands; and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. 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. These include but are not limited to wallet chains, spiked rings or bracelets, two or three finger rings that are joined, and bulky chains worn around the neck or waist. All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.

## **FIGHTING**

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

## **HARRASSMENT/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, 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. Consequences for subsequent tardies will move up the disciplinary scale. 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.

## **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.

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



## The Gwinnett School of Mathematics, Science, and Technology [GSMST] Credit Checklist & Plan of Study (Class of 2018 & Beyond)

Student Name: \_\_\_\_\_ Year entered 9th grade: \_\_\_\_\_

Student Number: \_\_\_\_\_ Expected graduation year: \_\_\_\_\_

### SECTION I: Required Graduation Tests

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accelerated Algebra GMA  | <input type="checkbox"/> Accelerated Geometry GMA              | <input type="checkbox"/> Junior American Literature GMA |
| <input type="checkbox"/> Gateway – Science        | <input type="checkbox"/> Freshman Language Arts GMA            | <input type="checkbox"/> US History GMA                 |
| <input type="checkbox"/> Gateway – Social Studies | <input type="checkbox"/> Biology Georgia Milestones Assessment | <input type="checkbox"/> Economics GMA                  |

### SECTION II: Summary of Credits for Graduation (26 required)

Place an X (or write the course name) in the corresponding box below for each credit earned. **\*EACH BOX = 0.5 units**

If a student fails two semesters of mathematics (or a semester of AP Calculus), a parent meeting or SST will be scheduled to discuss the student's capacity to be successful in an accelerated environment.								
<b>Math</b> (4 units) AG, APPre-C, AP Calculus required. A math course must be taken every year.	AG	AG	APPre-C	APPre-C	AP Calculus	AP Calculus	Math Elective	Math Elective
<b>Science</b> (4 units) Physics, Chemistry, AP Biology required. A SC or ENG* class must be taken every year.	Physics	Physics	Chemistry	Chemistry	AP Biology	AP Biology	Science Elective	Science Elective
<b>Engineering</b> (3 units)	ENG Foundations	ENG Foundations	ENG Concepts	ENG Concepts	ENG Applications	ENG Applications		
<b>Language Arts</b> (4 units)	LA 9	LA 9	LA 10	LA 10	LA 11	LA 11	AP English	AP English
<b>Social Studies</b> (3.5 units)	World History or APWH	World History or APWH	US History or AP USH	US History or AP USH	Political Systems or AP GOV	AP Macro Economics	AP Micro Economics	
<b>Internship/Research Projects</b> (2.0 units)	Science Fair Project	JFE	SCE	SCE				
<b>Foreign Language</b> (2 units of the SAME Language)								
<b>Additional Electives</b> (2.5 units)								
<b>P.E. &amp; Health</b> (1 unit)	PE	Health						
<b>Extra Course Credits</b> (minimum of 4 units offered)								

- Senior Thesis successfully completed  
 Community Service (40 hours successfully completed) \_\_\_\_\_10 \_\_\_\_\_20 \_\_\_\_\_30 \_\_\_\_\_40  
 CTAE Pathway  
 Academic Pathway(s)

In addition to passing the Gateway Exams, and completing all Georgia Milestone Assessments required by the state of Georgia, I understand it is my responsibility to register for the correct courses to meet GSMST graduation requirements.

Student Signature \_\_\_\_\_ Counselor Signature \_\_\_\_\_ Date: \_\_\_\_\_