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The Gwinnett School of Mathematics, Science, and Technology

2024-2025 School Year

Student and Parent Handbook

970 McELVANEY LANE
LAWRENCEVILLE, GEORGIA 30044

MAIN OFFICE	678-518-6700	(7:00 AM – 4:00 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/>



Our Mission

The mission of The Gwinnett School of Mathematics, Science, and Technology is to promote curiosity, critical thinking, and innovation through relevant STEM learning experiences that inspire a positive impact on local and global communities.

Our Vision

The Gwinnett School of Mathematics, Science, and Technology will empower and equip all students to become lifelong learners and confident leaders through a culture of support, integrity, and high expectations.

GSMST 2024-2025 BELL SCHEDULE

Anchor Day	Blue Day	Silver Day	Blue Day	Silver Day
1st Period 8:00-8:51	1st Period 8:00-9:34	2nd Period 8:00-9:34	1st Period 8:00-9:34	2nd Period 8:00-9:34
2nd Period 8:57-9:44				
3rd Period 9:50-10:37				
4th Period/Lunch 10:43-11:55 <small>10:43-11:03 Lunch A Bell for Lunch B @ 11:30 11:35-11:55 Lunch B</small>	3rd Period 9:40-11:12	4th Period 9:40-11:12	3rd Period 9:40-11:12	4th Period 9:40-11:12
Advisement 12:01-12:21	5th Period/Lunch 11:18-1:22	6th Period/Lunch 11:18-1:22	5th Period/Lunch 11:18-1:22	6th Period/Lunch 11:18-1:22
5th Period 12:27-1:14	Lunch A	Lunch B	Lunch A	Lunch B
	11:18-11:42 Lunch A	11:18-11:46 5th Period	11:18-11:42 Lunch A	11:18-11:46 5th Period
	11:42-11:46 Transition	11:46-11:50 Transition	11:42-11:46 Transition	11:46-11:50 Transition
	11:46-1:22 5th Period	11:50-12:14 Lunch B	11:46-1:22 5th Period	11:50-12:14 Lunch B
		12:14-12:18 Transition		12:14-12:18 Transition
		12:18-1:22 5th Period		12:18-1:22 5th Period
6th Period 1:20-2:07		8th Period Flex 1:28-3:00	7th Period 1:28-3:00	8th Period Flex 1:28-3:00
7th Period 2:13-3:00	7th Period 1:28-3:00	1:28-2:11 Block A 2:17-3:00 Block B		1:28-2:11 Block C 2:17-3:00 Block D

GSMST reserves Monday afternoons for professional learning and development.

Therefore, no students are allowed to stay after school on Mondays.

GSMST Bell Schedule Calendar 24-25 SY

Key:

Anchor Day : 7 Period Day (+ADV)

Blue Day : 1st, 3rd, 5th, 7th

Silver Day : 2nd, 4th, 6th, 8th Flex

August 2024

Monday	Tuesday	Wednesday	Thursday	Friday
5 Anchor Day Advisement Lessons	6 Anchor Day Advisement Lessons	7 Anchor Day Advisement Lessons	8 Anchor Day Advisement Lessons	9 Anchor Day Advisement Lessons
12 Anchor Day Advisement Lessons	13 Anchor Day Advisement Lessons	14 Anchor Day Advisement Lessons	15 Blue Day	16 Silver Day
19 Anchor Day Advisement Lessons	20 Blue Day	21 Silver Day	22 Blue Day	23 Silver Day
26 Anchor Day Advisement Lessons	27 Blue Day	28 Silver Day	29 Blue Day	30 Silver Day

September 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 Labor Day	3 Blue Day	4 Silver Day	5 Blue Day	6 Silver Day
9 Anchor Day Advisement Lessons	10 Blue Day	11 Silver Day	12 Blue Day	13 Silver Day
16 Blue Day	17 Silver Day	18 Blue Day	19 Silver Day Freshman Welcoming	20 Anchor Day Advisement Lessons DLD
23 Anchor Day Advisement Lessons	24 Blue Day	25 Silver Day	26 Blue Day	27 Silver Day
30 Anchor Day Advisement Lessons				

October 2024

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Blue Day	2 Silver Day	3 Blue Day	4 Silver Day
7 Anchor Day Advisement Lessons	8 Blue Day	9 Silver Day	10 Fall Break	11 Fall Break
14 Fall Break	15 Blue Day	16 Silver Day	17 Blue Day	18 Silver Day
21 Blue Day	22 Silver Day Freshman Welcoming	23 Cyber Day Blue Day	24 Cyber Day Silver Day	25 Anchor Day Advisement Lessons
28 Blue Day	29 PSAT Day	30 Silver Day	31 Blue Day	

November 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Silver Day
4 Blue Day	5 DLD (Election Day) Anchor Day Advisement Lessons	6 Silver Day	7 Blue Day	8 Silver Day
11 Anchor Day Advisement Lessons	12 Blue Day	13 Silver Day	14 Blue Day	15 Silver Day
18 Anchor Day Advisement Lessons	19 Blue Day	20 Silver Day	21 Blue Day	22 Silver Day Freshman Welcoming
25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28 Thanksgiving Break	29 Thanksgiving Break

December 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 Anchor Day Advisement Lessons	3 Blue Day	4 Silver Day	5 Blue Day	6 Silver Day
9 Anchor Day Advisement Lessons	10 Blue Day	11 Silver Day JFE Presentations	12 Blue Day	13 Silver Day JFE Presentations
16 Anchor Day Advisement Lessons	17 Final Exams Begin Final Exams Period 1	18 Final Exams	19 Final Exams	20 Final Exams

GSMST Bell Schedule Calendar 24-25SY

Key:

Anchor Day : 7 Period Day (+ADV)

Blue Day : 1st, 3rd, 5th, 7th

Silver Day : 2nd, 4th, 6th, 8th Flex

January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Winter Break	2 Winter Break	3 Staff Workday
6 Anchor Day Advisement Lessons	7 Blue Day	8 Silver Day	9 Blue Day	10 Silver Day
13 Anchor Day Advisement Lessons	14 Blue Day	15 Silver Day	16 Blue Day	17 Silver Day
20 MLK Jr. Day	21 Blue Day	22 Silver Day	23 Blue Day	24 Silver Day Feedback Meeting
27 Anchor Day Advisement Lessons	28 Blue Day	29 Silver Day	30 Blue Day	31 Silver Day

February 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3 Blue Day	4 Silver Day	5 Blue Day	6 Silver Day	7 DLD Anchor Day Advisement Lessons
10 Anchor Day Advisement Lessons	11 Blue Day	12 Silver Day	13 Winter Break	14 Winter Break
17 Winter Break	18 Blue Day	19 Silver Day	20 Anchor Day Registration	21 Anchor Day Registration
24 Anchor Day Registration	25 Blue Day	26 Silver Day	27 Blue Day	28 Silver Day

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3 Blue Day	4 Silver Day	5 Cyber Day Blue Day	6 Cyber Day Silver Day	7 Anchor Day Advisement Lessons
10 Blue Day	11 Silver Day	12 Blue Day	13 Silver Day Feedback Meeting	14 DLD Anchor Day Advisement Lessons
17 Anchor Day Advisement Lessons	18 Blue Day	19 Silver Day	20 Blue Day	21 Silver Day
24 Anchor Day Advisement Lessons	25 Blue Day	26 Silver Day	27 Blue Day	28 Silver Day
31 Anchor Day Advisement Lessons				

April 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Blue Day	2 Silver Day	3 Blue Day	4 Silver Day Feedback Meeting
7 Spring Break	8 Spring Break	9 Spring Break	10 Spring Break	11 Spring Break
14 Anchor Day Advisement Lessons	15 Blue Day	16 Silver Day	17 Blue Day	18 Silver Day
21 Anchor Day Advisement Lessons	22 Blue Day	23 Silver Day JFE/SCE Presentations	24 Blue Day	25 Silver Day JFE/SCE Presentations
28 Anchor Day Advisement Lessons	29 Blue Day	30 Silver Day JFE/SCE Presentations		

May 2025

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Blue Day	2 Silver Day JFE/SCE Presentations
5 Anchor Day Advisement Lessons	6 Blue Day	7 Silver Day	8 Blue Day	9 Silver Day
12 Anchor Day Advisement Lessons	13 Anchor Day Advisement Lessons	14 Anchor Day Advisement Lessons	15 Reading Day	16 Final Exams Begin Final Exam Period 1
19 FINAL EXAMS	20 FINAL EXAMS	21 FINAL EXAMS		

ADMINISTRATION

Logan Malm	Principal
Sarah Axmann	Assistant Principal: Counseling, Special Ed., Gifted, Math
Taniesha Pooser	Assistant Principal: Attendance, Assessment, Fine Arts, World Lang., CTE
Luke Rapley	Assistant Principal: Curriculum, Scheduling, Science
Alex Robson	Assistant Principal: Partnership, Lang. Arts, Social Studies, AP Exams
Jana Czerwonky	Community School Coordinator: Health/PE, Building Rentals

COUNSELORS

Amy Burke:	A-G; GHP; Advisement Program
Mike Weiland:	H-O; Wellness Program; Mentoring
Katrina Cole-Garner:	P-Z; College and Career Lead; Counseling Advisory Council

PARTNERSHIP PROGRAM

Adam Brown	SCE (Senior Capstone Experience), 9th Speaker Series
Rebecca Robbins	JFE (Junior Fellowship Experience), 10th STEM Site Visits
Meg Scheid	Dual Enrollment, Community Relations, Endowment

School safety is a top priority for district and local school administrators. GSMST follows GCPS policies and Georgia laws to support a safe environment for students and employees. 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 2024-2025 school year will be GSMST's eighteenth 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 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 each year in November, December, and January in preparation for the January lottery drawing. The drawing for current eighth graders is scheduled for the last week of January 2025 (January 28, 2025).

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 that supports the three pillars of Engineering, Biology, and Emerging Technologies. The curriculum 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 earning a GSMST diploma. To satisfy all requirements for a GSMST diploma and walk at graduation, students must complete their four-year credit checklist, which includes requirements such as seven (7) mandatory Advanced Placement courses; a 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.

Students are not permitted to walk at graduation until the required coursework from the district, state of Georgia, and GSMST is passed and completed. The additional coursework includes AP Precalculus, AP Calculus, AP Micro and Macroeconomics, AP Language Arts, AP Biology, AP Seminar ELA, Computer Science Credit, JFE Credit, SCE Credit, Senior Thesis, 2 years of World Language at GSMST, and the entire Engineering Pathway.

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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, several local school policies, procedures, rules, and guidelines 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 is a repository of many of the local school policies by which GSMST students must abide. Families with 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 must 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 enroll in an online eADAP course 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 participate in GHSA extracurricular activities as a member of the school team for the school they are zoned to attend within the policies of the Gwinnett County Public Schools Board of Education. GSMST will not modify its instructional day to accommodate students who choose to participate in GHSA extracurricular activities. Students will not receive excused absences for missing school due to athletic events (GHSA Region and State Tournaments are the only exceptions). Interested students must contact their zoned high school athletic department to determine eligibility. Parents must attend an athletics meeting before the season in which their student will participate in zoned high school athletics. Meetings will be published on the website under the Student Athletics tab.

CELL PHONES & ELECTRONIC DEVICES

Students can use cell phones and electronic devices with headphones/earbuds 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.

CERTIFICATE OF SCHOOL ENROLLMENT

When students apply for a learner's permit and a driver's license, they must provide a notarized Certificate of Attendance. These certificates are available in the attendance office for a \$2.00 processing fee on MPP. Students should complete the form in the attendance office, and one school day should be allowed 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 participate in school organizations that extend classroom learning or provide opportunities to serve or lead. GSMST offers clubs and co- and extracurricular 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

As we strive to prepare students for college, career, and civic life, all students are encouraged 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 cord by meeting a published deadline in the spring of their senior year. Logging cumulative and approved community service time is explained on the Counseling eCLASS page.

COUNSELING SERVICES

The Counseling Department provides many services and programs to assist students in achieving academic success and exploring future options. 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) or emailing their student's counselor.

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	Georgia Suicide Prevention:	988

DELIVERIES TO SCHOOL

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

DRIVER'S EDUCATION

GSMST does not offer Driver's Education; however, your zoned high school does, and you can contact 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.

FLEX PERIOD EXPECTATIONS

The 8th period FLEX Time is an instructional block in which students can receive academic support, targeted interventions, work on homework and projects, leave campus for approved internships (only 11th or 12th grade), and meet with staff members. Flex Time operates the same as a normal class period and attendance is required. Students are expected to sign up for sessions in advance, or sessions will be automatically assigned to them. Students are expected to report to their sessions by the time the 8th Period bell rings, or they must receive a TAP. If students do not show for the sessions they are signed up for, they will receive an AWOL and the associated consequence. Students are responsible for checking what sessions they are enrolled in the morning of every Silver Day. Checkouts during 8th period are highly discouraged.

FOOD AND DRINK

Except for water, eating and drinking in classrooms are prohibited. Students can 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 cannot charge against their account beyond -\$4.00 in high school. Money may be put into an account anytime through the cafeteria cashier stations 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 re-apply each fall for free or reduced lunch by completing an application and submitting it to the cafeteria manager or online at www.gwinnett.school lunchapp.com. No student can accrue charges exceeding -\$4.00 before spring break or any charges after spring break.

GOOD STANDING

Students are strongly encouraged to maintain good standing at GSMST. A student is considered not in good standing if any of the following conditions apply:

- (a) The student has outstanding obligations, such as unpaid fees, unreturned computer equipment, or overdue textbooks.
- (b) The student's behavior during the current or previous semester has resulted in suspension or other significant disciplinary actions.
- (c) The student has poor attendance in one or more classes.
- (d) The student is failing one or more classes, indicated by a portal grade below 70%.

Students not in good standing may be ineligible to participate in field trips, attend school functions, run for leadership positions, or may have additional privileges or opportunities revoked until good standing is re-established.

INSURANCE

All students are strongly encouraged to 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 various physical activities throughout the school year as part of a comprehensive wellness program that includes multiple intramural activities. All students participating in physical intramural activities must have a current physical on file.

LAPTOP ISSUES /DAMAGES

Students may seek tech triage assistance during the times posted. Students must immediately report any laptop problems/damages to the Tech Team 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/reimbursement by the student.**

Please note: If students give their GCPS log-in credentials to any student or individual, they will face severe disciplinary consequences.

LOCKERS

Lockers will be provided for a \$3.00 annual rental fee. If a locker does not work properly, the student should notify the West Wing TAP 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. Valuables will be taken to the attendance office, and textbooks will be taken to the SRC. Students should check lost and found before or after school and during lunch. 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. **Seniors will not receive tickets to graduation until all school-owned materials (textbooks and laptops) are returned and fines have been paid.**

MEDICATIONS

Students are not allowed to have or share any medications (over-the-counter or prescription) with others. If a student must have medication to attend school, a parent/guardian must complete the *Administration of Medication* form, requesting the school to supervise the medication administration. 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 with 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 with a valid Georgia driver's license. The cost for the year is \$70.00 and must be renewed each year. Parking applications are available on the GSMST website and in the West Wing Tap 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 school's West Wing, 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:

Monday: 7:00 a.m. – 3:00 p.m.

Tuesday – Friday: 7:00 a.m. – 4:00 p.m.

TRANSPORTATION

Morning Arrival:

- GCPS Transportation: Students will board the high school bus at their neighborhood bus stop, travel to their neighborhood high school, and then transfer to a bus that will transport them to GSMST/Maxwell.
- Parent-Provided Transportation: Students can be dropped off at the back of the West Wing building starting at 6:45 a.m. Upon arrival, students should report to a teacher for intervention, enrichment, or school activities. Those not meeting with a teacher should report to the cafeteria or another common area.
- Special Note: Students should never be dropped off or picked up at the front of the school unless enrolled in a 7:05 a.m. (zero period) class.

Afternoon Dismissal:

- GCPS Transportation: Dismissal begins at 3:00 p.m. Students board a bus to their neighborhood middle school, where they transfer to their neighborhood bus to go home. Students cannot ride a different bus than the one assigned, and no exceptions or bus passes are issued.
- Car Riders: Students will meet their driver at the back of the West Wing building and must wait for the buses to leave before departing.

Special Transportation Notes:

- Final Exam Days: GSMST does not provide afternoon bus transportation. On the last three days of each semester, parents must arrange for students to be picked up at 12:15 p.m. in the back bus lanes. Students are not allowed to be checked out on final exam days.
- Cyber or Digital Learning Days: GSMST does not provide bus transportation on these days when students work entirely online.

VISITORS TO GSMST

Any visitor must report to the front office and sign in, as the Gwinnett Board of Education policy requires. An official visitor's pass will be issued and must be worn clearly at all times while on school property. GSMST families 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 16 years old 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, 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 integrity while exhibiting personal responsibility for actions and choices. Students who violate the standards of academic integrity will be held accountable for their actions and choices. See the INTEGRITY @ GSMST section for additional details.

ACADEMIC LETTERS

Students in grades 10-12 can earn academic letters if their 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.

ACT & SAT REGISTRATION

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

ADVANCED PLACEMENT (AP)

AP offers college-level classes and exams that let high school students earn college credits or more advanced placement when entering college. Each college decides which AP exam scores it accepts for credit or placement, so students need to research specific college policies. GSMST provides around two dozen AP classes each year. All students must take and pass AP Biology, AP Precalculus, AP Calculus, AP Language Arts, AP Seminar ELA, AP Macroeconomics, and AP Microeconomics at GSMST with a GSMST teacher. AP exams take place in May, as scheduled by the College Board. The AP coordinator located in the West Wing Tap Office will provide students with exam information and registration details. Students should register for AP exams for first-semester classes by early November.

ADVISEMENT

All students will be assigned a teacher for advisement from 12:01-12:21 each Monday and at other times throughout the school year (e.g., the 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 surpass (and include all) minimal standards for the state of Georgia and 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

GSMST's four-year curriculum is a standardized experience with several additions for students. The ninth and tenth-grade schedules are mostly the same for all students other than a single elective choice and the specific foreign language studied. Students are given additional choices during their junior and senior years. Within the

core STEM curriculum, students must take a math and a science/engineering course every year, along with the humanities classes that are grade-level specific. The cornerstone of GSMST's curriculum is this four-year sequence of classes 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 typically have two designated remote school days per semester, commonly known as Cyber Days. These days coincide with K-8 'early release' days when no afternoon bus transportation is provided to GSMST. The upcoming Cyber Days are scheduled for October 23-24, 2024, and March 5-6, 2025. Additionally, throughout the current school year, several Digital Learning Days are scheduled for all schools in GCPS, including September 20 and October 29, 2024, as well as February 7 and March 14, 2025.

In addition, GCPS may declare Digital Learning Days due to inclement weather or 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. 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 EOCs for courses published by the Georgia DOE.

FIELD TRIPS & EXTRA-CURRICULAR COMPETITIONS

Students must be in good standing to participate in field trips or extracurricular competitions. Students who are permitted to attend a field trip will be responsible for all work missed. If a student is not passing all of their classes with a 70 or higher, they will not be permitted to attend the field trip, and their absence will not be excused. If a student is not permitted to attend a field trip and attends anyway, they will face disciplinary consequences. **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 for 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 taking their spring semester exams. Students who do not satisfy this obligation will have to take their exam(s) on the announced makeup day.

Exam Exemption: Seniors will receive detailed exemption information in January. **Seniors who have violated the academic integrity policy or accrued any disciplinary consequences during their time at GSMST will be unable to exempt finals.**

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

GRADUATION

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 earning a GSMST diploma. To satisfy all requirements for a GSMST diploma and walk at graduation, students must complete their four-year credit checklist, which includes requirements such as seven (7) mandatory Advanced Placement courses; a JFE & SCE course 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.

Students are not permitted to walk at graduation until the district, state of Georgia, and GSMST required coursework is passed and completed. The additional GSMST coursework includes: AP Precalculus, AP Calculus, AP Micro and Macroeconomics, AP Language Arts, AP Seminar ELA, AP Biology, Computer Science Credit, JFE Credit, SCE Credit, Senior Thesis, 2 years of World Language at GSMST, and the entire Engineering Pathway.

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 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. This calculation does not include grades earned in middle school or 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. This NGA may differ from what is displayed on the student portal.

HOPE SCHOLARSHIP

Helping Outstanding Pupils Educationally (HOPE) is a four-year scholarship program for Georgia residents who meet certain criteria and attend any Georgia public or private post-secondary institution, university, or technical institution. The Georgia Student Finance Commission's website, www.gsfc.org, keeps students up to date on HOPE and other student financial aid programs.

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 written pre-approval 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 four-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 without written pre-approval.

PARENT PORTAL

Parents/guardians can access 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. Ivanowski (678-518-6709) or Ms. McNiel (678-518-6692) for assistance.

PRELIMINARY SCHOLASTIC ASSESSMENT TEST (PSAT)

All students in grades 9-11 take the PSAT at no cost during the school day to help prepare for the SAT. Juniors who score exceptionally high PSAT scores may be eligible for National Merit scholarships. The PSAT is scheduled for October 2024 (Date TBD).

PROGRESS REPORTS

Progress reports will be issued every six weeks as a one-page summary 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 includes 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 attaining high academic achievement. 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 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 or the list of authorized persons for student check-out changes during the year, parents should promptly 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 p.m.. 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)

For assignments that 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. If a student has missed an assignment due to an excused absence, teachers may enter a zero in the gradebook until the student makes up the work in the prescribed time frame. It is the student's responsibility to make arrangements to make up work. **Per board procedure, schools are NOT required to provide makeup work for unexcused absences.**

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 pre-arranged 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 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 modifications), using AI programs to create work 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 tribunal.

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 and staff.
- 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.

PBIS Program

In addition to the specific behaviors that are expected in the school, teachers and staff encourage a positive school culture through our PBIS, or Positive Behavior and Intervention Support, program. At GSMST, we expect students to be Accepting, Respectful, and Engaged. Teachers and students can nominate individuals who model these qualities on a monthly basis. Students that are nominated will receive a prize, and an opportunity to celebrate their success at PBIS celebrations throughout the school year.

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 Tribunal, 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. Student behavior consequences are assigned based on the severity of the offense and the student's discipline history.

The Gwinnett County Student Behavior Handbook can be found at <https://www.gcpsk12.org/Page/33114>

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 / earbuds 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 maintain an academic focus in the classroom and on campus. If, based on the dress code expectations a student is dressed inappropriately, the student will be required to change clothing (along with following the steps of the disciplinary scale). It is essential that students respect the learning environment by being appropriately dressed for school.

Dress Code Expectations

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

times determined by the school administration.

Shirts: Shirts that expose the waist and/or cleavage are not allowed. Low-cut, see through, and/or backless shirts are not appropriate for the learning environment at school and not allowed.

Bottoms: Pants, shorts, and skirts must be worn at the waist and be longer than the mid-thigh. Form fitting pants, including spandex, can be worn if accompanied by a shirt that falls below a student's fingertips. Undergarments are not permitted to be visible.

Shoes: Shoes must be worn at all times at school.

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 Task Force as being commonly identified with gangs, and no item may be worn in a manner that communicates gang affiliation.

FIGHTING

All parties involved in fights are subject to consequences. Fighting offenses will result in Out of School 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. 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 School Administration: This handbook is subject to edits if/when school board policy changes or school policies need to change to better support the entire school population. 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. In the event that the principal is off campus, each member of the administrative team has the authority to act and make decisions on their behalf.



By electronically signing off that you've received this document on MyPaymentsPlus, you agree that you have read, understand, and support the local school policies as outlined in this student handbook for the 2024-2025 school year.