

**SARASOTA HIGH SCHOOL AICE ACADEMIC HONOR CODE
STATEMENT OF COMMITMENT**

The AICE Honor Code exists to hold students to the highest academic and ethical standards of honesty, integrity, and perseverance while enrolled in the AICE program at Sarasota High School. As we strive to reinforce the mission statement of Cambridge University and the Sarasota County School District, AICE students must follow all Honor Code policies listed below to uphold the integrity of the program. Failure to meet the following standards will result in removal from the program and non-districted students may be returned to their zoned high school.

Our AICE Committee reserves the right to make exceptions on any disciplinary action on a case-by-case basis. The committee consists of the AICE Coordinator, School Administration, Guidance counselors, and SHS Cambridge AICE teachers.

I. ACADEMIC EXPECTATIONS

Academic Expectations	
1. Expectation	I understand, and will maintain, the minimum unweighted GPA of 2.75 to maintain my eligibility in the AICE program.
2. Details	<p>Students who do not meet this standard will be placed on probation. Probation is an opportunity for students to improve their overall academic performance in the AICE program as well as all other courses.</p> <p>Following two successive probationary periods, students will subsequently be removed from AICE courses and/or not be allowed to test for exams in the spring. Seniors may run the risk of losing Bright Futures and AICE Diploma eligibility if they enter probationary status and fail to meet expectations.</p> <p>Receiving a grade of ‘D’ or ‘F’ in an AICE course will result in the cancellation of AICE exams for that course. Students must maintain a “C” or higher in a course to qualify them to sit for the exam for that course. The classroom teacher has the discretion to cancel an AICE exam for a student if the student is not meeting the minimum expectations of the course. Per SHS policy, a student must complete the AICE course to qualify to take the AICE test for college credit. (AICE Thinking Skills is the ONLY exam that can be taken without taking the full year Thinking Skills class. Only seniors who have AICE Coordinator approval may request this exception.)</p> <p>All classes are cumulatively included in this grade requirement.</p> <p>Grades will be reviewed at both quarter and semester changes.</p>

	<p>NOTE: Students are only allowed to take between three and four AICE courses per academic year. The school sets the progression of many of the required courses.</p>
<p>3. First Offense</p>	<p>At the end of each academic semester, all student grades will be checked. If a student’s cumulative semester GPA falls below a 2.75 unweighted, the student will be put on academic probation. The student will have 2 subsequent quarters to bring the GPA to 2.75.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Committee. 2. Guidance Counselor will send a letter to home address at the end of the quarter acknowledging grades are below the required standard and that the student is being placed on probation. 3. Guidance Counselor will monitor progress and performance throughout the quarter. 4. Supports will be provided, and expectations set, to satisfy probationary requirements.
<p>4. Second Offense</p>	<p>If after 2 consecutive quarters, the last 2 consecutive quarters GPA is still under the required 2.75 GPA, the student will be removed from the program.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Committee. 2. Guidance Counselor will send a certified letter to home address after the second quarter if GPA is still under the required 2.75 threshold. The letter will state the removal of the student from the AICE program. 3. Student and parent must sign an Exit Form. 4. AICE classes: If the second offense occurs at the end of: <p>Semester 1 (Quarter 1 and Quarter 2): The student may remain in his/her AICE classes until the end of the year if the student is getting a C or above in that AICE class. If the student is receiving below a C in that AICE class, the student will be moved into a non-AICE class, pending there are classes available to be moved into, at the Semester 1 change.</p> <p>Semester 2 (Quarter 3 and Quarter 4): The student will not be scheduled for AICE classes the following school year. The student may take an AICE class as a non-AICE student if his/her GPA rises over 2.75 in the future.</p>

5. Notes	1. Please see <u>Section VII. Removal from the Cambridge AICE Program</u> details on Pg. 9.
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II. CHEATING AND PLAGIARISM

Cheating and Plagiarism Expectations	
1. Expectation	As a student of Sarasota High School’s AICE program, ethical conduct is expected of me at all times. I will not lie, cheat, nor will I tolerate other students doing so. All submitted work will be of my own ideas or properly cited in accordance with the rules. If I suspect anyone of malpractice that would compromise the integrity of the program, I will report it to administration.
2. Details	<p>Cheating and plagiarism is defined by Cambridge University as “malpractice”.</p> <p>Cheating/Malpractice includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Obtaining or giving copies of exam, test, or quiz materials prior to the test date 2. Receiving or giving unauthorized answers on exams, tests, quizzes, research/projects, essays, & homework 3. Unauthorized copying and/or submission other students work without permission 4. Allowing another student to copy your work and submit it 5. Using a ‘cheat sheet’, pre-programmed calculators, or electronic devices during exams 6. Working with another student when prohibited <p>Plagiarism/Malpractice includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Submitting another person’s original ideas, theories, or paperwork without properly documenting sources and representing them as your own. This includes internet sources as well. 2. Failure to acknowledge or falsifying sources and cited materials 3. Use of Artificial Intelligence (AI) to generate work. Examples of popular AI malpractice tools include but are not limited to Chat GPT, Google Translate, etc. <p>Malpractice, whether in the classroom, or during AICE exams, is prohibited. Consequences will follow the same protocol for ALL student’s courses – AICE and Non-AICE alike.</p>
3. First Offense	The first violation of this policy will lead to the standard classroom consequence, as outlined per the classroom teacher, for cheating and

	<p>plagiarism, as stated in the classroom teacher’s specific class syllabus. Consequences for cheating will vary based on teacher, class, and nature of assignment or test. Please check your child’s class syllabus for details on how consequences, for cheating, are handled in that classroom. The student must review the rules and policies of academic dishonesty and will be given resources aligned to the offense. The teacher will notify the student, parent, AICE Administrator, the AICE school counselor, and the AICE Coordinator.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The classroom teacher will email the AICE Administrator, AICE school counselor, and AICE coordinator of the violation. 2. The classroom teacher and/or AICE Coordinator will review the rules and policies of academic dishonesty with the student. The classroom teacher and/or AICE coordinator will provide resources, to the student, aligned to the offense to prevent the dishonesty from occurring in the future. 3. The classroom teacher has the discretion of requesting the student be put on automatic behavior probation or requesting this as a first and final warning before behavior probation. 4. The student will be presented to the AICE Committee.
<p>4. Second Offense</p>	<p>Follow-up violations will result in a zero for the assignment/assessment, with no option for make-up, parental contact, and placement on behavioral probation.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented at the AICE Committee. 2. The student will remain on behavioral probation throughout the rest of their time at Sarasota High School. The behavioral probation carries over to all subsequent years in high school, including if the student withdraws and returns to SHS. 3. If the student gets another behavioral violation, the student will be dismissed from the AICE program at Sarasota High School. Subsequent behavioral violations include, but are not limited to, cheating, plagiarism, drug related incidences, weapons, and sexual assault. The AICE committee has the authority to decide if other incidences are deemed severe enough to be categorized as a behavior probation violation. 4. A certified letter will be sent to the home address. The letter will state the removal of the student from the AICE program. 5. Student and parent must sign an Exit Form. 6. The student will be removed from AICE classes, effective immediately, pending course availability.

5. AICE Exams administered by Cambridge	Any malpractice that takes place during an AICE exam must be reported to Cambridge University immediately, and students' exams will be rendered invalid. Such exams will not be allowed retakes, and if such class is a required course, may result in loss of AICE Diploma eligibility and Bright Futures award. Malpractice on any Cambridge exam, including work that is completed in the classroom and submitted to Cambridge as part of the exam score, will result in automatic behavior probation.
6. Notes	1. Please see <u>Section VII. Removal from the Cambridge AICE Program</u> details on Pg. 9.

III. BEHAVIOR EXPECTATIONS

Behavior Expectations	
1. Expectation	As an AICE student, I am expected to uphold a higher standard, not only in the classroom, but at both on-campus and off-campus events. As an AICE student I will convey respect to teachers, fellow students, and property alike.
2. Details	<p>Level 1: Level 1 behavior infractions include offenses that would result in a classroom referral such as insubordination, disrespect, attendance incidents, dress code violations, failure to comply with class/school rules, disruptive behavior, disrespectful language, verbal confrontation, misuse of electronic devices.</p> <p>Level 2: Level 2 behavior infractions include, but are not limited to, severe incidences of cheating and plagiarism at the discretion of the classroom teacher, drug related incidences, weapons, sexual assault, violence, misuse of social media, etc.</p>
3. First Offense	<p>Level 1:</p> <p>Students who accumulate 3 referrals (or 3 teacher to parent contacts) will be put on behavioral probation. Any subsequent behavior violation will result in removal from the AICE program. Behavior probation carries forward throughout the student's time at Sarasota High School, including if the student withdraws and returns to SHS.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE committee. 2. A certified letter will be sent to the home address. The letter will state the student is on behavioral probation for the remainder of his/her time at Sarasota High School, including if the student withdraws and returns to SHS. 3. If the student receives a second behavior infraction, the student will be removed from the AICE program. <p>Level 2:</p> <p>Students who accumulate a single Level 2 infraction will be put on automatic behavioral probation. Any subsequent behavior violation will result in removal from the AICE program. Behavior probation carries forward throughout the student's time at Sarasota High School, including if the student withdraws and returns to SHS.</p> <p>An SESIR event is considered a serious Level 2 infraction. Students with a single SESIR event are subject to automatic removal from the AICE program, following review from AICE Committee. They are subject to</p>

	<p>automatic removal from the AICE program, bypassing the behavior probation step.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Committee. 2. A certified letter will be sent to the home address. The letter will state the student is on behavioral probation for the remainder of his/her time at Sarasota High School, including if the student withdraws and returns to SHS. 3. If the student receives a second behavior infraction, the student will be removed from the AICE program. 4. Students with a single SESIR event may be removed from the AICE program immediately, without being put on behavior probation.
<p>4. Second Offense</p>	<p>Level 1 and Level 2:</p> <p>If the student receives another behavior referral, the student will be dismissed from the AICE program. This behavior referral is cumulative over the entire span of time the student is at Sarasota High School. The student <u>does not</u> start with a fresh record each year.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Committee. 2. A certified letter will be sent to the home address. The letter will state the student is being dismissed from the AICE program. 3. Student and parent must sign an Exit Form. 4. The student will be removed from AICE classes, effective immediately, pending course availability.
<p>6. Notes</p>	<ol style="list-style-type: none"> 1. Please see <u>Section VII. Removal from the Cambridge AICE Program</u> details on Pg. 9.

IV. TECHNOLOGY EXPECTATIONS

Technology Expectations	
1. Expectation	I will adhere to the rules associated with the appropriate use of technology while enrolled in the AICE program.
2. Details	<p>Cambridge University prohibits the use of the use of electronic devices in testing centers. Use of any cell phone, watches, headphones, and any other electronic devices are unauthorized and will result in the cancellation of exam results. Students will then be reported to Cambridge University for malpractice and can be removed from the program as a result of such behavior.</p> <p>Sarasota County states that “any student who uses an electronic device to threaten or intimidate another student or district staff member through email, social network posting, or other electronic messages will be subject to disciplinary action as determined by the school administration.” Additionally, the AICE program expects students to be respectful of fellow students and staff. Any unauthorized recording or posting of students or faculty is prohibited on social media.</p> <p>Technology use is a privilege in some instances. We expect students to honor the integrity of the AICE program and adhere to all technology rules.</p>
3. First Offense	<p>The classroom teacher will apply consequences to misuse of technology as appropriate for the infraction. This could include losing technology privileges for the class or a school referral. The AICE Committee has the authority to escalate any offenses to automatic behavioral probation.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The classroom teacher will email the AICE Coordinator and AICE school counselor of the violation. 2. The student will be presented to the AICE Committee.
4. Second Offense	Students who violate appropriate use of technology for a second offense will be presented to AICE Committee to determine if the student will be placed on behavioral probation.

V. FILM AND LITERATURE

Film and Literature Expectations	
1. Expectation	I understand that I may be required to view or read materials that are mature or sensitive in nature and will recognize that these materials are integral to the syllabus for which I am enrolled.
2. Details	<p>Sarasota High School does not make the novel and film selections associated with Cambridge University courses. The syllabus for each course has its own set of required reading and/or viewing materials that student will then be tested on for a particular class. These books and films are not optional. Films may not be rated PG and at times, the material may be intellectually mature in topic. Please understand that by signing this form you are agreeing to read/view the required materials for the course.</p> <p>Parents have the right to opt out of a selection, but students and parents should be aware that there may not be an alternative assignment of the same caliber that meets the standards for the Cambridge syllabus and exam. The student will not be penalized on their classwork for their choice to request an alternative assignment; however, the consequence will be on the Cambridge exam, where knowledge on the material, directly or indirectly, will be needed.</p>

VI. Schedule Expectations

Schedule Expectations	
1. Expectation	Students are expected to take between three and four AICE classes per academic year.
2. Details	<p>Schedule changes are allowed during the first two weeks of the school year.</p> <p>AICE test scores come out in mid-August. This is enough time for student to evaluate the classes he/she is in and make changes during that 2-week window.</p> <p>If a schedule change request is made outside of that 2-week window, the student must get approval from the teacher and administration to get removed from the class.</p> <p>The student may not switch into another AICE class at this point. If another class is available in the master schedule, the student may be able to switch to something open, but they will not be put into another AICE class to replace the one they want to drop. Students need to consider their</p>

	<p>academic load, AICE requirement needs, and their personal threshold for workload when signing up for classes in the spring.</p> <p>If the student needs that AICE credit for the diploma, the student will need to sign up for that class in the next school year cycle. If the student is a senior, s/he will need to make that determination to switch into another AICE class during the first 2 weeks of school.</p>
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VII. Removal from the Cambridge AICE Program

Removal from the Cambridge AICE Program	
1. Removal	If a student is removed from the AICE program, either through academic or behavior probation, please note the following:
2. Details	<ol style="list-style-type: none"> 1. It is possible that if the student is removed from the program entirely and is not in the district, that the student will be returned to their districted high school, if attending SHS on school reassignment, for the next term. 2. Teachers, at their discretion, can request student to be put on directly on Behavior Probation based on the severity of the cheating incidence. The AICE Committee will make a final decision on the outcome. 3. Seniors run the risk of losing the opportunity to earn the Bright Futures Scholarship and AICE diploma as AICE exams will be cancelled for the next testing session. 4. School counselor will be changed. 5. An exit letter will require a signature of both student and parent, and will be signed by school administration, the AICE Coordinator and guidance counselor. 6. Students who are removed from the AICE program will not be invited to attend the AICE Senior banquet. Student will not receive the AICE graduation regalia for graduation. 7. The AICE Committee will review and make determinations for appeals of any of the above items. 8. The AICE committee has the discretion for automatic removal of a student from the AICE program, based on the severity of the offense. As an example, SESIR events would be cause for a discussion about automatic removal.

VIII. Accommodations on Cambridge Exams

Accommodations on Cambridge Exams	
1. Expectations	<p>Students who have a current 504 or IEP plan, on file at SHS, will need to apply for accommodations on Cambridge exams. <u>A classroom accommodation does not guarantee accommodations on Cambridge exams.</u></p> <p>Sarasota High School reserves the right to limit restroom breaks during Cambridge AICE testing. Exams that are less than 2 hrs. in length will not be given restroom breaks due to the disruption and potential of malpractice during exams. A student who wishes to request bathroom break accommodations, due to a medical condition, must make this request to the AICE Coordinator.</p>
2. Details	<ol style="list-style-type: none"> 1. Students must complete a Request for Accommodations application form. This form must be completed, in full, and a medical professional note, dated within the last 3 years, must accompany this application. 2. This form must be re-submitted every school year, regardless of your child receiving accommodations on previous Cambridge exams. 3. The application, with the supporting medical documentation, must be submitted to Mrs. Harshman by the end of the first quarter- October 12, 2023. The AICE Coordinator will not submit accommodations requests to Cambridge for anyone after this deadline. Students with newly formed 504s or IEPs after this deadline, wishing to request accommodations, will need to speak to the AICE Coordinator ASAP to determine eligibility for the next testing series. 4. Students wishing to request bathroom break accommodations during Cambridge AICE testing must have a medical note on file with the clinic or provide a doctor note stating the need for bathroom breaks for exams shorter than 2 hrs. in length.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
SARASOTA HIGH SCHOOL
2155 BAHIA VISTA STREET, SARASOTA, FL 34239
PHONE (941) 955-0181

ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE) HONOR CODE CONTRACT

Instructions: Parent/Guardian and student must sign and return form to student's English teacher by 8/31/2023. Failure to return this signed AICE contract by 8/31/23 will result in one (1) behavior infraction on the AICE student record. Three (3) behavior infractions will result in the students being placed on behavior probation per Section III Behavior Expectations. Important parent/guardian communication will be sent via email. If you are not receiving AICE emails from Kristina.Harshman@sarasotacountyschools.net, email Kristina Harshman to get on the AICE email list. Important information, including testing and Bright Futures information, will be sent to the email address we have on file in the AICE office. It is your responsibility to make sure you are receiving these emails.

Student Name (Print) _____ Grade _____ Student No. _____

My signature below indicates I understand and acknowledge my responsibilities as an AICE student and agree to abide by the rules and procedures outlined in this contract and any future amendments that may be added during the 2023-2024 school year. I will respect all categories, listed below, of the honor code associated with this privilege.

Academic Expectations

Schedule Expectations

Cheating/Plagiarism

Removal from the Cambridge AICE Program

Behavior Expectations

Accommodations on Cambridge Exams

Technology Expectations

AICE Testing Information (separate document)

Film and Literature

I will accept the consequences should I not oblige to the above statements. Should the need arise, I will have the opportunity to appeal any decisions, and the AICE committee will have the final say in the disciplinary outcome of any relevant cases. The AICE Honor Code is subject to change as new or modified procedures become needed.

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Distribution:

Original – Student File

Copy – Parent/Guardian