

**SARASOTA HIGH SCHOOL AICE ACADEMIC HONOR CODE
STATEMENT OF COMMITMENT
2026-2027**

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	Students who do not meet this standard will be placed on academic probation. Academic probation is an opportunity for students to improve their overall academic performance in the AICE program as well as all other courses. Following two successive academic probationary periods, students may 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. Receiving a grade of ‘D’ or ‘F’ in an AICE course may 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.) All classes are cumulatively included in this grade requirement.

	Grades will be reviewed at both quarter and semester changes. NOTE: Students are only recommended to take between three and four AICE courses per academic year. The school sets the progression of many of the required courses.
3. First Offense	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 unweighted GPA to 2.75. <u>Action Plan:</u> 1. The student will be presented to the AICE Committee. 2. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal. 3. 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 academic probation. 4. Guidance Counselor will monitor progress and performance throughout the quarter. 5. Supports will be provided, and expectations set, to satisfy probationary requirements.
4. Second Offense	If after 2 consecutive quarters, the last 2 consecutive quarter's GPA is still under the required 2.75 unweighted GPA, the student will be removed from the program. <u>Action Plan:</u> 1. The student will be presented to the AICE Committee. 2. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal. 3. Guidance Counselor will send a letter to home address after the second consecutive quarter, if GPA is still under the required 2.75 unweighted threshold. The letter will state the removal of the student from the AICE program. 4. AICE classes: If the second offense occurs at the end of: 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 may be moved into a non-AICE class, pending there are classes available to be moved into, at the Semester 1 change.

	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 and have a teacher recommendation to take that AICE class.
5. Notes	1. Please see <u>Section VIII. Removal from the Cambridge AICE Program</u> details on Pg. 17.
AICE and FAST Testing	
1. Expectation	AICE Students are expected to demonstrate proficiency in ELA skills to be successful in AICE.
2. Details	AICE students must meet state testing graduation minimum requirements. If a student scores a “1” or “2” on a state test (i.e. FAST), administration will evaluate the best course placement for that student. Priority will be given to make sure students are placed in classes that support them in passing the state graduation requirements. This could mean limited access to AICE classes, which may jeopardize their AICE Diploma requirements, and thus their status in AICE. Administration has the authority to put a student on AICE Academic Probation and/or remove a student completely from AICE, if they are not meeting state graduation requirements.
AICE Exam Requirements	
1. Expectation	AICE Students are expected to demonstrate success on AICE exams by passing the required <u>AICE English Language AS</u> and <u>AICE Global Perspectives AS</u> by the beginning of their senior year.
2. Details	AICE students must pass <u>both</u> AICE English Language AS and AICE Global Perspectives by the beginning of their senior year. Students who do not pass <u>both</u> of these exams by the beginning of their senior year will be removed from the AICE program at the beginning of their senior year. Starting with the Class of 2028, seniors may not retake the AICE English Language AS exam senior year.

II. CHEATING AND PLAGIARISM

Cheating and Plagiarism Expectations	
1. Expectation	As a student at 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	Cheating and plagiarism is defined by Cambridge University as "malpractice". Cheating/Malpractice includes, but is not limited to: 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 Plagiarism/Malpractice includes, but is not limited to: 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. 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.
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 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. <u>Action Plan:</u> 1. The classroom teacher will email the AICE Administrator, AICE school counselor, and AICE coordinator of the violation. 2. The student will be presented to the AICE Committee. 3. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal. 4. The classroom teacher and/or AICE Administrator will review the rules and policies of academic dishonesty with the student. The classroom teacher and/or AICE Administrator will provide resources, to the student, aligned to the offense to prevent the dishonesty from occurring in the future. 5. 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. Second Offense	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. <u>Action Plan:</u> 1. The student will be presented at the AICE Committee. 2. The student will be put on AICE Behavioral Probation. Please see <u>Section IV. Behavior Probation</u> on Pg. 10 for details about Behavior Probation. 3. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal. 4. A letter will be sent to the home address. The letter will state the conditions of AICE Behavior Probation.
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 VIII. Removal from the Cambridge AICE Program</u> details on Pg. 17.

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.
<u>Level 1:</u> Behavior Infractions	
2. Details	Level 1: Level 1 behavior infractions include offenses that would result in a classroom referral, or notice of concern, 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.
3. First and Second Offenses	Level 1: The classroom teacher will write a Notice of Concern or Referral on the student. <u>Action Plan:</u> 1. The classroom teacher will email the AICE Administrator, AICE Coordinator, and AICE school counselor of the violation. 2. The student will be presented to the AICE Committee. 3. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal.
4. Third Offense	Level 1: Students who accumulate three (3) Level 1 referrals (or three (3) teacher-to-parent contacts/ notice of concerns) will be put on Behavioral Probation. Please see <u>Section IV. Behavior Probation</u> – Pg. 10 for details about Behavior Probation. <u>Action Plan:</u> 1. The student will be presented to the AICE committee. 2. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal. 3. A letter will be sent to the home address. The letter will state conditions of AICE Behavior Probation.
4. Fourth Offense	Level 1: If the student receives another behavior infraction, the AICE Committee and AICE Administrator will review the student’s case. Please see <u>Section IV. Behavior Probation</u> details on Pg. 10.

	<u>Action Plan:</u> 1. The student will be presented to the AICE Committee. 2. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal, to communicate the outcome of the student's status in the AICE Program. 3. A letter will be sent to the home address. The letter will state the outcome of the student's status in the AICE Program. 4. The student may be removed from AICE classes, pending course availability.
<u>Level 2:</u> Behavior Infractions	
2. Details	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, SHS truancy list, etc. Any SESIR Event is considered a Level 2 behavior infraction. The AICE committee has the authority to determine if an incident is considered a Level 2 infraction.
3. First Offense	Level 2: Students who accumulate a single Level 2 infraction will be put on automatic Behavior Probation. 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 automatic removal from the AICE program, bypassing the behavior probation step. <u>Action Plan:</u> 1. The student will be presented to the AICE Committee. 2. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal. 3. A letter will be sent to the home address. The letter will state conditions of AICE Behavior Probation. 4. Students with a single SESIR event may be removed from the AICE program immediately, without being put on behavior probation.
4. Second Offense	Level 2: If the student receives another behavior infraction, the AICE Committee and AICE Administrator will review the student's case. Please see <u>Section IV. Behavior Probation</u> details on Pg. 10.

	<u>Action Plan:</u> 1. The student will be presented to the AICE Committee. 2. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal, to communicate the outcome of the student's status in the AICE Program. 3. A letter will be sent to the home address. The letter will state the outcome of the student's status in the AICE Program. 4. The student may be removed from AICE classes, pending course availability.
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IV. Behavior Probation

Behavior Probation Expectations	
1. Expectation	The AICE Program maintains high standards of academic integrity, personal responsibility, and respectful conduct. Students enrolled in the program are expected to uphold these expectations both in and out of the classroom. The AICE Behavior Probation process provides students with an opportunity to reflect on their actions, demonstrate growth, and reaffirm their commitment to the expectations of the AICE Program while continuing participation in the program.
1. Placement on AICE Behavior Probation	A student may be considered for AICE Behavior Probation under any of the following circumstances: 1. Accumulation of three (3) Level 1 behavior infractions or Notices of Concern within a single school year. 2. A second incident of classroom cheating or plagiarism. 3. A single Level 2 behavior infraction. 4. A SESIR-reportable incident. 5. Determination by the AICE Committee that the severity of an incident warrants immediate placement on probation. All determinations will be made in alignment with the expectations outlined in the AICE Honor Code and the Sarasota County Schools Code of Student Conduct.

2. Review and Determination Process	When a student is considered for AICE Behavior Probation, the following process will occur: 1. The incident and relevant information will be reviewed at the next available AICE Committee meeting. 2. The student will be required to attend the meeting and may explain the circumstances related to the incident. 3. Parents or guardians may attend the portion of the meeting pertaining to their student. 4. The AICE Committee will review the information presented and determine whether Behavior Probation is appropriate. 5. The AICE Administrator will notify the student and parent/guardian of the committee's decision. Written notification will be provided through Focus and mailed correspondence.
3. Conditions of AICE Behavior Probation	Students placed on AICE Behavior Probation must meet the following expectations from the date of the AICE Committee meeting: 1. Maintain a cumulative unweighted GPA of 2.75 or higher. 2. Maintain satisfactory attendance with no more than nine (9) unexcused absences during the probation period. 3. Avoid any additional behavior infractions. 4. Comply with any additional expectations or conditions established by the AICE Committee. 5. Failure to meet any of the above conditions may result in additional review by the AICE Committee and possible removal from the program. AICE Behavior Probation may not exceed one school year. The length of the probation period will be determined by the AICE Committee based on the severity and circumstances of the offense.
4. Monitoring During Probation	During the probation period, the student's progress will be monitored by the AICE Program Coordinator and school administration. Monitoring may include review of: • Academic performance • Attendance • Behavior and discipline records • Compliance with any additional committee conditions Students may be required to participate in periodic progress meetings to ensure continued success and adherence to program expectations.

5. Removal from the AICE Program	A student may be removed from the AICE Program if they: 1. Fail to meet any of the conditions of AICE Behavior Probation, or 2. Commit a violation of the AICE Honor Code or Sarasota County Schools Code of Student Conduct that warrants removal from the program. Removal decisions will be made following review by the AICE Committee and school administration.
6. Return to Good Standing	Students who successfully complete the probation period may request a return to good standing in the AICE Program. To be considered for reinstatement to good standing, the student must: 1. Submit a written request to the AICE Program Coordinator after completing the probation period. 2. Demonstrate that all probation requirements were successfully fulfilled. 3. Provide a written reflection to the AICE Committee that includes: a. A description of the circumstances that led to probation b. Evidence of personal growth and accountability c. A commitment to uphold the expectations of the AICE Program moving forward. The AICE Committee will review the request and determine whether the student will be returned to good standing. Approval is not automatic. Written notification of the decision will be provided to the student and parent/guardian.

7. Subsequent Behavior Infractions	Students who return to good standing are expected to maintain the highest standards of academic integrity and conduct. 1. Any subsequent Level 2 behavior infraction or SESIR-reportable incident will result in automatic removal from the AICE Program. 2. Any subsequent Level 1 behavior infraction or cheating incident will be reviewed by the AICE Committee and school administration. Based on the circumstances and the student's overall record, the committee may determine appropriate action, which may include: a. Warning b. Additional conditions c. Renewed probation d. Removal from the AICE Program
8. Appeals Process	Students and parents/guardians may appeal decisions related to placement on AICE Behavior Probation or removal from the program. Appeals must follow the process below: 1. A written appeal must be submitted to the school principal within five (5) school days of receiving notification of the decision. 2. The appeal must clearly explain the reason for the request and include any relevant supporting information or documentation. 3. The principal will review the appeal and may consult with the AICE Committee and school administration. 4. The principal may uphold the original decision, request further review, or modify the decision if warranted. The principal's determination will be communicated in writing to the student and parent/guardian and will be considered final.

V. 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	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. 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. 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.
3. First Offense	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. <u>Action Plan:</u> 1. The classroom teacher will email the AICE Administrator, AICE Coordinator, and AICE school counselor of the violation. 2. The student will be presented to the AICE Committee. 3. AICE Administrator will contact the student, in person, and the parent, via phone call and/or FOCUS portal.
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 Behavior Probation.

VI. 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	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. 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.

VII. Schedule Expectations

Schedule Expectations	
1. Expectation	Students are expected to take between three and four AICE classes per academic year.
2. Details	Schedule changes are allowed during the first two weeks of the school year. 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. 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. 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 academic load, AICE requirement needs, and their personal threshold for workload when signing up for classes in the spring. 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.
Non-AICE Student Schedule Expectation	
1. Expectation	Students who are not in the AICE Program must demonstrate strong grades, good study habits, and respectful behavior to be scheduled into a pre-AICE or AICE class.
2. Details	1. Students who are not in the AICE program may only be scheduled into pre-AICE and AICE classes with the following criteria: 1. Student must have a B or higher in their current English class. 2. Student must have a signed letter of recommendation by current English teacher to take a pre-AICE or AICE class. 3. Student must have a score of at least a 3, or higher, on their most recent FAST ELA exam. 4. Student must not have any behavior concerns from current teachers. Students must get current teachers to sign a behavior recommendation. All teachers must sign off on good behavior.

VIII. 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	1. If the student is removed from the program entirely and is not in the district, the student will be returned to their districted high school, if attending SHS on school reassignment, for the next school year. 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 and AICE Administrator 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.

IX. Accommodations on Cambridge Exams

Accommodations on Cambridge Exams	
1. Expectations	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> 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.
2. Details	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 9, 2026. 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.

X. Attendance Policy

Attendance Policy in AICE classes	
1. Expectations	Students are expected to be present in class every day, to obtain the quantity and quality of information delivered in their AICE classes, to be successful on the AICE exams at the end of the year.
2. Details	EXCUSED ABSENCES: 1. Students with EXCUSED ABSENCES have the same number of days of the absence(s) to make-up the missed work. 2. Some deadlines are governed by Cambridge, so despite EXCUSED ABSENCES, some work cannot be accepted late if it is not submitted by the Cambridge deadline. 3. Excessive EXCUSED ABSENCES will affect the quality and quantity of information delivered to the student. It is the student's responsibility to catch-up from the work missed and understand they may not be prepared for the AICE exam if excessive absences occur. 4. If a student develops a medical condition, or another excused reason, that prevents them from attending in-person class for long periods of time (<u>15 or more accrued EXCUSED ABSENCES</u>), it is recommended that the student talk with his/her teacher to determine if the student will be fully prepared for the AICE exam. Before January 31st, a conference should be scheduled with the student, teacher, and AICE Coordinator to discuss the status of ordering the student a test. If the teacher recommends that the student will not be fully prepared for the AICE exam, the student should consider taking the exam the following year. Please note that fees will apply to ordering tests for the following year. Please see <u>Section XI</u>. Please note that most AICE classes cannot be successfully delivered from a Hospital Homebound setting. UNEXCUSED ABSENCES: 1. If a student is put on the SHS Truancy List (15 UNEXCUSED Absences in 90 days), the student will be put on automatic Behavior Probation. Please see Section IV. If the student does not come off the Truancy List by January 31st, the classroom teacher and AICE Coordinator reserve the right to not order the student an AICE exam(s) for that spring. The student will be responsible for exam fees if they wish to order an exam at a later date. Please see Section XI.
Attendance Policy for AICE Exams	

1. Expectations	Students are expected to be present for every AICE exam that is ordered for them. If a student misses a component of an AICE exam, no score will be given for that syllabus.
2. Details	1. All AICE exam orders must be finalized by January 31st. Under extenuating circumstances, a student must get approval, for the exam fee to be waived, from their classroom teacher AND AICE Coordinator by January 31st if there is a foreseeable emergency that will prevent the student from sitting for an exam. Cambridge will <u>NOT</u> award a score to a student who misses an exam, even if SHS approves the absence. This is a conversation that the student, parent, and teacher must have. Personal travel, not needing the exam for the AICE diploma, wanting the content of the class without testing, or summer college prep are not excuses to miss an exam. Please remember that your seat in a class means another student who may have wanted to take that class could not. If a student does not show up for a scheduled AICE exam, the student will be charged the full exam fee for ordering the exam, and you will not get a score from Cambridge. Teachers have the discretion of counting attendance for AICE exams as your Final Exam grade. Seniors: Final transcripts are not sent to your college until July. Exam fees for missed exams are as follows: AS Exams = \$135.00 AL Exams = \$200.00 AS Global Perspectives = \$220.00 AL Global Perspectives = \$270.00 2. All students must pay these exam fees before they will be allowed to walk at Graduation. Underclassmen who do not pay these exam fees will not be allowed to purchase a parking pass, and we will not order future AICE exams, for that student, until they have paid their missed exam fees. If a senior misses an AICE exam, they will need to pay these fees before they get their Senior Ticket stamped, which grants them permission to walk at Graduation. If a senior misses an AICE exam after graduation, we reserve the right to hold your diploma until after the exam fees have been paid. 3. Only medical emergencies, approved by Cambridge with a medical note supporting the absence, will be excused from paying the missed exam fee.

XI. Retake AICE Exams

Retake AICE Exam Policy	
1. Expectations	Cambridge does not have make-up exams. Students must be present for every Cambridge exam. If they miss any component exam of a syllabus, they will not be issued a grade for that syllabus.
2. Details	1. Sarasota High School does not offer re-take exams for the mass majority. The only exceptions are as follows: 2. Seniors may have the opportunity to re-take a critical category AICE exam, only if passing affects their AICE Diploma qualification. The only November re-take exams we offer are in the following syllabi: English Language AS, Global Perspectives AS, and Environmental Management AS. It is the responsibility of the student to contact the AICE Coordinator by August 31st if they wish to re-take one of these exams. Students must pay for the retake exam. The exam fees for retakes are as follows: Retake English Language AS = \$80.00 Retake Environmental Management AS = \$80.00 Retake Global Perspectives AS = \$120.00 If a student fails the November series retake, the student will need to speak to the AICE Coordinator by January 31st to discuss options. It is not advised to retake an AICE exam a 3rd time. Students may only take English Lang AS (\$135) or Global Perspectives AS (\$220) for a 3rd time and must pay full price for the exam. 3. All other retake exams are on a case-by-case basis and must be approved by the AICE Coordinator by the last day of the 1st Semester. Students may not retake AL Exams. Students must pay for the retake exam. The exam fees for retakes are as follows: AS Exams = \$80.00 Global Perspectives AS = \$120.00 4. Please note that “retake exam” is defined as any exam that was missed (for any reason including personal, academic, truancy, cancelled, etc.) or failed in the previous exam series.

XII. AICE Banquet

AICE Banquet	
1. Expectations	Students in the AICE Program are expected to earn the AICE Diploma. The AICE Banquet is an end-of-the-year celebration for seniors who have acquired, or demonstrated sufficient progress towards, the AICE Diploma requirements. The AICE Diploma requires students to PASS 7 AICE Exams. In order to earn an invitation to the AICE Senior Banquet, students must demonstrate progress towards the AICE Diploma by passing a minimum of two (2) exams in Category 1 and/or Category 3, one (1) exam in Category 2, and (1) exam in the CORE Global Perspectives AS Requirement by January of their senior year. Students must pass a minimum of 4 AICE exams (Cat. 1/3, Cat. 2, and Global Perspectives AS) by January of their senior year.
2. Details	1. Students must have either earned the AICE Diploma, or demonstrated sufficient progress towards the AICE Diploma, by January of their senior year, in order to attend the AICE Senior Banquet. AICE Senior Banquet and stole minimum requirements: • Pass AICE General Paper Exam (Class of 2027) • Pass English Language AS Exam • Pass Global Perspectives AS Exam • Pass either a Category 1 or Category 3 Exam (Class of 2028 and 2029 must pass 2 exams total in these Categories) 2. Students will receive the AICE stole and certificate at the banquet.

AICE TESTING INFORMATION

Please read through the following information regarding Cambridge AICE Testing at Sarasota High School. Only 10th -12th graders take Cambridge Exams at the end of the year.

TESTING DATES

☐ **When will I know the AICE testing dates for the end of the year?**

The AICE testing calendar is created by Cambridge in October of the school year. The dates and times cannot be changed.

☐ **Why does one high school AICE class have multiple testing days?**

Each AICE class has several different skills, areas of focus, and objectives to show proficiency. Instead of testing all those skills in one big test, Cambridge separates those areas of focus into 1-5 smaller tests. In order for a student to earn an AICE credit, he/she must be present for ALL exam component tests. This might mean the student has to sit for 1-5 different exams for the same course.

☐ **What happens if I miss an AICE exam?**

There are NO MAKE-UP Exams. If your child misses any component of his/her AICE test, your child will not receive a score for that course. Travel, specialty camps/programs, sports, work, prior commitments, etc. will not exempt your child from the test. Some courses have multiple tests on multiple testing days. Your child must be present for ALL tests to receive a score.

☐ **What if my child is sick and can't attend their AICE Test?**

If your child is able, they need to come in to take their exam. We can isolate the student, so they are not near other test takers. If your child is incapable of coming into test, we can submit a special request to see if Cambridge will excuse your child, with medical documentation, but it is highly unlikely that Cambridge will approve "regular" illnesses.

☐ **If my child misses an AICE exam, what happens? Even just 1 exam for a course?**

Your child will not receive an AICE exam credit towards the AICE diploma, or the college credit. Your child will receive a high school credit for completing the year-long course. Some teachers make showing up for AICE exams a class grade, so your child would need to speak to their teacher directly about repercussions for the class grade.



- ☐ **If my child misses an AICE exam, can s/he take the exam the following year? Or in the fall?**

We do not offer make-up exams in the fall. We also do not recommend taking the exams the following year. 1) The student will not be taking the course that year so they will not be as prepared to pass. 2) The student will be taking other AICE exams that year, and it is very cumbersome and stressful to the student to try to add 2-3 more components to a likely already full testing schedule for them.

- ☐ **The last day of school for Sarasota County is May 26th, 2027. Why does AICE testing continue into June?**

The AICE Testing calendar is put together by Cambridge, an international organization, serving 160 countries from around the world. Their testing calendar is independent of the Sarasota County district calendar. If your child has a test that falls after the regular school year, s/he will be required to sit for that exam if s/he wishes to get the AICE credit.

ACCOMMODATIONS

- ☐ **My child receives accommodations in the classroom from his/her 504 or IEP. Will my child receive these services for AICE testing?**

Cambridge does not honor classroom accommodations the same way as Sarasota High School is required to implement those accommodations in the classroom. Similar to ACT and SAT testing, these testing bodies are run independently from the school board, and therefore do not have to approve these accommodations. Cambridge will allow 25% extended time (max) and supervised breaks, with stringent documentation for the need for these accommodations on AICE tests. A current doctor note, signed within the past 3 years of testing, stating the diagnosis and need for extended time or breaks is required.

- ☐ **How can I request accommodations for my student?**

All students with a 504 or IEP are required to fill out an Access Arrangement application. This application will be available to you in our beginning of the year packet, as well on our website. This application, along with the accompanying current signed doctor note, needs to be returned to the AICE Coordinator, by October 9, 2026.

EXAM DAY

- ☐ **What can I bring with me on exam day?**

Students may bring a black or blue pen, a non-graphing calculator, a ruler, and a pencil. All tests must be done in pen.

- ☐ **What items are prohibited from entering the testing room?**

Cell phones, any type of watch, any sort of electronic device, any sort of communication device, notes, notecards, backpacks, hats, food, water bottles. Only the items listed above may enter the exam room.

☐ **Why can't I bring water into the exam room?**

You may bring water and leave the water bottles outside of the testing room. Cambridge has noted that in the past, students have written answers on the inside of bottles or on the paper labels. Medical exceptions will be made with documentation.

☐ **What happens if I need to use the bathroom during an AICE exam?**

In the past, we have had incidences of student cheating occurring in the bathrooms. Students leave notes in the bathroom and another student goes in after and reads the notes. Students have hidden notecards in their clothing and go to the bathroom to read those notes during testing. Therefore, even with escorting students to the bathroom in the past, we have decided that students will need to remain in their seats for the entirety of their AICE exam. We will give ample time before the test begins to use the bathroom. Most AICE exams are between 1 hr. 15 min and 2 hrs. If your child has a documented medical exception or documented accommodations to use the bathroom during testing, we will honor those requests.

☐ **What happens if I come late to an AICE exam?**

Cambridge administers AICE tests all over the world, on the same day. Security is a major consideration during AICE testing. Students must be in the exam room during certain key times, as set by Cambridge. If your student comes late to an exam, we must report their late arrival to Cambridge. It is under their discretion whether to grade the exam. Depending on how late the student arrives, they may not be allowed to take the exam.

RESULTS

☐ **When do my AICE scores come in?**

AICE scores usually come in during the middle of August. You will receive a unique login to access your scores from home.

☐ **I am a senior. I am relying on my AICE scores for Bright Futures. My college starts before exams begin. What do I do?**

The AICE Coordinator will send a list of all eligible students for the AICE diploma to Cambridge. This happens in April/May. Bright Futures will confirm those students met the requirements in August when June test scores come out. You can talk to your college and ask them to “defer payment” until the Bright Futures status updates. Your Bright Futures portal will update when these changes are made.

☐ **Does AICE offer retake tests?**

Only seniors who failed a previous June 20XX series are eligible for a November retake. We only offer the following syllabi for senior retakes: Global Perspectives AS, English Language AS, and Environmental Management AS. Please note that retake exams will incur an exam fee to be paid by the student. Please see the AICE Honor Code contract for details on fees.