

St. Augustine High School



Parent/Student Handbook

Cambridge AICE Diploma Program

A Guide for Parents and Students



CAMBRIDGE
International Examinations

What is AICE?

- Advanced International Certificate of Education
- Advanced studies program affiliated with the University of Cambridge - Cambridge International Education in the United Kingdom.
- C.I.E. (Cambridge International Education) is the largest program like this in the world.
- 10,000+ participating schools
- over 160 countries

Why AICE?

- Highly academically motivated students explore areas of strength and interest while taking college-level courses in high school
- Rigorous, international curriculum
- Heavily writing-based
- Strong emphasis on critical thinking, analysis, problem solving and interpretation skills
- Flexible curriculum
- Future predictor of college success
- GPA points (5.0/4.0 scale)
- College credit
- Florida Academic Scholars (FAS) Bright Futures Scholarship

Benefits

- Passing AICE courses and examinations are equivalent to university courses at many major universities (See Course Equivalents for more detail).
- Students who meet the AICE Diploma requirements (detailed in the diploma checklist) are awarded the AICE Diploma directly by the University of Cambridge. Students who do not earn the AICE Diploma may receive college credit through exams passed.
- AICE and Pre-AICE teachers at St. Augustine High School are trained directly by Cambridge. Each course strictly follows a course syllabus that is designed by Cambridge professors.
- AICE students who receive the Diploma are automatically eligible for the Florida Bright Futures Scholarship (FAS).
- Rigorous college preparatory program

Characteristics of an AICE Student

- FSA/FAST Reading = level 4 or above*
 - Level 3 on a case-by-case basis
- FSA/FAST Math = level 4 or above (3 minimum)
- Advanced/Honors level Middle School Coursework, Grades = A/B Honor Roll
- Positive Teacher Recommendations (4 core academic classes from 8th grade)
- Highly motivated for academic success—focus on college readiness and post-secondary plans
- Dedicated to academic studies—ability to keep up with homework, study skills
- Organization—ability to balance rigorous coursework and academics, sports, extra-curricular activities
- No major attendance or behavioral issues

**Note: Students with an FSA/FAST Reading score of 3 may be admitted into the Sophomore Cohort where they will take AICE International History & AICE English Language. These students will complete the diploma requirements in grades 10-12.*

Terminology

- AICE - stands for the Advanced International Certificate of Education and is a rigorous credential. If a student takes and receives qualifying scores in Cambridge International AS Level Global Perspectives, a Science and Math, Humanities and Languages among other electives, they will be awarded the Cambridge AICE Diploma (group award).
- Candidate - A student or person who has been entered for a Cambridge assessment.
- Component - A component is part of or a section of the subject exam. An individual syllabus usually has several components. A component is sometimes referred to as a paper. Typically, several components make up the assessments for an examination.
- Paper - Sometimes referred to as a component, a paper is a part or section of the subject exam. An individual syllabus usually has several papers. Can also be referred to as a question paper.
- Marks - The total score or individual points given by an examiner on a specific component. Marks are totaled and ultimately converted to a grade.
- AS level - One of the set of courses we offer as part of the Cambridge Advanced program. Cambridge AS Level courses and exams are one-year college-level courses and examinations and are granted college credit or advanced placement with qualifying scores. Passing grades range from A* to E.
- A level - A Level or our full Advanced Level course is a two-year course of study with examinations that can be taken both at the end of year one and two and are our most rigorous courses that go into great depth within a given subject area.
- Access Arrangements - A pre-exam arrangement made on behalf of a candidate with particular needs, for example, the use of a scribe, modified papers or extra time.

Cambridge AICE Diploma Qualification



To achieve the Cambridge AICE Diploma, learners must earn a minimum of seven credits (including Cambridge International AS Level Global Perspectives & Research) from subject groups 1, 2, and 3 (and optionally Group 4). Learners must achieve at least one credit from each of Groups 1, 2 and 3.

The remaining credits can come from any of the groups. A Cambridge International AS Level is awarded one credit, and a Cambridge International A Level is awarded two credits.

A learner can accumulate results to be used towards the Cambridge AICE Diploma over more than one exam series. They can use up to five exam series to take the equivalent of seven full credit examinations as long as they are taken within a 25-month period (3 school years). For example, a candidate entering for the Cambridge AICE Diploma in June 2025 may only use previous results gained in the June 2023 through June 2025.

Learners who meet the requirements of the group award will receive a Cambridge AICE Diploma at one of three levels: Pass, Merit or Distinction. The level awarded is based on the overall Cambridge AICE Diploma score.

Cambridge AICE Diploma with Distinction: awarded to students with a score of 360 points or above. The maximum Diploma score is 420 points.

Cambridge AICE Diploma with Merit: awarded to students with between 250 and 359 points.

Cambridge AICE Diploma at Pass level: awarded to students with between 140 and 249 points.

Diploma points are earned based on AICE exam scores as defined below:

Two credits study (A Levels)		One credits study (AS Levels)	
Grade	Points	Grade	Points
A*	140	-	-
A	120	A	60
B	100	B	50
C	80	C	40
D	60	D	30
E	40	E	20

Curriculum

- The Cambridge AICE Diploma is made up of individual Cambridge International AS & A Levels, which have widespread international standing as educational qualifications.
- By demanding knowledge from three different subject groups, plus the core compulsory subject, Cambridge International AS Level Global Perspectives & Research, the Cambridge AICE Diploma provides a broad curriculum with a balance of math and science, languages, arts and humanities, and interdisciplinary subjects. It maintains flexibility and choice by allowing students to choose subjects at different levels.



SAHS AICE Course Offerings



Core Group 0 – Cambridge Global Perspectives (Compulsory)		
9239 Global Perspectives & Research*		
Group 1 – Mathematics / Science	Group 2 – Languages	Group 3 – Arts & Humanities
8291 – Environmental Management**	8022 – Spanish Language	8291 – Environmental Management**
9702 - Physics	9093 – English Language	9481 – Digital Media & Design
9709 - Mathematics		9482 – Drama
9693 – Marine		9489 – History
9990 – Psychology**		9695 – Literature in English
9701 - Chemistry		9708 – Economics
		9990 – Psychology**
		9479 – Art and Design
		9481 – Digital Media & Design
Group 4 – Interdisciplinary Subjects		
8021 – English General Paper****		
9239 – Global Perspectives & Research		
9695 – Thinking Skills		

Cambridge AICE Diploma Award

- Must **Pass** seven (7) AS/A Level Exams
- Minimum of 1 exam passed in each Group.
- 25-month time-period for award calculation
- Automatically qualified for Florida Academic Bright Futures Scholarship (FAS)
- Must complete 100 hours Community Service within the four years
- GPA and ACT/SAT requirement waived, however still expected for college acceptance.
- English required all 4 years.
- Global Perspectives required as an upperclassman in Junior year to allow them to qualify for ADIP by end of Junior Year.
- Must meet course progression requirements for university entry within the SAHS A.I.C.E. Program (i.e., 4 years AICE English, 2 years World Language, 3 years Science, 3 Social Studies, 4 years of Math,)

Guidelines to Remember

- The Advanced International Certificate of Education (AICE) Program offers a rigorous international pre-university curriculum and examination system which emphasizes the value of broad and balanced study for academically advanced students.
- Students following the AICE Curriculum for graduation purposes have different requirements than the standard 24-credit diploma requirements.
- Satisfying the AICE Curriculum for graduation requires that students complete a minimum number of 7 AICE (college) level courses across a range of subjects AND sit for 7 AICE exams.
- Completing the AICE Curriculum exempts students from having to take H.O.P.E, Fine Arts, and Government/Econ as part of their graduation requirements.
- If, at any point during their high school career, a student is unwilling or unable to complete the AICE Curriculum, the previously exempted courses would then be required to graduate.

Cambridge AICE at St. Augustine High School

- The Cambridge A.I.C.E. program began at St. Augustine High School 2022.
- SAHS was the second school in SJCS D to offer the Cambridge AICE Curriculum.
- Our first St. Augustine High School AICE Diploma candidates will graduate in 2025.
- Our first AICE Diploma Cohort began in 1997. SAHS was the 2nd school in the United States to adopt the AICE curriculum. There are currently 500+ students in the AICE Diploma Program at SAHS.

Cambridge Exams

We hold Cambridge International AS & A Level examination series twice a year, in June and retakes in November. Results are issued in August and January respectively.

- Some Cambridge exams are held after school has been dismissed for the summer. Students are still required to come in and sit for these exams.
- Exams offered in the November series are reserved retakes on a case-by-case basis.
- The 25-month timeline to receive an AICE Diploma begins freshman year after taking the first set of exams. This extends to the exam session of the student's junior year. Students who do not qualify for the diploma in their junior year will then adjust their diploma timeline to include their sophomore through senior year.
- **EXAMS ARE NOT OPTIONAL** – students and parents need to plan for the student to be present at EVERY component of EVERY exam. Students who miss exams will be charged for the cost of the missed exams.
- Exams can go into the second week of June so please plan vacations accordingly.

THERE ARE NO MAKE-UPS FOR CAMBRIDGE EXAMS!

- Students who miss one or more components of an exam more than likely will not pass.
- Students who miss one or more components of an exam will be **financially responsible for the cost of the exam.**
- Certain courses are required for progression through the AICE program. The AICE coordinator and guidance counselor will decide best options.
- Graduating Seniors will have their diploma held until all AICE exams are completed.

Bright Futures

- Students who have earned an AICE Diploma **and** completed an approved 100- hour community service program or work hours automatically qualify for the Florida Academic Scholars Award from the Florida Bright Futures Scholarship Program.
- Students who have completed the AICE curriculum and 75 hours of community service or work hours will receive the Florida Medallion Scholars Award from the Florida Bright Futures Scholarship Program

ST. AUGUSTINE HIGH SCHOOL PLANNING SHEET – COURSE PROGRESSIONS

Cambridge AICE Program Planning Sheet – Course Progression Options 2025-2026

Student Name: _____ Class of: _____

College Plan/Major: _____

Planning Your Schedule

High School Credits earned in Middle School: _____ Course(s): _____

The AICE curriculum requires completing seven AICE courses from the Freshman to Senior years, with at least one course and exam from each of three subject groupings, AND the "Core" (see back page). Students may take as many AICE courses as desired, as long as there is a teacher recommendation, and the minimum requirement (7) is met (at least 8 is preferred).

Freshman Year Schedule

_____ AICE English General Paper
_____ AP Human Geography
_____ Math
_____ Algebra 1 Honors OR
_____ Geometry Honors OR
_____ Algebra 2 Honors
_____ Biology 1 Honors
_____ Pre-AICE Spanish 1 (or online Foreign Lang.)
_____ Academic Elective(s) _____
_____ Elective(s) _____

Total AICE Courses/Credits: _____

Sophomore Year Schedule

_____ AICE English Language
_____ AICE International History
_____ Math
_____ Algebra 2 Honors OR
_____ AICE Math OR
_____ Pre-Calc. OR
_____ Statistics Honors
_____ Pre-AICE Chemistry
_____ Pre-AICE Spanish 2 (or online Foreign Lang.)
_____ Academic Elective(s) _____
_____ Elective(s) _____

Total AICE Courses/Credits: _____

Junior Year Schedule

_____ AICE English Literature 1 (AS)
_____ AICE US History (11th or 12th grade)
_____ Math (4 total, required)
_____ Pre-Calc., Stat. Honors OR
_____ AICE Math OR
_____ AP Calc. AB OR
_____ AP Stat.
_____ **Science (3 total required) (AICE Phys.
Chem., Env. Mgt., Marine)
_____ AICE AS Global Perspectives
_____ Pre-AICE World Language 3? (honors weighting)
_____ Elective(s) _____

Total AICE Courses/Credits: _____

Senior Year Schedule

_____ AICE English Literature 2 (AL)
_____ Math (AP Calc. AB, AP Calc. BC, AP Stat.
Dual Enrollment College Alg./Pre-Calc.)
_____ Science (AICE Physics, Chem., Psych.,
Env. Mgt., Marine, P.E.)
_____ AICE – Any AICE level course of interest
_____ AICE – Any AICE level course of interest
_____ Academic Elective(s) _____
_____ DE or Modified Schedule?
_____ Elective(s) _____

Total AICE Courses/Credits: _____

*ASL is accepted for 4-year university admissions at FL Public colleges, may NOT be accepted for admission to a private or out-of-state 4-year university. We do not offer ASL as a honor course.

**AICE Psych. does NOT count as high school science credit. However, it can fall into the Science category of AICE courses (see page 2).

Deviations from this plan require prior approval by the AICE Counselor and/or Assistant Principal.

ST. AUGUSTINE HIGH SCHOOL EXAM TRACKING AND COURSE OPTIONS

AICE Exam Tracking and Course Options

Student Name: _____ Class of: _____

AICE Program Curriculum Requirements

The AICE Curriculum requires students to successfully ****complete** a minimum of **seven** AICE level courses **and** the corresponding examinations, with at least one course and exam from each of three subject groupings **AND** the "Core".

****Complete** = 1) pass the course & 2) "sit for"/take the Cambridge exam (passing the exam is not required for high school graduation.

AICE level courses and exams offered at SAHS within each subject grouping:

Math & Science

_____ Marine Science
_____ Math (AS/AL)
_____ Physics (AS/AL)
_____ Chemistry (AS/AL)
_____ *Environmental Management
_____ *Psychology (AS/AL)

Languages

_____ English Language AS
_____ Spanish Language AS

Arts & Humanities

_____ English Literature AS
_____ English Literature AL
_____ US History
_____ International History
_____ Economics (AS/AL)
_____ Drama (AS/AL)
_____ *Psychology (AS/AL)
_____ **Art & Design (AS/AL)
_____ Dig. Media & Design (AS/AL)
_____ Travel/Tourism
_____ Media Studies

Core (required)

_____ Global Perspectives

Optional

Interdisciplinary Category

_____ English General Paper
_____ Thinking Skills AL
_____ Global Perspectives AL

**Art & Design is offered in
Draw/Paint or Ceramics

***AICE Psychology** can count in either the Science or Humanities categories of AICE courses (**not BOTH**).

AICE Psychology count as an elective credit on the high school transcript, not as high school math or science credit, but is considered academic electives to colleges.

AICE Diploma Award (earned from/awarded by Cambridge – not SAHS):

To be on track toward completion of the AICE Diploma Award, students must **pass** a minimum of **seven** AICE exams, with at least one exam from each of the three subject groupings **AND** the "Core". Students who **pass** the required seven exams within a 25-month period will earn the AICE Diploma Award from Cambridge International Examinations (*not to be confused with your SAHS High School Diploma*). **"Passing scores on these exams can count in one of the two categories towards the award, not both."**

Other Academic course options with increased rigor:

All Pre-AICE courses are "honors" weighted (+0.5 GPA point)

All AICE, DE & AP courses = additional 1.0 GPA point:

Alg./Geom. Honors
Statistics Honors
AP Statistics
AP Calculus AB/BC
Pre-Calculus

Physical Sci. Hon.
AP Bio.
Anatomy Honors

Economics Honors
Amer. Gov't Honors
WH/Am. Hist. Hon.
SJCCA Honors
AP Art (Drawing)
AP 3D Art (Ceram.)
AP 2D Art (Digital)

World Language

Pre-AICE Level 1-3, or AICE Spanish Lang.

ASL is not an honor course

Policy and Forms:

Membership in the St. Augustine High School AICE Diploma Program is a privilege. Due to the rigor of the program, academic and behavioral standards are necessary. In order to complete the AICE Diploma Program of Study, students must complete all coursework and assessments as required by Cambridge International for diploma candidacy, i.e. completion of seven (7) AS or A level courses, including the compulsory core subject, Cambridge International AS Level Global Perspectives & Research, in addition to community service/paid work requirement of 100 hours. Students who complete the AICE Diploma must earn a minimum of 14 AICE credits (7 courses and examinations) in the Diploma Core and three (3) academic areas/groupings over three years.

Additionally, SAHS AICE Diploma students are held to the following standards. Membership in the St. Augustine High School AICE Diploma Program is a commitment and is dependent on adherence to the following policies and procedures. Students and parents must acknowledge their commitment to the program by signing and submitting the final page of this document. Any questions or concerns regarding these policies should be directed to the AICE Coordinator, Ms. Dawn Eakins either through email at Dawn.Eakins@stjohns.k12.fl.us or via phone at 904-547-8511.

SAINT AUGUSTINE 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 St. Augustine High School. As we strive to reinforce the mission statement of Cambridge University and the St Johns 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 Review 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 Administrators, a Guidance counselor, and select teachers.

I. ACADEMIC EXPECTATIONS

Academic Expectations	
1. Expectation	I understand, and will maintain, the minimum weighted GPA of 3.0 each semester 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. Following one semester probationary period, if the expectation is not met, students will subsequently be removed from the AICE cohort. 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 any semester will result in the cancellation of AICE exams for that course and the AICE diploma application delayed. Students must maintain a "C" or higher in a course to have their exam ordered. Teachers will refer any students receiving a "C" or lower in an AICE course to the AICE Review Committee. The committee will decide if a student's academic performance warrants academic probation and/or removal from the program. ALL classes are cumulatively included in the grade requirement. Grades will be reviewed at the semester changes. NOTE: Students are encouraged to take between three to four AICE courses per academic year. The school sets the progression of many of the required courses.</p>

3. First Offense	<p>At the end of each academic semester, all student grades will be checked. If a student's GPA falls below a 3.0 weighted, the student will be put on academic warning. The student will have 1 subsequent semester to bring the GPA to 3.0.</p> <p><u>Action Plan for Quarter 1:</u></p> <ol style="list-style-type: none"> 1. The student will be issued a verbal warning. 2. Parents will receive an email at the end of the semester acknowledging grades are below the required standard and that the student is being given a warning. 3. AICE Coordinator, AICE Counselor and teachers will monitor progress and performance throughout the quarter. 4. Supports will be provided, and expectations set to satisfy probationary requirements.
4. Second Offense	<p>If after 2 consecutive semesters, the GPA is still under the required 3.0 GPA, the student will be placed on academic probation and may face removal 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 Review Committee. 2. Parents will receive an email after the second semester if GPA is still under the required 3.0 threshold and a parent conference will be mandatory. The email will state the placement of the student on probation in the AICE program. The conference will require parent and student signature that states their understanding of the AICE Action Plan. 3. AICE classes: If the second offense occurs at the end of: Semester 2: If the student is receiving below a C in that AICE class, the student will be moved into a non-AICE class or equivalent. If the AICE course is a required course for the AICE Diploma, this move may cause removal from the Diploma Program. <p>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 in the future.</p> <p>Depending on the course, the student may not be scheduled for AICE classes the following school year. The student and parent will complete a Withdrawal Form or an email notification of removal will be sent.</p>
5. Notes	<p>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.</p> <p>School counselor will be changed.</p> <p>Diploma requirements will revert to the Standard High School Diploma (24 Credit) requirements.</p> <p>The Withdrawal letter will require a signature of both student and parent and will be signed by the AICE Coordinator and guidance counselor.</p> <p>The AICE Committee will review and make determinations for appeals of any of the above items.</p>

II. CHEATING AND PLAGIARISM

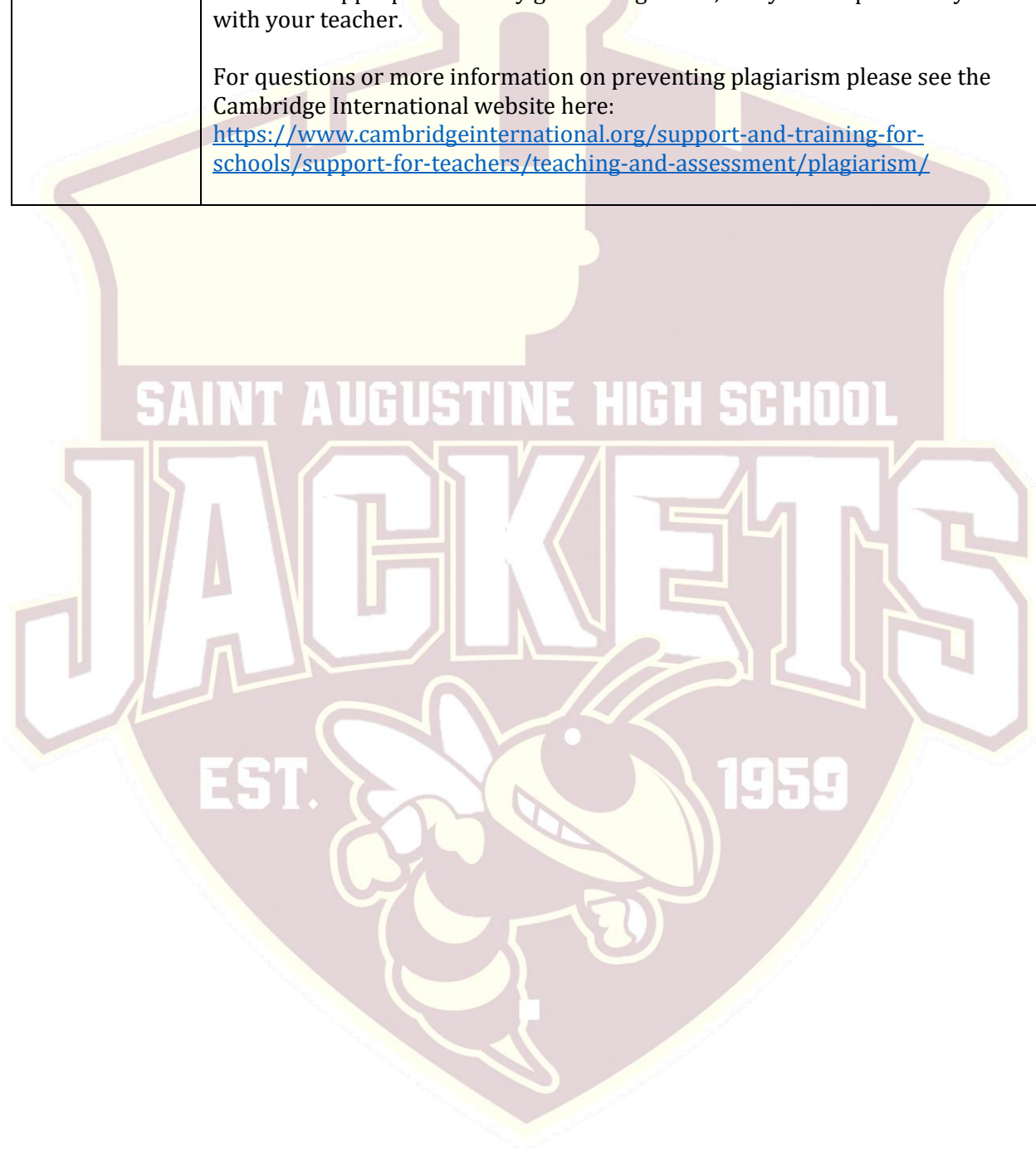
Cheating and Plagiarism Expectations	
1. Expectation	As a student of St. Augustine High School's AICE program, ethical conduct is expected of me at all times. I will not lie, cheat, nor will I tolerate other students doing so. All submitted work will be of my own ideas or properly cited in accordance 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 Assessment 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 of other students work without permission.4. Allowing another student to copy your work and submit it.5. Using a 'cheat sheet', pre-programmed calculators, cell phones or any other electronic devices during exams.6. Working with another student when prohibited.7. Using any unapproved form of AI, ChatGPT or any other chat bots to create/complete any assignment. <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. <p>Unauthorized Collaboration includes, but is not limited to:</p> <ol style="list-style-type: none">1. Working with others without teacher approval.2. Working with another student when an assignment is designed as "individual work."3. Providing unauthorized assistance on homework, labs, quizzes, tests, or projects. <p>Theft includes, but is not limited to:</p> <ol style="list-style-type: none">1. Possession of material not belonging to you or not authorized to be in your possession.2. Taking papers out of class bins or removal of collected papers.3. Duplicating secure items such as test questions (copying by hand, taking pictures, etc.).4. Going through another student's possessions to retrieve an item.5. Unauthorized removal of class materials from classroom.6. Taking materials from a teacher's desk or teacher's possessions.

	Malpractice, whether in the classroom, or during AICE exams, is prohibited. Consequences will follow the same protocol for ALL student courses – AICE and Non-AICE alike.
3. First Offense	<p>The first violation of this policy will lead to an automatic zero for the given assignment. Students may re-test or make up the assignment at 75% of the score.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. Parent contact will be made. 2. Student will be referred to the deans office (Summative Assignments ONLY). 3. The classroom teacher will email the AICE Coordinator and AICE school counselor of the violation. 4. The student may be presented to the AICE Review Committee where status in the program will be reviewed. <p>***If this is for any AICE Cambridge Submissions for AICE Exams, your submission will not be entered. You will have to retake a Semester of the course the following school year. Students can submit the project the following November or June Series at cost to the student. All work that is completed again must be done in the presence of the teacher.</p>
4. Second Offense	<p>Follow-up violations may result in automatic behavioral probation or revocation.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. Parent contact will be made. 2. Student will be referred to the deans office (Summative Assignments ONLY) 3. The student will be presented at the AICE Review Committee. 4. If probation is decided upon, the student will remain on behavioral probation throughout the rest of their time at St. Augustine High School. The behavioral probation carries over to all subsequent years in high school, including if the student withdraws and returns to SAHS.
5. Third Offense	<ol style="list-style-type: none"> 1. If the student receives another behavioral violation, the student will be dismissed from the AICE program at St. Augustine High School immediately. Subsequent behavioral violations include, but are not limited to, cheating, plagiarism, any breaches of the Code of Conduct, or any violation of expectations outlined in the AICE Honor Code. The AICE Review committee has the authority to decide if other incidences are deemed severe enough to be categorized as a behavior probation violation. 2.. An email will be sent to the parent email on file. A phone call to the parent will be made. The email will state the removal of the student from the AICE program. 3. Student and parent must sign a Behavioral Violation Form. 4. 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 to be retaken, and if such class is a required course, may result in loss of AICE Diploma eligibility and Bright Futures award.
6. Notes	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 zoned high school, if attending SAHS on school variance, for the next term.

As a student in the St. Augustine High School Cambridge AICE Program, you are expected to always maintain the highest level of academic integrity. If at any time you are aware of any violation, it is your responsibility to notify a teacher, the AICE coordinator, or administrator immediately. If you are ever in doubt of what is allowed or appropriate on any given assignment, it is your responsibility to check with your teacher.

For questions or more information on preventing plagiarism please see the Cambridge International website here:

<https://www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/plagiarism/>



III. BEHAVIOR EXPECTATIONS

Behavior Expectations	
1. Expectation	Students in the SAHS AICE Diploma Program are expected to abide by the St. Johns County School District Student Code of Conduct (http://www.stjohns.k12.fl.us/schoolservices/conduct/). Since enrollment in the AICE Diploma Program is a privilege, AICE students are held to a higher disciplinary standard. Repeated misconduct (or a single egregious infraction) may result in the student being placed on probation and further removal from the program.
2. Details	<p>Level 1: Level 1 behavior infractions include offenses that would result in a classroom referral such as but not limited to insubordination, disrespect, attendance incidents, dress code violations, failure to comply with class/school rules, disruptive behavior, disrespectful language, verbal confrontation, misuse of electronic devices, incidences that involve inappropriate/offensive references to race, religion, gender, culture, ethnicity, sexual orientation or life choices.</p> <p>Level 2: Level 2 behavior infractions include, but are not limited to, cheating, plagiarism, cellphone use, disrespect, altercation, leaving campus unauthorized, repeated misconduct of Level 1 offense.</p> <p>Level 3: Level 3 offenses include physical attack, bullying, tobacco use, and repeated Level 2 infractions.</p> <p>Level 4: Level 4 offenses include alcohol or drug use, serious assault or battery, weapons, sexual harassment or battery, threats, vandalism, etc.</p>
3. First Offense	<p>Level 1 or 2: Students who earn a referral may receive a verbal warning or be referred directly to the AICE Review Committee based upon the infraction. If deemed appropriate, behavior probation carries forward throughout the student's time at St. Augustine High School, including if the student withdraws and returns to SAHS.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be issued a verbal warning and/or presented to the AICE Review committee for further review. 2. Parent contact will be made. An email will be sent home stating the student is on behavioral probation for the remainder of his/her time at St. Augustine High School, including if the student withdraws and returns to SAHS. 3. If the student receives a second behavior infraction, the student will be placed on probation from the AICE Diploma Program.
	<p>Level 3 or 4: Students who accumulate a single Level 3 or 4 infraction will automatically be referred to the AICE Review Committee. Students will be placed on probation and may face removal from the SAHS AICE Diploma Program depending on the severity of the offense and punishment. Any subsequent behavior violation will result in removal from the AICE program. Behavior probation carries forward throughout the student's time at St. Augustine High School, including if the student withdraws and returns to SAHS.</p>

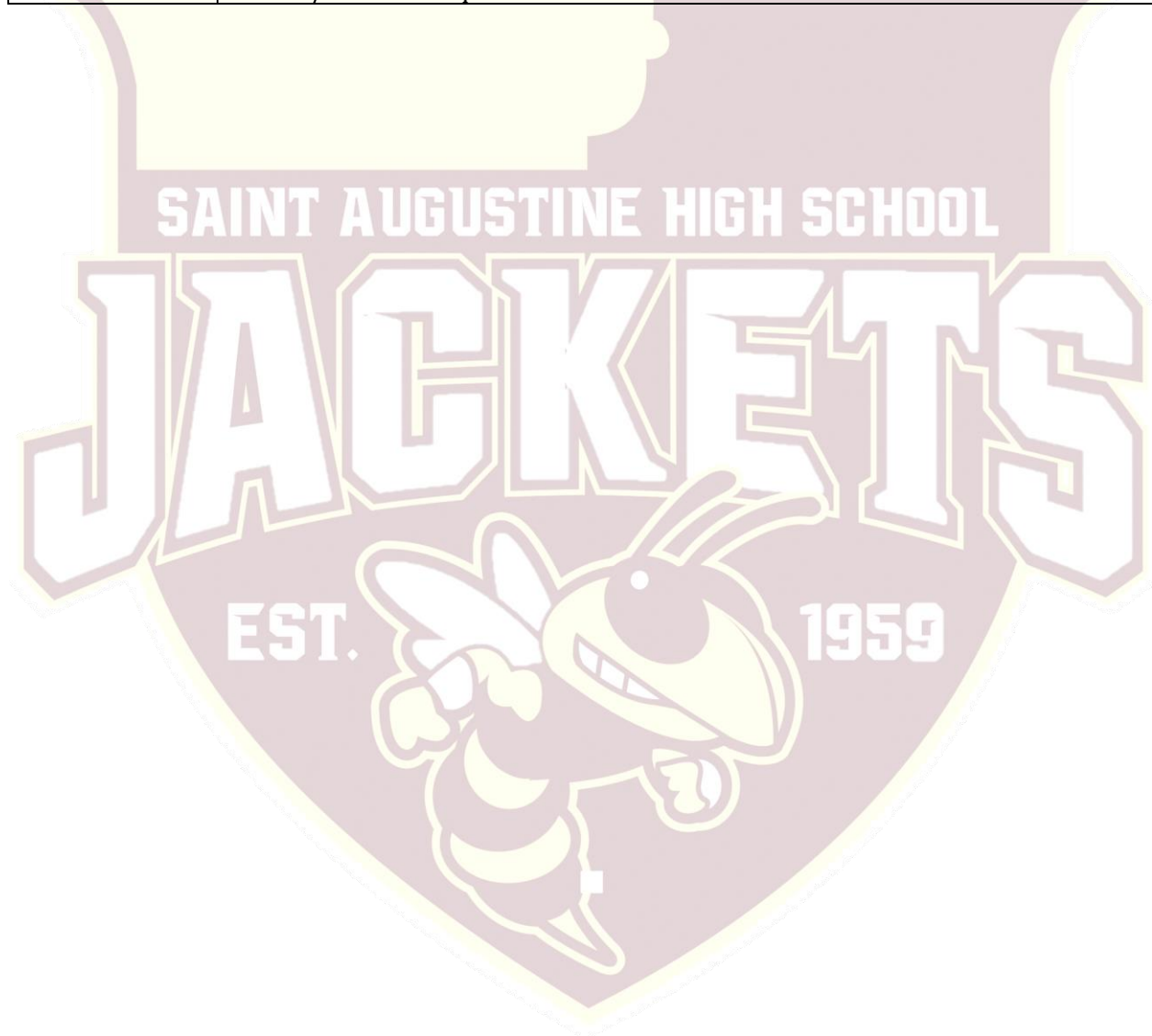
	<p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Review Committee. 2. An email will be sent home stating the AICE Committee's decision for the remainder of his/her time at St. Augustine High School, including if the student withdraws and returns to SAHS. 3. If the student receives a second behavior infraction, the student will be removed from the AICE program.
4. Second Offense	<p>Level 1 and Level 2: If the student receives another behavior referral, the student will be placed on probation from the SAHS AICE Diploma Program. Further offenses may result in removal from the program.</p> <p>Level 3 and Level 4: Additional Level 3 or 4 offenses will result in immediate removal from the SAHS AICE Diploma Program.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Review Committee. 2. An email and a phone call will be issued stating the student is being placed on probation or 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.
5. Notes	<p>Specific offenses and levels of offense can be found in the St. Johns County School District Student Code of Conduct (http://www.stjohns.k12.fl.us/schoolservices/conduct/).</p> <p>Cambridge is a Global program giving ALL learners the opportunity to thrive and make a positive impact in a changing world.</p> <p>All incidences and their consequences are at the discretion of the AICE Review Committee.</p>

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	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. St Johns 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. Any posting that violates the integrity of the program and character of participants will be deemed conduct unbecoming of an AICE program participant. 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/AICE Coordinator will apply consequences to misuse of technology as appropriate for the infraction. This could include losing technology privileges for the class, a school referral or a verbal warning. 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 Coordinator and AICE school counselor of the violation. 2. The student will be presented to the AICE Review Committee.
4. Second Offense	Students who violate appropriate use of technology for a second offense will be presented to AICE Review Committee to determine if the student will be placed on behavioral probation or removed from the program.

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	St. Augustine 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 students 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.



VI. Schedule Expectations

	Schedule Expectations
1. Expectation	Students are expected to take between two and four AICE classes per academic year.
2. Details	<p>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 registered for 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 a specific 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>
3. Notes	<p>Students will not be permitted to drop courses for reasons such as:</p> <ul style="list-style-type: none">• Not getting the grade they desire in the class.• Difference of opinion of the teacher• Lack of a personally favorable relationship with the teacher. <p>If a student is enrolled in an AICE full-credit course, the student may only drop the course within the first ten class meetings, or he/she may NOT drop the course until the end of the semester and only if the following conditions exist:</p> <ul style="list-style-type: none">• A grade of D or F• Completion of a parent conference• Regular and consistent attendance• Demonstration of the student seeking consistent academic assistance, and/or• Principal or designee permission <p>A written appeal may be taken into consideration by the school principal. The final decision regarding the dropping of courses beyond the deadline is granted only by the school principal.</p>

VII. FINANCIAL RESPONSIBILITY

As a student in the University of Cambridge International Examinations – Advanced International Certificate of Education Program, I realize that I may be required to sit for examinations during or at the end of my 9th, 10th, 11th or 12th grade years. I further realize that some of the examination dates fall in April, May, June, October and November and that the dates of these examinations are set by the University of Cambridge and **cannot** be changed or modified by St. Augustine High School.

I understand that I will be held financially responsible for the cost incurred in any University of Cambridge International Examinations to which I commit but fail to take for any reason or request to take a second time.

VIII. MEDIA RELEASE

The undersigned hereby authorizes the AICE Program of St. Augustine High School to permit his/her child, named below, to be interviewed, photographed, videotaped and/or sound recorded by members of the St. Augustine organization and media, with the understanding that the results of these interviews, and such photographs, videos or other recordings may be used by the school/program in any school or community publication and/or newscast, including but not limited to printed publications, school affiliated social media, and school television broadcasts.

Valid for the duration of membership in the St. Augustine Cambridge AICE Program.



Cambridge Assessment International Education

Cambridge International School

St. Augustine High School

Cambridge AICE Diploma Program Contract

The St. Augustine High School Cambridge AICE (Advanced International Certificate of Education) diploma program is a challenging, college preparatory program created for highly motivated students that want to achieve the highest possible education in a high school setting. The courses are designed to develop the individual talents of young people and teach them to relate the experience of the classroom to the realities of the world.

Cambridge International Education prepares school students for life, helping them develop an informed curiosity and a lasting passion for learning. We foster students to become life-long learners, critical and compassionate thinkers, and informed participants in local and world affairs who are conscious of the shared humanity that binds all people together in a global society while respecting a variety of cultures and attitudes.

In order to maintain a Cambridge AICE Diploma Program at St. Augustine High School that is academically challenging and balanced, the following minimum standards for achievement and conduct have been established.

The pre-AICE/AICE student:

- **Will adhere to ALL expectations outlined in the St. Augustine High School AICE Academic Honor Code**
- **Will maintain a satisfactory grade (3.0 weighted GPA) for each semester.** Averages resulting below a 3.0 weighted GPA average will be evaluated on a case-by-case basis and the student may be placed on probation or removed from the program.
 - Will take advantage of lunch, after-school tutorials, teacher assistance and counseling when having academic problems.
 - Will take ALL AICE examinations aligned with the courses in which their diploma plan requires.
 - Will earn passing scores on Florida mandated tests (currently PM, FAST and EOC) applicable for courses and grade levels as required by the state of Florida.
- **Will not engage in ANY form of academic dishonesty/malpractice.** *(Please see signed Honor Code)*
 - Understands that pre-AICE/AICE curriculum content cannot be modified.
- **Will exhibit positive and productive behavior as outlined in the St Johns County Schools Code of Student Conduct and NOT receive a suspension of any kind from school (both in-school and out-of-school)**

- Will maintain good attendance in compliance with the SAHS attendance policy.
- Will promptly and aggressively respond to any decline in academic or behavioral performance.
- Will attend meetings as required with the AICE Coordinator to discuss current academic progress, behavior modifications, progress toward AICE exams and other AICE requirements.
- Will complete all components of the AICE Diploma program including exam sessions.

If a student fails to meet the minimum standards outlined above, the following actions will ensue determined by the severity of the violation:

- A verbal warning
- A written warning/probation
- A committee of AICE faculty and SAHS administrators will review the contract violation decides upon the student's AICE Diploma candidate status which includes possible revocation of candidacy.

The parent (s) or guardian(s) of the pre-AICE/AICE student will:

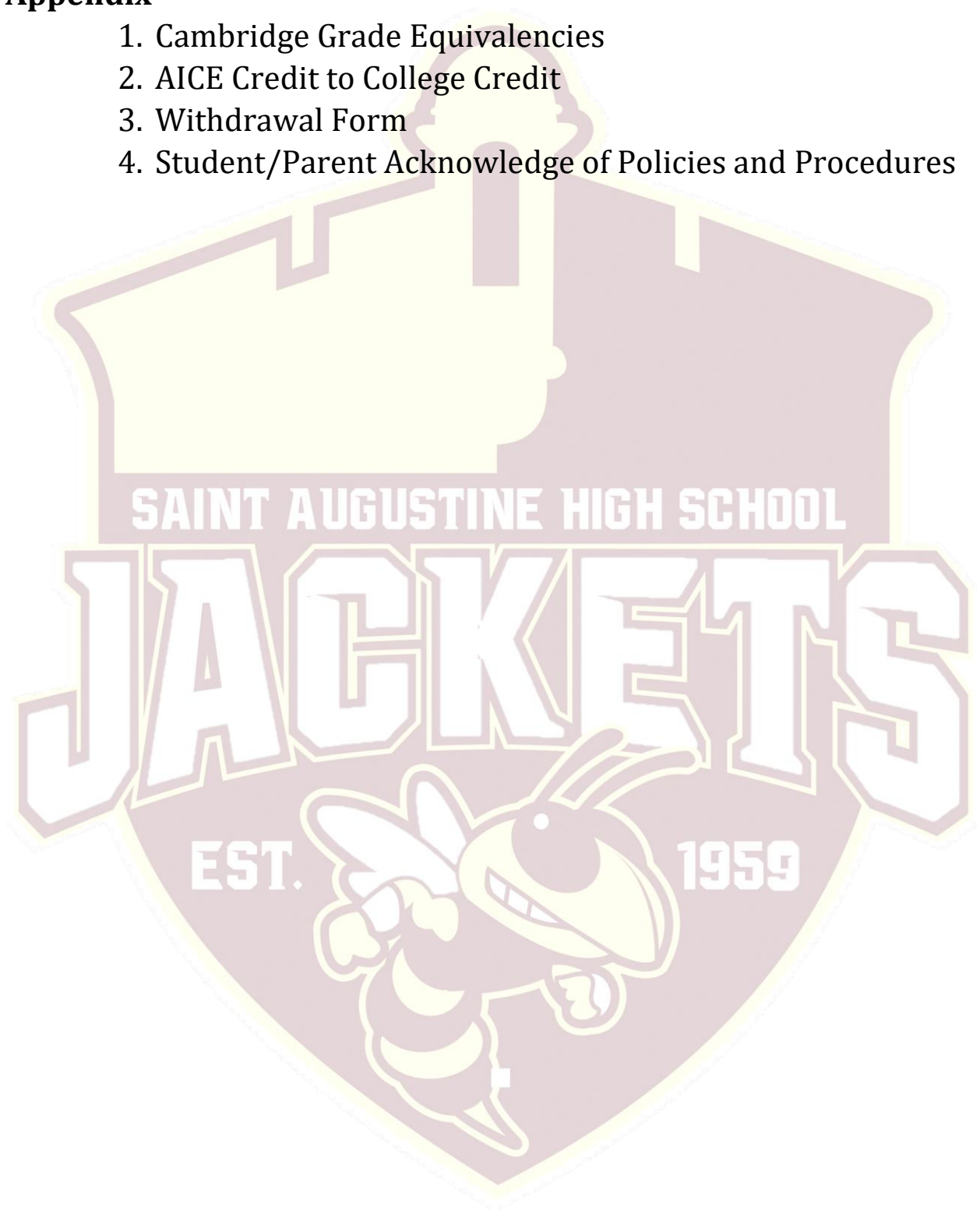
- Assure that the expectations outlined in the Honor Code are followed.
- Be diligent in monitoring his/her student's progress in Pre-AICE/AICE classes through the district provided Gradebook.
- Contact the teacher/coordinator as soon as possible if there is a question or concern regarding the student's progress in classes, AFTER the student has first conferenced with the teacher of the course
- Be supportive of student due dates and school obligations including summer AICE exams at the end of the year.
- Be supportive of St. Augustine High School teachers and their expectations of the highly motivated students in the AICE program.
- Be supportive and help with AICE activities.
- Be understanding and supportive of the challenges of a high school student in an advanced level of study.
- Reimburse the school/district for exam costs if the student does not complete the diploma components by the due dates established by the school as required by Cambridge International Education.

St. Augustine High School will:

- Provide a quality education aimed at preparing students for AICE examinations as well as college admission.
- Communicate with parents through monthly updates, Schoology, the Remind App, progress reports, emails, newsletters, and various communications issued from the school.
- Provide a supportive and instructional environment to guide, mentor, and assist AICE candidates through the successful completion of the AICE Diploma components.

Appendix

1. Cambridge Grade Equivalencies
2. AICE Credit to College Credit
3. Withdrawal Form
4. Student/Parent Acknowledge of Policies and Procedures



Appendix 1: Cambridge Grade Equivalencies

Cambridge exam grade equivalencies

AACRAO Edge + College Board AP College Course Grade Equivalent			
Cambridge International A Level	Cambridge International AS Level	US Grade Equivalent	AP College Course Grade Equivalent
A*		A+	5
A	a	A	5
B	b	B+	4
C	c	B	4
D	d	C+	3
E	e	C	3
Ungraded	Ungraded	F	1-2

For additional information, check out:

- AACRAO Edge's UK/US grade comparisons at <http://edge.aacrao.org/>
- College Board's comparability studies of AP Exam scores associated with college course grades at <https://aphighered.collegeboard.org/courses-exams/scoring>.



pg. 26

Appendix 3: Withdrawal Form

St. Augustine High School AICE Program PROGRAM WITHDRAWAL FORM

Please submit directly to Mr. Earl Brown

Student Name: _____

Student ID: _____

Date of Graduation: _____

Current Street Address: _____

Current City, State, Zip: _____

Preferred Phone: _____

Preferred Email: _____

Please withdraw me from the AICE program and all courses involved.

Withdrawal Reason: _____

By signing below, I acknowledge I understand the consequences of this withdrawal on my grades, eligibility to re-enroll in the program, and my future classes.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Appendix 4: Student/Parent Acknowledgement of Policies and Procedures

Please sign indicating your acknowledgment of the following SAHS AICE Policies as prescribed in the Parent/Student Handbook:

St. Augustine High School AICE Honor Code

1.	Academic Expectations
2.	Cheating and Plagiarism Expectations
3.	Behavioral Expectations
4.	Technology Expectations
5.	Film and Literature Expectations
6.	Schedule Expectations
7.	Financial Responsibility
8.	Media Release
9.	St. Augustine High School Cambridge AICE Diploma Contract

I accept the Academic Expectations consequences should I not adhere to the SAHS AICE Policies and Procedures as prescribed in this handbook. I understand that should the need arise; the AICE Review Committee will have the final say in the disciplinary outcome of any relevant cases.

Student Name _____ **(Print)**

Student Signature _____

Date _____

Parent Name _____ **(Print)**

Parent _____

Date _____

Prefer to sign online? Please do so here: [SAHS AICE Acknowledgment Form](#)