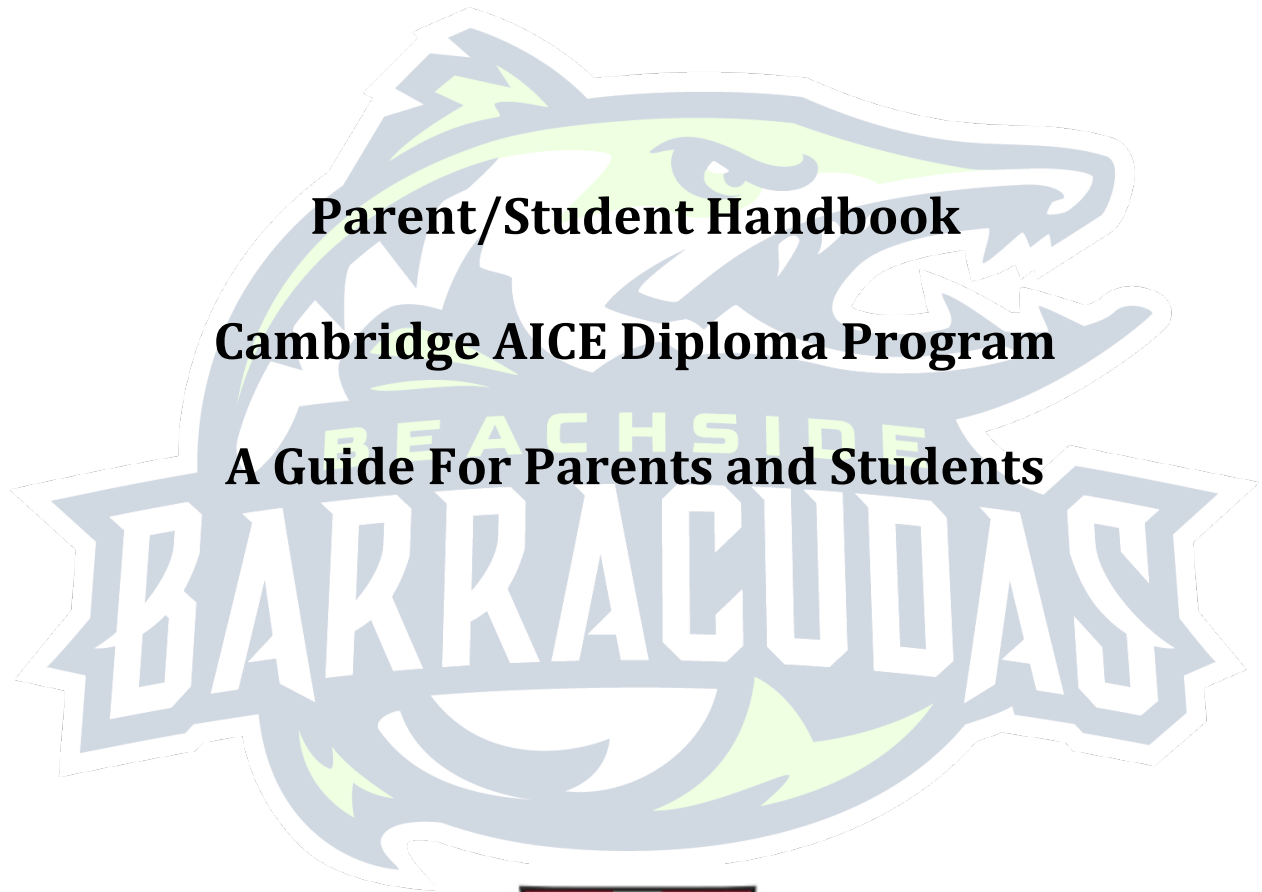


Beachside High School

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 Beachside 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*
- 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 and AICE Thinking Skills. 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 2024 may only use previous results gained in the June 2022 through June 2024.

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.



BHS AICE Course Offerings by Group

Cambridge Assessment
International Education
Cambridge International School

Core Group 0 – Cambridge Global Perspectives (Compulsory)		
9239 Global Perspectives & Research*		
Group 1 – Mathematics/Sciences	Group 2 – Languages	Group 3 –Arts & Humanities
8291 Environmental Management** 9618 Computer Science (Exam ONLY) 9702 Physics 9709 Mathematics (Exam ONLY) 9990 Psychology**	8022 Spanish Language (Exam ONLY) 9093 English Language	8291 Environmental Management** 9395 Travel & Tourism 9481 Digital Media & Design (Exam ONLY) 9482 Drama 9483 Music (Chorus ONLY) 9489 History (International) 9695 Literature in English 9708 Economics (Exam ONLY) 9990 Psychology**
Group 4 – Interdisciplinary Subjects (Optional)		
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 or Senior year.
- Must meet course progression requirements for university entry within the BHS 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, Econ/Gov)

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 the online course 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 Beachside High School

- The Cambridge A.I.C.E. program began at Beachside High School 2022.
- BHS was the second school in SJCS D to offer the Cambridge AICE Curriculum.
- Our first BHS AICE Diploma candidates will graduate in 2025.
- Our first AICE Diploma Cohort began with 51 students in 2022. There are currently 500+ students in the AICE Diploma Program at BHS.

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.

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

Beachside AICE Course Progression

Student Name: _____ BHS Cambridge AICE Four-Year Plan 2025-26 Class of: _____

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 but is required to earn the AICE Diploma).** To earn the **AICE Diploma**, students must earn a passing score (A-E) on 7 AS or A level exams (one from each of the three subject groupings including the Core). The remaining credits can come from any of the groups with a maximum of TWO credits from Group 4. AS level courses earn 1 AICE credit, A level courses earn 2. Students may take as many AICE courses as desired pending teacher recommendation.

	9 th Grade AICE DP (Year 0/1)	10 th Grade AICE DP (Year 1/2)	11 th Grade AICE DP (Year 2/3)	12 th Grade AICE DP (Year 3/4)
Group 1: Mathematics (linear progression)	Algebra 1 Honors Geometry Honors Algebra 2 Honors	Geometry Honors OR Algebra 2 Honors OR AP Pre-Calc.	Algebra 2 Honors AP Pre-Calc. AND AP Statistics AP Calculus AB (____ AICE Mathematics 9709 AS Exam ONLY Corequisite: AP Pre-Calc and Statistics) Papers 1 (Pure Mathematics) & 5 (Probability & Statistics)	AP Pre-Calc. AP Calculus AB OR AP Calculus BC (____ AICE Mathematics 9709 AS Exam ONLY Corequisite: AP Calculus AB) Papers 1 (Pure Mathematics) & 2 (Pure Mathematics—Algebra, Trigonometry, Differentiation, Integration)
Group 1: Sciences (*please note pre-requisites/ non-linear course progression)	Honors Biology OR Honors Chemistry	Honors Chemistry OR AICE Physics 9702 (AS Exam) (replaces Pre-AICE Physics/Honors Physics) Paper 1,2,3 OR AP Biology *Pre-AICE Biology prerequisite OR AP Chemistry *Pre-AICE Chemistry prerequisite OR AICE Environmental Mgt. 8291 (AS Exam) *Pre-AICE Chemistry prerequisite Paper 1,2	AICE Physics 9702 (AS Exam) (replaces Pre- AICE Physics/Honors Physics) Paper 1,2,3 OR AP Biology *Pre-AICE Biology prerequisite OR AP Chemistry *Pre-AICE Chemistry prerequisite OR AP Physics 1 *Pre-AICE Physics prerequisite OR AICE Environmental Mgt. 8291 (AS Exam) *Pre-AICE Chemistry prerequisite Paper 1,2	AP Biology *Pre-AICE Biology prerequisite OR AP Chemistry *Pre-AICE Chemistry prerequisite OR AP Physics 1 *Pre-AICE Physics prerequisite OR AP Physics 2 *AP Physics 1 prerequisite AICE Environmental Mgt. 8291 (AS Exam) *Pre-AICE Chemistry prerequisite Paper 1,2 AICE Computer Science 9618 (AS Exam ONLY) *AP Computer Science Co-requisite
Group 2: Languages (English)	AICE English General Paper 8021 (AS Exam) *Note: GP does not count as a Group 2 for AICE Diploma purposes. Papers 1,2 OR English 1 Honors * *This option is for students who enter the Diploma Program in the Sophomore or Junior year.	AICE English Language 1 9093 (AS Exam) Papers 1,2 English 2 Honors * *This option is for students who enter the Diploma Program in the Sophomore or Junior year.	AICE English Literature 1 9695 (AS Exam) *Counts as Group 4 (not group 2) for Diploma purposes. Papers 1,2 AICE English General Paper 8021 (AS Exam) *Note: GP does not count as a Group 2 for AICE Diploma purposes. Papers 1,2 OR	AICE English Literature 2 9695 (A Exam) *Counts as Group 4 (not group 2) for Diploma purposes. Papers 1,2,3,4 AICE English Language 1 9093 (AS Exam) Papers 1,2

Student Name: _____

BHS Cambridge AICE Four-Year Plan 2025-26

Class of : _____

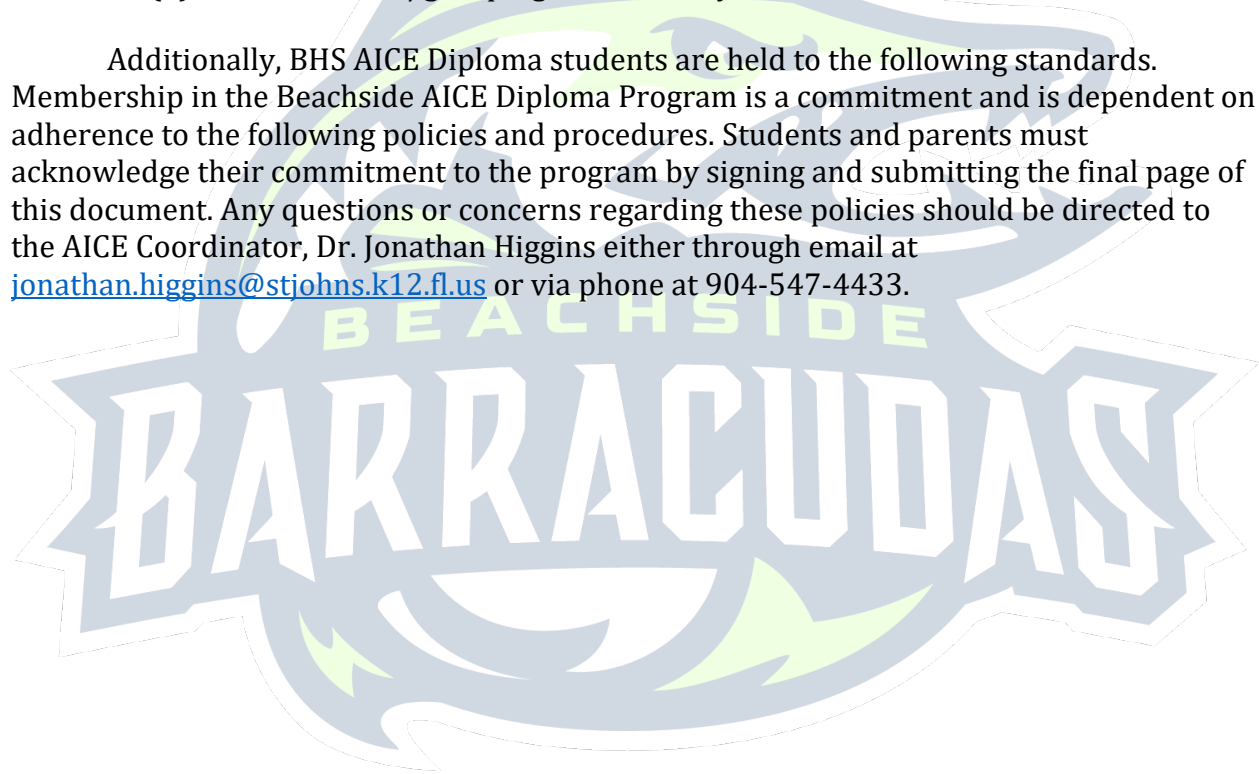
Group 2: Languages (World Language)**	_____ Pre-AICE Spanish 1 _____ Pre-AICE Spanish 2 _____ ASL 1	_____ Pre-AICE Spanish 2 _____ Spanish 3 Honors _____ ASL 2	_____ Spanish 3 Honors _____ Spanish 4 Honors _____ ASL 3 Honors	_____ Spanish 4 Honors _____ AP Spanish Lang. (AICE Spanish 8022 AS Exam) <i>Papers 1 (Listening), 2 (Reading), 3 (Writing), 4 (Speaking)</i> _____ ASL 4 Honors
Group 3: Arts and Humanities	_____ AP Human Geography _____ Academy Course AND/OR _____ Elective	_____ AICE International History 9489 (AS or A Exam) <i>Papers 1,2</i> AND _____ AICE Travel and Tourism 9395 (AS Exam) <i>Papers 1, 2 (Internally Assessed—Planning an Event) OR</i> _____ AICE Psychology 9990 (AS Exam) *Also counts as an AICE G1 (Science) <i>Papers 1,2</i> _____ AICE Drama 9482 (AS Exam) _____ AICE Music 9483 (AS Exam) (Chorus students ONLY)	_____ AP US History (AICE A History 9489 Exam ONLY for select students) <i>Papers 1,2,3,4</i> AND _____ AICE Travel and Tourism 9395 (AS or A Exam) <i>Papers 1, 2 (Internally Assessed—Planning an Event), Papers 3,4 (A Level) OR</i> _____ AICE Psychology 9990 (AS or A Exam) *Also counts as an AICE G1 (Science) <i>Papers 1,2,3,4 OR</i> _____ AICE Digital Media & Design 9481 (AS Exam ONLY) _____ AICE Drama 9482 (AS or A Exam) _____ AICE Music 9483 (AS or A Exam) (Chorus students ONLY)	_____ AP Macro/Micro Economics (AICE AS Economics 9708 Exam ONLY) <i>Papers 1,2 AND</i> _____ AP US Government/Comparative Gov. _____ AICE Travel and Tourism 9395 (AS or A Exam) <i>Papers 1, 2 (Internally Assessed—Planning an Event), Papers 3,4 (A Level) OR</i> _____ AICE Psychology 9990 (AS or A Exam) *Also counts as an AICE G1 (Science) <i>Papers 1,2,3,4G1 (Science)</i> _____ AICE Digital Media & Design 9481 (AS Exam ONLY) _____ AICE Drama 9482 (AS or A Exam) _____ AICE Music 9483 (AS or A Exam) (Chorus students ONLY)
Group 4: Interdiscipli- nary	_____ AICE Thinking Skills 9694 (AS or A Exam for 9 th grade Cohort) <i>Papers 1,2 (3,4 A Level)</i> _____ AICE English General Paper (AS Exam) 8021 <i>Papers 1,2 *See G1</i> _____ Academy Course OR _____ Elective	_____ AICE Thinking Skills 9694 (AS or A Exam for 10 th grade Cohort) <i>Papers 1,2 (3,4 A Level)</i> _____ AICE English General Paper (AS Exam for 10 th grade Cohort) 8021 <i>Papers 1,2 *See G1</i> _____ Academy Course OR _____ Elective	_____ Academy Course OR _____ Elective	_____ Academy Course OR _____ Elective _____ AICE Thinking Skills 9694 (AS or A Exam ONLY for 10/11 th grade Cohort) <i>Papers 1,2 (3,4 A Level)</i> _____ AICE English General Paper 8021 Exam ONLY (AS Exam for 10/11 th grade Cohort) <i>Paper 1,2</i>
AICE CORE:	_____ Alternate Plan *** Course: _____ Signature: _____	_____ Alternate Plan *** Course: _____ Signature: _____	_____ AICE Global Perspectives 9239 (AS Exam) <i>Component 1 (Written Exam), 2 (Essay on Global Issue), 3 (Team Project)</i>	_____ AICE Global Perspectives 9239 (AS Exam if not taken in Junior year) <i>Component 1 (Written Exam), 2 (Essay on Global Issue), 3 (Team Project)</i>

Note: The state of Florida exempts full-diploma AICE students from HOPE, Economics, American Gov't, PFA and the on-line course requirement because of additional courses taken for the AICE diploma. 100-hour Service Component required to receive Bright Futures FAS Scholarship (100%). All AICE courses receive +1 weighting on GPA. ***Students need two consecutive years of a foreign language (Spanish or ASL) to be college ready.

Policy and Forms:

Membership in the Beachside 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, BHS AICE Diploma students are held to the following standards. Membership in the Beachside 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, Dr. Jonathan Higgins either through email at jonathan.higgins@stjohns.k12.fl.us or via phone at 904-547-4433.



BEACHSIDE 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 Beachside 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.</p> <p>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.</p> <p>ALL classes are cumulatively included in the grade requirement. Grades will be reviewed at the semester changes.</p> <p>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>

<p>3. First Offense</p>	<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.
<p>4. Second Offense</p>	<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>
<p>5. Notes</p>	<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 Beachside 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	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. <u>Action Plan:</u> 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.
4. Second Offense	Follow-up violations may result in automatic behavioral probation or revocation. <u>Action Plan:</u> 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 Beachside High School. The behavioral probation carries over to all subsequent years in high school, including if the student withdraws and returns to BHS.
5. Third Offense	1. If the student receives another behavioral violation, the student will be dismissed from the AICE program at Beachside 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 BHS on school variance, for the next term. As a student in the Beachside 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:

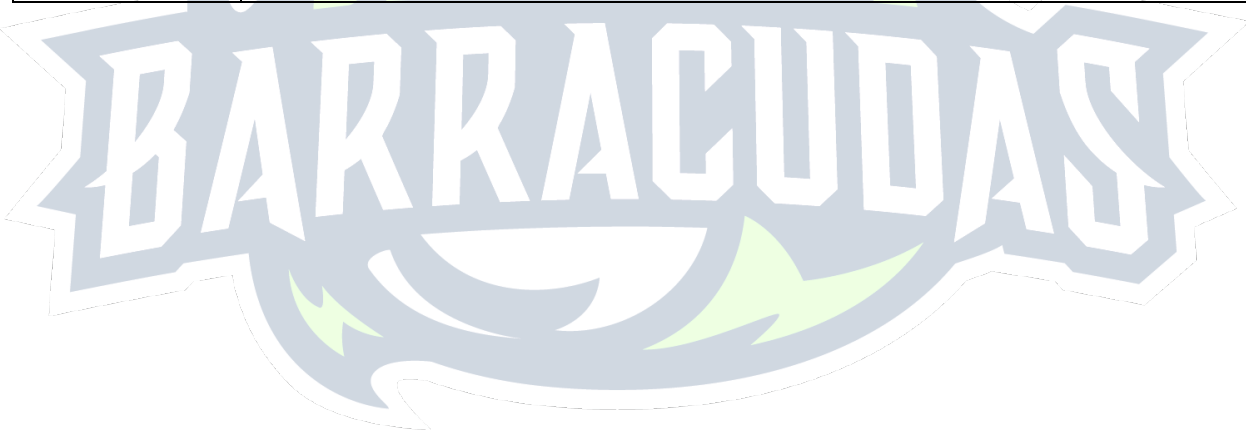
<https://www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/plagiarism/>



III. BEHAVIOR EXPECTATIONS

Behavior Expectations	
1. Expectation	Students in the BHS 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 Beachside High School, including if the student withdraws and returns to BHS.</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 Beachside High School, including if the student withdraws and returns to BHS. 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 BHS 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 Beachside High School, including if the student withdraws and returns to BHS.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> 1. The student will be presented to the AICE Review Committee.

	<p>2. An email will be sent home stating the AICE Committee’s decision for the remainder of his/her time at Beachside High School, including if the student withdraws and returns to BHS.</p> <p>3. If the student receives a second behavior infraction, the student will be removed from the AICE program.</p>
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 BHS 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 BHS 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>



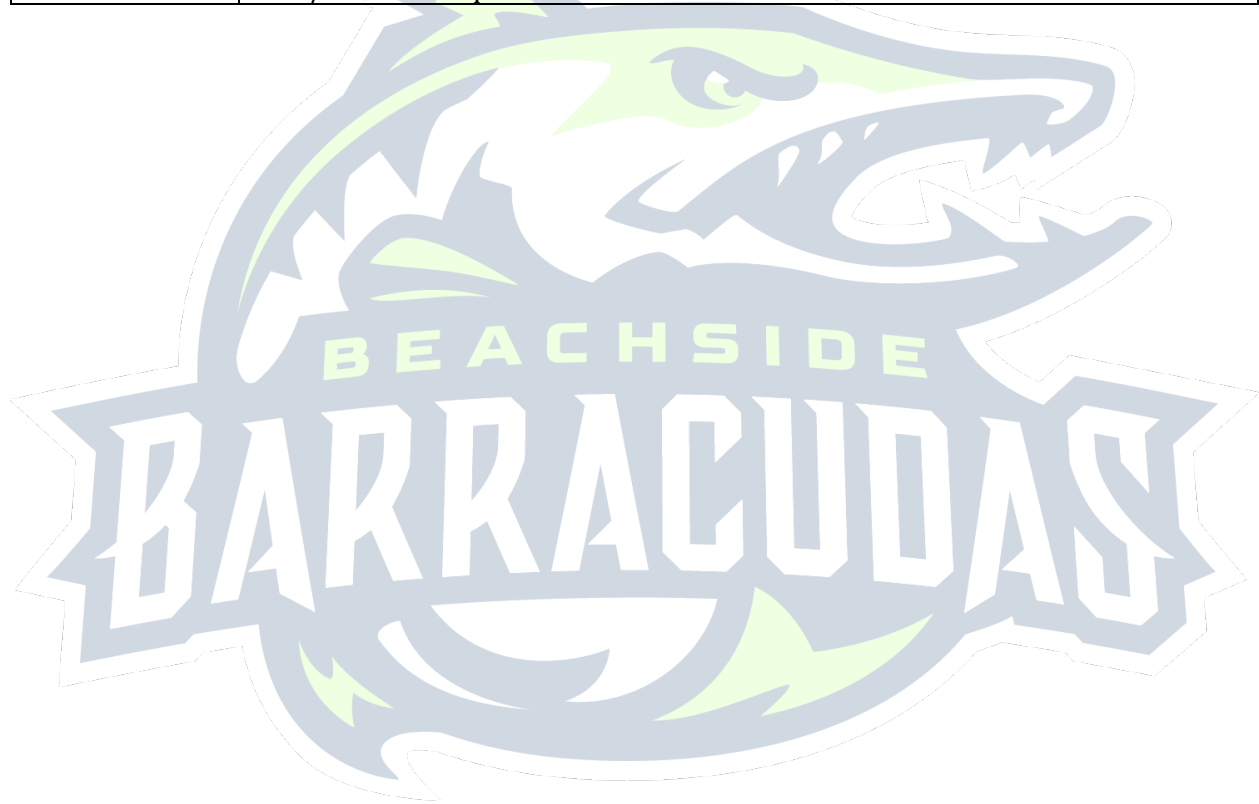
IV. TECHNOLOGY EXPECTATIONS

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	Beachside 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 Beachside 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 Beachside High School to permit his/her child, named below, to be interviewed, photographed, videotaped and/or sound recorded by members of the Beachside 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 Beachside Cambridge AICE Program.



Cambridge Assessment International Education

Cambridge International School

Beachside High School

Cambridge AICE Diploma Program Contract

The Beachside 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 Beachside High School that is academically challenging and balanced, the following minimum standards for achievement and conduct have been established.

The pre-AICE/ACIE student:

- **Will adhere to ALL expectations outlined in the Beachside 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 BHS 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 BHS 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 Beachside 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.

Beachside 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>.

Appendix 3: Withdrawal Form

Beachside High School

AICE Program PROGRAM WITHDRAWAL FORM

Please submit directly to Dr. Higgins

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 BHS AICE Policies as prescribed in the Parent/Student Handbook:

Beachside High School AICE Honor Code

- I. Academic Expectations
- II. Cheating and Plagiarism Expectations
- III. Behavioral Expectations
- IV. Technology Expectations
- V. Film and Literature Expectations
- VI. Schedule Expectations
- VII. Financial Responsibility
- VIII. Media Release
- IX. Beachside High School Cambridge AICE Diploma Contract

I accept the Academic Expectations consequences should I not adhere to the BHS 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: <https://forms.office.com/r/pp9AAua5d7>