



# Sarasota High School

*Cambridge AICE Program*

AICE Honor Code  
2024-2025

 **WEB:**

[www.shsaice.com](http://www.shsaice.com)

 **E-MAIL:**

[Kristina.Harshman@sarasotacountyschools.net](mailto:Kristina.Harshman@sarasotacountyschools.net)

 **PHONE:**

941-955-0181







# Sarasota High School

2155 Bahia Vista St. | Sarasota, FL. 34239 | 941. 955. 0181

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August 12<sup>th</sup>, 2024

Dear AICE students and families:

Enclosed with this letter you will find a copy of the ***Sarasota High School Cambridge AICE Honor Code, AICE Testing Guidelines, and other important information about AICE***. The Honor Code is designed to inform you of the program's rules and expectations.

Please sign and return the AICE Honor Code Contract signature page, signed by both a parent/guardian and student, to your English teacher by 8/23/24. This page was printed and handed out separately, from the booklet, for your convenience of returning it to your English teacher.

Failure to return this signed AICE contract by 8/23/24 will result in one (1) behavior infraction on the AICE student record. Please note that three (3) behavior infractions will result in the students being placed on behavior probation per Section III Behavior Expectations.

Thank you for your time and attention to this matter. We are proud to have you in the AICE program as we work toward a successful rest of the school year!

Sincerely,

Lindsay Gallof  
AICE Assistant Principal

Kristina Harshman  
AICE Coordinator



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

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

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

**I. ACADEMIC EXPECTATIONS**

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

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

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

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



	<p>be given resources aligned to the offense. The teacher will notify the student, parent, AICE Administrator, the AICE school counselor, and the AICE Coordinator.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> <li>1. The classroom teacher will email the AICE Administrator, AICE school counselor, and AICE coordinator of the violation.</li> <li>2. The classroom teacher and/or AICE Coordinator will review the rules and policies of academic dishonesty with the student. The classroom teacher and/or AICE coordinator will provide resources, to the student, aligned to the offense to prevent the dishonesty from occurring in the future.</li> <li>3. The classroom teacher has the discretion of requesting the student be put on automatic behavior probation or requesting this as a first and final warning before behavior probation.</li> <li>4. The student will be presented to the AICE Committee.</li> </ol>
<p><b>4. Second Offense</b></p>	<p>Follow-up violations will result in a zero for the assignment/assessment, with no option for make-up, parental contact, and placement on behavioral probation.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> <li>1. The student will be presented at the AICE Committee.</li> <li>2. The student will remain on behavioral probation throughout the rest of their time at Sarasota High School. The behavioral probation carries over to all subsequent years in high school, including if the student withdraws and returns to SHS.</li> <li>3. If the student gets another behavioral violation, the student will be dismissed from the AICE program at Sarasota High School. Subsequent behavioral violations include, but are not limited to, cheating, plagiarism, drug related incidences, weapons, and sexual assault. The AICE committee has the authority to decide if other incidences are deemed severe enough to be categorized as a behavior probation violation.</li> <li>4. A certified letter will be sent to the home address. The letter will state the removal of the student from the AICE program.</li> <li>5. Student and parent must sign an Exit Form.</li> <li>6. The student will be removed from AICE classes, effective immediately, pending course availability.</li> </ol>
<p><b>5. AICE Exams administered by Cambridge</b></p>	<p>Any malpractice that takes place during an AICE exam must be reported to Cambridge University immediately, and students' exams will be rendered invalid. Such exams will not be allowed retakes, and if such class is a required course, may result in loss of AICE Diploma eligibility and Bright</p>

	Futures award. Malpractice on any Cambridge exam, including work that is completed in the classroom and submitted to Cambridge as part of the exam score, will result in automatic behavior probation.
<b>6. Notes</b>	1. Please see <u>Section VII. Removal from the Cambridge AICE Program</u> details on Pg. 9.

### III. BEHAVIOR EXPECTATIONS

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

	<p>program, following review from AICE Committee. They are subject to automatic removal from the AICE program, bypassing the behavior probation step.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> <li>1. The student will be presented to the AICE Committee.</li> <li>2. A certified letter will be sent to the home address. The letter will state the student is on behavioral probation for the remainder of his/her time at Sarasota High School, including if the student withdraws and returns to SHS.</li> <li>3. If the student receives a second behavior infraction, the student will be removed from the AICE program.</li> <li>4. Students with a single SESIR event may be removed from the AICE program immediately, without being put on behavior probation.</li> </ol>
<p><b>4. Second Offense</b></p>	<p><b>Level 1 and Level 2:</b></p> <p>If the student receives another behavior referral, the student will be dismissed from the AICE program. This behavior referral is cumulative over the entire span of time the student is at Sarasota High School. The student <b><u>does not</u></b> start with a fresh record each year.</p> <p><u>Action Plan:</u></p> <ol style="list-style-type: none"> <li>1. The student will be presented to the AICE Committee.</li> <li>2. A certified letter will be sent to the home address. The letter will state the student is being dismissed from the AICE program.</li> <li>3. Student and parent must sign an Exit Form.</li> <li>4. The student will be removed from AICE classes, effective immediately, pending course availability.</li> </ol>
<p><b>6. Notes</b></p>	<ol style="list-style-type: none"> <li>1. Please see <u>Section VII. Removal from the Cambridge AICE Program</u> details on Pg. 12.</li> </ol>

## IV. TECHNOLOGY EXPECTATIONS

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

## V. FILM AND LITERATURE

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

## VI. Schedule Expectations

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

**VII. Removal from the Cambridge AICE Program**

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



### VIII. Accommodations on Cambridge Exams

<b>Accommodations on Cambridge Exams</b>	
<b>1. Expectations</b>	<p>Students who have a current 504 or IEP plan, on file at SHS, will need to apply for accommodations on Cambridge exams. <u>A classroom accommodation does not guarantee accommodations on Cambridge exams.</u></p> <p>Sarasota High School reserves the right to limit restroom breaks during Cambridge AICE testing. Exams that are less than 2 hrs. in length will not be given restroom breaks due to the disruption and potential of malpractice during exams. A student who wishes to request bathroom break accommodations, due to a medical condition, must make this request to the AICE Coordinator.</p>
<b>2. Details</b>	<ol style="list-style-type: none"><li>1. Students must complete a Request for Accommodations application form. This form must be completed, in full, and a medical professional note, dated within the last 3 years, must accompany this application.</li><li>2. This form must be re-submitted every school year, regardless of your child receiving accommodations on previous Cambridge exams.</li><li>3. The application, with the supporting medical documentation, must be submitted to Mrs. Harshman by the end of the first quarter- <b>October 17, 2024</b>. The AICE Coordinator will not submit accommodations requests to Cambridge for anyone after this deadline. Students with newly formed 504s or IEPs after this deadline, wishing to request accommodations, will need to speak to the AICE Coordinator ASAP to determine eligibility for the next testing series.</li><li>4. Students wishing to request bathroom break accommodations during Cambridge AICE testing must have a medical note on file with the clinic or provide a doctor note stating the need for bathroom breaks for exams shorter than 2 hrs. in length.</li></ol>

**IX. Attendance Policy**

<b>Attendance Policy in AICE classes</b>	
<b>1. Expectations</b>	<b>Students are expected to be present in class every day, to obtain the quantity and quality of information delivered in their AICE classes, to be successful on the AICE exams at the end of the year.</b>
<b>2. Details</b>	<p>EXCUSED ABSENCES:</p> <ol style="list-style-type: none"> <li>1. Students with EXCUSED ABSENCES have the same number of days of the absence(s) to make-up the missed work.</li> <li>2. Some deadlines are governed by Cambridge, so despite EXCUSED ABSENCES, some work cannot be accepted late if it is not submitted by the Cambridge deadline.</li> <li>3. Excessive EXCUSED ABSENCES will affect the quality and quantity of information delivered to the student. It is the student’s responsibility to catch-up from the work missed and understand they may not be prepared for the AICE exam if excessive absences occur.</li> <li>4. If a student develops a medical condition, or another excused reason, that prevents them from attending in-person class for long periods of time (<b>15 or more accrued EXCUSED ABSENCES</b>), it is recommended that the student talk with his/her teacher to determine if the student will be fully prepared for the AICE exam. Before January 31<sup>st</sup>, a conference should be scheduled with the student, teacher, and AICE Coordinator to discuss the status of ordering the student a test. If the teacher recommends that the student will not be fully prepared for the AICE exam, the student should consider taking the exam the following year. Please note that fees will apply to ordering tests for the following year. Please see Section X. Please note that most AICE classes cannot be successfully delivered from a Hospital Homebound setting.</li> </ol> <p>UNEXCUSED ABSENCES:</p> <ol style="list-style-type: none"> <li>1. If a student is put on the SHS Truancy List (15 UNEXCUSED Absences in 90 days), the student will be put on automatic Behavior Probation. Please see Section III. If the student does not come off the Truancy List by January 31<sup>st</sup>, the classroom teacher and AICE Coordinator reserve the right to not order the student an AICE exam(s) for that spring. The student will be responsible for exam fees if they wish to order an exam at a later date. Please see Section X.</li> </ol>
<b>Attendance Policy for AICE Exams</b>	
<b>1. Expectations</b>	<b>Students are expected to be present for every AICE exam that is ordered for them. If a student misses a component of an AICE exam, no score will be given for that syllabus.</b>

<p><b>2. Details</b></p>	<p>1. All AICE exams orders must be finalized by January 31<sup>st</sup>. If a student knows they will not be able to attend an AICE exam, they must tell their classroom teacher AND AICE Coordinator by January 31<sup>st</sup>. If a student does not show up for a scheduled AICE exam, the student will be charged the full exam fee for ordering the exam. Exam fees for missed exams are as follows:</p> <p>AS Exams = \$121.15  AL Exams = \$195.95  AS Global Perspectives = \$212.45  AL Global Perspectives = \$267.30</p> <p>2. A student must pay these exam fees before they will be allowed to be scheduled into AICE classes the following year. If a senior misses an AICE exam, they will need to pay these fees before they get their Senior Ticket stamped, which grants them permission to walk at graduation. If a senior misses an AICE exam after graduation, we reserve the right to hold your diploma until after the exam fees have been paid.</p> <p>3. Only medical emergencies, approved by Cambridge with a medical note supporting the absence, will be excused.</p>

## X. Retake AICE Exams

<b>Retake AICE Exam Policy</b>	
<b>1. Expectations</b>	<b>Cambridge does not have make-up exams. Students must be present for every Cambridge exam. If they miss any component exam of a syllabus, they will not be issued a grade for that syllabus.</b>
<b>2. Details</b>	<p>1. Sarasota High School does not offer re-take exams for the mass majority. The only exceptions are as follows:</p> <p>2. Seniors may have the opportunity to re-take a critical category AICE exam, only if passing affects their AICE Diploma qualification. The only November re-take exams we offer are in the following syllabi: English Language AS, Global Perspectives AS, and Environmental Management AS. It is the responsibility of the student to contact the AICE Coordinator by August 31<sup>st</sup> if they wish to re-take one of these exams. The student will be charged for 50% of the exam fee. The full exam fees are as follows:</p> <p style="padding-left: 40px;">English Language AS = \$121.15 Environmental Management AS = \$121.15 Global Perspectives AS = \$212.45</p> <p>If a student fails the November series retake, the student will need to pay the full 100% exam fee if s/he wishes to take the exam for a 3<sup>rd</sup> time. It is the student's responsibility to inform the AICE coordinator of any retake by January 31<sup>st</sup>.</p> <p>3. All other retake exams are on a case-by-case basis and must be approved by the AICE Coordinator by the last day of the 1<sup>st</sup> Semester. Student must pay for 50% of the exam fee. The full exam fees for AS and AL exams are as follows:</p> <p style="padding-left: 40px;">AS Exams = \$121.15 AL Exams = \$195.95</p> <p>4. Please note that "retake exam" is defined as any exam that was missed (for any reason including personal, academic, truancy, cancelled, etc.) or failed in the previous exam series.</p>

## IX. AICE Banquet

<b>AICE Banquet</b>	
<b>1. Expectations</b>	<p><b>Students in the AICE Program are expected to earn the AICE Diploma. The AICE Banquet is an end-of-the-year celebration for seniors who have acquired, or demonstrated sufficient progress towards, the AICE Diploma requirements. The AICE Diploma requires students to PASS 7 AICE Exams.</b></p> <p><b>In order to earn an invitation to the AICE Senior Banquet, students must demonstrate progress towards the AICE Diploma by passing a minimum of one exam in Category 1, Category 2, Category 3, Category 4, and Global Perspectives.</b></p>
<b>2. Details</b>	<ol style="list-style-type: none"><li>1. Students must have either earned the AICE Diploma, or demonstrated sufficient progress towards the AICE Diploma, by January of their senior year in order to attend the AICE Senior Banquet. AICE Senior Banquet and stole minimum requirements:<ul style="list-style-type: none"><li>• Pass AICE General Paper Exam</li><li>• Pass English Language AS Exam</li><li>• Pass Global Perspectives AS Exam</li><li>• Pass either a Category 1 or Category 3 Exam</li></ul></li><li>2. Students will receive the AICE stole and certificate at the banquet.</li></ol>



# AICE TESTING INFORMATION

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

## TESTING DATES

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

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

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

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

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

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

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

Cambridge allows for 1 missed component exam for extenuating circumstances such as hospitalization, surgery, death in the family. During COVID, Cambridge would allow this as an acceptable reason to miss a test, with specific documentation. However, regular illness has not be excused.

**So, should I send my child in sick to take an exam? Won't that spread illness? What if my child can't take the exam because they are too ill?**

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



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

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

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

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

**The last day of school for Sarasota County is May 28<sup>th</sup>, 2025. Why does AICE testing continue into June?**

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

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## ACCOMMODATIONS

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

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

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

All students with a 504 or IEP are required to fill out an Access Arrangement application. This application will be available to you in our beginning of the year packet, as well on our website. This application, along with the accompanying current signed doctor note, needs to be returned to the AICE Coordinator, by October 17, 2024.



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## EXAM DAY

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

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

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

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

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

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

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

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

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

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

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## RESULTS

**When do my AICE scores come in?**

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

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

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

**Does AICE offer retake tests?**

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

**Cambridge International – Florida AICE Diploma Requirements:  
Achieve a minimum of seven (7) credits (including Global Perspectives and Research AS)\***

**Earn at least one credit from each group**

**Optional  
(maximum two credits)**

Mathematics & Science Group 1			Languages Group 2			Arts and Humanities Group 3			Interdisciplinary & Skill- Based Courses Group 4		
Year	Exam Grade	Course	Year	Exam Grade	Course	Year	Exam Grade	Course	Year	Exam Grade	Course
		Biology AS	11 <sup>th</sup> grade		English Language AS			U.S. History AS	10 <sup>th</sup> grade		English General Paper AS
		Biology A			English Language A			U.S. History A			Thinking Skills AS/A
		Marine Science AS/A			Spanish Language AS			Psychology AS*			Global Perspectives and Research A
		Chemistry AS/A			Spanish Language A			Psychology A*			
		Environmental Management AS*						Sociology AS			
		Physics AS						Sociology A			
		Physics A						Literature in English AS			
		Mathematics AS						Media Studies AS			
		Statistics/Probability AS						Travel and Tourism AS	<b>Core Requirement</b>		
		Statistics/Probability A						Art and Design AS			
								Art and Design A	11 <sup>th</sup> grade		Global Perspectives and Research AS
								Digital Media and Design AS			
								Digital Media and Design AL			
		* Indicates a course that can count for either Mathematics & Science or Arts & Humanities. Cannot be used for more than one category.						*Indicates a course that can count for either Mathematics & Science or Arts & Humanities. Cannot be used for more than one category.			







Last Name \_\_\_\_\_

First Name \_\_\_\_\_

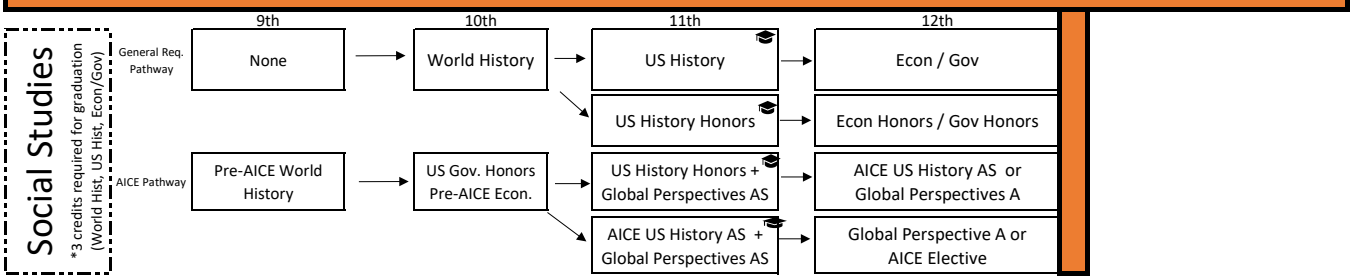
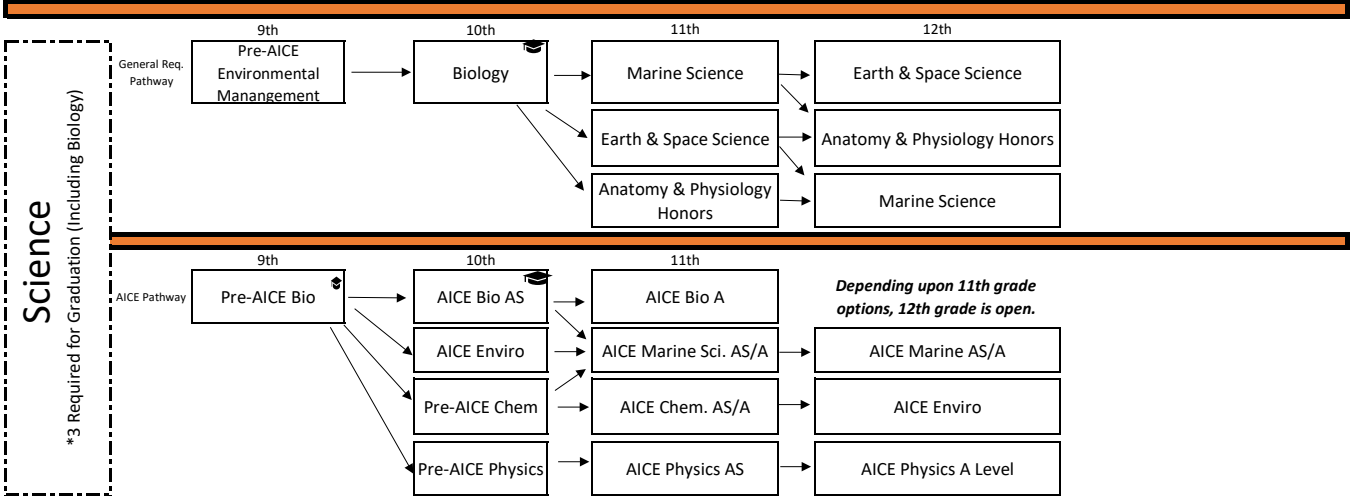
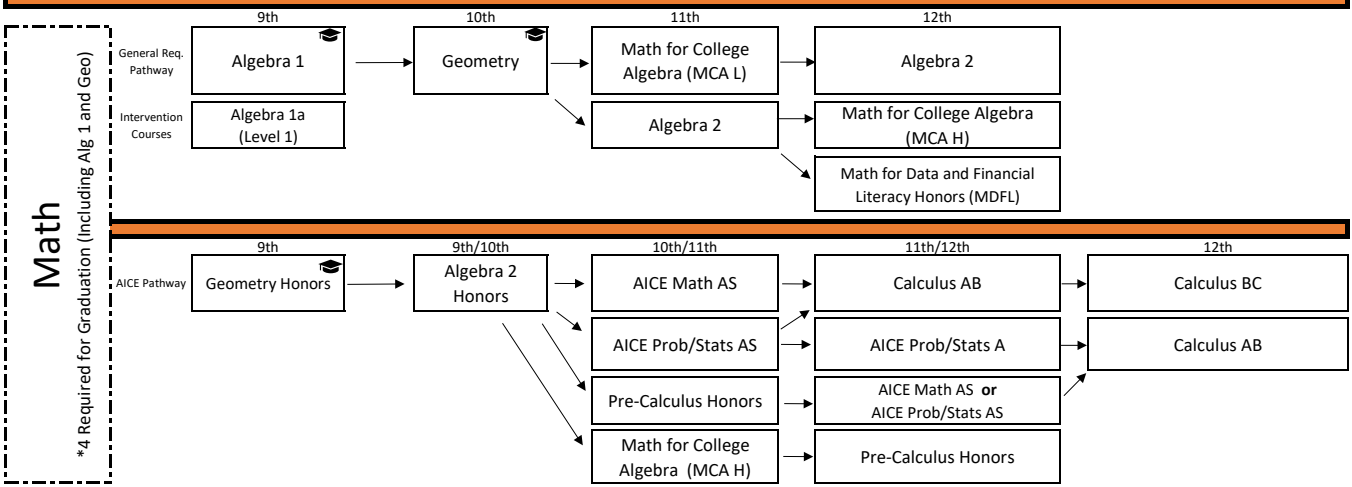
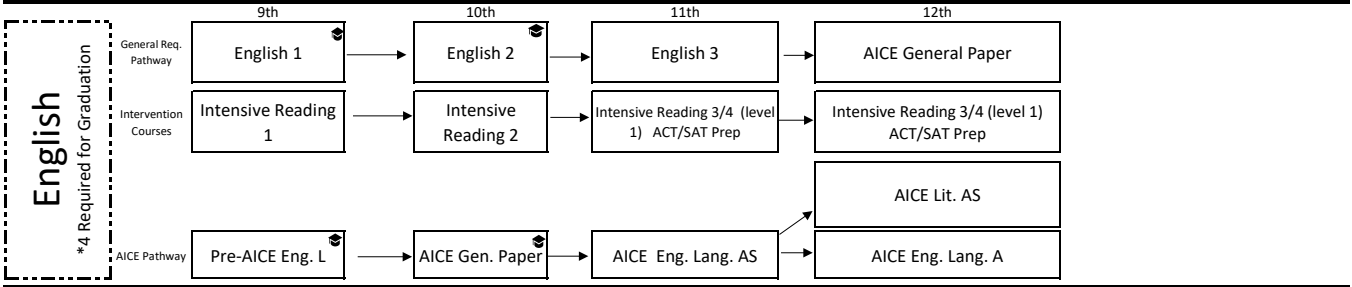
Next Year 9th 10th 11th 12th

Student must have a full-time schedule. This means you must have one of the following: = State test at end of course

\* 7 credits at SHS      \*12 credit hrs. at SCF      \*5 credit hrs. at SCF and 3 credits at SHS      \*Attend STC and 3 credits at SHS

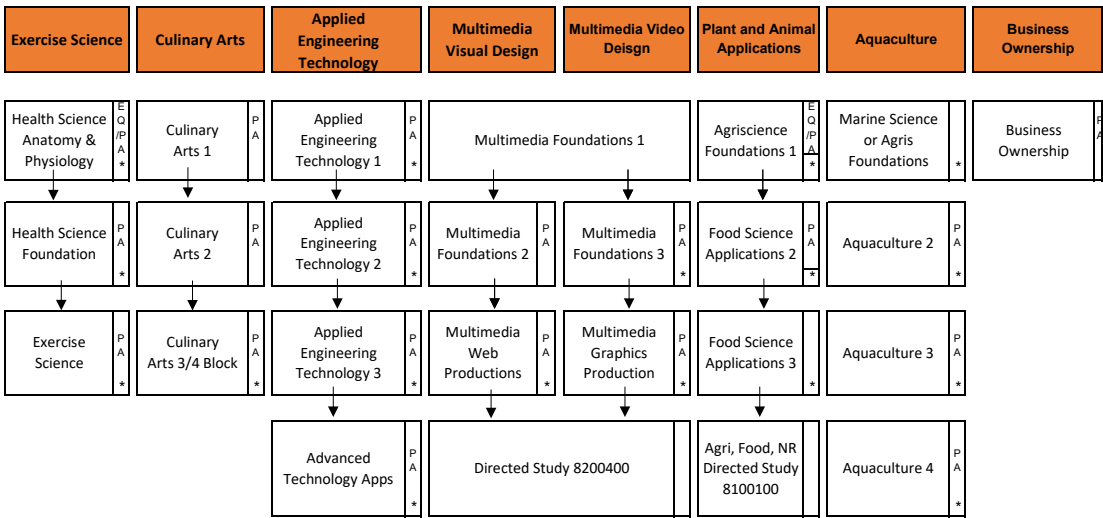
**Graduation Requirement =**      26 Credits, 2.0 unweighted GPA, Pass 10th grade ELA Assessment and Algebra 1 EOC

4 English      3 Science      1 US History      1 HOPE (or 2yrs of JROTC)      1 Financial Lit Class  
 4 Math      1 World History      .5 Econ/ .5 US Gov      1 Practical/Performing Arts      10 Electives



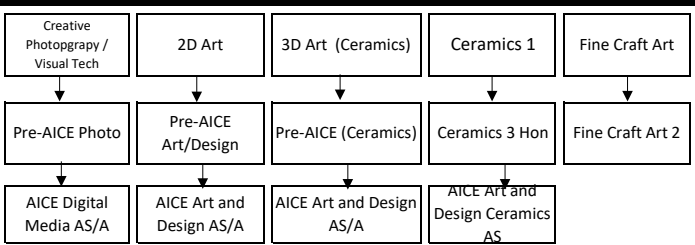
# Career Path

PA = Course meets the Practical Arts grad requirement  
 \* = Level 3 course (0.5 Honors Weight)



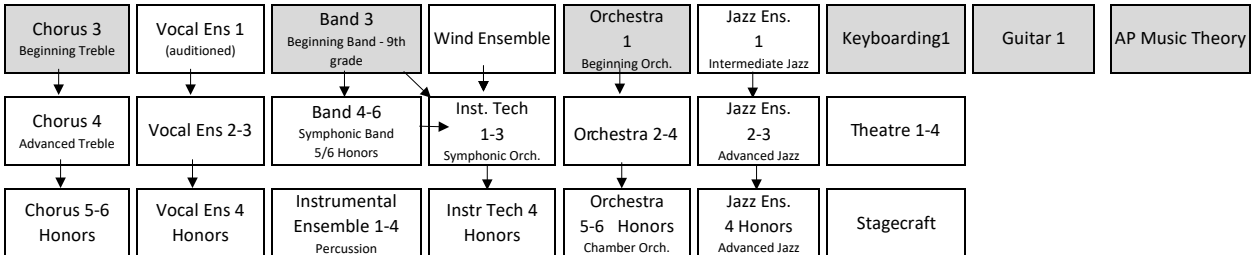
\*\*\* OJT (On Job Training - students leave school early to work) must have 2 CTE courses in same path, may be concurrently enrolled in second course \*\*\*

# Fine Arts

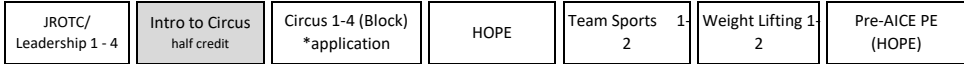


# Performing Arts

\* Greyed box means no experience needed

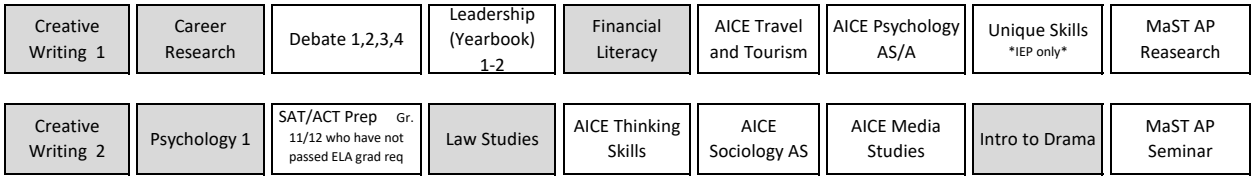


# PE/ JROTC/ Circus

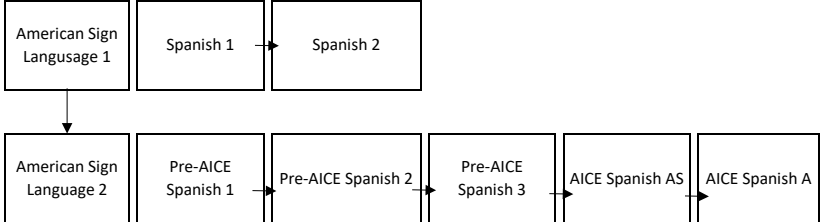


# Electives

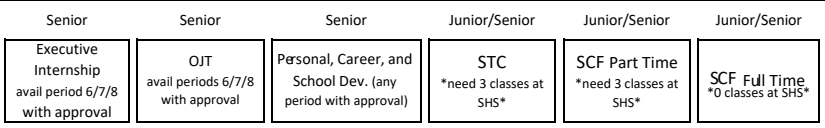
\* Greyed box, half credit - pick 2

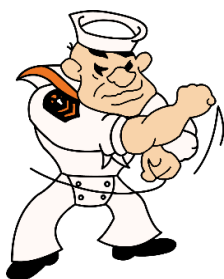


# World Languages



# Junior & Senior Only





# Sarasota High School Bell Schedule 2024-25

1st Lunch		# min	2nd Lunch		# min	3rd Lunch		# min
1st	7:30-8:21	51	1st	7:30-8:21	51	1st	7:30-8:21	51
2nd	8:27 - 9:14	47	2nd	8:27 - 9:14	47	2nd	8:27 - 9:14	47
3rd	9:20 - 10:07	47	3rd	9:20 - 10:07	47	3rd	9:20 - 10:07	47
<b>Lunch</b> <i>(4thper)</i>	10:07- 10:42	35	4th	10:13 - 11:00	47	4th	10:13 - 11:00	47
5th	10:48 - 11:35	47	<b>Lunch</b> <i>(5thper)</i>	11:00 - 11:35	35	5th	11:06 - 11:53	47
6th	11:41 - 12:28	47	6th	11:41 - 12:28	47	<b>Lunch</b> <i>(6thper)</i>	11:53 - 12:28	35
7th	12:34 - 1:21	47	7th	12:34 - 1:21	47	7th	12:34 - 1:21	47
8th	1:27-2:15	48	8th	1:27-2:15	48	8th	1:27-2:15	48





# April

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Spanish (8022) Paper 04 Speaking All day	2 Spanish (8022) Paper 04 Speaking All day	3 Spanish (8022) Paper 04 Speaking All day	4 Spanish (8022) Paper 04 Speaking All day	5
6	7	8 AICE Senior Banquet 2025	9	10	11	12
13	14	15	16	17	18	19
20	21 Art & Design – 2D 9479 (All Day)  Digital Media & Design 9481 (All Day)	22 Art & Design – 2D 9479 (All Day)  Digital Media & Design 9481 (All Day)	23 Art & Design – 2D 9479 (All Day)	24	25 1. English Gen. Paper AS (8021) Paper 11 1.25 hrs. AM 2. Psychology AS (9990) Paper 11 1.50 hrs. AM	26
27 1. Literature in English AS (9695) Paper 11 2 hrs. AM  1. Thinking Skills AS/A (9694) Paper 11 1.50 hrs. PM	28	29 1. English Gen. Paper AS (8021) Paper 21 1.75 hrs. AM  1. Environmental Mgmt. AS (8291) Paper 11 1.75 hrs. PM 2. Marine Science AS/A (9693) Paper 11 1.75 hrs. PM	30 1. English Language AS (9093) Paper 11 2.25 hrs. AM  1. Spanish Lang. & Literature A (9844) Paper 21 2 hrs. PM			



Monday	Tuesday	Wednesday	Thursday	Friday
			<sup>1</sup> 1. <b>Global Perspectives AS (9239)</b> Paper 11 1.50 hrs. AM  1. <b>Spanish Lang. AS (8022)</b> Paper 31 1.50 hrs. PM 2. <b>Think. Skills AS/A (9694)</b> Paper 21 1.75 hrs. PM	<sup>2</sup> 1. <b>Psychology AS (9990)</b> Paper 21 1.50 hrs. AM  1. <b>Travel &amp; Tourism (9395)</b> Paper 11 2 hrs. PM 2. <b>Math (AICE) AS &amp; Statistics AS (9709)</b> Paper 11 1hr. 50min. PM
<sup>5</sup> 1. <b>English Language AS (9093)</b> Paper 21 2 hrs. AM  1. <b>Enviro. Mgmt. AS (8291)</b> Paper 21 1.75 hrs. PM 2. <b>Marine Science AS/A (9693)</b> Paper 21 1.75 hrs. PM	<sup>6</sup> 1. <b>History AS (9489)</b> Paper 11 1.25 hrs. PM	<sup>7</sup> 1. <b>Media Studies AS (9607)</b> Paper 21 2 hrs. AM  1. <b>Think. Skills AS/A (9694)</b> Paper 31 2 hrs. PM 2. <b>Math (AICE) AS (9709)</b> Paper 21 1.25 hrs. PM 3. <b>Statistics AL (9709)</b> Paper 61 1.25 hrs. PM	<sup>8</sup> 1. <b>Biology (Lab) (9700)</b> Paper 31 2 hrs. AM*  1. <b>History AS (9489)</b> Paper 21 1.75 hrs. PM 2. <b>Marine Science AS/A (9693)</b> Paper 31 1.75 hrs. PM	<sup>9</sup> 1. <b>Chemistry A (9701)</b> Paper 41 2 hrs. AM  1. <b>Spanish Lang. AS (8022)</b> Paper 11 – MC List. 1 hr. PM 2. <b>Spanish Lang. &amp; Literature AL (9844)</b> Paper 31 2 hrs. PM
<sup>12</sup> 1. <b>English Language A (9093)</b> Paper 31 2.25 hrs. AM 2. <b>Biology A (9700)</b> Paper 41 2 hrs. AM  1. <b>Spanish Lang. AS (8022)</b> Paper 21 – MC 1.50 hrs. PM 2. <b>Spanish Lang. &amp; Literature AL (9844)</b> Paper 11 – MC 1.50 hrs. PM 3. <b>Thinking Skills AS/A (9694)</b> Paper 41 1.75 hrs. PM	<sup>13</sup> 1. <b>Lit. in English AS</b> Paper 21 (9695) 2 hrs. AM 2. <b>Psychology A (9990)</b> Paper 31 1.50 hrs. AM  1. <b>Sociology AS (9699)</b> Paper 11 1.50 hrs. PM	<sup>14</sup> 1. <b>Statistics AS (9709)</b> Paper 51 1.25 hrs. PM	<sup>15</sup> 1. <b>Biology AS (9700)</b> Paper 21 1.25 hrs. AM 2. <b>Biology A (9700)</b> Paper 51 1.25 hrs. AM  1. <b>History AL (9489)</b> Paper 31 1.25 hrs. PM	<sup>16</sup> 1. <b>Physics A (9702)</b> Paper 41 2 hrs. AM 2. <b>Psychology A (9990)</b> Paper 41 1.50 hrs. AM  1. <b>Sociology AS (9699)</b> Paper 21 1.50 hrs. PM

<p style="text-align: right;">19</p> <ol style="list-style-type: none"> <li>1. <b>Chemistry AS (9701)</b> Paper 21 1.25 hrs. AM</li> <li>2. <b>Chemistry A (9701)</b> Paper 51 1.25 hrs. AM</li> <li>3. <b>Statistics AL (9709)</b> Paper 31 1hr 50min. PM</li> </ol>	<p style="text-align: right;">20</p> <ol style="list-style-type: none"> <li>1. <b>Physics AS (9702)</b> Paper 21 1.25 hrs. AM</li> <li>2. <b>Physics A (9702)</b> Paper 51 1.25 hrs. AM</li> <li>1. <b>History AL (9489)</b> Paper 41 1.75 hrs. PM</li> </ol>	<p style="text-align: right;">21</p>	<p style="text-align: right;">22</p> <ol style="list-style-type: none"> <li>1. <b>Physics AS (Lab) (9702)</b> Paper 32 2 hrs. AM</li> </ol>	<p style="text-align: right;">23</p> <ol style="list-style-type: none"> <li>1. <b>English Lang. A (9093)</b> Paper 41 2.25 hrs. AM</li> <li>1. <b>Marine Science AS/A (9693)</b> Paper 41 1.75 hrs. PM</li> </ol>
<p style="text-align: right;">26</p> <p style="text-align: center;">Memorial Day</p>	<p style="text-align: right;">27</p> <ol style="list-style-type: none"> <li>1. <b>Biology (Lab) (9700)</b> Paper 32 2 hrs. AM*</li> <li>2. <b>Sociology A (9699)</b> Paper 31 1.25 hrs. PM</li> </ol>	<p style="text-align: right;">28</p> <p style="text-align: center;">(Last Day of School)</p>	<p style="text-align: right;">29</p> <ol style="list-style-type: none"> <li>1. <b>Chemistry (Lab) (9701) Paper 32</b> 2 hrs. AM</li> <li>2. <b>Sociology A (9699)</b> Paper 41 1.75 hrs. PM</li> </ol>	<p style="text-align: right;">30</p> <p style="text-align: center;">(Last Day for Staff)</p>


PROVISIONAL

# June

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 1. Chemistry AS (9701) (Multiple Choice) Paper 11, 1.25 hrs. AM	5 1. Physics AS (9702) (Multiple Choice) Paper 11, 1.25 hrs. AM	6	7
8	9	10 1. Biology AS (9700) (Multiple Choice) Paper 11, 1.25 hrs. AM	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					





Sarasota  
High School

# AICE Booster Donation

# \$25

Please send donations in by:

**September 20th, 2024\***

Make checks payable to SHS AICE Boosters  
Drop off to AICE Office 14-205

For online donation:  
[paypal.me/shsaice](https://paypal.me/shsaice)

We gladly accept donations anytime throughout the year, but we ask these beginning of the year donations be sent in by September 20th, 2024.

The AICE Boosters for SHS is a registered 501(c)3 non-profit providing resources to support the educational experience for SHS AICE students. The AICE program is a free program available to all SHS Sailors but there are costs and labors associated with running the program:

- Instruction
- Equipment
- Vocational guidance of students and staff
- AICE staff appreciation recognition
- Outreach to community to boost AICE visibility to the greater Sarasota community:
  - AICE awards
  - Graduation Dinner for AICE seniors who achieved the requisite 7 AICE courses & exams

For the AICE Boosters to meet these and other expenses, we humbly request a \$25 donation per student to avoid having to trouble parents and students for further volunteer activities such as car washes, restaurant nights, etc. We have approximately 900 students in the AICE program. If each student donated \$25, we could raise \$22,500 for the program.

For any individuals or businesses who desire to go above and beyond, there are Bronze, Silver and Gold level tiers of sponsorship that come with varying levels of recognition. For more information, please email Mrs. Harshman.

Not all families are in a position to make the one-time \$25 donation and that is okay! For those, we ask for support in other ways such as volunteering on one or more of the committees that govern AICE functions throughout the school year.

For those able and willing to make a donation, please make checks payable to Sarasota High School AICE Boosters. Receipts will be provided for cash donations. Please present payment to Mrs. Harshman in the AICE office 14-108. Online donations can be made by going to our website: <https://www.shsaice.com/donate>.

Last, please consider assisting the AICE program by donating a few hours of your time throughout the school year to participate in the following committees:

- Teacher Appreciation Committee
- Freshman Orientation/Freshman Information Night Committee
- AICE Testing Committee
- Banquet Committee

Please email Mrs. Harshman ([Kristina.Harshman@sarsotacountyschools.net](mailto:Kristina.Harshman@sarsotacountyschools.net)) and identify any committee that you have preference for. Thanks in advance to everyone for your support to the SHS AICE program!





## Attention All Business Owners

SHS AICE Boosters is a registered 501(c)3 non-profit organization with the State of Florida. **The purpose of the SHS AICE Boosters is “... to assist with the development and augmentation of the educational experience of students in the AICE program at Sarasota High School. AICE BOOSTERS seeks to furnish financial aid and assistance for buildings, research, instruction, equipment, facilities, and vocational guidance of students and staff in and for the AICE program.”** We aim to boost visibility of the program in the community, teacher and staff appreciation, and student recognition. We do that many ways including awards for “Top in the World” exam scores and the annual AICE Senior Banquet & Graduation Dinner for AICE seniors. This ceremony is for those seniors who are projected to earn the AICE diploma by the end of their senior year.

### Sponsorship Levels

**Diamond Sponsorship: \$5,000 donation**

**Platinum Sponsorship: \$2,500 donation**

**Gold Sponsorship: \$1,000 monetary donation**

**Silver Sponsorship: \$500 monetary donation**

**Bronze Sponsorship: \$250 monetary donation**

### Recognition will be given on the following platforms:

1. Listed on AICE emails to approximately 900 SHS Cambridge AICE families.
2. Listed on [www.shsaice.com](http://www.shsaice.com) homepage.
3. Invitation to attend AICE Senior Banquet
4. Names and logos listed inside the program and featured on the video shown – with over 450 guests in attendance last year at the SHS Cambridge AICE Senior Banquet held in May at the Hyatt Regency Sarasota.

## Please consider being a 2024 – 2025 Business Partner Today

Donations can be made payable to:

SHS AICE BOOSTERS  
2155 Bahia Vista Street  
Sarasota, FL 34239

For more information, call Kristina Harshman, SHS AICE Coordinator, at (941) 955-0181.



UNIVERSITY of CAMBRIDGE  
International Examinations

Cambridge International School



Sizes  
**XS - 2XL**

# AICE Apparel

**UNISEX**

- Black T-shirt - \$20
- Orange T-Shirt - \$20
- Black Hoddie - \$30
- Cotton Polo - \$30
- Dri-Fit Polo \$40



Order by  
August 30,  
2024

# MERCH

# SAILOR

 **ORDER NOW**

Use the QR Code to start your order.







## **BRIGHT FUTURES APPLICATION DIRECTIONS – SENIOR YEAR**

**Please visit the Student Success Center in the GLC. The career advisers will walk you through the process and verify that your application is complete.**

**NOTE: All students who may be eligible to receive a scholarship award through Florida’s “Bright Futures” program is required to establish an account. This account must be completed before the last day of school of 12<sup>th</sup> grade. Failure to establish an account will lead to a nullified award regardless of eligibility.**

**To complete your application, you will need your social security number.**

**\*\*NOTE: There are two sections, the PROFILE section and the actual APPLICATION. You must complete BOTH sections for a complete application.**

### **DIRECTIONS:**

1. Go to <http://www.floridastudentfinancialaidsg.org/>
2. Under the “First Time Applicant” heading, click the “create a student account” link
3. You will be directed to a profile page
4. Complete all profile sections and press “submit”
5. Once the profile is created, click on the blue highlighted “fill out application”
6. You should see a small rectangle in the middle that says SUCCESS if you have completed the application. ALL SET!
7. Once you have graduated, if you are eligible for any awards, your account will be updated and display your award status. If you are testing this year, you will not have access to your Cambridge Exam grades until around August 13<sup>th</sup>, 2025. At which time, it will take a week or so for the AICE diploma to link up with state records. Be sure to keep checking!!
8. Opens in October

## Senior Bright Futures and AICE Transcript Information:

1. Bright Futures – Please make sure your child visits our Student Success Center in the GLC, where staff members there will walk your child through setting up their account. This is the best way to make sure they set up their account correctly. Here are the steps you can do at home if you choose to do it on your own.
  - a. Students must go to <http://www.floridastudentfinancialaidsg.org/> to set up his/her Bright Futures account. There are 2 sections to complete: the profile and the actual application. Both must be completed in order for the account to be activated. I would do this no later than May 16<sup>th</sup>. SHS is not responsible for setting up or checking up to make sure your student completed their account. Your student can go to the Student Success Center to verify their account is completely set up. Students have missed out on their scholarship money because they did not create their account before the end of the school year. Please make sure your student fully completes their account setup.
  - b. Community Service or Work Hours – please make sure your student has 100 community service/work hours logged ASAP. You can bring your log of hours to the Student Success Center, and they will record them in the system. Bright Futures is null if you do not have your community service/work hours logged and recorded in the system by the end of the year. Again, students can check their community service/work hours at the Student Success Center. The AICE office does not keep track of anything Bright Futures related, except your AICE scores.
  
2. How does the Bright Futures money get to my student’s college account?

The AICE Coordinator sends Cambridge a spreadsheet of all eligible AICE Diploma students. This includes students who passed their 7 AICE exams last year, and those who will attempt to pass their 7 AICE exams this upcoming testing series. My list does not include service/volunteer hour eligibility, that is the student’s responsibility to record that.

After AICE exam results are released around August 13, the Cambridge team talks to the Bright Futures team who updates your student’s BF portal (This is why it is crucial for your student to create their Bright Futures account before they graduate SHS). This could take a few weeks into August/early September to update. You may put down “defer payment” with your college/University if you must make a payment before the results come out.

Please see the excerpt from Cambridge regarding the process (approximate dates have been updated for the class of 2025). Please note that it is the student's responsibility to log volunteer hours and create their Bright Futures account before the last day of school.

*“After Cambridge receives your completed spreadsheet, we will work with the Bright Futures office to process any Class of 2025 graduating students who received their AICE Diploma in previous years. Graduating students in the Class of 2025 who applied for their AICE Diploma in June 2025 will receive their results around August 13, 2025 (accessible via CIE Direct). By around August 20, Cambridge will send the Bright Futures office an updated list of successful AICE Diploma candidates from the June 2025 series.*

*Typically, the Bright Futures office will process all information from Cambridge within two weeks of receipt. A student's scholarship status will then be updated in a database accessed by Florida colleges and universities for calculating tuition fees due on the last day of registration drop/add. If necessary, students can tell the financial aid office at their university that they are a pending AICE Diploma graduate and request a deferment on their fall tuition due date.*

*Please note, Cambridge cannot send a list of AICE Diploma recipients before the end of a student's senior year. The Bright Futures office does not attach eligibility information to a student's record until they receive a final high school transcript showing that the student has completed high school. As a reminder, the student must complete the [Florida Financial Aid Application \(FFAA\)](#). Additionally the student's final transcript must include their completed community service or work hours as required by the Florida DOE for the Florida Academic Scholars Award as well as their graduation date.*

*By sharing the student information with Cambridge, your school acknowledges and agrees that in order to fulfil the Bright Futures reporting requirements Cambridge must transfer and disclose the student information to the Florida Department of Education Bright Futures office.”*

**To check to see if your student successfully has set up their Bright Futures account, please have them visit the Student Success Center on campus to verify.**

3. AICE Transcripts – you must request Cambridge to send your AICE transcripts to your college/University:

Colleges and Universities will want your student to send them their official Cambridge transcripts. They can request their AICE transcript using the link below, also found on our website. Per Cambridge’s language, they can start to pre-order their transcripts 2.5 months before the testing series begins so that they will be sent to their colleges within 14 days of the results release date.

“Students may preorder transcripts for an upcoming exam series about two-and-a-half months before the series begins. Students can pre-order June series transcripts starting in late February and November series transcripts starting in mid-August. Pre-ordered transcripts are sent within 14 days of the results release date. Transcript requests that include both past and future series will be sent within 14 days of future series’ results release day.”

<https://www.shsaice.com/request-aice-transcripts>





THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
 STUDENT SERVICES  
 1960 LANDINGS BOULEVARD, SARASOTA, FL 34231  
 PHONE (941) 927-9000

**RECORD OF VOLUNTEER/WORK EXPERIENCE**

**Instructions:** The student completes and signs this form and returns it to the career advisor or designee. Students can start recording hours after eighth grade is completed. This form must be returned before student graduates high school. The second page of this form must be completed before submission will be accepted. Paid work time must have a copy of a pay stub attached to the form. According to Florida Statute 1009.534, "volunteer service or paid work may include, but is not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office."

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_

School Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Date(s)	Location of Service/Work	Social/Civic/Professional Area of Interest and Plan Example (Animal welfare by cleaning cages and walking dogs)	Start Time	End Time	Total Hours	Supervisor Name (Print)
						Supervisor Signature

## RECORD OF VOLUNTEER/WORK EXPERIENCE

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_

Date(s)	Location of Service/Work	Social/Civic/Professional Area of Interest and Plan Example (Animal welfare by cleaning cages and walking dogs)	Start Time	End Time	Total Hours	Supervisor Name (Print)
						Supervisor Signature
<b>Total Hours</b>						

Florida Statute requires self-evaluation for volunteer hours/work performed. Choose your method of self-evaluation (check one).

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Presentation            | <input type="checkbox"/> Journal |
| <input type="checkbox"/> Personal Response Essay | <input type="checkbox"/> Other   |

I have performed the above approved community service/work hours required for the Bright Futures Scholarship award (FAS=100 hours, FMS=75 hours, GSV=30 hours, work hours=100).

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Name (Print) Parent/Guardian Signature Date