

Gainesville High School

Cambridge Academic Policies

All students in the Cambridge program at Gainesville High School are expected to meet the requirements for the Advanced International Certificate of Education (AICE) Diploma. In keeping with this philosophy, the following standards have been adopted:

- 1) Students are required to sit for all examinations in the subjects for which they are enrolled. The Cambridge International examination period lasts until the middle of June, so students may have an exam after the end of the regular school year.
 - Students who fail to sit for an exam without prior administrative approval may have their transcript course description changed to “Honors” Level.
 - Students will also be required to pay for the cost of the exam: \$100 per paper. Failure to pay will result in being put on the debt list.
 - A student who misses a second exam over the course of 4 years may also be removed from the Cambridge program, and will not be eligible for the diploma. Once removed from the AICE Program, 24 credits /diploma requirements must be met; course exemptions would no longer apply.
- 2) Students must maintain a 2.75 unweighted grade point average at the end of each semester to remain in the Cambridge Program. Students not maintaining an unweighted grade point average of 2.75 may be removed from the Cambridge Program at the end of the school year.
- 3) Cambridge students are expected to follow school and district rules, and to adhere to the Alachua County Schools Students Code of Conduct and the Cambridge Academic Honor Code. Failure to do so may result in immediate removal from the Cambridge Program.

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Cambridge Academic Honor Code

The Cambridge Program at GHS is a college preparatory program that strives to maintain the highest degree of academic integrity. Academic integrity refers to the ethical and moral standards that govern an academic community. It provides a framework for mutual respect and individual responsibility. Students who maintain academic integrity not only are doing the appropriate thing, they also receive the greatest benefit from their education. As a member of the Cambridge Program, you are expected to demonstrate academic honesty and integrity at all times during your time at GHS.

The following are examples of behaviors that are in violation of academic integrity. This is not an exhaustive and complete list, but a series of common examples that are not permitted.

1. Cheating – a deliberate act of dishonesty to gain academic advantage
 - Copying and/or allowing another to copy an assignment, lab, test, essay, or project
 - Using materials not permitted by the teacher while completing homework or test
 - Completing work for someone else or having someone else complete your work
 - Submitting assignments completed for previous classes
 - Knowingly helping another student commit any act that violates academic honesty
2. Plagiarism – the act of using another persons' work or ideas without consent or proper citation
 - Directly copying information from a textbook, magazine, online resource, etc.
 - Copy and pasting information from a website
 - Use of pictures, data tables, graphs, etc, without citation
 - Submitting a paper, project, lab, or other assignment completed by another person (even portions of assignments)
3. Unauthorized collaboration – working with others without teacher approval
 - Working with another student when an assignment is designed as “individual work”
 - Providing unauthorized assistance on homework, labs, quizzes, tests, or projects
4. Alteration of Materials/Forgery – intentional manipulation of materials collected and/or graded
 - Changing a grade on an assignment or test returned by the teacher
 - Placing your name on another student's assignment
 - Forgery of a parent, teacher, or school staff member's signature

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5. **Theft** – possession of material not belonging to you or not authorized to be in your possession
 - Taking papers out of class bins or removal of collected papers
 - Duplicating secure items such as test questions (copying by hand, taking pictures, etc.)
 - Going into another student's possessions to retrieve item
 - Unauthorized removal of class materials from classroom
 - Taking materials from teacher desk or teachers' possessions

As a student in the Cambridge Program, you are expected to always maintain the highest level of academic integrity. You are expected to notify a teacher or administrator if you are aware of any violations of this honor code. **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.**

Violations of the Cambridge Academic Honor Code are serious and create significant consequences.

First Offense:

1. Grade of zero on the assignment/grade in question
2. Formal placement on Academic Probation for remainder of high school

Second Offense

1. Formal referral to the Dean's Office (additional school disciplinary action)
2. Permanent removal from the National Honor Society
3. Grade of zero on the assignment/grade in question
4. Immediate Removal from the Cambridge Program

If a student is removed from Cambridge for a violation of the Honor Code, administration may immediately remove the student from his/her AICE classes and may choose not to administer AICE exams to that student.

Some first time offenses may result in immediate removal without a probationary process. Examples include, but are not limited to:¹

- Searching through a teacher's desk, personal belongings, etc.
- Lying to an administrator during an investigation of academic dishonesty

¹

Cambridge Policies and Honor Code

Cambridge Student and Parents:

The Cambridge faculty and administration strongly support the GHS Cambridge Academic Honor Code. Students and parents should keep the first three pages of the Academic Policies and Honor Code, complete this final page, and return it to your English teacher.

By signing this form, you acknowledge the following items:

1. I have read and understand the Cambridge Academic Honor Code.
2. I understand that the examples of violations provided are not an exhaustive list.
3. I will support and follow the Cambridge Academic Honor Code.
4. I will report violations of the Cambridge Academic Honor Code to a teacher or administrator.
5. I understand and will accept the consequences, if it is violated.

Student Name (Print)

Student Signature

Date

Parent Name (Print)

Parent Signature

Date

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