

St. Petersburg High School International Baccalaureate

Honor Code

Scholars in the International Baccalaureate Programme at St. Petersburg High School are expected to maintain the highest standard of academic and personal integrity. Integrity includes honesty, trustworthiness, and reliability. Every student has the right to pursue an education free from the problems caused by any form of intellectual dishonesty. This Honor Code is intended to clearly communicate the expectations of membership in the IB Programme at St. Petersburg High School. Violation of the code will be handled in accordance with the discipline policy of St. Petersburg High School since infractions compromise the integrity of the school and the IB programme. Violation will also result in academic consequences and may ultimately cause a student to be removed from the programme.

MALPRACTICE

The International Baccalaureate Organization defines malpractice as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage...” and includes:

- Plagiarism- the representation of the ideas or work of another person or entity as the candidate’s own (this includes directly representing Artificial Intelligence as their own work.)
- Collusion- the supporting of malpractice by another candidate, as allowing one’s work to be copied or submitted for another
- Duplication of work- the presentation of the same work for different assignments.
- Other- includes:
 - o Taking unauthorized materials into an exam, test, quiz, or other assessment situation.
 - o Engaging in misconduct during an exam, test, quiz, or any other assignment
 - o Falsifying any records
 - o Copying, paraphrasing, reusing, or submitting another person or entity’s work without acknowledging the source, including information from the Internet and/or Artificial Intelligence.
 - o Receiving or giving of any unauthorized assistance on any form of academic work.

The IB faculty is opposed to malpractice and cheating for several reasons including:

- Cheating robs a student of the learning opportunity associated with the assigned task.
- Cheating misrepresents to parents, colleges, and teachers a student’s understanding and mastery of the subject.
- Students who select and qualify for a rigorous academic program like the IB should also be committed enough to work for and accept the grades they earn.
- The time taken to monitor students for cheating infringes upon the time a teacher has available for academic instruction and support.
- If left unchecked student cheating can cause St Petersburg High School’s IB Programme to lose its credibility as a rigorous learning institution, hurting the prospects of those who benefit from our strong reputation of academic excellence.

Artificial Intelligence

Assistive AI (no disclosure required)

AI tools that provide suggestions to improve or enhance an author, applicant, or reviewer’s own work are considered assistive AI. Assistive AI is typically used in the revision and editing processes to improve readability. However, students should be aware that many word-processing applications are increasingly incorporating generative AI features.

Generative AI (Disclosure Required)

Generative AI programs produce written content, visuals, audio, or videos based on a prompt or outline. Generative AI may be used as an assistive tool, but not as a substitute author or reviewer. Students who submit work to SPHS IB/IBO must disclose their use of generative AI in their submissions.

Given the fact that IBO has built a philosophy on a human-centered approach to thought, students are responsible for understanding the limits and constraints of the genAI tools they are using. Users are responsible for the validity, correctness, and usefulness of the content generated by these AI tools. Verifying facts and cross-checking information is important. Generative AI models can create incorrect information and regularly appear authoritative despite being incorrect. In addition, GenAI models can potentially perpetuate bias based on their training data. Students should proactively work to identify and proactively mitigate any harmful biases in their generated content.

If a student is found to misappropriate their use of AI in their work, they will be asked to go before the honor council for consideration. During this process, your student may be asked a variety of open-ended questions to elicit evidence of the students learning experience and an opportunity for the council to determine the authenticity of the student's ideas and sources which include reviewing the transcript of the genAI model used to produce work.

Students who have questions regarding whether something constitutes plagiarism and/or malpractice, have a responsibility to consult with the teacher **prior** to submitting the work/assignment.

ATTENDANCE

Students are expected to be in attendance for every class, diploma support, test, or quiz assignment, barring serious illness or hospitalization. With the block schedule, a significant amount of instructional time is lost when students are absent.

It is expected that students will, when able, check online for any work that can be completed while out as well as schedule any makeup work with teachers immediately upon returning to school.

DISMISSAL

Instances of Plagiarism will be considered cheating and will result in coaching, a phone call to parents will trigger the initiation of the honor council and may be met with a zero on the assignment. Each incident of plagiarism or other forms of cheating will be taken before the Honor Council for consideration. If, after coaching, another offense occurs, this may result in removal from the International Baccalaureate Programme.

I understand the expectations of students who have the privilege of being in membership of the IB Programme and agree to comply with the Honor Code. I understand the information provided above and the accompanying Honor Council Process document.

ACADEMIC GUIDELINES 2026-2027

Pre-SPIB (9th & 10th grades):

MID-PERIOD WARNING: May be issued to freshman and sophomores who have a D or F in an academic subject at mid-point in the 9-week quarter. Parents will be notified by email from the teacher (if no email address is available, notice will be mailed). Mid-period warning dates are available at the end of this document, on the IB website calendar, and ManageBac calendar.

- **Students with one D in a core subject** will complete a Student Success Plan for the course of concern to establish a plan for academic improvement. The Success Plan template will be attached to the mid-term report emailed from the teacher. Parents are encouraged to collaborate with the students to complete the Success Plan. The completed plan must be returned to the teacher within one week of receipt.
- **Students with more than one D and/or a failing grade** will receive a Student Success Plan in the classes of concern as stated above. In addition, the students will be assigned an Individual Academic Advisor that will meet with the student at least once every 9-day rotation. The students will be assigned to this Academic Advisor until the end of the marking period (quarter) at which time their academic progress will be re-evaluated.

QUARTER (9- WEEK) WARNING: “Academic Alerts” will be issued for students whose GPA falls below a 2.69 and/or they have Ds or Fs in academic classes at the **end of the 9-week marking period**. Parents will be notified by email (if no email address is available, a notice will be mailed). A student who receives an “Academic Alert” notification is required to meet with his/her Individual Academic Advisor once every 9-day rotation until the GPA is at or above 2.69 and all academic grades are above a D. Students who receive an “*Academic Alert*” are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

SEMESTER CONSEQUENCES/PROBATION:

- A student with a **first semester grade of F or more than one D** in an academic class will be removed from the Pre-Diploma Programme and assigned to his/her zoned school.
- A student with an **unweighted first semester GPA** less than 2.69 will be placed on “Academic Probation.” Parents will be notified by email (if no email address is available; notice will be mailed). A student on “Academic Probation” is required to meet with his/her Individual Academic Advisor once every 9-day rotation until the GPA is at or above 2.69 and all academic grades are above a D. Students on probation will complete a Success Plan (s) for the course(s) of concern and are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

MID PERIOD DATES:

Mid period check in’s regarding your student’s grades and standing within the program occur based on the dates below:

September 9th, 2026

February 3rd, 2027

November 11th, 2026

April 21, 2027

END OF YEAR:

FRESHMAN: A student will be removed from the Pre-Diploma Programme and assigned to his/her zoned school for the following reasons:

- The **cumulative unweighted GPA** is less than 2.69 at the end of the freshman year.
- A second semester or “Full Year” (EOC classes) **grade of F or more than one D in an academic class**. There will be no appeal. Parents will be notified by email (if no email address is available, notice will be e-mailed).

SOPHOMORE: A student will be removed from the Pre-Diploma Programme and assigned to their zoned school for the following reasons:

- **The cumulative unweighted GPA** is less than 2.69 or more than one final grade of D. The *dismissal may be appealed*.
- A second semester or end of year grade of F. If a student fails a class, there is **no appeal**. Parents will be notified by email (if no email address is available, notice will be mailed).

Curriculum Note: Students with a quarter/and or semester grade of C or lower may have the sophomore year curriculum prescribed by the IB faculty, facilitated by the advisor to improve the probability of achieving success in the IB Programme.

SPIB Program (11th and 12th grades):

QUARTER (9-WEEK) WARNING: “Academic Alerts” will be issued for students whose GPA falls below a 2.69 and/or have Ds or Fs in academic classes at the end of the 9-week marking period. Parents will be notified by email (if no email address is available, notice will be mailed). A student who receives an “Academic Alert” is required to meet with his/her academic advisor once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students who receive an “Academic Alert” are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

SEMESTER CONSEQUENCES/PROBATION:

- A student with a first semester grade of F will be removed from the Programme.
- If they have more than one D and/or an **unweighted first semester GPA** less than 2.69 they will be placed on “Academic Probation.” Parents will be notified by letter. A student with an unweighted GPA that is less than 2.69 is required to meet with his/her academic advisor once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

END OF YEAR ACTION:

JUNIORS:

- A junior with a **cumulative unweighted GPA** that is less than 2.69 and/or a second semester final grade of F or more than one second semester final grade of D will be removed from the IB Programme.
- These students may remain at St. Petersburg High School, if approved by Student Assignment Office, however, no transportation services will be provided for those students who live out of the SPHS zone. There will be no appeal. Parents will be notified by email (if no email address is available; notice will be mailed).

SENIORS:

Second semester seniors must earn a passing grade in all required courses to be eligible for a Florida High School Diploma.

DIPLOMA REQUIREMENTS (11th & 12th grades):

Internal Assessments

Students who do not submit the required Internal Assessments (IA) may not earn the IB Diploma or a State of Florida Diploma. Due dates for Internal Assessment are set by each academic department. Students must meet the due dates or will be removed from the Programme.

Theory of Knowledge (TOK)

The TOK course must be completed and passed to be a diploma candidate. As a requirement for this course, a student must write, for external assessment purposes, one essay. Failure to complete any or all required assignments will result in the students’ removal from the Programme.

Extended Essay (EE)

As full diploma candidates, students must submit finished copies of the EE to their advisor by the due date established by the academic department and outlined in the EE Contract. Failure to meet department deadlines will result in a disciplinary referral. Failure to submit a completed EE by the due date will result in removal from the IB Programme.

Community, Activity, Service (CAS)

As full diploma candidates, students must complete the CAS component of the IB Programme by the established due date. According to IBO, CAS activities must be performed on a continuous basis for over a minimum of 18 months (about 1 and a half years). CAS must continue until at least February of the senior year. Rising seniors must be in compliance with CAS guidelines for at least nine months by July 31st to be permitted to start their senior year in the IB Programme. Compliance guidelines will be provided separately.

External Assessments

Students are expected to take all required external (IB) exams. Students who do not show up for exams or take them in good faith **must** reimburse the district for the cost of the exams.

ATTENDANCE

Due to the program's rigor and high expectations, students must be in class regularly. Extenuating circumstances may cause a student to be temporarily absent from the program for an extended period. An agreement upon the conditions and acceptable length of absence will be facilitated by the program coordinator. Students with five unexcused absences in any course including Diploma Support will be placed on probation. Failure to comply with the probation will result in removal from the program.

LEAVING CAMPUS

St. Petersburg High School is a closed campus, meaning ALL students must have a pass from the IB Office in order to leave campus. If a student needs to leave school before the end of the day, please follow the steps below.

1. Send an email to gryderc@pcsb.org stating the date, time, and reason they are leaving campus. The email must be sent to the IB secretary at the beginning of the school day.
2. Ms. Gryder will write a Permit to Leave (PTL) and the student can come to the IB office to pick up the pass on the day they are leaving school early. The student will then present the pass to the teacher and be excused from class. Our campus monitors and administration may ask to see the pass if a student is leaving school.
3. Please pick up your student at the front of the school, on the Fifth Avenue side. Due to security laws, other exits around campus have been restricted.
4. In case of an emergency, you can call the IB office at 727-893-1842 ex. 2014 and request to have a student leave campus.

Please follow this process, if you show up to pick up your student, it can take 15-30 minutes to get them from class. Please plan when possible. Students must have a 'PTL' to leave campus, PLEASE DO NOT MAKE ARRANGEMENTS TO PICK UP YOUR STUDENT WITHOUT A PASS. Students who leave campus without a PTL even with parent permission will be given a disciplinary referral.

I understand the academic expectations for students who have the privilege of membership in the IB programme and agree to comply with the expectations outlined above. I understand a failure to comply of the outlined expectations may lead to students' dismissal of the program.



Student	Parent	Acknowledgement
_____	_____	I will uphold honesty, integrity, and academic responsibility in all coursework.
_____	_____	I will submit only my own work and will not plagiarize.
_____	_____	I will properly cite all sources, including internet and AI-generated content.
_____	_____	I will not give or receive unauthorized assistance on assignments or assessments.
_____	_____	I will not allow another student to copy or submit my work.
_____	_____	I will not reuse or submit the same work for multiple assignments without permission.
_____	_____	I will use AI responsibly and disclose generative AI use when required.
_____	_____	I understand that I am responsible for reviewing and verifying AI-generated content.
_____	_____	I will consult my teacher if I am unsure about plagiarism, AI use, or academic misconduct.
_____	_____	I will attend classes regularly and make up missed work promptly after absences.
_____	_____	I understand that violations of the Honor Code may result in Honor Council review, academic consequences, and possible removal from the IB Programme.
_____	_____	I understand that maintaining a minimum unweighted GPA of 2.69 is required for good standing in the IB Programme.
_____	_____	I understand that low grades (Ds/Fs) may result in Academic Alerts, Success Plans, probation, or removal from the Programme.
_____	_____	I will seek academic support when needed and participate in required interventions.
_____	_____	I understand the requirements for Internal Assessments (IA), Theory of Knowledge (TOK), Extended Essay (EE), and CAS.
_____	_____	I understand that failure to meet IB deadlines or diploma requirements may result in removal from the Programme.
_____	_____	I will take all required IB examinations and understand that missed exams may require reimbursement of fees.
_____	_____	I understand that excessive unexcused absences may result in probation or removal from the Programme.
_____	_____	I will obtain a Permit to Leave (PTL) before leaving campus during the school day.
_____	_____	I understand that leaving campus without a PTL may result in disciplinary action.
_____	_____	I have read, understand, and agree to comply with the SPSB IB Honor Code and Academic Guideline
_____	_____	

Please have this signed and returned to the IB office by October 5th, 2026, at 2:30pm.

Received by IB Office: _____ Date: _____

