



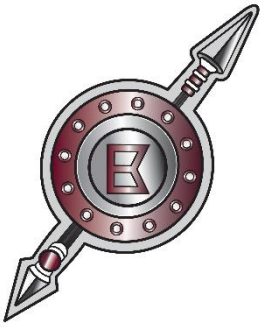
**BERTHOUD
HIGH SCHOOL**

850 Spartan Ave, Berthoud, CO 80513

STUDENT & FAMILY

Spartan Handbook

2024-2025



SPARTAN HANDBOOK

Berthoud High School
 850 Spartan Avenue
 Berthoud, CO 80513
 (970)613-7700

School Office Hours:

Monday, Tuesday, Thursday & Friday 8:00am-4:00pm
 Wednesday 9:00am-4:00pm
Doors will open for students:
 8:15am: Mon, Tues, Thurs, Fri
 9:15am: Wed

Safety & Security

Berthoud High School is a secured building. ALL students are required to show their current student ID and ALL adults & visitors are required to show an ID at the door before admittance will be allowed. Please do not enter the building as another person enters/leaves the building. Please ring the bell and show ID. Former students are not permitted to visit during school hours and prior arrangements must be made 24 hours in advance with the teacher they wish to visit outside of school hours.

Principal, Roy Tripi x 7703

Principal's Secretary, Kristin Lutz x7701

Asst. Principal/Athletic Director, Ryan Hilbig x7704

Athletic Secretary, Mary Bunker x7702

Asst. Principal, Erin Gilbert x7712

Health Office Assistant: Stanette Martin x7708

Bookkeeper: Tia Cummins x7726

Attendance:

Attendance Secretary, Lori Major x7718

Report absences:

Parent/guardian must call the school attendance line (970)613-7790 or call the main line at (970)613-7700 and press 1 & leave a message to report absences early on each day of absence.

Release early:

Parent/guardian must call the school attendance secretary (970)613-7718 or call the main line at (970)613-7700, press 1 and then 1 again to be connected to the attendance secretary. A parent/guardian contact must be made before the student leaves school at any time during the school day.

BHS Website: bhs.tsd.org

(find information about teacher websites, counseling, newsletters, etc.)

BHS Athletics: berthoudspartans.org

(find information about athletic registration procedures, schedules, etc.)

TSD Website: www.tsd.org

(find information about school calendars, registration policies, etc.)

Check your grades on IC Student/Parent Portal:

thompsonco.infinitecampus.org/campus/portal/thompson.jsp

TIPS to promote regular attendance

Get restful sleep

early bedtime, read before going to bed, no TV, etc.

Eat a balanced diet

stay healthy, limit sugans, eat vegetables, etc.

Plan ahead

avoid appointments during school, check calendar, etc.

Be on time and prepared

homework, supplies, lunch, etc.

Wash hands often

before you eat, after bathroom break, etc.



MONDAYS		TUESDAYS		WEDNESDAYS		THURSDAYS		FRIDAYS	
Period 1	8:30 AM - 9:16 AM (46)	Period 1	8:30 AM - 9:52 AM (82)	LATE START	8:05 AM - 9:25 AM	Period 1	8:30 AM - 10:07 AM (97)	Period 2	8:30 AM - 10:07 AM (97)
Period 2	9:21 AM - 10:07 AM (46)	ELO/ Advisory	9:57 AM - 10:52 AM (55)	Period 2	9:30 AM - 10:52 AM (82)	Period 3	10:12 AM - 11:49 AM (97)	Period 4	10:12 AM - 11:49 AM (97)
Period 3	10:12 AM - 10:58 AM (46)	Period 3	10:57 AM - 12:19 PM (82)	Period 4	10:57 AM - 12:19 PM (82)	Lunch	11:54 AM - 12:26 PM (32)	Lunch	11:54 AM - 12:26 PM (32)
Period 4	11:03 AM - 11:49 AM (46)	Lunch	12:24 PM - 12:56 PM (32)	Lunch	12:24 PM - 12:56 PM (32)	Period 5	12:31 PM - 2:08 PM (97)	Period 6	12:31 PM - 2:08 PM (97)
Lunch	11:54 AM - 12:26 PM (32)	Period 5	1:01 PM - 2:23 PM (82)	Period 6	1:01 PM - 2:23 PM (82)	Period 7	2:13 PM - 3:50 PM (97)	Period 8	2:13 PM - 3:50 PM (97)
Period 5	12:31 PM - 1:17 PM (46)	Period 7	2:28 PM - 3:50 PM (82)	Period 8	2:28 PM - 3:50 PM (82)	Period 8	2:13 PM - 3:50 PM (97)		
Period 6	1:22 PM - 2:08 PM (46)								
Period 7	2:13 PM - 2:59 PM (46)								
Period 8	3:04 PM - 3:50 PM (46)								



SPARTAN MISSION



AT BERTHOUD HIGH SCHOOL, WE BELIEVE...

The welfare of all students should be paramount in all of our decisions and behaviors.

The school will provide a caring and supportive environment which enhances the learning of all students and prepares them for life.

Everyone will learn, grow and improve in areas that are relevant to their present and future lives.

Experimentation with technology and new ideas will be encouraged, supported, and rewarded.

In a strong tradition of high expectations for ourselves and our students, equal educational opportunity in the classroom is the foundation of our (professional) commitment.

School improvement is derived through a cooperative and collaborative educational community.

No one will be allowed to interfere with the learning of another.

EQUAL OPPORTUNITY STATEMENT

Berthoud High School is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Roy Tripi, Principal, 850 Spartan Avenue, (970) 613-7700 or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303) 844-5695.

WE ARE SPARTANS!

	HALLWAY	CAFETERIA & COMMONS	BATHROOMS	EVENTS & ACTIVITIES	PARKING LOT	ONLINE
ACHIEVE: do your best	<p>Transition quickly and safely</p> <p>Prepare for the next class</p>	<p>Manage your belongings</p> <p>Practice good study habits</p>	<p>Use, wash, leave</p> <p>Follow tobacco/vape/drug use school policies (No vaping/smoking)</p>	<p>Practice personal responsibility</p> <p>Focus on the event or activity</p>	<p>Abide by all traffic laws</p> <p>Display parking permit</p>	<p>Make good use of resources</p> <p>Practice digital citizenship</p>
RESPECT: do what's right	<p>Use reasonable volume, tone and school appropriate words</p> <p>Allow others to pass</p> <p>Self-regulate in the physical space</p>	<p>Use reasonable volume, tone, and school appropriate words</p> <p>Support a learning environment</p> <p>Leave no trace in the space</p>	<p>Honor privacy</p> <p>Leave no trace in the space</p>	<p>Use reasonable volume, tone, and school appropriate words</p> <p>Participate actively</p> <p>Cheer positively</p>	<p>Follow Spartan Code of Conduct</p> <p>Uphold the integrity of the facility</p>	<p>Follow district internet acceptable user agreement</p> <p>Protect private information</p>
ENGAGE: do what's needed	<p>Demonstrate inclusion</p> <p>Encourage others to get to class on time</p> <p>Assist others</p>	<p>Demonstrate inclusion</p> <p>Seek collaborative moments</p> <p>Be an ally</p>	<p>Treat others with dignity</p> <p>Report problems</p>	<p>Show school spirit</p> <p>Support others</p>	<p>Protect property, right of way, and safety</p> <p>Report problems</p>	<p>Contribute to an academic online community</p> <p>Use digital communication positively</p>



SPARTAN ATTENDANCE

Attendance Secretary: Lori Major, (970)613-7718

1. **Report absences:** Parent/guardian must call the school attendance line (970)613-7790 or call the main line at (970)613-7700 and press 1 & leave a message to report absences early on each day of absence.
2. **Release early:** Parent/guardian must call the school attendance secretary (970)613-7718 or call the main line at (970)613-7700, press 1 and then 1 again to be connected to the attendance secretary. A parent/guardian contact must be made before the student leaves school at any time during the school day.
3. Parents/guardians have the responsibility to notify the school of an absence no later than 2 days (i.e. absent on Monday, notify by Wed. PM). The school has the responsibility to determine whether an absence is excused or unexcused. It is not possible for the BHS office to clear unexcused absences that are more than 1 week in the past.
4. If a student is going to be out of school for 3 days or more, a [pre-arranged absence form](#) MUST be filled out and signed by all the student's teachers, parent/guardian and school Administrator. The signed copy MUST be turned into the Attendance office before the student is gone. This provides the student an opportunity for full credit on assignments and to not fall behind in classes.
5. After three consecutive days of absences, or with ten accumulated days of absence per semester, the school may require a statement from a medical doctor, a medical paraprofessional, or a school nurse for each additional absence.
6. **Attending a doctor or dental appointment:** Ask for a note and the absences will be coded as a medical absence. This type of absence is not counted towards the ten absences allowed.
7. Students arriving within ten minutes of the start of class will be marked tardy. After the first ten minutes you will be marked absent.
8. Students that are habitually tardy, will be required to serve lunch detention according to our [tardy policy](#).
9. **Truancy/Unexcused Absence-**
 - a. Parents will be electronically contacted by phone and/or email when a student is marked with an unexcused absence.
 - b. If a student believes they were counted absent incorrectly, the attendance clerk will issue a verification, which needs to be returned within two school days.
 - c. Court action may be taken against the parent/guardian and student who fails to attend school as provided by law; after the parent and student have been given written notice by the district, proceedings will be initiated if the student continues to be truant.
10. [TSD Attendance Policy](#)



SPARTAN CODE of CONDUCT



The principal and/or their designee may suspend and/or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity or while off school property.

1. Causing *damage* to school or private property
2. Causing *physical injury* to another person
3. *Stealing* of school or private property
4. Any violation of district *sexual harassment* policy
5. Any violation of the district's *drug, alcohol, weapons, no knives of any kind, or tobacco policy including vaping*; the Board of Education will not tolerate student possession or use on district grounds.
6. Directing profanity, *vulgar language*, or obscene gestures toward other students, school personnel or visitors to the school
7. Engaging in *verbal abuse*, such as name calling, gender, ethnic or racial slurs, or derogatory statements addressed towards others
8. *Cheating* of any kind, such as on tests, plagiarism, copying homework or attempting to alter grades
9. Behavior on or *off school property* that is threatening to the welfare or morals of other students including any incident of bullying
10. Repeated or constant *negative interference* with the school's ability to provide educational opportunities to other students such as classroom procedures or activities

Complete Discipline Code is available on Thompson School District web site.

CAMPUS CONDUCT

Students are expected to conduct themselves appropriately and within the scope of the Discipline Code and the law at all times they are on campus; this includes after-school activities. Please be aware that surveillance cameras exist both inside the building and in several areas of the campus; these recordings may be used to discipline/legally charge a student in the event of an incident and can be used to monitor student behavior at any time in order to maintain a safe and productive environment for all students.

DUE PROCESS

Students will be expected to follow the laws of the state and rules of the district. Students at school and students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of the school district officials. Students suspended or expelled from any high school in the R2-J School District will be denied attendance at any other high school in the district during the period of suspension or expulsion.

WEAPONS

Possession or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Any student violating this prohibition shall be subject to mandatory disciplinary action, including suspension or expulsion, and may also be subject to criminal or delinquency charges. Dangerous or deadly weapons include but are not limited to:

- Firearms, loaded or unloaded, or firearm facsimile that could reasonably be mistaken for an actual firearm.
- Pellet or BB guns or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air.
- Combustibles e.g. fireworks or any ammunition.
- Any device designed to be capable of temporarily immobilizing a person by the infliction of an electrical charge.
- Knives – knives include a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches. NO KNIVES OF ANY KIND ARE ALLOWED ON CAMPUS AT ANY TIME!
- Any other weapon, device, instrument or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- [Thompson School District - Weapons in School Board Policy](#)

DRESS CODE

- Do not wear or bring anything that advertises gangs, obscene gestures, or sexual innuendo.
- Do not wear or bring anything with images or names of any dangerous or deadly weapons.
- Do not wear or bring anything that advertises drugs, alcohol, or tobacco.
- Keep pants pulled up and under garments should not be exposed.
- All attire should provide appropriate coverage for school or a job and should not be a distraction to learning.
- [Thompson School District - Student Dress Code Board Policy](#)

Dress with Pride

Inappropriate dress will not be tolerated.

1st Offense:

Students may be asked to change their clothes, turn inside out, etc. There is a change of clothes in the office as needed.

2nd Offense:

Student's parents may be contacted and a disciplinary referral will be written. Appropriate consequences will be assigned.

LOCKERS/PERSONAL PROPERTY

All freshman & sophomores will be assigned a locker at the beginning of the year. Upperclassmen can request to be assigned a locker by speaking with the attendance secretary.

- Periodic inspections could be made by the teachers or principal to see that they are kept neat and orderly.
- Use only the locker assigned to you, and keep it locked at all times.
- Do not give your combination to another person.
- Do not tamper with another locker
- The school does not insure nor accept responsibility for personal property brought to school. It is wise to leave valuables at home; this includes lockers issued for sports or physical fitness classes.

HALLWAY MANNERS

Language/Gestures:

Profane or vulgar language gestures towards other students, school personnel, or visitors to the school will not be tolerated. Appropriate action will be taken, which may include suspension or expulsion as stated in the CODE OF CONDUCT.

Clear pathway:

Due to the safety and diverse needs of students, everyone needs to keep clear pathways by staying close to the lockers and the walls.

Hall Passes:

There are classroom passes that can be used for trips to the bathroom, locker, IMC, drinking fountain, etc. These passes are to be used for quick, five-minute trips. Students may also have paper passes from a teacher. The pass might state the date, period, time, destination, and be signed by the teacher responsible for the student. If the student does not have a pass or is causing a hallway disruption, the student could receive disciplinary action, such as being put on a “no-fly” list.

ELECTRONIC DEVICES

BHS wishes to provide each student and teacher a distraction free learning environment every school day. To ensure such a learning environment, BHS will be implementing this [Electronic Device Expectations](#). We as a staff at BHS are committed to these expectations to provide a distraction free learning environment.

STUDENT ID

We are excited to use the Minga app for our student ID's this year. Student's will upload the Minga app on their phones and their student ID will be right in the app. There are many exciting features we can use with having the student ID's online; such as, uploading dance tickets directly to their ID, athletic passes on their ID's, and student's will always have their ID's on them. Minga is a company that partners with Lifetouch photography, which we use to take all our student photographs. Student's are expected to show their school student ID every time they enter the building, to get into dances, events, etc. Students that do not have access to a phone can be issued a hard copy ID for \$5.00, once requested.

VISITORS

All visitors must register in the main office and obtain a visitor's pass. Students are not allowed to have guests attend classes during the school day. A student who is wishing to transfer to Berthoud High will be granted a brief, one-time school tour by the Peer Support Counselors and will need to be scheduled through the counseling department prior.

PARKING ON CAMPUS/PARKING PERMITS

Students need to register their vehicles by completing the form at <http://bit.ly/bhspermit> or by using the QR code located outside of the main office or the principal secretary office. Once you have completed the form, they will receive a parking placard to display in their vehicle in case of an emergency.

- Any vehicle without a permit or who is parked in violation of other school rules or laws may receive a parking violation from BHS campus security. First offense is a \$20.00 fine and fines go up for second and third violations. Payment must be made to the school's bookkeeping office within 14 days after receiving the violation. Continual violations or a serious violation may result in loss of parking privileges at BHS. Please speak with campus security if you have any questions.
- When parking lots are provided on campus, all student driven vehicles shall be parked in such lots. No vehicles may be driven on the school grounds except in designated parking areas.
- Students are not allowed to park in the staff parking lot or the visitor parking in front of the school.
- Student-driven vehicles shall remain parked while students are scheduled to be in class. No loitering in parked cars or on school parking lots shall be permitted during the school day.
- Principals may make reasonable parking and driving regulations as necessary for the proper operation of their school programs.
- The privilege of bringing a student-operated motor vehicle onto school grounds is based upon the condition of consent by the student driver to allow a search of the vehicle when there is reasonable suspicion the search will yield evidence of contraband.
- Refusal by a student, parent/guardian, or vehicle owner to allow search access to a motor vehicle on school premises when requested shall be cause for termination without further hearing of the privilege of bringing any vehicle onto school premises by said individual.
- Routine patrolling of student parking lots, inspection of the outside of student automobiles, and the use of drug detection dogs in the school district parking lots shall be permitted at all times.
- Fifteen miles per hour shall be the maximum while driving on school property.
- Parking in an unauthorized manner and/or area may result in the vehicle being towed at the driver's expense.
- *Pedestrians and school buses have the right of way on school property.*



SPARTAN COUNSELING & LIBRARY

Guidance services are available for EVERY student. Please schedule your appointment during your Release or Intervention Period. To schedule an appointment, go to <https://bhs.tsd.org/academics/counseling> > click on 'Appointment Calendar' for the counselor you wish to schedule an appointment with.

Services include, but are not limited to:

- academic assistance
- personal/social concerns
- career planning
- any topic a student wants to discuss

Graduation Requirements

For the most current requirements visit: <https://www.tsd.org/academics/graduation-requirements>

CAREER ACADEMIC PLAN (ICAP)

Each student should have a Career Academic Plan, which takes into account the student's unique *interests, talents and goals*. The ICAP is a map of where a student is and where he or she is going with a future career. It *details what steps* a student needs to take during high school and beyond. Talk to your counselor about your ICAP often. To succeed, students need knowledge, skills, and work habits that are common to all *careers* and others that are specialized.

A goal without a plan is only a dream.

CONCURRENT ENROLLMENT

We are pleased to offer a variety of programs for our high school students. Students can earn both high school and college credit for the same FRCC (Front Range Community College) or Aims course, with no tuition cost to students.

1. Career Academy: Students participate in college on-campus, year-long Career Technical Education program, for high school students
2. High School Select: Students take FRCC or Aims classes at their home high school.
3. Campus Select: Students take FRCC and Aims classes on the college campus.
4. Ascent: Students remain enrolled at their home high school for a fifth year, and take all classes at FRCC or Aims. Although they are technically still in high school, these students are treated as college students. Students must complete 12 college credits in high school to be eligible to apply for ASCENT.

TSD PROCEDURE FOR CHOOSING VALEDICTORIAN & SALUTATORIAN

To determine valedictorian and salutatorian, the high school of attendance will use the following process:

1. Students must be enrolled in their high school and maintain a full-time schedule throughout their senior year.
2. All grades, including those in weighted classes, initially will not carry weight (in other words we start with a student's unweighted cumulative GPA, all A's will be worth 4 points, B's worth 3 points, etc.).
3. At the end of the second semester of the senior year, 0.025 will be added to each student's cumulative grade point average for every 0.5 high school credit weighted class that is transcribed for which the student received a passing grade of C or higher.
 1. Example: If the student has passed 2 semesters of AP English Lang & Comp, 2 semesters of AP Calc AB, and 1 semester of College Composition 121 at the end of senior year, .125 (5 semesters x .025) will be added to that student's unweighted cumulative grade point average.
4. A student may take weighted classes at any high school in the district or college courses that have been preapproved to qualify for our concurrent enrollment program and receive the .025 weighted credit per 3 credit college course.
 - 1 credit college course = .008
 - 2 credit college course = .017
 - 3 credit college course = .025
 - 4 credit college course = .033
 - 5 credit college course = .042
 - 6 credit college course = .050
5. After the addition of weighted points, a student will be named valedictorian or salutatorian if he/she has the highest GPA in his/her class, based on courses taken at their high school of attendance.
 1. If another student, whose GPA for courses taken at their high school of attendance is lower than that of student #1, surpasses student #1's GPA due to weighted classes taken at another school outside of the student's high school of attendance (i.e high school or college), that student will also be named valedictorian or salutatorian.
 2. example(multiple students)

*Weighted credit=Advanced Placement, International Baccalaureate, or College Credit courses

What does this accomplish?

1. A student is not penalized for taking more classes than someone with "identical" grades who has taken fewer classes.
2. It retains the incentive for taking weighted classes, i.e. classes that are more challenging and academically rigorous.
3. It retains the emphasis on academic excellence.
4. It is a more equitable method for determining Valedictorian and Salutatorian, as it does not penalize students who do not have transportation available to them to take courses at other schools.

BHS LIBRARY

Library hours: 8:00 am to 4:15 pm each day (including lunch time)

Our goal is to provide every student services which support both the acquisition of the best education possible, by providing them with material that supports the curriculum being taught here at BHS, and assistance in developing a lifelong love of reading, by investing in growing and evolving our collection to match students' interests and needs.

We are here to help students achieve success by empowering them to take full advantage of today's information and technology and by providing a comfortable place to read, study, complete homework, or spend time on the many activities we offer. . In the library, students have access to physical print books for academic and pleasure reading, as well as a full complement of databases, eBooks, and audiobooks. Desktop computers and printing are also available throughout the school day, as well as an audio/video recording area and makerspace in which students can earn service hours. Books and eBooks are checked out for two weeks and can be renewed as necessary. The library also has calculators and chromebooks available for students to check out to use during the day; there is a late fee of \$1.00 per day on these items, as they are intended for at most a single-day use. At the end of each year students will be fined for any lost items checked out from the library.

If you have any questions you may contact ... Ms. Barrett, Teacher Librarian at 613-7707, or Library Assistant at 613-7727



ATHLETIC PARTICIPATION REQUIREMENTS

(A complete athletic Standards for Communication handbook is available upon request.)

ATHLETIC SECRETARY: Mary Bunker (970)613-7702

1. Student and parents must complete athletic registration online: [Athletic Registration](#)
2. Students must provide a current physical.
3. [Pay athletic fees](#) online or send cash/check to athletic secretary. ALL school athletic fees must be paid, to be cleared to participate in sports.
4. Students must be enrolled in a minimum of five classes the semester they plan on participating in a sport.
5. During the period of the participation academic eligibility of students at Berthoud High School will be checked every week. In order to maintain athletic eligibility, you must be passing 5 classes and not be failing more than 1 class. Students who are deemed ineligible for the following week (Sunday to Sunday).
6. Students who do not pass 5 or more classes during the spring semester can take a comparable class during summer school to regain eligibility for the fall semester. A withdrawal (W) fail counts as an 'F' for the semester.
7. National Collegiate Athletic Association (NCAA) – The National Collegiate Athletic Association has specific rules and grade point averages for any students who plan on participating interscholastically in college. Please contact a counselor to find out the necessary information concerning the proper way to go about gaining eligibility when becoming a freshman in college.

Thompson School District Co-Curricular Participation Rules

Prohibited conduct on or off school grounds Training rules are enforced 365 days a year.

Possession or use of any illegal substance * Use of any tobacco product * E-Cigarettes/Vape

Theft or Vandalism * Hazing or Harassment * Possession of weapons * Gang Activity

Penalties for prohibited conduct:

1st offense = suspension from 20% of total games
2nd offense = suspension from 50% of total games
3rd offense = suspension for one calendar year
4th offense = suspension for duration of high school career

How training rules are enforced:

Coaches/Students/Law Enforcement report offenses
Athletic Director meets with student/parent
Self-reporting on first offense can reduce penalty by 10%
(First offense only)

DANCES

Periodic dances are held during the school year. These are for Berthoud High School students. All out-of-school guests must complete the dance form that is provided by the organizer of that dance prior to the event. All out-of-school guests must be under 21 years of age and not be a middle school student. There are no exceptions. Students are only allowed to bring one guest. Once you have entered a school dance, you will not be permitted to leave and return. The junior class hosts the prom. It is for juniors and seniors, and their dates exclusively.

Berthoud High School Academic Integrity Policy

2024-2025

Vision and Philosophy

One of the visions of Berthoud High School is to provide educational experiences that inspire academic excellence, personal growth, and social responsibility. Berthoud High has also created our positive behavioral expectations of achieve, respect, and engage. Within these two statements are the belief and expectation that our entire community act with honesty and integrity in all interactions. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is adhering to our values whether we are in the presence of others or not. In an environment of honesty and integrity, the work we submit as our own will be our own.

Instructors and administrators at Berthoud High School firmly believe that cheating/academic dishonesty denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore expect personal integrity and intellectual honesty in all academic work. Our school culture places a high value on original thinking and intellectual property with the ultimate goal of encouraging our students to express themselves authentically, confidently and competently. We strive to develop our students to become principled young adults who take responsibility for their actions and accompanying consequences.

Definition and Examples of Academic Dishonesty:

Academic dishonesty: is any attempt to gain an unfair academic advantage or recognition to which one is not entitled, or to assist others to do so. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records and the misrepresentation of facts.

Examples of what academic dishonesty looks like:

- Copying or permitting the copying of graded or ungraded work.
- Gaining unauthorized prior knowledge of assessments or providing such knowledge to others.
- Using technology (texting, email, Instagram, Snapchat, etc.) to aid you or another student on an assessment when that use is not intended by the instructor.
- Incorporating the information, ideas, words, graphics or artwork of another source, including AI sources, into your own work without giving the originator the credit.
- Downloading information from the Internet in part or in whole, including AI sources, and inserting it into one's work without giving proper credit to sources.
- Using a paper or project you created previously to substitute for a current assignment without getting teacher approval.
- Unauthorized collaboration/collusion with another person in preparing/completing academic assignments or assessments.
- Giving your ideas for an assignment to another individual and having them complete the assignment for you in their own words.
- Falsifying data or sources in graded or ungraded work.
- Altering a grade whether on an individual assignment or in the student records (gradebook). Or changing answers to an assignment after it was graded.
- Misrepresenting facts or situations for academic gain, including as a means to receive additional time to complete graded or ungraded work.
- Taking assessment materials without permission to use later or help someone else.
- Having a parent/guardian/friend/acquaintance do the work for you.

Procedures and Consequences

Upon the classroom instructor's (teacher of record) determination that the Berthoud High School Academic Integrity Policy has been violated, the following procedures and consequences are recommended in an effort to support due process and good communication.

Procedures

- The instructor will document the violation in writing and will discuss the violation concerns with the student(s). Providing an opportunity for student explanation is required to satisfy due process considerations.
- The instructor will report the violation in the Infinite Campus behavior reporting tool.
- A building administrator will document the violation in Infinite Campus under Behavior and will review the student's disciplinary record in an effort to determine if other similar integrity violations have occurred in the past. The discipline review findings (as applicable) will be shared with the classroom instructor.
- The instructor will contact the parent/guardian for each student involved in the violation as soon as possible.
- A meeting with the parent/guardian may be necessary to support district policy, student "due process", and to ensure good

communication.

- Appropriate follow-up communication will take place by the instructor and/or administrator with the student's counselor and any related instructional institution (FRCC, AIMS, CTE, etc.) (if applicable) for any violation related considerations.

Consequences

- Because it may not be possible to know the limits and absolute extent of the integrity violation, a student in violation will receive a grade of zero (loss of credit) on the specific assignment or assessment. The overall effect of this zero grade toward the overall final grade in the class may not be realized until the end of the grading term or semester, however passing the class should be recoverable.
- A restorative process including a letter of apology, a written reflection of the violation, lunch or after-school detention, assignment re-assessment, or suspension may be applied to the student(s) involved or responsible for a violation.
- A possible suspension or exclusion from school leadership opportunities, school activities, the specific class, or school program may be applied as a consequence.
- Additionally, the consequence may include a loss of credit in the current class and possible disqualification in the Honor Roll, the National Honor Society and earning any special diploma.
- Consequences impacting post-secondary options may include declining to write a letter of recommendation for the student, rescinding letters of recommendation, college or university Common Application follow-up by school officials, and the possible inclusion on school records as required by District policy.

Notes:

- *The specific consequence(s) will be assigned on a case by case basis, with attention and consideration to the consistency for the specific consequence(s) assigned. For confidentiality reasons, the details of the violation and consequences should be limited to only those staff members that need this information.*
- *The Berthoud High School Academic Integrity Policy has been developed in collaboration with Thompson School District, the staff at BHS and the consideration of a large number of existing policies across Colorado and the nation.*

Student Responsibilities

Student Responsibilities

- Read, understand and follow the Academic Integrity Policy as set forth in instructors' course descriptions and Spartan student handbook
- Assume ultimate responsibility for ensuring that your work is authentic while acknowledging the thoughts and ideas of others
- Report any observed violations of the Academic Integrity Policy (reporter will remain anonymous)
- Accept the consequences of your actions.

Parent Responsibilities

Parent Responsibilities

- Read, understand and support the Academic Integrity Policy and the Spartan student handbook and discuss them with your youth.
- Be actively involved in their education and reach out to teachers first when you have questions or concerns.
- Support violations to the Academic Integrity Policy or other violations of the Spartan student handbook, by first contacting the teacher, and then administration when necessary.

Nondiscrimination Statement

In accordance with Board Policy AC, Thompson School District does not discriminate on the basis of a person's actual or perceived characteristics such as, but not limited to, race, color, sex, sexual orientation, gender, gender identity, gender expression, religion, creed, national origin, ancestry, immigration/citizenship status, age, marital status, conditions related to pregnancy or childbirth, genetic information, mental or physical disability, need for special education services, or any other protected class in conformance with federal, state, and local law in admission or access to, or treatment and employment in, its programs and activities. A lack of English skills will not be a barrier to admission or participation.

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Employee ADA/Section 504/EEO Compliance Officer
Director of Human Resources
800 South Taft Avenue

Student ADA/Section 504 Compliance Officer
Executive Director of Student Support Services
800 South Taft Avenue

Loveland, Colorado 80537
(970) 613-5009
nondiscrimination@tsd.org

Loveland, Colorado 80537
(970) 613-5092
nondiscrimination@tsd.org

De acuerdo con la política AC del consejo educativo, el Distrito Escolar de Thompson no discrimina sobre la base de características verdaderas o percibidas de una persona, tal como, pero sin limitación a, la raza, el color de piel, el sexo, la orientación sexual, la identidad de género, la expresión de género, la religión, el credo, el país de origen, la ascendencia, el estado de inmigración/ciudadanía, la edad, el estado civil, condiciones relacionadas con el embarazo o el parto, la información genética, una discapacidad mental o física, la necesidad para servicios de educación especial o cualquier otra clase protegida bajo ley federal, estatal y local al brindar admisión o acceso a, o trato o empleo en los programas y actividades del distrito escolar. La falta de competencia en inglés no será una barrera a la admisión o la participación.

Las siguientes personas han sido encargadas de recibir cualquier pregunta relacionada con las políticas de no discriminación:

El/la responsable del cumplimiento de Título IX/ADA para empleados/Sección 504/EEO
Director de Recursos Humanos
800 South Taft Avenue
Loveland, CO 80537
(970)613-5009
nondiscrimination@tsd.org

El/la responsable del cumplimiento de ADA/Sección 504 para estudiantes
Director ejecutivo de Servicios de Apoyo al Estudiante
800 South Taft Avenue
Loveland, CO 80537
(970)613-5092
nondiscrimination@tsd.org