THE GUIDE 2025-26

BRANFORD HIGH SCHOOL

185 East Main Street

Branford, CT 06405

BHS Website

Main Office: 203 488 7291

FAX: 203 315 6740

The mission of Branford High School is to prepare students to be independent and collaborative learners who are responsible, informed, and contributing members of society. In partnership with the community, we strive to provide a learning environment that supports all students in embracing diversity, acting with integrity, and achieving their personal and academic potential.

Branford High School

This document is subject to revision based on the continuous improvement process (last revised 8/18/2025)

TABLE OF CONTENTS

BOARD OF EDUCATION, CENTRAL OFFICE ADMINISTRATION, BHS ADMINISTRATION, IMPORTANT CONTACT INFORMATION 3

BHS FACULTY AND STAFF 4-5

GLOBAL LEARNING COMPETENCIES, MISSION STATEMENT, SCHOOL-WIDE NORMS, HOUSE MODEL 6

ACADEMICS 7-10

- Program of Studies Link/Graduation Requirements & Expectations
- NEASC Accreditation
- Grade Point Average and Grading Chart
- Fifty Percent Rule
- Homework
- On-Line Programs
- Honor Roll Criteria
- Senior End-of-Semester Culminating Experience Exemptions
- Senior Exit Interview
- Community Service
- Promotion/Reclassification and Summer School

BEHAVIOR EXPECTATIONS 10-15

- General Information
- Co-Curricular Event Eligibility and Activity Eligibility
- School Bus Expectations
- Student in Good Standing
- Student Discipline, Rules of Conduct and Consequence
  - (Behavioral Expectations, Academic Dishonesty, Leaving without Permission, Use of Private Technology, Computer Systems and Internet Safety, Dress, Use of E-cigarette, Drug and Alcohol Use)

ATTENDANCE RULES & PROCEDURES 15-17

- Overview of Rules and Procedures
- Credit withheld relating to attendance
- Tardies
- Attendance Appeal Board
- Truancy
- Early Dismissal
- Make-up Work
- Participation in School Activities

ACTIVITIES 17-23

- Rules for Social Functions
- Eligibility for Class and Activity Officers
- Finances
- Fundraising
- Student Organizations

GENERAL INFORMATION
- E-Hall Pass 24-27
- Cafe Snacks and Lunch Shifts
- Fines
- Freshmen, Sophomore, Junior Study Halls
- HIVE Time
- ID Card
- Internet Usage
- Late Buses
- Learning Commons/Media Center
- Lockers
- Lost or Missing Items
- Medical Excuse: Physical Education/Interscholastics
- Field Trips
- Parking
- Access to BHS
- Student Mural Approval Process

COMMUNICATIONS WITH STUDENTS AND PARENTS 28-29
- Parent Square
- Back to School Night
- Email
- Infinite Campus Messenger
- Family Coffees
- Teacher Conferences
- Progress Updates/Report Cards
- Parent/Guardian Meetings

STUDENT SERVICES AND RESOURCES 29-31
- RtI Team
- Counseling and Career Center
- Working Papers
- Free or Reduced Price Lunches
- School-Based Health Center
- School Insurance
- School Nurse
- Social Worker

COLLEGE APPLICATION PROCESS 31-32

COLLEGE ENTRANCE TESTING INFORMATION 32

DAILY SCHEDULES 33

BRANFORD PUBLIC SCHOOLS HOURS AND IMPORTANT PHONE NUMBERS 34

BHS MAP 35

BOARD OF EDUCATION

185 Damascus Road Branford, CT 06405

Peter Berdon, *Chair* Ellen Michaels, *Vice Chair* Meaghan DeLucia, *Secretary*

Adam Greenberg Marie McNamara Alex Palluzzi, Jr.

Ram Shrestha Shawn Tiernan Laura Troidle

CENTRAL OFFICE ADMINISTRATION

www.branfordschools.org

203 488 7276 FAX: 203 315 3505

Dr. Christopher Tranberg, *Superintendent of Schools* Allison Moran, *Assistant Superintendent*

Blaize Levitan, *Chief Operating Officer* Charles Cicarella, *Chief of Student Services*

Kathleen Wagner, *Director of Secondary Education, Grades 5-12*

Lisa Hernandez Corcoran , *Director of Elementary Education, Grades K-4*

BRANFORD HIGH SCHOOL

185 East Main Street Branford, CT 06405

Branford High School Website

College Board [CEEB] # 070040

Phone: 203 488 7291 FAX: 203 315 6740

School Closings and Emergencies: see BPS website Bus Transportation (ZUM): 855-743-3986

School Hours: 7:25 am - 2:25 pm

BRANFORD HIGH SCHOOL ADMINISTRATION

Lee Panagoulias, Jr., *Principal* Joseph J. Briganti, *House Principal* Stephanie Byrd, *House Principal*

Jessica Cavallaro, *House Principal* Brian Zaklukiewicz, *Athletic Director*

PARENTS/GUARDIANS AND ALL VISITORS TO THE HIGH SCHOOL MUST CHECK IN AT THE FRONT OFFICE AND PRESENT THEIR LICENSE(ID) TO OBTAIN A VISITOR'S PASS.

THE GUIDE is a handbook for the Branford High School community: students, parents/guardians, and staff. Please also refer to the *Branford Public Schools District Policies* on our district's website.

BRANFORD BOARD OF EDUCATION HANDBOOK ANNUAL NOTIFICATION

The Branford Board of Education maintains a comprehensive policy manual concerning the operation of Branford Public Schools. A hard copy is available at BPS Central Office.

TEACHER/STAFF CONTACT INFORMATION

Parents/Guardians may email their student's teachers or school counselor during the school day to schedule a conference. To contact any staff member at Branford High School via email, please use this format:
First initial last name@branfordschools.org Example: Buzz Hornet - bhornet@branfordschools.org

INFINITE CAMPUS PARENT/GUARDIAN PORTAL

In keeping with our 'open gradebook' philosophy, students and parents/guardians can view progress via the IC Portal. You will be able to see every assessment, assignment and class participation grade factored into a student's progress report. We hope using the IC Portal will help families have well-informed conversations about your students' progress at school.

You may also use the portal to update contact information. For setup support, please contact our school counseling department.

FACULTY AND STAFF

English	**Mathematics**	**Special Education**
Colleen Lepre, *Department Leader*	Christopher Stonier*, Department Leader*	Katherine Matheson, *Department Leader*
Karen Greco	Shannon Carey	Meghan Heath, *Liaison*
Karen Izzo	Danielle Craig	Savannah Beecher
John Matthiessen	Vanessa Hunter	Jessica Cyr
Christian Miller	Ashley Jones	Melissa Danielson
Laureen Mutuski	Mia Lockery	Jaclyn Dunn
Wendy Nylen	Megan Paul	Molly Jacobson
Jennifer Ryan	Annemarie Raffone Dudley	Alex Larson
Scott Valentine	Ryan Roberts	Michelle Raszcewski
	Thomas Webster	
Social Studies	**World Language**	**ATLAS**
Robert Polemeni, *Department Leader*	Kristin Mancini, *Department Leader*	Stefanie Talpey*, Liaison*
John Albinger	Giovanna Carbone	Aaron Brenner
Khari Beyah	Alberto Cintron	Maile Chaplar
Richard Biondi	Ariana Fritz	Lauren Farrell
Peter Bouley	Cassandra Marinuzzi	Jennifer Miller, Social Worker
David Gruendel	Elise Weisenbach	
Joel Hinrichs	Andres Wullaert	**Physical Education**
Nicholas Rizzi		Jennifer Stackpole*, Department Leader*
Sharon Shirley	**Fine Arts**	Jennifer Kohut
David Trotta	Michael Martone*, Department Leader*	John Palluzzi
	FA: Art	Anthony Ruglio
Science	Delia Kropiwnicki	
Suzanne Sullivan*, Department Leader*	Magdalena Fin	**Career Pathways Coordinator**
Hou (Tommy) Chen	Donna Roy	Tina Valaouras
Victoria Climie	***FA: Music***	**School Counselors**
Jonathan Corbett	Michael Martone, Chorus	Aimee Harkins*, Department Leader*
Valerie Duffner	Maggie Alexander, Band	Kelianna O'Brien (Allyson Hemstock , LTS)
Beth Anne Laliberte	Lisa Zima, Orchestra	Amy Olszewski
Amy Okamoto	**Career & Technical Education (CTE)**	Ashley Topazio
Matthew Park	*Culinary Arts*	**Student Support Staff**
Michele Valauskas	Erica O'Brien, *Department Leader*	Abigail DiSalvo, School Psychologist
Jocelyn Vennero-Wheaton	Mindy Baker	Vanessa Mack, Social Worker
Sarah Vitelli	***PA: Business***	Lexi MacDonald, Social Worker
	Salvatore Zarra (Lyndsey Hayden, LTS)	Jennifer Murphy, Social Worker
E.L.L. Teacher	***Technology Education***	Jennifer Rumbin, School Psychologist
Jennifer Tucker	Jonathan Cap	Kelly Thompson, Speech &Language Pathologist
	Clarissa Cremins Endes	
Media Information Specialist	John Limone	**RTI Interventionists**
Dr. Belinha De Abreu	Paul Sarrazin	Alicia Loesche - *Math Interventionist*

		Gina Lucibello*, ELA Interventionist*

Paraprofessionals	**Technology Department**		
Bruce Brailsford	Thomas Pisani	*Director Of Technology Operations*	
OPEN (ELL)	Gayle Aceto	*Technology Administrative Assistant*	
Joshua Cale (ISS)	Ryan Hart	*Technology Coordinator*	
Richard Furman	Keith Spaar	*Senior Technology Operations Manager*	
Andrew Gambardella	Brendan Krom	*Operations Technology Manager*	
Jackson McClure			
Ashley Pantaleo	**Office Staff**		
Matthew Perrone	Trisha Simmons	*BHS Business Services Supervisor to L. Panagoulias*	
David Standrowicz	Nancy Errante	*School Counseling Department Secretary*	
Nancy Tommaselli	Megan Falcigno	*Administrative Assistant to S. Byrd*	
Teena Vanacore	Beth Jenkins	*Administrative Assistant to J. Briganti*	
	Nicole Kikosicki	*School Counseling Department Secretary*	
BHS Nurse's Office	Simona Nerney	*Administrative Assistant to J. Cavallaro*	
Pamela Neleber, *Director of Health Services*	Roberta Nuzzo	*Library Learning Commons Secretary*	
Patricia Gambardella, *RN*	Laura Royka	*BPS Athletic Administrative Assistant*	
Donna Barrett, *Nurse's Aide*	Margaret Taylor	*Attendance Secretary*	
	Melissa Gargano	*Receptionist*	
School Based Health Center (SBHC)			
Karen Reilley, *APRN*			
Lisa Lochner, *Social Worker*	**Custodial Staff**		
Mary Melillo, *Office Manager*	Erik Johnson	Head Custodian	
	Christoper Travaglino	Night Supervisor	
Security Officers			
Scott Riordan, *Director of Security*			
Lamar Hill	**Day Shift**	**Night Shift**	**Split Shift**
Angie Martin	Ronnie Scinto	Frank Amento	Joe Martone
Michael Liso	Anthony Ristanio	William Burke	
Robert Ortiz		Alfred Chow Yen	
Pasquale (Pat) Taddei		Rob Nelson	
David Vargas		Nick Ristaino	
	Student Teacher		
	Intern		
	Jeremy Goulden		

BRANFORD PUBLIC SCHOOLS GLOBAL LEARNING COMPETENCIES

Branford Mission
We, the members of the Branford Public School community, are committed to developing life-long learners who are capable and confident, who contribute to their community, and who succeed in a changing global society.

All BPS graduates will be given the opportunity to grow, develop, and acquire the following **Global Learning Competencies,** grounded in ***The Seven Habits of Highly Effective People***

- Be Proactive
- Begin With the End in Mind
- Put First Things First
- Think Win-Win
- Think First to Understand
- Synergize
- Sharpen the Saw

Branford High School's Mission and Expectations for Student Learning

The mission of Branford High School is to prepare students to be independent and collaborative learners who are responsible, informed, and contributing members of society. In partnership with the community, we strive to provide a learning environment that supports all students in embracing diversity, acting with integrity, and achieving their personal and academic potential.

Branford High School School-Wide Norms

- Respect self, peers, faculty, staff, and school property
- Take a restorative approach to resolving conflict and preventing harm
- Contribute to our community
- Recognize and understand the benefits of diversity in our school and community
- Demonstrate integrity while participating in all academic and co-curricular activities
- Value a healthy lifestyle

Branford High School House Model

Branford High School follows a House Principal model designed to foster smaller, more connected learning communities within our larger school setting. This structure supports our shared goal of creating a school environment where all members take ownership in building a strong, inclusive community in which students feel a true sense of belonging and are empowered to engage in deep, meaningful learning.

Under the BHS House Principal model:

- Each House will be led by a dedicated House Principal: Ms. Stephanie Byrd, Mr. Joseph Briganti, or Ms. Jessica Cavallaro. House Principals and staff will support students' academic progress, social-emotional growth, and overall high school experience.

- Each student and staff member is assigned to one of three Houses that consists of students and staff from each grade level. Student assignments can be found on Infinite Campus.
- Students will remain with their House and House Principal throughout their 4 years at BHS

ACADEMICS

For a complete list of academic policies and course options, please refer to pages 12-18 of the Branford High School Program of Studies. The **graduation requirements and expectations** **Board Policy 5700** can be found on page 11 of the Program of Studies. Seniors must meet all graduation requirements by the graduation date in order to participate in Branford High School's Commencement Ceremony.

NEASC ACCREDITATION STATEMENT

Branford High School is accredited by the Connecticut State Department of Education and is a member of the New England Association of Colleges and Secondary Schools. A copy of the accreditation statement can be found in the BHS Program of Studies.

GRADE POINT AVERAGE Board Policy 6150

Official Grade Point Average (GPA) will be determined at the end of the third quarter of senior year. The BHS Valedictorian and Salutatorian will be determined once third quarter grades have been certified by the principal or their designee. Only grades earned in Branford High School will be included in calculating weighted and unweighted GPA. Students must be enrolled in Branford High School for at least three semesters (including junior year) and have earned 7.5 credits in "core academic courses" in order to receive a GPA.

Courses will be designated "Standard," "Honors," or "AP," the last to include advanced placement classes, dual credit or early college credits. Grades of a C or lower will not be weighted differently depending on the course designation. Grades of a C+ or higher will receive different weighting depending on the course designation, with grades in courses identified as "AP" receiving the greatest weight. The precise weighting of grades are identified in the chart below per board policy.

GRADING

A	= Excellent	X	= Loss of Credit due to excessive absences
B	= Good	WP	= Withdrew from course (Passing at the time)
C	= Fair	WF	= Withdrew from course (Failing at the time)
D	= Poor	P+	= Honors for a Pass/Fail course
F	= Failure	P	= Credit is Awarded
I	= Incomplete	Au	= Audit (no credit)
		TR	= Transfer

Note: WP, P, P+ do not affect grade point average
WF = "0" and will affect grade point average, rank-in-class, and honor roll.
I must be made up within 7 school days after the end of the quarter

STANDARD		HONORS		AP	
Grade	GPA	Grade	GPA	Grade	GPA
A+	4.3	A+	4.7	A+	4.8
A	4.0	A	4.3	A	4.5

A-	3.7	A-	4.0	A-	4.2
B+	3.3	B+	3.7	B+	3.8
B	3.0	B	3.3	B	3.5
B-	2.7	B-	3.0	B-	3.2
C+	2.3	C+	2.7	C+	2.8
C	2.0	C	2.0	C	2.0
C-	1.7	C-	1.7	C-	1.7
D+	1.3	D+	1.3	D+	1.3
D	1.0	D	1.0	D	1.0
D-	0.7	D-	0.7	D-	0.7
F	0.0	F	0.0	F	0.0

BHS offers most courses designated as **"Honors"** and/or **"Advanced Placement"** and/or **"UCONN ECE."** Freshmen and sophomores may take **'accelerated' Honors** courses based on prerequisites. Any program including an AP course of studies or test may offer **"Advanced Placement"** courses. **UCONN ECE** courses are offered through the UCONN program. C+ or higher earned in "Honors" and / or "AP"/UCONN ECE courses will receive an extra weighting.

In lieu of reporting class rank to post-secondary institutions, BHS sends a graphic representation of individual students' overall level of performance in relation to their class in addition to the official BHS transcript.

FIFTY PERCENT (50%) RULE

Teachers assign values lower than 50% for a quarter grade **only** when a student has plagiarized material or cheated in other way(s) within that quarter. This policy does not apply to individual test grades, midterms, or final exams.

HOMEWORK Board Policy 6300

Parents/guardians are encouraged to contact their student's teacher with questions or problems concerning homework assignments (see contact information, pages 3-5).

Students are not able to prepare all of their work during school hours; therefore, they should reserve a fixed time during each day for home study. A high school student should spend two (2) hours in home study each day.

Teachers are available for extra help during the school day and after school at a mutually agreed upon time and location.

ON-LINE PROGRAMS

Refer to the BHS Program of Studies for details relating to on-line programs. Online programing, such as APEX, may be considered for PE/Health or other classes when a school endorsed and approved program conflicts with a unique scheduling opportunity with the BHS master schedule (ex: ECA, Boys Hockey co-op, etc).

HONOR ROLL CRITERIA

The BHS Honor Roll recognizes students who have achieved an above average or superior level in their chosen course of studies for a given marking period. There are three types of distinction included on the Honor Roll: **HIGH HONORS, HONORS,** and **SPECIAL RECOGNITION**.

To earn **High Honors / Honors,** a student must:

- carry the minimum required course load during the marking period
- earn a GPA of 3.7 or higher for High Honors, 3.0 - 3.69 for Standard Honors
- earn no grade lower than a **C** in any/all courses
- earn an **P+ or P** in any Honors/Pass/Fail course
- make up any **Incomplete (I)** within 7 days of the end of the quarter
- not have received a **WF**
- only grades achieved at BHS will be used in calculating Honor Roll

High Honors = A- or better average for the marking period.
Honors = B or better average grade for the marking period.
Special Recognition = increase average grade from one marking period to the next by one- half letter grade or more.
BHS Annual High Honor Student or BHS Annual Honor Student Recognition = Honor Roll recognition for a set of four (4) marking periods.

A grade lower than C and incomplete grades automatically disqualifies a student from making Honors. Incomplete grades and NG also suspend eligibility for the Honor Roll. The Honor Roll is published each quarter. **Note:** In order to achieve equity in determining the Honor Roll, the weight of each course is not considered. This does not reflect the way in which honors requirements for graduation are determined.

SENIOR END-OF-SEMESTER CULMINATING EXPERIENCE EXEMPTIONS

Seniors that have completed all assignments for the quarter and have at least an A- for the year can be exempted from an end of year culminating activity that is given in the last week of school only. All other students and non-exempt seniors are expected to attend school each day. If culminating experiences are given at other times of the year the last week of the quarter will be used as instructional time, surveys, or reflection.

SENIOR EXIT INTERVIEW

All seniors will participate in a culminating exit interview facilitated by a panel of BHS staff and community members. Participation in this exit interview is a graduation requirement for all seniors. These interviews may be virtual or in person.

COMMUNITY SERVICE

Community service fosters a sense of civic responsibility and community engagement among students. By dedicating 40 hours to community service over the student's time at BHS, students gain valuable real-world experience, develop empathy, and build essential skills centered our BPS's Global Learning Competencies. This

requirement encourages students to connect with diverse populations and understand various community needs. Moreover, participating in community service enhances college applications and resumes, showcasing a commitment to social responsibility. Ultimately, this graduation requirement ensures that students not only excel academically but also contribute positively to society. Students must contact their school counselor for more information and proper paperwork.

PROMOTION/RETENTION Board Policy 6500

Grade level is determined according to ninth grade entry data. Students continue with their assigned class until graduation unless determined otherwise by the Principal or his/her designee.

SUMMER SCHOOL PROGRAM

When eligible and with prior approval, students may attend the **BHS Summer School Credit Recovery Program**. Credit Recovery is designed for students who did not initially pass a class, or lost credit due to absences, or for enrichment. Through an in-person learning experience, students are given the opportunity to demonstrate proficiency in targeted standards aligned with the course curriculum. Grades earned in summer school are not included in GPA.

BEHAVIOR EXPECTATIONS

GENERAL INFORMATION

No student is permitted to leave school without permission. Students are expected to be in all their classes on time. All freshmen, sophomores, and juniors are scheduled for a class or study hall every period of the day. Seniors who do not have a class during any period are expected to use the school's facilities in a responsible way during that time and may go to the Learning Commons, Media Center, or Student Center.

Seniors and Juniors who do not have a first period class must report to school in time for second period. All students must enter the building through the main entrance and check in with the attendance secretary when arriving at school.

Seniors and Juniors who do not have a last period class may leave school early and must exit the building through the main office and notify the attendance secretary. In that case, the student is not permitted to return to school until the school day is over.

Students who have special schedules which allow them to leave school early or arrive at school late must have permission to do so from their administrator or counselor, and must have a photo identification pass issued. The photo identification may be obtained in the Attendance Office. Once students have left the building, they may NOT return while school is still in session. **Students not abiding by the dismissal/entrance procedure will be subject to the 'leaving school grounds' consequences.**

- **There is no authorized outside area that a student may use unsupervised during the school day.**

CO-CURRICULAR EVENT ELIGIBILITY

Participation in or at co-curricular events, contests or activities is vital to the educational process. Students who continually disregard school rules lose the privilege of participating/attending co-curricular activities; parents/guardians will be notified. (see Student in Good Standing section).

CO-CURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS

(Please see the Student Athlete Handbook for athletic-related requirements)

- Minimum 2.0 GPA each quarter
- 1 failure limit in current class schedule
- One-time probation period in which student would have 4 weeks of the next quarter to return his/her grades to eligible levels
- During their four years at Branford High School, a **one-time** probation period can be requested in which a student would have four weeks of the upcoming quarter to return his/her grades to eligible levels. While on this one-time probation, if a student has met minimum CIAC standards, they may participate in practice and games.
- CIAC rule (passing 4 classes not including PE/Health) would serve as a minimum standard during probation
- Grades earned during summer school are not considered or included when determining eligibility for interscholastics
- P/F courses are not considered or included when determining eligibility for interscholastics
- Eligibility is determined after quarter grades are verified and certified by the Principal or his designee

SCHOOL BUS EXPECTATIONS Board Policy 5975

School bus riders can be suspended from school transportation if their conduct on the bus violates a publicized policy of the Board, is seriously disruptive of the educational process, or endangers persons or property. See **Board Policy 5800**. Please follow these directions:

- Board the bus only when the driver indicates it is appropriate to do so
- Use the rear bus door ONLY for emergencies
- Adhere to all school rules while on the bus

Misbehavior on the school bus is reported to the school office. Disciplinary action may include suspending your bus-riding privilege.

STUDENT IN GOOD STANDING

A student who adheres to the Branford High School schoolwide norms and behavioral expectations is considered to be "**a student in good standing**." A student who violates these expectations may be considered "a student **not** in good standing." As determined by the Branford High School administration, a student not in good standing:

- May not attend any co-curricular activities, including clubs, after school activities, and athletic events.
- In order to support students in changing their behavior, any student who is a student not in good standing will access social-emotional support staff.

A student who accumulates multiple detentions and/or suspensions will automatically be reviewed with the potential of being included on the "student not in good standing" list.

The BHS Administration will assign the following progressive timeline to any student not in good standing:
First Offense: 1 week
Second Offense: 2 weeks
Third Offense: 3 weeks
Additional Offenses: As determined by Administration

At the conclusion of this timeframe, a meeting with the student, parent/guardian, Administration and/or the student's School Counselor will occur.

STUDENT DISCIPLINE, RULES OF CONDUCT AND CONSEQUENCES Board Policy 5800

ALL STUDENTS ARE EXPECTED TO REPORT ANY OBSERVATIONS THEY MAY HAVE SEEN OF A SERIOUS DISRUPTION (e.g.: FIGHTING, INTIMIDATION, VIOLENCE, VANDALISM etc.)

Open lines of communication between students, staff and parents are essential.

If you see or hear something that is concerning, please contact school administration.

ACTIONS LEADING TO DISCIPLINARY ACTION, INCLUDING REMOVAL FROM CLASS, SUSPENSION AND/OR EXPULSION - **Board Policy 5800**

Please refer to the Annual Notifications Section for the **Board Policy 5800** concerning Student Discipline. The Board Policy details grounds for removal from class, suspension, expulsion, student rights with respect to discipline and other important topics. In addition to compliance with Board Policy 5800, Branford High School students are part of a community of learners with expectations founded on agreed upon norms. Everyone in the Branford High School community is responsible for maintaining a school climate that is safe, secure, and inclusive.

CLASSROOM BEHAVIORAL EXPECTATIONS

When a student violates the classroom behavioral expectations and it does not seriously disrupt the educational environment, the following process should be followed:

First offense
Teacher-Student conference to discuss the behavior of concern

Second Offense
Parent/guardian phone call by the teacher.

Third Offense
Student assigned to after-school detention by the teacher. Subsequent offenses involve administrative action.

ACADEMIC DISHONESTY

Academic dishonesty violates the principles of academic integrity, which emphasize honesty and a love of learning and respect for intellectual property in scholarly and educational endeavors. Such behavior compromises the credibility of academic achievements and the ethical standards of our school community.

Academic dishonesty encompasses any behavior that undermines the integrity of the academic process. This includes:

- **Plagiarism:** The act of using someone else's work, ideas, or intellectual property without proper attribution or permission, presenting it as one's own. This involves copying text, ideas, or data from sources such as books, articles, websites, or other academic materials without acknowledging the original creator.

- **Cheating:** Engaging in dishonest practices to gain an unfair advantage in academic work. This includes, but is not limited to, using unauthorized materials during exams, copying from another student, obtaining or sharing exam answers or assignments.

Three-Tiered System of Consequences for Academic Plagiarism:
This tiered system aims to educate and correct students while progressively enforcing more consequences to maintain academic integrity and uphold the Branford High School's standards and expectations.

1. **First Offense:**
    - **Formal Notice:** The student receives a formal letter about the incident and the National Honor Societies are notified (if applicable). Parents/Guardians will be contacted by the teacher.
    - **Educational Session:** The student must attend an educational session on academic integrity, citation practices, and the consequences of plagiarism.
    - **Corrective Action:** The student is required to revise the plagiarized work with proper citations/redo the assignment entirely for 50% credit.
2. **Second Offense:**
    - **Formal Notice:** The student receives a formal letter about the incident. The National Honor Societies are notified (if applicable). Parents/Guardians will be contacted by the teacher. The student will receive a zero on the assignment or exam where academic integrity has been breached.
    - **Educational Session:** The student is assigned an additional educational session on academic integrity, citation practices, and the consequences of plagiarism.
    - **Corrective Action:** The student must conference with their school counselor.
3. **Third Offense:**
    - **Formal Notice:** The student receives a formal letter about the incident. The National Honor Societies are notified (if applicable). Parents/Guardians will be contacted by the teacher. The student will receive a zero on the assignment or exam where academic integrity has been breached.
    - **Educational Session:** The student and parent/guardian will conference with the appropriate administrator.

LEAVING BUILDING/GROUNDS WITHOUT PERMISSION/BREACHING BUILDING SECURITY
This behavior presents a significant risk to students, staff, and faculty, jeopardizing the safety and security of the entire school. Unauthorized exits or entrances can expose students to potential dangers outside the school grounds and prevent timely assistance during emergencies. Moreover, it compromises building security, making it challenging for staff to monitor and ensure the safety of all students. It is crucial to adhere to district policies, school rules and expectations regarding building security to protect everyone and maintain a safe, orderly learning environment.

First offense:	Office Detention
Second Offense:	In-School Suspension
Third Offense:	Further disciplinary action

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS -Board Policy 5950

Private electronic devices are not to be used during school**.** Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

Branford High School guidelines and expectations:

- Cell phones, earbuds, smart watches placed and locked in assigned pouch before entering the building
- All stay in the Pouch until leaving the building
- All personal devices (ex: laptop, ipods, tablets) are not allowed in school

As students arrive to school, they will:

1) Turn their phone off.
2) Place their phone inside their Pouch and lock their pouch before entering school
3) Show the locked Pouch to staff upon entering the building
4) Store their Pouch in their backpack for the day

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

Locations:

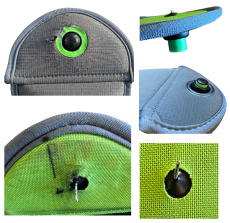
- For morning arrival, 4 devices to lock the Yondr pouches are located outside of the building at the main entrances to BHS and 3 devices located at the rear entrance for parent/guardian drop-off
- For dismissal at 2:25, devices to unlock your pouch are activated and located in the front lobby, C-wing, D-wing, and East Gym Lobby exits
- For late arrivals and dismissal during the day, the only device active will be at the attendance office
- Multiple handhelds devices will be in use by security, administration, and staff as needed

If a student does not meet school expectations for device storage or Pouch responsibilities:

- **First offense:** cell phone or personal wearable device is held in House Principal's Office to be picked up by student at the end of the day, parent/guardian phone call, notification letter sent home
- **Second offense:** cell phone or personal wearable device is held in House Principal's Office to be picked up by parent/guardian at the end of the day, after school detention, second notification letter sent home, available Student Counseling support
- **Third offense:** cell phone or personal wearable device is held in House Principal's Office, parent/guardian meeting where the electronic device(s) will be returned, after school detention, third notification letter sent home, available Student Counseling support, student must bring their phone to their House Principal's office every morning and pick it up at the end of the day for one week

Pouch Damage / Lost Pouch

Students and/or family are responsible for the cost of replacing the pouch if lost or damaged. Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

- If a student forgets their Pouch, their phone will be collected by administration or their designee

Additional reminders:

- To assure compliance by all students, Yondr pouches can and will be randomly searched at the start, and during the school day
- An unlocking device will be located in the front of the building after school hours for any student that may have left the building a forgot to unlock their Yondr pouch
- Each BHS House will have a small number of extra Pouches should on a rare occasion a student forget their Pouch.
- In the event you need to contact your student during the school day please continue to contact the BHS Main Office at 203-488-7291

Technology needs in the classroom will be met with the student's charged school-issued chrome book which should be brought to school each day.

Parents and guardians should continue to contact the BHS Front office in the case of an emergency.

COMPUTER SYSTEMS AND INTERNET SAFETY - Board Policy 5900

STUDENT DRESS - Board Policy 5850

USE OF E-CIGARETTE

The use of e-cigarettes is prohibited.

First offense:	Office detention, confiscation of device, parent/guardian notified
Second Offense:	5 hours school service, confiscation of device, parent/guardian notified
Third Offense:	In-school suspension, confiscation of device, parent/guardian notified

DRUG AND ALCOHOL USE BY STUDENTS - Board Policy 5450

ATTENDANCE RULES & PROCEDURES Board Policy 5350

Please refer to the Annual Notification Section page 2 concerning Student Attendance and Board Policy 5350.

ATTENDANCE MATTERS

Experiences in the classroom are an important part of the learning process. Not being in class has a direct impact on a student's learning, growth over time, and sense of belonging in the BHS community.

The school community and BHS families must work together to support student's learning and sense of belonging in the BHS community and the expectation that students will consistently attend and engage in school.

RESPONSIBILITIES FOR STUDENTS

The student must attend class to benefit from continuity of instruction and class interaction, and to learn self-discipline and responsibility. Students have five (5) days to clear unexcused absences. If there is no notification of an absence, the absence will be considered unexcused.

EIGHTEEN-YEAR-OLDS AND OLDER STUDENTS LIVING WITH A PARENT / GUARDIAN MAY NOT WRITE THEIR OWN EXCUSES.

Branford High School teachers and staff:

- Establish and communicate clear classroom expectations aligned with BHS attendance guidelines.
- Monitor student attendance and be in contact with students and BHS families as negative patterns develop.
- Assign detentions and refer to administration after communication with students and families has been established.

ATTENDANCE PROCEDURES

When a student is absent from school, parents/guardians must complete the **BHS Absenteeism Form** (located on our school website) and submit it to the Attendance Office with your child upon return to school. Hard copies with original signatures are required. **Attendance is recorded each period**. If students miss a class for any reason other than a school activity, they will not have perfect attendance.

CREDIT WITHHELD RELATING TO ATTENDANCE

Once a student reaches ten + excused absences (not including medical, court, religion or extraordinary educational opportunities) and/or four unexcused absences in a full year class, credit will be withheld and the student must request a credit appeals hearing with their school counselor.

Once a student reaches five + excused absences (not including medical, court, religion or extraordinary educational opportunities) and/or two unexcused absences in a semester/quarter class, credit will be withheld and the student must request a credit appeals hearing with their school counselor.

TARDIES

A Tardy is defined as arriving to class up to fifteen minutes late. Three tardies will equal one class cut. Anything more than fifteen minutes late will count as an unexcused absence.

ATTENDANCE APPEAL BOARD

- Students and their parents/guardians will be notified if a student is in danger of losing credit via communication home. This communication will include information about the Attendance Appeal process.
- An Attendance Appeal Board decides on all appeal cases.
- Students will request assistance from their School Counselor in preparing for the appeal process and in determining available options after the Attendance Appeal Board has made its ruling

If credit/graduation ratings are withheld, the student should continue to attend the course in order to regain credit/performance requirements by attending summer school or by earning equal credit/performance expectations within the same area of study. Students who do NOT continue to attend the course will have to repeat the course the next school year

TRUANCY

A student is considered truant if he or she has 4 unexcused absences in one month or ten unexcused absences in a single school year. Students who are considered truant may be referred to the Branford Juvenile Review Board.

EARLY DISMISSAL

Parents/guardians, please do NOT request an early dismissal for your student, except for emergencies. Please schedule appointments for doctors, dentists, driver tests, etc. after school if possible.

- Parents/guardians may request an early dismissal via phone call or a written, signed note. Please call **(203 315-6744)** or send in your note to the Attendance Secretary before 7:30 am.
- A student who has an early dismissal is expected to leave school at the agreed upon time.
- Students who are scheduled for a daily early dismissal according to their educational programs are required to have a picture ID.
- All students must have a pass from the attendance secretary or school nurse to be dismissed during the school day.

MAKE-UP WORK

- Students who have been absent from school are required to consult with their teachers upon their return regarding any work/tests missed during their absence. Students may make up work missed as a result of an excused absence.
- A student forfeits the right to make up any work missed/not handed in as a result of an unexcused absence. An unexcused absence results in a "0" for the day's work.

Parents/guardians cannot clear early dismissals or leaving school request after the fact
ALL STUDENTS MUST HAVE A PASS BEFORE LEAVING SCHOOL
Otherwise, student may be subject to consequences as outlined under "Leaving School Grounds Without Permission" on page 13 of The Guide

PARTICIPATION IN SCHOOL ACTIVITIES

Students who are absent from school are not permitted to participate in interscholastic athletic contests, athletic practices, and extracurricular activities, or other school-sponsored activities (ex: Homecoming Dance and Prom) on the day they are absent from school.

In order to participate in co-curricular activities or to compete in interscholastic sports, a student must be in attendance for a minimum of three periods each day, including early release days.

ACTIVITIES

BHS ACTIVITIES ARE OPEN TO ALL STUDENTS and everyone is encouraged to participate. If you are interested in forming a new group or club, please submit a request in writing to the Principal or his designee.

BHS RULES FOR SOCIAL FUNCTIONS **All school rules apply at all school related activities.**

School socials and informal dances are held in the school's gymnasium or cafeteria. Formal dances are held at school-sanctioned locations. You must arrive at school-sponsored social functions within one hour of the scheduled start time. If you arrive after that time, you will not be allowed to enter. If you leave an event before it ends, you will not be allowed to return.

All guests must abide by Branford High School's rules and regulations:

1. ONLY BHS students in good standing and their guests may attend Branford High School dances.
2. Each BHS student may invite a maximum of one non-BHS student to a dance. Please submit a signed permission form to register your guest. Forms are available in Mr. Briganti's office.
3. A master list of non-BHS students attending the dance must be present at the check-in desk. Each BHS and non-BHS student must present a valid ID to enter the event.
4. At least 6 chaperones, not including the dance organizer and administrator, must commit to assist with any dance. These chaperones must stay for the entire dance. If six chaperones cannot commit at least two days in advance to the event, the function cannot take place.
5. A breathalyzer must be present at each dance with at least one Branford Public Schools employee trained in its use.
6. BHS students wishing to attend out-of-grade level dances need administrative approval prior to attending the dance. Forms are available in Mr. Briganti's office.
7. Students must attend school for a minimum of three periods on the day of the dance to be eligible to participate.

ELIGIBILITY FOR CLASS AND ACTIVITY OFFICERS

Class officers must be members in good standing of their class by maintaining the required minimum course load and adhering to the academic eligibility standards, as detailed below.

Once a Class Officer fails more than one course or does not earn a C average for a marking period, that student will be asked to relinquish officer responsibilities until these two criteria are met.

You may hold only one elected office at any one time. This practice not only helps focus student leaders' attention and efforts on the success of their chosen activity, but also increases opportunities for leadership for other interested students.

FINANCES

All school-related activities must use the BHS internal account for any revenues raised or monies spent. Class accounts will be maintained for 10 years after graduation and then be incorporated into the General Student Activity Account as a gift to BHS.

FUNDRAISING Board Policy 5625P

ALL fundraising projects must be in compliance with Board Policy and Administrative Regulations 5625 and be approved by BHS Assistant Principal Mr. Briganti *PRIOR* to the start of the fundraising. For fundraising approval and permission form, see **Board Policy 5625P**

ALL FUNDS MUST BE DEPOSITED IN THE BHS INTERNAL ACCOUNT

Everyone involved in soliciting funds from the community in an approved BHS-related fundraising activity needs two documents:

1. A letter from BHS approving the fundraising activity. This letter will identify
    - the student/individual by name,
    - the activity or team for which the fundraising is taking place
    - the nature of the fundraising event
    - the closing date of the fundraiser.

2. A current BHS ID card showing your name, photo, and the date of the current school year.

Anyone who is asked to contribute funds without the approval letter and the BHS ID card should immediately notify the school.

STUDENT ORGANIZATIONS

AMNESTY INTERNATIONAL Amnesty International is an independent, worldwide movement working impartially for the release of all prisoners of conscience (men, women, and children imprisoned because of their beliefs, ethnic origin, sex, race or language), provided they have neither used nor advocated violence; fair, prompt trials for political prisoners; and the abolition of torture and executions under all circumstances. It is independent of any political, ideological or religious affiliations and is funded by donations from its members and supporters around the world. Advisors: Mr. Hinrichs or Mr. Rizzi.

ANIME CLUB Love anime? Love to draw? The Anime Club is the perfect place for fans and artists alike to come together and share their passion for anime, manga, and Japanese art styles. Whether you're a beginner or a seasoned artist, you'll find a supportive space to create, learn new techniques, explore character design, and connect with fellow anime lovers. Bring your sketchbook and your imagination—let's draw, create, and geek out together! Advisor: Mrs. Roy.

ART CLUB This club provides opportunities to students to work on art projects. Advisor: Mrs. Kropiwnicki.

BEST BUDDIES An opportunity to mentor a student with special needs. Advisors: Mrs. Ryan and Mrs. DiSalvo.

Black Student Union - The Black Student Union (BSU) is an organization dedicated to celebrating Black culture, promoting academic excellence, and fostering a sense of community among all students. This is offered as a Hive Choice option during the school day.

BOARD GAME CLUB Do you enjoy board games and want to expand your experience beyond Monopoly, Risk, and Scrabble? Come join us at the Board Games Club. Each week, we get together to play some of the highest rated (BoardGameGeek) short games (<1 hr). If you have a favorite game, bring it. We are always interested in learning something new. Beginners are always welcome. Come have fun with us! Advisor: Dr. Chen

BRANFORD LATINO ALLEGIANCE The Branford Latino Allegiance Club is a source of encouragement, strength and support for all BHS students who want the opportunity to embrace the rich culture of the Spanish speaking world. We will provide a place for members to partake in social and leadership development opportunities on and off campus. Aside from the common exploits expected of student organizations, we will take it upon ourselves to address issues and concerns that directly and indirectly affect our community at Branford High School and beyond. Advisor: TBD

BRING CHANGE TO MIND BHS Bring Change to Mind is part of the nationwide Bring Change to Mind Organization. The mission of Bring Change to Mind is to end the stigma and discrimination surrounding mental illness. BC2M has empowered students through their high school program to advocate with friends, teachers and others for mental health awareness to help create a more empathetic and stigma free school environment. This is a student led club with many leadership opportunities. We will create and advance innovative approaches and partnerships to start conversations around mental illness, share resources, collaborate, learn and grow so everyone can thrive in a stigma free world. Advisor: Mrs. Stackpole

CALLIOPE/Literary Magazine BHS's literature and arts magazine. All students are invited to submit poetry, prose, and artwork through your English or art teacher. Deadlines are announced throughout the school year. New staff members are always welcome. Meetings are Thursdays after school in F14. Advisor: Mr. Matthiessen

CHEMISTRY CLUB Have you ever made slime or Oobleck? Did you know that you can stick a skewer into a balloon without popping it? You'll do all of this and more at the Chemistry Club! At each meeting, we explore a new activity that dramatically demonstrates a chemical principle. We are a hands-on club so you'll not only be learning chemistry, you'll try out each activity yourself! We'll teach you some tricks that will amaze your friends and family. Come join us and you'll see why chemistry is fun! Advisor: Dr. Chen

CRAFT AND HOBBY CLUB Craft and Hobby Club provides students an opportunity to learn new hobbies and crafts from staff and from one another. A different craft or hobby is featured monthly. The club meets monthly. Advisor: TBD

DANCE TEAM The dance team is a fall and winter dedicated team that competes in two different styles, hip-hop and jazz. As of recently, they also started competing Nationally in Game Day which is a spirit raising division The team performs at some home football and basketball half-times, community events and competes locally including the State championship, regionally in New England and Nationally down in Orlando. FL. The dance team is an outlet for dancers who are passionate, dedicated and have a drive to compete. Advisor: Coach Pantani

DEBATE CLUB Do you love debating issues or public speaking? If so, the debate/speech club is for you. Advisor: Mr. Trotta

DRAMA/FALL PLAY is responsible for producing the annual Fall Drama. Any students interested in performing arts, technology, acting, etc. are encouraged to participate. Advisors: Mrs. Ogren or Mrs. Ryan

ENVIRONMENTAL CLUB is dedicated to preserving our environment and creating awareness of our surroundings. Advisor: Mrs. Climie

E-SPORTS The club uses skills and teamwork to compete in gaming activities. Advisor Mrs. Ryan

EXCEL CLUB The club is dedicated to improving our school, community and country through volunteerism. The club focuses on the Branford Exchange Club's four programs of service: Americanism, youth activities, community service and prevention of child abuse. Advisor: Mrs. Climie/Mrs. MIller

GENDER SEXUALITY ALLIANCE (formerly the Gay and Straight Alliance) The GSA was formed from the Cultural Diversity Club and strives to inform and educate the Branford High School Community about LGBTQ issues. It meets twice a month in the evening. Advisor: Ms. Duffner

HOPE CLUB Looking for a place to grow in faith, find encouragement, and make a difference? The Hope Club is a welcoming space for high school students to explore, pray together, and support one another through life's ups and downs. Whether you're new to faith or not, there's a place for you here. Come be part of a community where hope is real and where faith is active. Advisor: Mrs. Roy

INTERACT CLUB is dedicated to community service and international understanding and is open to students in grades 10-12. Members are selected on the basis of character and leadership by the Rotary Club of Branford, which sponsors the organization. This club works on three major projects each year: one serves the community; the second, the school; and the third helps promote world understanding. Advisor: Ms. Lucibello.

INTRAMURAL SPORTS Many sports can be included. All that is needed is a group of students interested in playing. Advisors: Mr. Palluzzi or Ms. Kohut.

ITALIAN CLUB To promote and appreciate the art, culture, food and traditions of Italy. All students are welcomed. Activities are student driven and include trips to Wooster Street, Bocce Tournaments and more. The club meets biweekly. Ciao! Advisor: Mr. Zarra.

LEO CLUB - The Leo Club is connected to the Branford Lions Club. This club offers students the opportunity to be involved with an international service organization and work on charitable projects in the community. Advisor: Mr. Sheeha**n**

MATH TEAM The BHS Math Team provides opportunities to discuss concepts in mathematics, apply ideas in hands-on investigations, and participate in competitive contests. The purpose of the club is twofold: to provide enrichment to students who seek to transcend course curriculum, and to compete with other math clubs in the area. Advisor: Ms. Paul

MODEL CONGRESS Participate in the process of making laws and/or dealing with international issues with students from a wide variety of high schools. Advisors: Mr. Gruendel.

NATIONAL HONOR SOCIETY - Students are selected for membership in the Branford Chapter of the National Honor Society during their junior and senior years. The four criteria for membership are: scholarship, leadership, character, and service. Members are selected by a faculty council. Advisor: Mr. Hinrichs.

The selection procedure is as follows:

1. Students' academic records are reviewed to determine if they meet the scholastic eligibility requirements: a 3.9 weighted GPA and at least 30 hours of community service completed
2. Students who are eligible scholastically are notified and told that for further consideration for selection to the National Honor Society Chapter, they must complete the Student Activity Form.
3. All faculty members are invited to make comments on candidates.
4. The Student Activity Form is reviewed by the faculty council, along with other verifiable information about each candidate.
5. Candidates receiving a majority vote of the faculty council are inducted into the chapter.

Once inducted into the NHS, a member has taken on significant responsibilities. Failure to meet the following NHS responsibilities may result in the individual's membership being terminated:

1. Maintain and uphold the standards of membership upon which they were inducted.
2. Maintain availability for service to school
3 Comply with school rules
   - no suspensions or chronic disciplinary problems
   - no violation of the Substance Abuse Policy
   - maintain a good attendance record -- no excessive absences.
4. Demonstrate good citizenship -- no arrests and/or convictions by law enforcement officials.

NEWSPAPER: THE BUZZ is the school newspaper, which is written, composed, set and published all within Branford High School. It is a great opportunity to make your mark and to learn all there is to know in the area of journalism and publications. Advisor: Mr. Miller

PEACE JAM is a club which utilizes strategies for initiative to promote global understanding Advisor: Ms. Paul

PEER CONNECTIONS is a group of students who receive extensive training so they can take part in listening and being helpful to their peers who may be experiencing a significant personal problem. Advisors: Mrs. Izzo or Ms. Tucker.

PEP BAND We provide encouragement for our school community through musical performance on traditional Band instruments. We play at all home football games, fall pep rallies, and the Veterans Day parade. Advisor: TBD

PERFORMING ARTS ASSOCIATION is designed for any student with an interest in any aspect of play production. Students work together on all theatrical activities: acting, costuming, lighting, makeup, scenic design, building, and publicity. The association presents one major production each year, such as: *Les Mis, West Side Story, 42nd Stree*t, *Beauty and the Beast.* Advisor: Mr. Martone.

Photography - Create a supportive space for BHS Photography enthusiasts to get creative, develop camera skills and become a part of a community centered on self-expression. Advisor: Ms. Fin

PHYSICS CLUB The mission of BHS Physics Club is to promote students' interest in physics and technology, and provide students with multiple learning opportunities in that area and make students aware of multiple career options in science and technology. Students will participate in JETS TEAM+S competition, Yale Physics Olympics, Physics Bowl, National Physics Team Exam and Rocketry Competition. Advisor: Mr. Corbett.

PING PONG CLUB After school activity to play ping-pong. Advisors: Mr. Miller or Mr. Polemeni

ROBOTICS CLUB The high school robotics club is a dynamic group where students collaborate to design, build, and program robots. Members engage in hands-on projects and participate in competitions, enhancing their engineering, coding, and problem-solving skills. The club fosters a spirit of teamwork and creativity, encouraging students to innovate and tackle real-world challenges. It's an exciting opportunity for anyone interested in STEM fields to learn, grow, and have fun. Advisor: Mrs. Climie

SCIENCE NATIONAL HONOR SOCIETY Recognizes those students who have achieved high levels of success all four years of taking science courses. Society encourages and recognizes scientific and intellectual thought. Membership is intended to advance students' knowledge of classical and modern science, provide opportunities for students to communicate with the scientific community and encourage a dedication to the pursuit of scientific knowledge that benefits all humankind. See Ms. Vennero

SCIENCE OLYMPIAD Do you love science and competition? If so, join our Science Olympiad team! The CT Science Olympiad includes dozens of events ranging from astronomy and bridge building to designer genes and water quality. Pick your favorite events and represent BHS in this annual competition of over 40 schools across the state. Advisors: Ms. Vennero or Dr. Chen

SPRING MUSICAL Advisor: Mr. Martone

STUDENT GOVERNMENT Student Government is your voice in action. Representing the student body, this group of student representatives from each class works closely with school administration to plan events, raise school spirit, and advocate for student needs and ideas. Whether it's organizing dances, improving school policies, or leading community initiatives, Student Government is where leadership begins. Want to make a difference? Get involved and help shape the BHS experience! Advisors: Ms. Loesche and Mr. Zarra.

Class of 2026 Advisors: Ms. Paul and Ms. Carey
Class of 2027 Advisors: Ms. Rasczewski and Ms. Thompson
Class of 2028 Advisors: Ms. Chaplar and Mr. Gruendel
Class of 2029 Advisors: TBD

TECH CREW Is composed of students and staff. Tech crew supports all lighting and sound needs for all school functions. Advisor: Mr. Martone

UNIFIED SPORTS Unified Sports joins people with and without intellectual disabilities on the same team. It was inspired by a simple principle: training together and playing together is a quick path to friendship and understanding. Advisors: Mrs. Cyr or Ms. DiSalvo

WORLD LANGUAGE NATIONAL HONOR SOCIETY (Latin, French & Spanish) Students are selected for membership at the end of the first semester of their sophomore year, or during their junior year. They will have successfully completed at least three semesters of high school level language courses. Criteria for membership include scholarship in the target language, general scholarship, leadership, and citizenship. Students who meet the qualifications are invited to apply for membership. The selection committee consists of members of the World Language Department, with input from the faculty overall. Once inducted into their respective World Language National Honor Society, students are expected to uphold the original standards in order to maintain their membership. Failure to do so could result in loss of membership. Advisors: Mrs. Fritz(Latin) or TBD (French) or Ms. Mancini(Spanish).

YEARBOOK The MILESTONE is Branford High School's award-winning and nationally recognized yearbook, the distribution of which each spring is a long-awaited event. Any student interested in photography, writing, editing, graphics, or whatever task is connected to publishing this vital record of BHS may participate in producing the Yearbook. Membership on The Milestone staff requires dedication, time, and hard work, which will result in a lasting contribution to the school and to the student body. Advisor: Mrs. Lepre.

YOUNG WOMAN'S CLUB Empowered to serve, united to lead. The Young Women's Club is a community of passionate high school girls dedicated to making a positive impact through acts of kindness, service projects, and leadership development. We believe in lifting others up, standing for what's right, and growing together as compassionate changemakers. If you're ready to serve with purpose and heart, this is the club for you! Advisor: Mrs. Roy.

GENERAL INFORMATION

E-Hall Pass

BHS uses an electronic hall pass for all students. Students will fill out an electronic hall pass on their chromebook to request permission to leave the classroom. Once the teacher approves the pass, the student may leave the classroom with a swipe pass.

Students who misuse their passes or have difficulty navigating the building, may have restrictions on the e-hall pass privileges. Students will be expected to use it in all classes.

CAFETERIA SNACKS AND LUNCH SHIFTS

The Cafeteria is open approximately 7:00 am - 7:25 am for breakfast. Students can buy breakfast and/or snacks. Please keep food and drink in the Student Center and help keep it clean.

FINES

All books/material/equipment must be returned at the end of the school year. All fines, outstanding obligations, and dues must be cleared before attending any formal social function (i.e. prom, semi-formal, Graduation Ceremony, Diploma) and or obtaining a parking permit. An accrued list is kept in the administrative offices and in Infinite Campus. Notification of outstanding fines is sent home quarterly with report cards.

FRESHMEN, SOPHOMORE, JUNIOR STUDY HALLS

- All FRESHMEN, SOPHOMORES, and JUNIORS are assigned to study halls for all non-class time.
- Students assigned to Study Hall are expected to bring study materials and to maintain quiet for studying.

Students may be excused from Study Hall if they receive an E-Hall Pass from a teacher who has requested to meet with them during that period. When possible, students should arrange these appointments in advance, either through the E-Hall Pass system or by emailing the teacher they wish to visit. **If the meeting ends before the period concludes, students must return to Study Hall for the remainder of the time**.

FAILURE TO REPORT TO AND / OR REPORT BACK TO STUDY HALL IS CONSIDERED A "CUT"

HIVE TIME

Hive time meets every Tuesday and Thursday to share information about school updates, academic programs, special events, student activities, and sporting and academic achievement news throughout the school year. Hive time is also a period when students can meet with their school counselors in small groups or to hold class meetings. Attendance is recorded, as students are expected to be present.

HIVE COMMUNITY (Alternating Thursdays) House meetings, class meetings, school-wide assemblies, Health & Wellness, and HIVE activities will occur during this time.

HIVE LIVE (Alternating Thursdays) A student led broadcast system to share important school wide information with students, teachers and staff.

HIVE CHOICE (Tuesday) Students will participate in an activity they choose from a list that will be available the first week of each quarter. Students will stay with their chosen activity throughout the quarter. They may choose a new activity each of the four quarters.

ID CARD

All students are required to be able to present their school ID card at all times and must be present upon entering school sponsored dances. If lost or stolen, see the Attendance Office.

INTERNET USAGE

Students must have the *Acceptable Use Agreement for the Internet* permission form signed by a parent/guardian in order to access the internet.

LATE BUSES

Late buses for Branford High School run Monday, Tuesday, and Thursday at 3:45pm. No late buses run on Early Release Days. Students can check the routes with Main Office staff.

LEARNING COMMONS / MEDIA CENTER

The BHS Library is the Center of Learning for the entire BHS Community. It has many resources that will help students fulfill their academic and personal needs. Extensive print material, books and magazines are complemented by information available through modern technology. All the resources of neighboring libraries are available and can be borrowed easily through interlibrary loan. Additionally, the Library has access to Internet and online reference sources. Computers are also available for student use.

Library Expectations:

1. The Library is open to all students for the purposes of research, reading and quiet study.
2. Students come to the library to: do assigned work, read a book/magazine, read an assigned literary work, do independent study.
3. Classes have priority use of the library and the computers located in the library.
4. You may check out books with a student ID for THREE WEEKS, with the option to renew if necessary. A fine of two cents per day per book is charged for overdue books and magazines.
5. Magazines may be signed out, but we encourage students to copy magazine articles.
6. Reference books do not circulate. When a teacher reserves books, they are shelved separately and circulate for the period specified, usually overnight.

The **Learning Commons** is open every day from 7:30 am to 2:40 pm. We hope you will use the library and cooperate in making it a pleasant place in which to work. Please do not hesitate to ask for help.

LOCKERS *(KEEP YOUR LOCKER AND GYM LOCKER LOCKED AT ALL TIMES)*

Lockers, desks and other storage areas provided by the school system for student use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The administration and/or law enforcement officials may search lockers and other school property available for use by students for the presence of weapons, contraband or evidence of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. While students are responsible for supplying locks for their lockers, the administration will maintain a list of lock combinations.

Decorating lockers is prohibited unless given prior approval from administration.

LOST OR MISSING ITEMS

If you have lost an item or an item of yours is missing, please ask for a Missing Item Report at the Security Office as soon as possible, fill it out, and take it to your assigned administrator. If you suspect theft, you should also notify the Branford Police Department.

MEDICAL EXCUSE: PHYSICAL EDUCATION / INTERSCHOLASTICS

A physical condition may limit a student's involvement in the Physical Education Program. If you need to be excused from physical activities, please follow this procedure:

1. have your doctor document the nature of your physical/health condition and what specific physical restrictions are required during school
2. obtain an alternative assignment from your teacher
3. return the completed form to the school nurse and athletic trainer if applicable

NON-CURRICULAR FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES (Board Policy 5600)

The Board of Education recognizes Field Trips as part of the school program, provided they are approved and are taken under the direct supervision of a teacher(s). All student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or designee and the Board. All school rules apply on such trips and the cost of the trip will be absorbed by the students.

Field Trips should not be planned for the months of January and June. You are allowed to attend only one field trip per day. No field trips should be scheduled 2 weeks prior to midterms or 4 weeks prior to the end of the school year.

PARKING

Sophomores, Juniors and Seniors who want to park on school grounds must register their vehicle. Only students who have registered their vehicles with the Security Office may park on school grounds. STUDENT ARE EMAILED A GOOGLE FORM, A WEEK PRIOR TO THE START OF SCHOOL, TO INITIATE THE PROCESS. In order to so, you must have the following documents to register:

- driver's license
- registration certificate
- proof of insurance
- completed application form

NO PARKING PERMIT WILL BE ISSUED IF YOU HAVE ANY OUTSTANDING FEE/FINES

Students are only allowed to park in A or B Lots. Students are NOT allowed to park in C Lot. C Lot is designated as Faculty/Staff only. Parking is a privilege which can be revoked at any time for not adhering to rules and regulations of board policies.

- **1st Offense: Warning (verbal and written)**
- **2nd Offense: After School detention**
- **3rd Offense: Denial of parking privilege**

All parking violators will be ticketed with a warning notice.

If you need to go to your car in the parking lot during school hours, you must obtain permission from an Administrator. Violations of this policy will result in disciplinary action.

Students with disabilities may park in one of the handicapped spaces **only** after securing the proper identification from the State Department of Motor Vehicles.

Parent/guardian visitors may park in the visitor parking area in the front of the school building and must check in and out at the main office. See the receptionist to receive a visitor's badge.

Roadway areas next to the school building are considered fire lanes. The Branford Police Department will ticket vehicles parked in these areas as well as those parked in handicapped parking areas and any other areas designated as no parking zones marked by state signs.

BHS IS NOT RESPONSIBLE FOR ANY DAMAGE OR LOSS TO VEHICLES.

ACCESS TO BRANFORD HIGH SCHOOL

POINTS OF ENTRANCE TO SCHOOL BUILDING
Prior to 7:30 am, there are two points of entry into BHS, located at the back and front of the school. After 7:30 am, all visitors, students and staff must enter via the front main entrance.

TRAFFIC PATTERN AND BUSES
All roadways around the high school are ONE-WAY, moving from EAST around the rear of the school to the WEST side. The pattern in the front of the high school is also EAST to WEST.

In the morning the school bus drops off students at the front of the school, parents/guardians drop off at the back of the school. In the afternoon students are picked up by parents/guardians in the front of the building. Bus pick-up is by A Lot, B Lot, and Athletic Turf.

VISITOR POLICY AND PROCEDURES **Board Policy and Administrative Regulations 1900**
All visitors to the school must comply with Board Policy and Administrative Regulations 1900. **Student visitors are not allowed during school hours**. All other visitors must check in with the front desk and obtain a Visitor's Pass.

STUDENT MURAL APPROVAL PROCESS

Student mural proposals must include the following before actual painting begins:

- Art teacher approves proposed design
- Teacher and/or administrator approves proposed site
- Administration approves entire proposal
- Head Custodian approves location so site surface may be prepared in advance if necessary
- Art teacher approves site preparation
- Tape off all edges with masking tape
- Securely cover floor/carpeting below and in area of mural
- Student accepts responsibility for the cost/labor needed to clean up area

COMMUNICATIONS WITH STUDENTS AND PARENTS/GUARDIANS

BHS WEBSITE: BHS Website

PARENT SQUARE

In an effort to unify and improve communication and create a stronger school-home connection, Branford Public Schools uses ParentSquare for communications. ParentSquare allows parents and guardians to receive all of their communications from the district, schools, classrooms and school activity groups in one unified app and service. For more information, contact Mr. Pisani, Director of Technology Operations at **tpisani@branfordschools.org.**

BACK TO SCHOOL NIGHT / OPEN HOUSE September 9, 2025

Branford High School hosts the annual Back to School Night. This is a great opportunity for parents/guardians to see what is going on in school and to meet their student's teachers.

EMAIL

Faculty and staff email addresses follow this format: first initial last name @branfordschools.org (no space or punctuation between first initial and last name, e.g. bhornet@branfordschools.org). Please refer to the staff directory.

INFINITE CAMPUS MESSENGER is used to inform parents/guardians about issues and key information concerning grades and events. **Please make sure BHS has your family's current email and home addresses**! Contact your child's school administrator or counselor to update demographic information for Infinite Campus.

PARENT/GUARDIAN COFFEES – AM/PM

During the school year, BHS invites parents/guardians to attend Coffees held at school early in the morning or in the evening after school hours. These gatherings offer informal opportunities for parents/guardians to meet administrators, learn about school activities and initiatives, and ask questions or voice concerns.

TEACHER CONFERENCES

Evening conferences will be offered at BHS on these dates in 2025-26 from 6 pm to 8 pm:

10/16/25 and 10/28/25 & 3/10/26 and 3/26/26

PROGRESS UPDATES/REPORT CARDS

Teachers record a letter grade at the end of each quarter. You can see a copy of this report card through the IC Parent Portal, or a paper copy can be mailed home on request. This form also reports final examination grades and absences in each class. Please call or meet with your child's teacher(s) if you have any questions concerning marks or absences, the quality of work, or the implications of grading or attendance problems.

To review daily/weekly progress, please access the IC Parent Portal. Quarter, midterm and end of year reports will be available as usual. You must have an Infinite Campus Student Information System username and password to access the Portal. If you do not already have an active Infinite Campus username and password, you can obtain them by calling our School Counseling Support Staff at 203-315-7837 or 203-315-7836.

PARENT/GUARDIAN MEETINGS

At any time of the year, a parent or guardian may meet with one or all of a student's teachers by calling the teacher(s) or Counseling and Career Center during the school day to schedule an appointment. Parents/guardians who want to meet with one or more teachers may call or email either the teacher(s) or the Counseling Career Center to make an appointment for a mutually convenient time. Teachers, counselors or administrators may also call parents/guardians about student progress or issues. For example, when a teacher records a student's attendance as an "Unexcused Absence" from class, the Attendance Office automatically calls home to let parents/guardians know their child was not in class as expected.

STUDENT SERVICES AND RESOURCES

RTI TEAM (Response To Intervention)

The RTI Team is a trained team of professional school staff who identify, discuss, and monitor individual students who experience academic or behavioral difficulties that interfere with school success. Receiving referrals from a variety of sources, the RTI Team initially meets to discuss a student's current level of performance based on grades, discipline reports, attendance, teacher summaries, guidance or social work concerns, parent communication, or information from other outside resources. The team then determines the primary areas of concern to address, and, through the team process, implements a strategic plan of action focusing on a variety of appropriate intervention strategies.

COUNSELING AND CAREER CENTER

The individual student is the primary concern for counselors in the Branford High School Counseling and Career Center. Students are assigned alphabetically to a full-time guidance counselor for the four years they are enrolled in BHS. Students can make appointments to see their counselor during a study period or other free time by seeing a School Counseling Department secretary. Parents are encouraged to call / meet with their student's counselor.

School Counselors provide occupational, educational, and personal counseling. The purpose of BHS's counseling program is to help students make intelligent decisions in meeting their personal, educational, and vocational objectives. Counselors attempt to help students gain a clearer understanding of their abilities and interests so students are better able to set their individual goals.

The Counseling and Career Center offers extensive information about a wide variety of careers and training and is available to students, parents, graduates, teachers and Branford residents. These resources are available for student [and community] use at any time during the school day.

During the school year, students meet individually and in small groups with their counselors. In addition, the counselors meet one-on-one with each student and their parent(s) to help them select a course of study for the next school year.

The Counseling and Career Center also works very closely with 8th graders as part of the transition into the high school. This Freshman Orientation Program includes coffees and orientation sessions for parents and individual course scheduling conferences.

Counselors meet with freshmen during the first quarter of the school year as part of the extensive Freshman Orientation Program. At this time, new students learn about credits, transcripts, career and college planning, as well as the many resources available to Branford High School students.

In the spring, counselors meet with small groups of juniors to help them begin the college/career search process, making them aware of what they should be doing, when they should be doing it, and why.

Counselors meet with the seniors in the fall to review the college/career search process and explain how the BHS Counseling and Career Center will help them through the process.

The Counseling and Career Center also hosts various evening programs, such as a "College Planning Night" and a "Financial Aid Night" to help parents and students better understand and develop post-high school plans.
Finally, in the spring, each counselor meets individually with the seniors to obtain feedback on the education program at BHS and to help the students confirm their plans for after graduation. **Scholarship information is available in the School Counseling Department.**

School Counselors Grades 9, 10, 11, 12

Grade 12		Grade 11		Grades 10		Grade 9	
CLASS OF 2026		CLASS OF 2027		CLASS OF 2028		CLASS OF 2029	
A - C	Harkins	A - Dil	Harkins	A - C	Harkins	A - Con	Harkins

D - Lo	Olszewski	Dim - Lee	Olszewski	D- Ki	Olszewski	Cot - J	Olszewski
Lu - Pl	Topazio	Lef - Pan	Topazio	Ko - O	Topazio	K - Pen	Topazio
Po - Z	O'Brien	Pao - Z	O'Brien	P - Z	O'Brien	Per - Z	O'Brien

WORKING PAPERS are mandatory for work in the private sector for students between the ages of 15-17.
Working Paper forms are available in the Guidance office. See Mrs. Errante in Guidance for further information.

FREE OR REDUCED PRICE LUNCHES

National School Lunch Program regulations require that lunches be provided for needy students when the family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the district policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on eligibility standards, procedures for applying for free "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will also be provided whenever a new student is enrolled. (cf. 3542.42 - Finance: Food Service)

1. Free or reduced price lunches will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.

2. There shall be no discrimination in the furnishings of meals because of race, religion, source of income, etc.

3. The anonymity of students receiving assistance under this regulation shall be protected. The names of these students will be treated in a confidential manner. They will use a unique pin number for lunch and will obtain these items in the same manner and place as do all other children.

4. Requests for free lunches or reduced price lunches, which have been denied may be appealed to the Superintendent of Schools.

5. Records of students receiving assistance will be kept in each school. A monthly report will be submitted to the school system's main office where records for audit purposes will be maintained.

SCHOOL-BASED HEALTH CENTER

The School Based Health Center is a health clinic located in Branford High School. The health center is operated by Yale-New Haven Hospital and is staffed by a Pediatric Nurse Practitioner and a Licensed Clinical Social Worker. The center provides medical and mental health services. Families - with or without insurance - or families with Medicaid are encouraged to use the health center. For more information, call 203-315-6727.

SCHOOL INSURANCE

A voluntary insurance plan is available to all students at a small cost (see summer packet). BHS strongly recommends that parents consider enrolling their student in the insurance program.

SCHOOL NURSE

The school nurse provides the following regular services:

- determines the physical health of pupils
- counsels pupils and parents on health examination results, and teachers on a need to know basis
- recommends further medical attention where indicated
- prevents and controls disease
- provides emergency treatment for injury or sudden illness

Students who become ill or sustain an injury during the school day are required to report to the school nurse. If the school nurse is not available, the student should report to the Main Office.

ALL STUDENT INJURIES MUST BE REPORTED. An accident report must be completed by the teacher and student and forwarded to the school nurse.

SOCIAL WORKER

The School Social Worker's office is located in the School Counseling area. Any student or parent who desires support or guidance may contact their school counselor for a list of social workers.

COLLEGE APPLICATION PROCESS

STUDENT'S RESPONSIBILITY

- Fill out college applications, pay application fee, write the essay and complete any other student related materials
- Request SAT or ACT scores be sent to your colleges from the College Board or ACT
- Fill out the Student Questionnaire for counselors
- Set up a meeting with your counselor, which is important to planning and help for your counselor's recommendation
- Request recommendations from teachers. Thank teachers after they have written one.
- Fill out the orange BHS Records Request Form in Guidance, in order to initiate the sending of student records to colleges

TEACHER'S RESPONSIBILITY

- Upload recommendations to Naviance

REGISTRAR'S RESPONSIBILITY

- Forward the following items through Naviance:
    - Student's transcripts
    - School profile
    - Courses in progress
    - Counselor recommendation
    - Teacher recommendations
    - Mid-year and final grades

SCHOOL COUNSELOR'S RESPONSIBILITY

- Counselor recommendation
- Assistance with and coordination of all the above with the student and family

Branford High School electronically sends all Secondary School forms, transcripts and grades as well as counselor and teacher recommendations to colleges that use the Common Application or other electronic applications.

Visit the Branford Public Schools' website: www.branfordschools.org
Click Student Resources and then click the link: Naviance - Family Connections.

COLLEGE ENTRANCE TESTING INFORMATION LINKS

ACT	SAT
actstudent.org	satsuite.collegeboard.org

School sponsored standardized testing windows:

PSAT (Grades 9, 10, 11)	SAT (Grade 11)	NGSS (Grade 11)
October	March	May

DAILY SCHEDULE

Period & Time (No HIVE)	Day A	Day B	Day C	Day D	Tues & Thu Only (with HIVE)
Period 1 7:30 - 8:30 (60 min)	1	1	1	3	**Period 1** 7:30 - 8:25 (55 min)
Period 2 8:34 - 9:34 (60 min)	2	2	2	4	**Period 2** 8:29 - 9:24 (55 min)
HIVE Tuesday and Thursday	XXXX	XXXX	XXXX	XXXX	**HIVE 9:28 - 9:53** (25 min)
Period 3 9:38- 10:38 (60 min)	3	3	5	5	**Period 3** 9:57 - 10:52 (55 min)

Period 4 10:42 - 12:16 w/ lunches (60 min.) *10:42 - 11:12 - lunch* *11:16 - 12:16 - class* *10:42 - 11:42 - class* *11:46 - 12:16 - lunch*	4	4	6	6	**Period 4** 10:56 - 12:26 w/lunches (56 min) *10:56 - 11:26 - lunch* *11: 30 - 12:26 - class* *10:56 - 11:52 - class* *11:56 - 12:26 - lunch*
Period 5 12:20 - 1:20 (60 min)	5	7	7	7	**Period 5** 12:30 - 1:26 (56 min)
Period 6 1:25 - 2:25 (60) ***Drop***	6 *7 & 8*	8 *5 & 6*	8 *3 & 4*	8 *1 & 2*	**Period 6** 1:30 - 2:25 (55 min)

EARLY RELEASE BELL SCHEDULE **(42 minute periods)**

Period	Start	End
1st	7:30 AM	8:12 AM
2nd	8:17 AM	8:59 AM
3rd	9:04 AM	9:46 AM
4th	9:51 AM	10:33 AM
5th	10:38 AM	11:20 AM
6th	11:24 AM	12:06 PM

BRANFORD PUBLIC SCHOOLS HOURS

SCHOOL	NORMAL OPEN	90 MINUTE DELAY	NORMAL CLOSING	MINIMUM DAY
BHS	7:30	9:00	2:25	12:06
WIS	8:05	9:35	2:50	12:40
Sliney, Murphy, Tisko	8:45	10:15	3:15	1:15
Kindergarten AM	8:45	No AM	11:30	8:45 - 10:45
Kindergarten PM	12:30	12:30 - 3:15	3:15	11:15 - 1:15

School Closings and early dismissals will be announced on:

Radio	TV
WELI 960 AM	WFSB Ch. 3
WEZN 99.9 FM	WTNH Ch 8
KC101 101.3 FM	WVIT Ch 30

In the event of an early dismissal, the schools will be dismissed in the following order:

1) High School 2) Intermediate 3) Elementary

IMPORTANT PHONE NUMBERS

Branford High School	203-488-7291
Attendance	203-315-6744
Cafeteria	203-315-6741 or 203-315-7842
Guidance	203-315-6730
Nurse	203-315-6733
School Based Health	203-315-6727
Bus Transportation	855-743-3986
0.Fax-Faculty Room	203-315-6750
Athletics Office	203-315-6735
Branford Board of Education	203-488-7276
BOE Fax	203-315-3505
Shoreline Adult Education	203-488-5693
Murphy School	203-483-1832
Sliney School	203-481-5386
Tisko School	203-483-1826
Walsh Intermediate	203-488-8317
Student Services	203-488-5000

BHS Map

