

Staples High School



New Student Registration Packet and Information Guide



Staples High School
70 North Avenue
Westport, CT 06880

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70 North Avenue Westport, CT 06880
203-341-1200

The Westport Public School System affirms non-discriminatory practices in employment and in educational opportunity.

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Westport Public Schools do not discriminate in employment or in educational opportunity on the basis of sex, sexual orientation, marital status, race, color, creed, religion, national origin, age, ancestry, learning and/or physical disability, or past or present history of mental disorder.

Complaint Procedures

1. File complaint with Principal; copy to the Coordinator (see below).
2. If not satisfied with the Principal's resolution, you may appeal to the Coordinator.
3. Next level appeal is to the Superintendent.
4. Next level appeal is to the Board of Education.

Superintendent of Schools

Thomas Scarice
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880
203-341-1025

Title VI and Section 504 Coordinator

Michael Rizzo
Assistant Superintendent for Pupil Personnel Services
Westport Public Schools Pupil Services Office
110 Myrtle Avenue
Westport, CT 06880
203-341-1250

Title VII and IX Coordinator

John Bayers
Assistant Superintendent for Human Resources
& General Administration
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880
203-341-1004

Title IX Compliance Officers, Staples High School

Christine Cincotta, Class of 2026
James Farnen, Class of 2027
Patrick Micinilio, Class of 2025
Micah Lawrence, Class of 2024

Board of Education

Lee Goldstein, Chair
Dorie Hordon, Vice Chair
Neil Phillips, Secretary
Kevin Christie
Jill Dillon
Robert Harrington

Dear New Students and Families,

Welcome to Staples High School! Whether you recently moved to town or have long lived in Westport and attended private school, we are excited to have you join our community. We understand that you may be unsure about what's ahead. That's ok; please trust us that it will indeed work out. Each year, we have many new students who transition smoothly, and we are committed to helping you do so as well.

As you may know, Staples is a comprehensive public high school with 1,700 students in grades 9-12. We offer a broad and deep curriculum across not only the core subject areas, but diverse and enriching courses in Art, Music, Theater, Culinary Arts, Media, and Technology Education. We are blessed to have talented, dedicated teachers who enthusiastically help each student learn and grow throughout their time at Staples. Beyond the classroom, our students are actively involved in competitive athletics, vibrant programs in the arts, and over 100 extracurricular organizations. We encourage you to explore and learn more about these offerings and programs through our *Program of Studies* and the Staples website.

While Staples has a large student body, we strive to provide a positive, inclusive school environment. We build a team around each student, starting with four assistant principals who oversee a single grade level: James Farnen (Class of 2027), Christine Cincotta (Class of 2026), Patrick Micinilio (Class of 2025), and Micah Lawrence (Classes of 2024 and 2028), in addition to an assistant principal who oversees special education, Rosemarie Ampha. Students have one school counselor throughout their time at Staples, a person who often becomes their "go-to" and provides support around academics, social and emotional well-being, and the post-high school planning process. Finally, each student is part of a Connections advisory group. Connections serves as an intentional time to: communicate school-related information, foster meaningful connections between students and staff, and create a safe environment where students feel comfortable to hold open discussions throughout their Staples career.

As educators, we are committed to seeing students thrive academically and set themselves on a course for success beyond Staples. Rigorous and engaging academics is just part of what we're about, however. To us, a meaningful high school experience is a balanced one that includes taking part in productive activities outside of the classroom, acting ethically and responsibly, fostering positive relationships, maintaining emotional well-being, and developing important life skills, mindsets, and behaviors. We also embrace the idea that one student's path to fulfillment may look entirely different from another's.

If you have not already done so, make sure to complete the [online registration process](#) through the Westport Public Schools district website. At the end of this packet are several additional high school forms that you are required to complete and submit to Mrs. Fran Geraci, School Counseling Secretary (203-341-1225, fgeraci@westportps.org), along with residency documentation and previous school records. Once all necessary paperwork has been submitted, Mrs. Geraci will schedule an individual appointment for your family with a school counselor to complete the enrollment process. We look forward to meeting you and wish you the absolute best in your transition to Staples.

Sincerely,

Stafford W. Thomas, Jr.
Principal

William Plunkett
Director of School Counseling

The Staples High School community inspires learning, fosters integrity, and nurtures empathy.

About this Guide

The first half of this packet is intended to support students and families who are new to the Westport Public Schools and Staples High School. More detailed information can be found on the [district](#) and [Staples](#) websites, in particular the *Staples High School Program of Studies*, *Westport Public Schools Parent/Guardian Handbook*, and *Staples High School Student Handbook*. We hope you find the information here helpful as you make your transition and learn more about the Staples community. Immediately following, there is a series of forms required in order to register at Staples.

People to Know

Administration and Main Office

Stafford W. Thomas, Jr., Principal	203-341-1201
Christine Cincotta, Assistant Principal (Class of 2026)	203-341-5190
James Farnen, Assistant Principal (Class of 2027)	203-341-5190
Patrick Micinilio, Assistant Principal (Class of 2025)	203-341-1280
Micah Lawrence, Assistant Principal (Classes of 2024 and 2028)	203-341-1280
Rosemarie Ampha, Assistant Principal for Special Education	203-341-1240
Arvinder Chadha, Principal's Office Secretary	203-341-1201
Maryann Garcia, Assistant Principals' Office Secretary	203-341-1280
Jessica Lennon, Assistant Principals' Office Secretary	203-341-5190
Dee Hychko, Front Desk and Attendance Secretary	203-341-1281
Corrin Cannon, Special Education Secretary	203-341-1240
Jesse McCray, Grade Level Assistant (Class of 2026)	203-341-1488
Jack McFarland, Grade Level Assistant (Class of 2027)	203-341-1286
Karla Quinn, Grade Level Assistant (Class of 2025)	203-341-1459
Jake Sullivan, Grade Level Assistant (Classes of 2024 and 2028) (student attendance questions and issues)	203-341-1489
Parent Technology Help Desk	203-341-1214
Andrew Carroll, Data Support Specialist (student technology assistance)	email acarroll@westportps.org

Department Coordinators

John DeLuca, Science	203-341-1373
Lauren Francese, Social Studies	203-341-1399
Stefan Porco, Math	203-341-1471
Holly Sulzycki, English	203-341-1337
Christine Wanner, Health and Physical Education	203-341-2429
Maria Zachery, World Languages	203-341-5131
Stephen Zimmerman, Music and Visual Arts	203-341-1308

School Counseling Department

William Plunkett, Director of School Counseling	203-341-1225
Cristina Banks, School Counselor	203-341-5133
Thomas Brown, School Counselor	203-341-1229
Victoria Capozzi, School Counselor	203-341-5198
Roy Colson, School Counselor	203-341-1232
Kimberly Curran, School Counselor	203-341-1233
Katie Koshes, School Counselor	203-341-1238
Sarah Magilnick, School Counselor	203-341-1228
Deborah Slocum, School Counselor	203-341-1234
Mattie Sokoloski, School Counselor	203-341-1434
PJ Washenko, School Counselor	203-341-1431

Sandra Zeigler, College and Career Center Coordinator	203-341-1886
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Fran Geraci, School Counseling Secretary	203-341-1225
Susan Fugitt, Transcript Secretary	203-341-1224
Joanne Clericuzio, School Counseling Paraprofessional	203-341-1236

Health Office

Patti Falvey, School Nurse	203-341-1231
Anna Fitzpatrick, School Nurse	203-341-1230
Kris McGrath, School Nurse	203-341-1289
Amanda Celicourt, Health Assistant	203-341-2412

Athletic Department

VJ Sarullo, Athletic Director	203-341-1263
Michelle Garrity, Athletic Department Secretary	203-341-1260

Staff email addresses are first initial and last name followed by @westportps.org. Visit the Staples website to access the complete [staff directory](#).

Academic Planning

Once required registration paperwork is completed, new students and their families will have an individual appointment set with a Staples school counselor. The school counselor will review the student's previous courses, grades, and test scores, determine credit earned if applicable, and advise the student with an appropriate course of study for the coming school year.

Prior to meeting with the school counselor, new students and families are asked to review our [Program of Studies](#) to better understand the course sequencing, programming options available, and graduation requirements. For more information, visit the WPS district website and access the [Curriculum at a Glance documents](#), which include course goals and objectives, core concepts, and units of study for all Staples course offerings.

Students entering grades 10-12 may choose to draft a [four-year plan](#) in order to initially map out immediate and future courses. Depending on the academic course, there may be a choice of up to five distinct levels for academic courses at Staples: AP, Honors, A, B, and C. Be prepared to discuss level choices during the registration appointment as well as to select primary and alternate electives. Specific questions related to a particular content area and placement may be directed to the relevant department coordinator (see contact information listed earlier in this packet and included in the document linked [here](#)).

Included in this packet is the [Staples School Profile](#) used for reference for college admission representatives and others who may review Staples transcripts.

Grading and Credit for Transfer Students

Transfer credit is reviewed by a school counselor and/or director of school counseling at the time of registration and applied in accordance with Staples graduation requirements.

For students in the class of 2025, only courses taken and grades earned at Staples High School are included in the GPAs and listed on the Staples transcript. As such, courses and grades previously earned by students at other high schools will be attached on a separate transcript.

Starting with the class of 2026, students who have attended another high school and transferred to Staples will have the courses taken at the other high school(s) listed on the Staples transcript under the heading of the previous school's name. The name of each course from the previous high school(s) will be listed on the Staples transcript along with "Transfer" (e.g., "Transfer English 9" or "Transfer Algebra 2"). A pass/fail grade will be listed for each course from the previous school as well as the credit earned; course letter grades from the previous school(s) are not listed on the Staples transcript nor included in the Staples GPAs. Transfer transcripts, including the final letter grades from the previous school(s), are attached to the Staples transcript as separate documents.

Students who transfer to Staples during the school year will be awarded credit and have the appropriate credit listed on the Staples transcript according to their time enrolled at Staples in each course as follows:

For a full-year course:

- Student enters during first quarter* = 1.0 credit
- Student enters at the start of or during second quarter* = .75 credit
- Student enters at the start of or during third quarter* = .5 credit
- Student enters at the start of fourth quarter = .25 credit

*When a student transfers to Staples and into a class in which they were not enrolled at their previous school, they must be enrolled in the Staples class for at least six weeks of a term in order to receive credit for that term.

For a one-semester course:

- Student enters at the start of second or fourth quarter = .25 credit

When a student transfers to Staples during a term and the student is placed in a corresponding class, the student's grade-in-progress for that class from the sending school will be given to the receiving Staples teacher. That grade will be factored in with the student's work in his or her class at Staples. If there is not enough time or assessments to determine a quarter, semester, or final letter grade, then the grade shall be entered as Pass or Fail. In order to be eligible to receive credit for a given term, the student may be required to make up missed work from earlier in the term at the discretion of the teacher.

Technology and School Accounts

Staples Website: shs.westportps.org

Information regarding academics, student life, calendars, and programs, the student handbook, and program of studies can all be found here. There are also links to the PowerSchool Portal and Schoology.

Student Email and Online Account Set-Up

All students are issued a school email address and expected to check this email regularly. Email address domains are @students.westportps.org. Students' first network login must occur on a school computer. Your username and temporary password are:

Username: First initial of first name + first initial of last name + Student ID # (ex. js12345)
Password: shs

You will then be prompted to change your password. Your password must be a minimum of 8 alphanumeric including 1 capital letter and 1 special character (!@#\$%). If you need to reset your password, see one of the support staff in the library.

After the student logs in the first time, parents/guardians can set up an account. From the SHS website, access Schoology or the PowerSchool Parent Portal. Your username and temporary password are:

Username: firstname.lastname (note the **dot** between the names; ex. john.smith)
Password: welcome1

Students can visit the Library Media Center during the school day, and parents/guardians can contact the Parent Help Desk at 203-341-1214 or parenthelpdesk@westportps.org with questions or technical issues.

PowerSchool Student/Parent Portal

You will find student attendance, registration information, class schedules, graded classwork and current averages, and report cards within PowerSchool. Parents/guardians can update their email address and phone number under 'Registration' as well as change their password under 'Home > School Links > Change Password.' Instructions for using PowerSchool are on the [WPS website](#). Once the student has registered, parents/guardians will receive instructions about how to first access the parent portal.

Schoology

Students and parents/guardians will find homework assignments, course information and syllabi, course announcements, and other documents and resources here. Once the student has registered, parents/guardians will receive instructions about how to first access Schoology.

School Messenger

School Messenger is used to communicate via text, voicemail, or email notifications to students and families about emergency situations, school closings and delays, upcoming programs and events, and other pertinent school information.

Scoir

[Scoir](#) is a web-based program for college and career planning for students and families. The School Counseling Department will provide access information directly to new students and families.

Bring Your Own Device (BYOD)

All students are expected to bring a personal computing device to school every day. Students can choose from a multitude of devices, provided the device meets minimum specifications. Please note that cell phones *do not* meet the minimum specifications. No software purchases will be required. Students will be required to install the free Chrome web browser, which provides the best user experience for using Google Apps. Links to free antivirus software and suggested Chrome plug-ins can be found on the district BYOD FAQ page. Student-to-student software-related technical support is available in the Staples Library Media Center. More information regarding BYOD can be found [here](#).

Schedule and Calendar

Schedule

- The school day is 8:00 a.m. - 2:45 p.m Monday - Friday.
- The school year consists of four, nine-week quarters (or marking periods). There are two semesters in the school year, each consisting of two quarters and one week of exams. Report cards are issued at the end of each quarter.
- Students may enroll in up to eight classes per semester, one class in each period 1-8. Ninth grade students are required to take at least seven credits per school year; tenth through twelfth grade students are required to take at least six credits per school year. Students may choose to take a “free period” in their schedule.
- Staples operates on a four-day rotating schedule with days designated by the letters A-D. Six out of the eight periods meet each day. Two periods drop each day. Most classes meet three days out of the four-day rotation. Class periods are 50 minutes or extended to 80 minutes (45 or 75 minutes on Connections days).
- All students are assigned to a Connections group. Connections typically meets twice per week (Tuesdays and Thursdays) for twenty minutes, between the second and third periods of the day.

Attendance

- It is the responsibility of the parent/guardian to call the attendance line at 203-341-1281 to report any absences. Make sure to review the Staples attendance policy in the [Student Handbook](#) online to avoid any potential issues or disciplinary consequences.
- Parent/guardian notes or phone calls to excuse an absence must be received no later than 48 hours following the student's return to school or the student's absence will be unexcused.
- Early dismissal/late arrival notes should be given to the attendance secretary at the front desk and include the student's first and last name, date, time of arrival/dismissal, reason, and parent/guardian signature. Students must sign in/out through the front desk.
- Questions regarding attendance should be directed to the student's grade level assistant: Jesse McCray (Class of 2026), Jack McFarland (Class of 2027), Karla Quinn (Class of 2025), Jake Sullivan (Class of 2024 and 2028).

Lunch

- Within the third block of the school day, there are three lunch waves of approximately 30 minutes each. Which lunch students take is determined by the subject area of the class they are in that period. A lunch rotation calendar will be released at the start of the school year, and teachers will communicate to students which lunch wave to take.
- Staples has excellent food and many options for students to choose from. Additional information regarding Food Services can be found on the [Food Services](#) website.
- Students can pay for food and drinks in the cafeteria with cash or by using their student ID number to withdraw money from a MySchoolBucks account. To set up an account, go to: myschoolbucks.com. Parents/guardians can fund a student's account by (1) cash or check made out to "Westport School Lunch Program" that can be given to a cafeteria cashier or (2) online payment using debit or credit card. For the first week you are in school while your account is being set up, students may wish to pay cash or bring lunch.
- Students may qualify for free or reduced-price meals based on family income or other circumstances. The application and eligibility guidelines can be found in this packet. For more information, visit the [Food Services](#) website.

Transportation

- Bus routes and schedules are posted on PowerSchool under Transportation, on the [district transportation website](#), and in the *Westport News* and *Westport Minuteman*. Parents/guardians may drop off their child on the south side of the school following the parent drop-off traffic loop. Seniors can apply for a permit to park on campus.

Highlighted School Resources

School Counseling Department Services

- Each student has a school counselor who remains with them throughout their time at Staples. Counselors support students across academic, college/career, and personal/social domains.
- Particularly through the transition to Staples, a student's school counselor is often the first point of contact with questions or concerns. Students, we encourage you to reach out if you are struggling academically or socially or for parents/guardians to do so on behalf of their child.

- The School Counseling Department will arrange for new students who start during the school year to receive a tour and host during their first few days at Staples. New students who would benefit from an ongoing connection with a current student should contact their school counselor.
- The School Counseling Department delivers a comprehensive, developmentally appropriate curriculum through individual meetings, workshops, classroom lessons, presentations, and coordinated services with school staff, family members, and outside agencies. Programs for parents/guardians are offered at each grade level. Most [presentations](#) are recorded for later viewing. There are also timelines, descriptions of services, and resources related to [academics and scheduling](#), [post-high school planning](#), and [social-emotional well-being](#).

Staples Library Media Center

- The [Library Media Center](#) has a range of spaces available including comfortable seating areas, tables, individual study carrels, a silent study area, and the Maker Space.
- The Library is open before, during, and after school. During school hours, students may access the space during their free period or lunch.
- The Library sponsors regular events and programs and serves as a valuable resource for students doing academic research or seeking to independently explore areas of interest.

Extra Help, Conferencing With Teachers, and Support Services

- Staples teachers regularly conference with their students, often during a mutual free period. Teachers may be available to meet before or after school or during a lunch wave.
- While we seek to foster students' independence and self-advocacy skills through meeting with their teachers, it may be appropriate for a parent/guardian to reach out to teachers with questions or concerns, particularly parents of younger students and as your child gets acclimated at Staples.
- Staples has a Learning Center in room 2040 where students can get extra help in some subject areas from Staples teachers who are on duty every period of the school day.
- Academic Support courses are available to students for help with planning, organization, and study skills. Students and parents/guardians should speak with their school counselor if needed.
- In addition to school counselors, Staples has school psychologists and school social workers available to support students around a variety of social-emotional and academic issues. We have two outreach counselors through our partnerships with community agencies, including a TeenTalk counselor through [Kids in Crisis](#) and alcohol and drug counselor through [Liberation Programs](#), and a school resource officer through the Westport Police Department.
- Students who are having academic difficulties may be referred to the Response to Intervention (RTI) team in order to discuss further plans for support and monitoring progress.
- If your child received accommodations through a Section 504 plan, special education services through an IEP, or they were identified as an ESL/EL/ELL student at their previous school, please notify the School Counseling Department and ensure that their records are shared.

Connections and Link Crew

- All Staples students grades 9-12 are assigned to a Connections advisory group.
- Connections serves as an intentional time to: communicate school-related information, foster meaningful connections between students and staff members, and create a safe environment where students feel comfortable to hold open discussions throughout their Staples career.
- Approximately 12-15 students are in each Connections group with one or two faculty members.

- Connections groups are assigned by grade level and school counselor. Students stay with the same Connections group and staff member throughout their time at Staples.
- Link Crew is a peer-to-peer mentor program where juniors and seniors reach out to welcome, get to know, and support ninth graders starting with orientation and throughout Connections during their freshman year.

Extracurricular Opportunities

- Staples has a strong athletics program. Some teams with high interest and limited space have tryouts and cuts, while some teams are open to all students. More information including the online registration process can be found on the [Athletics](#) website. Go Wreckers!
- *Staples Players* is our theater group that runs numerous productions. Visit the [Staples Players website](#) for more information. Many students are involved in music and visual arts at various levels. Staples has its own working TV programming ([70 North](#)) and radio station ([WWPT 90.3](#)).
- [Inklings](#) is the student newspaper, which can be a great way for new students to get involved and for new students and families to learn more about the life of the school.
- There are a range of clubs and activities that we encourage new students to join. Each fall, there is an Involvement Fair. You can view the [list of clubs](#) and descriptions on the SHS website.
- The Staples [College & Career Center](#) is an excellent resource for students seeking a part-time job or community service opportunity.

PTA

The PTA is a partnership between parents and educators working to enhance student learning and enrich the lives of our students. Every family is encouraged to join the PTA in order to share concerns and suggestions and find out information about what is happening at the school. PTA membership provides funding for events, programs, and Wrecker Mini-Grants and also allows parents access to the online directory. There is a group dedicated to new families for whom informational and social gatherings occur on a regular basis. Information can be found on the [PTA website](#) and in the brochure later in this packet. *Note: Staples shares the names and contact information for new students and families with the PTA upon registration. If you would prefer us not to, please contact the School Counseling Department.*

Community Resources

The [Westport Department of Human Services](#) assists children and families in a variety of ways. Visit their website or see their brochure later in this packet for more information.



WESTPORT PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR

- School in Session
- Teacher Professional Development
- Snow Dates

KEY DATES

Aug 24-25, 28	Professional Development
Aug 29	First Day of School
Sept 4	Labor Day
Sept 16	Rosh Hashanah
Sept 25	Yom Kippur
Oct 11	Early Release/Professional Development
Nov 7	Election Day – Professional Development
Nov 22	Early Dismissal
Nov 23-24	Thanksgiving Recess
Dec 22	Early Dismissal
Dec 25-Jan 1	Winter Recess
Jan 15	Martin Luther King Jr. Day
Feb 19	Presidents' Day
Feb 19-23	February Recess
Feb 26	Professional Development
March 20	Early Release/Professional Development
Mar 29	Good Friday
April 15-19	Spring Recess
May 27	Memorial Day
June 10	Staples High School Graduation
June 12	Last Day of School/ (Early Release)
June 19	Juneteenth

Students: 182 days

Teachers: 187 days

There are 5 snow days built into the calendar. If there are no snow days students' last day will be June 12. In the event that additional make-up days are needed, District schools will use, in the following order: Monday, April 15; Tuesday, April 16; Wednesday, April 17; Thursday, April 18; Friday, April 19.

Approved by the Board of Education 5-2-22, revised 10-25-22,
revised 8-24-23

July 2023						
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- Teacher Professional Development
- Snow Dates

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Oct 9	Early Release/Professional Development
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Nov 5	Election Day – Professional Development
Nov 27	Early Dismissal
Nov 28-29	Thanksgiving Recess
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Jan 20	Martin Luther King Jr. Day
Feb 17	Presidents' Day
Feb 17-21	February Recess
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April 14-18	Spring Recess
May 26	Memorial Day
June 12	Last Day of School (Early Release)
June 19	Juneteenth

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Approved by the Board of Education 3-20-23.

July 2024						
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August 2024						
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September 2024						
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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Staples High School

2023-2024 Rotation Calendar

Professional Development Days

8/24, 8/25, 8/28, 10/11, 11/7, 2/26, 3/20

Marking Periods (Subject to Change)

MP1: 8/29-10/27

MP3: 1/19-3/26

MP2: 10/30-1/8

MP4: 3/27-6/3

August/September 2023				
M	Tu	W	Th	F
			24 PD Day	25 PD Day
28 PD Day	29 A*	30 B*	31 C*	1 D*
4	5 A	6 B	7 C*	8 D
11 A	12 B*	13 C	14 D*	15 A
18 B	19 C*	20 D	21 A*	22 B
25	26 C*	27 D	28 A*	29 B

October 2023				
M	Tu	W	Th	F
2 C	3 D*	4 A	5 B*	6 C
9 D	10 A*	11 B	12 C*	13 D
16 A	17 B*	18 C	19 D*	20 A
23 B	24 C*	25 D	26 A*	27 B
30 C	31 D*			

November 2023				
M	Tu	W	Th	F
		1 A	2 B*	3 C
6 D	7 PD Day	8 A	9 B*	10 C
13 D	14 A*	15 B	16 C*	17 D
20 A	21 B	22 C	23	24
27 D	28 A*	29 B	30 C*	

December 2023				
M	Tu	W	Th	F
				1 D
4 A	5 B*	6 C	7 D*	8 A
11 B	12 C*	13 D	14 A*	15 B
18 C	19 D*	20 A	21 B	22 C
25	26	27	28	29

January 2024				
M	Tu	W	Th	F
1	2 D	3 A	4 B*	5 C
8 D	9 Review	10 EXAMS	11 EXAMS	12 Review
15	16 EXAMS	17 EXAMS	18 EXAMS	19 A
22 B	23 C*	24 D	25 A*	26 B
29 C	30 D*	31 A		

February 2024				
M	Tu	W	Th	F
			1 B*	2 C
5 D	6 A*	7 B	8 C*	9 D
12 A	13 B*	14 C	15 D	16 A
19	20	21	22	23
26 PD Day	27 B	28 C	29 D*	

March 2024				
M	Tu	W	Th	F
				1 A
4 B	5 C*	6 D	7 A	8 B
11 C	12 D*	13 A	14 B	15 C
18 D	19 A*	20 B	21 C	22 D
25 A	26 B	27 C	28 D*	29

April 2024				
M	Tu	W	Th	F
1 A	2 B*	3 C	4 D*	5 A
8 B	9 C*	10 D	11 A	12 B
15	16	17	18	19
22 C	23 D	24 A	25 B*	26 C
29 D	30 A*			

May 2024				
M	Tu	W	Th	F
		1 B	2 C*	3 D
6 A	7 B*	8 C	9 D*	10 A
13 B	14 C*	15 D	16 A*	17 B
20 C	21 D	22 A	23 B*	24 C
27	28 D	29 A	30 B*	31 C

June 2024				
M	Tu	W	Th	F
3 D	4 Review	5 EXAMS	6 EXAMS	7 Review
10 EXAMS	11 EXAMS	12 EXAMS	13	14
17	18	19	20	21
24	25	26	27	28



Connections
Schedule



PD Days



Last Day of
Marking Period



End-of Semester Blocks
and Exams



Staples High School

COMMUNICATIONS Daily Schedule

A	B	C	D
8:00-8:50 1	8:00-8:50 2	8:00-8:50 3	8:00-8:50 4
Communication Time 8:55-9:10	Communication Time 8:55-9:10	Communication Time 8:55-9:10	Communication Time 8:55-9:10
9:10-10:15 2	9:10-10:15 3	9:10-10:15 4	9:10-10:15 1
10:20-11:10 3	10:20-11:10 4	10:20-11:10 1	10:20-11:10 2
11:15-11:45 5 1st Lunch	11:15-11:45 6 1st Lunch	11:15-11:45 7 1st Lunch	11:15-11:45 8 1st Lunch
11:50-12:20 5 2nd Lunch	11:50-12:20 6 2nd Lunch	11:50-12:20 7 2nd Lunch	11:50-12:20 8 2nd Lunch
12:25-12:55 5 3rd Lunch	12:25-12:55 6 3rd Lunch	12:25-12:55 7 3rd Lunch	12:25-12:55 8 3rd Lunch
1:00-1:50 8	1:00-1:50 7	1:00-1:50 6	1:00-1:50 5
1:55-2:45 7	1:55-2:45 8	1:55-2:45 5	1:55-2:45 6

Drop 4 & 6

Drop 1 & 5

Drop 2 & 8

Drop 3 & 7



Staples High School

CONNECTIONS Daily Schedule

A	B	C	D
8:00-8:45 1	8:00-8:45 2	8:00-8:45 3	8:00-8:45 4
8:50-10:05 2	8:50-10:05 3	8:50-10:05 4	8:50-10:05 1
Connections 10:10-10:30	Connections 10:10-10:30	Connections 10:10-10:30	Connections 10:10-10:30
10:35-11:20 3	10:35-11:20 4	10:35-11:20 1	10:35-11:20 2
11:25-11:55 5 1st Lunch	11:25-11:55 6 1st Lunch	11:25-11:55 7 1st Lunch	11:25-11:55 8 1st Lunch
12:00-12:30 5 2nd Lunch	12:00-12:30 6 2nd Lunch	12:00-12:30 7 2nd Lunch	12:00-12:30 8 2nd Lunch
12:35-1:05 5 3rd Lunch	12:35-1:05 6 3rd Lunch	12:35-1:05 7 3rd Lunch	12:35-1:05 8 3rd Lunch
1:10-1:55 8	1:10-1:55 7	1:10-1:55 6	1:10-1:55 5
2:00-2:45 7	2:00-2:45 8	2:00-2:45 5	2:00-2:45 6

Drop 4 & 6

Drop 1 & 5

Drop 2 & 8

Drop 3 & 7

Lunch Rotation: 2023-2024

Please direct your classes to eat during the lunch shift indicated in the table below. For example, if students are in an English class during the lunch period in October, they should eat during the SECOND lunch wave. There will be roughly **1700** students at Staples High School this year. The lunch shifts have been arranged to distribute the number of students in the three shifts as evenly as possible. During any particular period, there will be several hundred unscheduled students who might be in any lunch shift. It is imperative that any deviations from this schedule be made in consultation with the Administration.

DEPARTMENT	Aug/ Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ACADEMIC SUPPORT CENTER	2	2	2	2	2	2	2	3	3	3
ART	3	3	3	3	3	3	3	3	3	3
ENGLISH	1	1	1	1	1	2	2	2	2	2
CULINARY	3	3	3	3	3	3	3	3	3	3
MATHEMATICS	2	2	2	2	2	1	1	3	3	3
MEDIA	3	3	3	3	3	3	3	3	3	3
MUSIC	3	3	3	3	3	3	3	3	3	3
PHYSICAL EDUCATION	3	3	3	3	3	3	3	3	3	3
SCIENCE	1	1	3	3	3	3	3	1	1	1
SOCIAL STUDIES	2	2	2	2	2	1	1	2	2	2
SPECIAL EDUCATION	2	2	2	2	2	2	2	2	2	2
TECHNOLOGY EDUCATION	3	3	3	3	3	3	3	3	3	3
THEATER	2	2	1	1	1	3	3	3	3	3
WORLD LANGUAGES	3	3	1	1	1	2	2	1	1	1



Staples High School | 2023-24 School Profile

70 North Avenue

Westport, Connecticut 06880

shs.westportps.org

203.341.1225 phone | 203.341.1235 fax

CEEB / ACT Code 070-920

COMMUNITY

Westport is a shoreline town in Fairfield County one hour from New York City with a population of 28,000 and median household income of \$236,892. The community is 86% white, 6% Asian, 4% Hispanic, 1% Black, and 2% Other, including American Indian, Alaska Native, Native Hawaiian, or Pacific Islander. Families and the community demonstrate strong support for the school system, which also includes two middle schools grades 6-8, five elementary schools grades K-5, and one pre-school. Per pupil expenditure for 2021-22 was \$24,869.

SCHOOL OFFICIALS

Thomas Scarice, *Superintendent of Schools*
 Stafford W. Thomas, Jr., *Principal*
 Christine Cincotta, *Assistant Principal*
 James Farnen, *Assistant Principal*
 Micah Lawrence, *Assistant Principal*
 Patrick Micinilio, *Assistant Principal*
 Rosemarie Ampha, *Assistant Principal for Special Education*

SCHOOL COUNSELING DEPARTMENT

William Plunkett, *Director of School Counseling*
 wplunkett@westportps.org

School Counselors

Cristina Banks cbanks@westportps.org
 Thomas Brown ... tbrown@westportps.org
 Victoria Capozzi ... vcapozzi@westportps.org
 Roy Colson..... rcolson@westportps.org
 Kimberly Curran .. kcurran@westportps.org
 Katie Koshes..... kkoshes@westportps.org
 Sarah Magilnick smagilnick@westportps.org
 Deborah Slocum ... dslocum@westportps.org
 Mattie Sokoloski.... msokoloski@westportps.org
 P.J. Washenko..... pwashenko@westportps.org

College and Career Center Coordinator

Sandra Zeigler ... szeigler@westportps.org

Fran Geraci, *Secretary*

fgeraci@westportps.org

Susan Fugitt, *Registrar*

sfugitt@westportps.org

Joanne Clericuzio, *Paraprofessional*

jclericuzio@westportps.org

Aerial photo courtesy of Brandon Malin, Class of 2021

Staples High School, founded in 1884, is a comprehensive public high school grades 9–12 with an enrollment of 1,700 students and 200 faculty members. The single public high school serving the town of Westport, Staples is accredited by the New England Association of Schools and Colleges and consistently ranked as one of the top high schools in Connecticut. Thirty-eight varsity athletic teams compete in the Fairfield County Interscholastic Athletic Conference (FCIAC). There is active participation in vibrant art, music, theater, and media programs and over 100 extracurricular activities. While the majority of graduates ultimately attend a four-year college, Staples honors all pathways to success and offers a range of programs to meet the academic and personal needs of students.

TRANSCRIPT + GRADING

Staples High School does not rank students. Two grade point averages are calculated: Unweighted GPA and Weighted GPA, as detailed below. Both include grades in all courses taken, including academic, elective, and Health & Physical Education courses. GPAs are calculated based only on courses taken at Staples High School. For the Class of 2024, Algebra 1, Geometry, and World Languages courses taken at the middle schools are listed on the transcript, but are not eligible for credit or included in the GPAs. For the Class of 2024, transfer transcripts are attached to the Staples transcript as separate documents; previous school grades are not included in the Staples GPAs.

Unweighted GPA

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	FWF
All Courses	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00

Weighted GPA

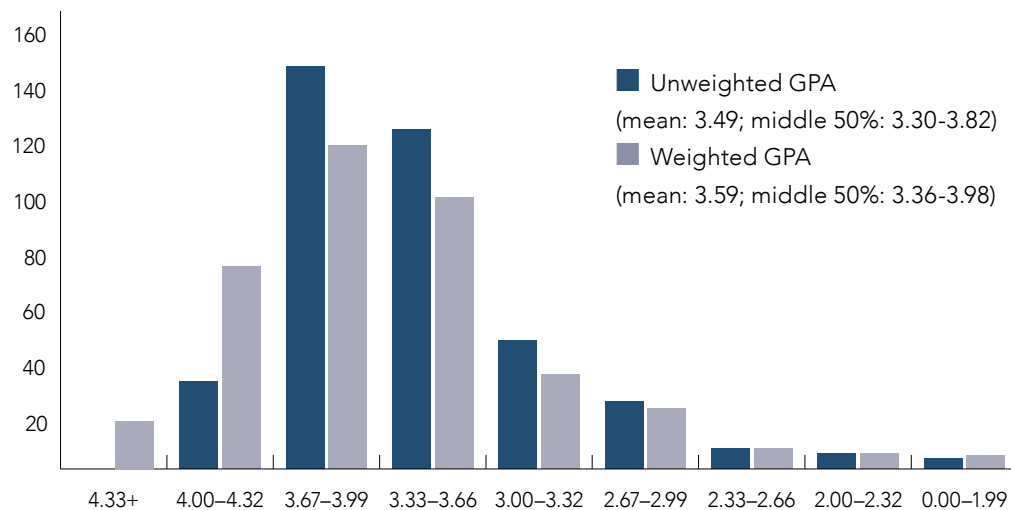
	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	FWF
College Level	5.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	0.00
Honors	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.00
College & Career Prep	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00

College Level Weight: Advanced Placement courses, dual enrollment courses, Calculus BC Plus, Multivariable Calculus, and Differential Equations

Honors Weight: Honors courses

College & Career Prep Weight: All other courses from all subject areas, including A (advanced college prep), B (college prep), and C level academic, non-leveled elective, and Health & Physical Education courses

CLASS OF 2024 6TH SEMESTER GPA DISTRIBUTION [418 STUDENTS]



Highest Final Unweighted) GPA / Class of 2023 4.22

Highest Final Weighted) GPA / Class of 2023 4.61

GRADUATION REQUIREMENTS

Humanities	
English	4.0
Social Studies	3.0
Visual + Performing Arts	1.0
Open Humanities	1.0
Science, Technology, Engineering, Art, and Math	
Math	3.0
Science	3.0
Open STEAM	3.0
World Languages	2.0
Health + Physical Education	2.5
Mastery-Based Diploma Assessment (MBDA)*	1.0
Additional Credits	2.5
Total Credits	26.0

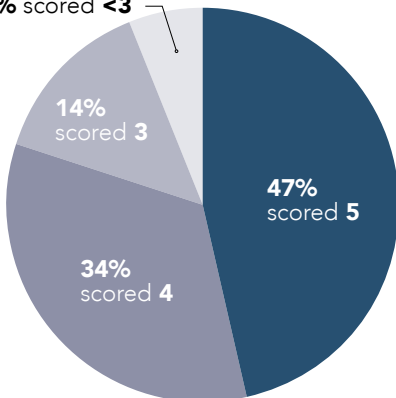
*Students create a portfolio to demonstrate skill mastery and reflection in four domain areas (Collaborators, Communicators, Critical Thinkers, and Creators) through learning experiences embedded in their courses.

STANDARDIZED TESTING

Advanced Placement Exam Results

In spring 2023, 574 students took a total of 1,273 AP exams. The **mean score** was **4.2**.

6% scored <3



ACT Results (Class of 2023)

Middle 50% **Mean**

Composite	26–32	28.9
English	26–35	30.0
Math	25–32	28.3
Reading	25–34	29.1
Science	24–32	27.6

SAT Results (Class of 2023)

Middle 50% **Mean**

Total	1120–1380	1244
ERW	560–690	620
Math	550–710	624

Class of 2023 Recognitions

National Merit Scholars	4
National Merit Finalists	11
National Merit Commended Students	49
National African-American Recognition	3
National Hispanic Recognition	4
AP Scholars	37
AP Scholars with Honor	30
AP Scholars with Distinction	113

PROGRAM OFFERINGS

Advanced Courses (26 AP, 41 Honors)

English

English 9 Honors
English 10 Honors
Literacy, Identity, & Community
Mythology & Bible Honors
Shakespeare Honors
AP English Language
AP English Literature

Math

Geometry Honors
Algebra 2 Honors
Pre-Calculus Honors
Calculus Honors
AP Calculus AB
AP Calculus BC
AP Statistics
Calculus BC Plus*
Multivariable Calculus*
Differential Equations*

Science

Biology Honors
Chemistry Honors

Physics Honors

Scientific Research Honors
AP Biology
AP Chemistry
AP Computer Science A
AP Computer Science Principles
AP Environmental Science
AP Physics 1
AP Physics C

Social Studies

Global Themes Honors
U.S. History Honors
AP European History
AP Macro/Microeconomics
AP Psychology
AP U.S. Government & Politics
AP U.S. History
AP World History: Modern

Visual + Performing Arts

Digital Design Honors (Motion)
Digital Design Honors (Print)
Honors Option For All Music

Ensembles

Photography Honors
Studio Portfolio Honors
AP Art & Design
AP Music Theory

World Languages

French 2, 3, 4, 5 Honors
AP French Language
German 2, 3, 4, 5 Honors
AP German Language
Italian 2, 3, 4 Honors
Latin 2, 3, 4 Honors
AP Latin
Mandarin Chinese 2, 3, 4, 5 Honors
AP Chinese Language & Culture
Spanish 2, 3, 4, 5 Honors
AP Spanish Language
AP Spanish Literature

*college level weight in Weighted GPA

- For course descriptions, refer to: shs.westportps.org/teaching-and-learning/program-of-studies.
- Accelerated Science is a two-year college preparatory course utilizing a multidisciplinary perspective and including physics, chemistry, biology, and Earth and space science.
- College credit is available through the University of Connecticut Early College Experience (ECE) program for students taking AP French Language, AP German Language, Contemporary World Studies, Italian 4 Honors, Literacy, Identity, & Community, and Popular Music and Diversity in American Society. These courses are weighted at the college level in the Weighted GPA.
- Students may take courses at Connecticut State Community College through the High School Partnership (HSP) program. HSP courses are weighted at the college level in the Weighted GPA.
- Students may focus on an area of interest beyond the traditional curriculum through an Independent Learning Experience (ILE). A significant personal investment and independence are expected from the student. ILEs are graded pass/fail and noted on the student's transcript.
- Advanced art and media courses may be taken multiple times for credit with teacher approval.
- Through the Connecticut State Seal of Biliteracy, students are recognized who have attained an Intermediate Mid or higher level of proficiency in speaking, writing, listening, and reading comprehension in two or more languages (including studying four years of English).

CLASS OF 2023 FUTURE PLANS

433 graduates attending 173 different post-secondary institutions

93.1% Four-year Colleges

2.3% Two-year Colleges

1.6% PG / Vocational / Other Higher Education

1.2% Gap Year

1.8% Employment / Other

The mission of the Westport Public Schools is to prepare all students to reach their full potential as lifelong learners and socially responsible contributors to our global community.

Staples High School PTA

The Staples High School PTA (SHS PTA) is a partnership between parents and educators working to enhance student learning and enrich the lives of students within our school. It is a forum for parents to obtain knowledge and voice their opinions about what is happening

at Staples High School and in the Westport Public School District. Every Staples family and staff member is encouraged to become a member of the SHS PTA. It is your forum for sharing concerns and suggestions and is your key source for information. PTA membership also gives you access to the online directory.



As a part of the PTA activities, there is a Newcomers Committee that welcomes families new to the Westport school district to Staples High School. The committee organizes a few events and newcomer coffees in the beginning of the year, providing the opportunity for new families to meet others and help get settled into the community.

You can find more information about the SHS PTA on the Staples High School website at <https://shs.westportps.org/parents/pta/about-shs-pta>. To reach the PTA Presidents with any questions, email SHS_PTA@westportps.org. The PTA Presidents for the 2023-24 school year are Elena Caggiano and Jodi Harris.



COMMUNITY-BASED PROGRAMS FOR SCHOOL-AGED YOUTH

WESTPORT YOUTH SERVICES – DEP’T OF HUMAN SERVICES 203-341-1050 WWW.WESTPORTCT.GOV

ELEMENTARY- HIGH SCHOOL

THE WESTPORT MENTOR PROGRAM:

Annette D’Augelli
adaugelli@westportct.gov (203) 341-1183

Community adults serve as friends, guides, and role models for school-age children. Mentoring pairs meet once per week at school. Referrals are accepted from school staff, parents, or community members

MIDDLE SCHOOL

COMMUNITY SERVICE CORPS:

Kevin Godburn
kgodburn@westportct.gov (203) 341-1155

Once a week, after-school community service program for middle school students.

MIDDLE – HIGH SCHOOL

TOQUET HALL TEEN CENTER:

Kevin Godburn
toquethall@hotmail.com
www.Toquethall.org (203) 341-1155

A supervised, drug, and alcohol-free teen center offering a variety of social and recreational programs for high school and middle school students

HIGH SCHOOL

THE WESTPORT YOUTH COMMISSION:

Kevin Godburn at
kgodburn@westportct.gov (203) 341-1155

The Westport Youth Commission - students & adults, appointed by the First Selectman, meet monthly to discuss and advocate for youth issues in Westport.

TAG – TEEN AWARENESS GROUP

teenawarenessgroup@gmail.com

A student-led club and non-profit organization at Staples High School focusing on peer education & community awareness of substance abuse, mental health and other teen issues.

STUDENT OUTREACH COUNSELOR(S)

LICENSED DRUG & ALCOHOL COUNSELOR (LIBERATION PROGRAMS)

Carolee Paruta, LADC
carolee.paruta@liberationprograms.org (203) 341-2415

Part-time, confidential, drug, and alcohol counselor at Staples High School addressing substance misuse and abuse among students

TEEN TALK COUNSELOR (KIDS IN CRISIS)

Melissa Rotante, LMSW
mrotante@westportps.org (203) 341-1285

TeenTalk Counselors support students by providing confidential individual, group, and family counseling. Specially trained to identify at-risk students and students flying under the radar, the Teen Talk Counselor reaches out to students experiencing depression, anxiety, substance use struggles, and trauma and conflict-related stresses.

Other HSD Programs benefiting Youth & Families:

- Casework and referrals for children, youth, and families including annual Mental Health Breakfast
- Information & Referral
- Short-term & crisis counseling
- Family support team
- Financial assistance, Fuel assistance
- Housing resources
- Westport Transit District and Town-to-Town tickets
- Holiday Giving / Campership / Ceremonies & Celebrations / Back to School programs
- Westport Together
- Westport Prevention Coalition
- Westport Juvenile Review Board & FWSN referrals.

Town of Westport, Department of Human Services: Youth Services

Elaine Daignault, MA, NCC – DHS Director

Kevin Godburn

Youth Services Program Director
kgodburn@westportct.gov ; 203-341-1155
203-666-7129©

Deirdre Ekholdt, LCSW

Social Worker P/T
dekholdt@westportct.gov ; 203-341-1069

Annette D’Augelli

Family Programs Coordinator
Mentor Program Coordinator
Adaugelli@westportct.gov ; 203-341-1183

Melissa Rotante, LMSW

Teen Talk Counselor (from Kids In Crisis)
mrotante@westportps.org ; 203-341-1285

Carolee Paruta, LADC

Licensed Drug & Alcohol Counselor
carolee.paruta@liberationprograms.org
203-341-2415

An overview of Collaborative, Community-Based Programs for Youth and Families in Westport

Coordinated by the Town of Westport, Department of Human Services



Westport Together (known initially as Positive Youth Development) is an alliance that unites Westport by strengthening the health and well-being of youth within our families, schools, and community and nurtures positive youth development through advocacy, education, and enhanced community connections.

- **Advocacy** for Resilient Youth, Healthy Families, and Strong Communities
- **Education** through Programs, Presentations, and Resources
- **Enhanced Connections** among Families, Schools, and the Greater Westport Community

Visit: westporttogether.org or Follow Westport Together on Facebook & Instagram @westporttogether

The partnership between the Town of Westport, Westport Public Schools, and the Westport PTA provides community-based programs and initiatives informed by local, state and federal trends/data and utilize common language and themes of positive youth development. **Westport Together** encourages collaboration with a variety of non-profit, youth-serving agencies offering programs for families with children of all ages, developed in consideration of appropriate developmental stages, through formal and informal needs assessments, evidence-based practices, and input from key stakeholders in the community. Additionally, alliance members participate in the **Westport Prevention Coalition** to address substance abuse and mental health issues in town.

Westport Human Services (DHS) works closely with Westport School personnel to identify and support the needs of school-aged children and their families throughout the district. DHS provides financial assessments & assistance for income-qualified families and serves as a hub for information and referral addressing a variety of needs.

Under the statewide Community-Based Diversion Initiative, DHS supports **families with service needs** and **truancy** issues upon referral, including the operation of the **Westport Juvenile Review Board** in partnership with the Westport Police Department.

All school-aged Westport families/students are eligible for referral to DHS programs, including the **Westport Mentor Program**, case management, counseling and information/referrals, and income-based **Family Programs** that provide financial assistance to those who qualify.

Additional youth enrichment programs focus on social, recreational, and educational skill-building opportunities. Students participate in civics and advocacy programs, which include the **Westport Youth Commission**, **Teen Awareness Group**, **Kool to be Kind**, **iMentor program**, **Community Service Corps**, and **Toquet Hall**. The **Student Outreach Counselor Program** provides confidential support services through **Kids in Crisis Teen Talk Program** and a **Licensed Drug and Alcohol Counselor from Liberation Programs** at Staples High School.

Public input and collaboration with other agencies is a crucial component in addressing the needs of young people and their families. The Human Services Department serves as a community coordinator, helping to connect individuals and service providers and creates opportunities for Town partners to strategize community responses to meet emerging needs or gaps in services.

Staples High School Required Registration Documentation

All of the following documents are required before your registration appointment with a school counselor. Return all completed forms and residency documentation to Mrs. Fran Geraci in the School Counseling Department office. Please provide the *Release to Obtain Prior School Student Records* as soon as possible to allow time for records to be requested and sent from the previous school. If any of the following documents are not provided, you will be unable to register your child at Staples.

- ☐ Online registration completed through [district website](#)
- ☐ Westport Public Schools Release to Obtain Prior School Student Records
- ☐ New Enrollee Verification of Residence
- ☐ Health Forms
 - State of Connecticut Health Assessment Record
 - Health Office Notice of Student Admission Form
- ☐ Student Handbook and Code of Conduct Acknowledgement Form (only required if enrolling after the start of the school year)
- ☐ Staples High School New Student Questionnaire
- ☐ Proof of residency
 - Deed to home, mortgage statement, current property tax bill, contract of purchase with closing date, construction contract with anticipated move-in date, dated rental agreement, or landlord & parent affidavit from superintendent's office
 - and**
 - Two current utility bills (cable television, telephone, water, electric, gas, oil; NOT cell phone)
 - and**
 - Photo ID (parent/guardian's driver's license, state ID card or passport showing current Westport address)
- ☐ Identification
 - Student's birth certificate, passport, or adoption papers
- ☐ Proof of guardianship (if applicable)
 - Custody arrangement from divorce decree and/or parenting plan
- ☐ Academic records
 - Transcript/report cards: ☐ Elementary School ☐ Middle School ☐ High School
 - ☐ Grades to date of withdrawal for courses currently in progress
 - Standardized Testing: ☐ State ☐ National (SSAT, PSAT, SAT, ACT, AP)



Release to Obtain Prior School Student Records

Name of Student (first, MI, last): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Current Grade: _____

Previous School Information:

Name of School: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Withdrawal Date: _____ Counselor Name: _____

In accordance with the Family Educational Rights and Privacy Act, a student's parent/guardian (or the student themselves if 18 years-old) must provide written permission in order for their previous school to release educational and health information. I authorize _____ to send Westport Public Schools a copy of my child's

(previous school)

educational and health records. In addition, I give permission for my child's previous school and Westport Public Schools staff to communicate regarding their educational planning.

Student Signature (if 18+): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Westport Public Schools requests the following records to be sent from the previous school:

- transcript/report cards including elementary school, middle school, and high school
- grades to date of withdrawal for any middle school or high school courses currently in progress
- state and/or national standardized testing results
- health/medical records
- attendance and discipline records
- copy of the withdrawal form or other documentation to confirm the student is no longer enrolled
- other pertinent information (e.g., proof of guardianship, conservatorship, custody agreement, or legal documentation)
- if applicable, **special education** cumulative records (paper file) and electronic records; if moving from another Connecticut public school, please transfer the student's record via Frontline IEP to Westport Public Schools
- if applicable, most recent section **504** plan; if moving from another Connecticut public school, please transfer the student's record via Frontline 504 to Westport Public Schools
- if applicable, **ESL/EL/ELL** identification information and assessment results

Please forward the records listed above to:

Mrs. Fran Geraci, School Counseling Secretary
Staples High School
70 North Avenue
Westport, CT 06880
fgeraci@westportps.org
phone: 203-341-1225 fax: 203-341-1235

Westport Public Schools
Westport, Connecticut

New Enrollee Verification of Residence

Please print: I, _____, the parent or legal guardian of

(student name(s)) _____

(address) _____ (telephone number) _____

Certify that the above named student(s) meets the Westport Board of Education residency requirements (policy # 5111), which require the student(s) be a permanent resident of Westport.

Residency in Westport is defined as: permanent (full-time); provided without pay; and not for the sole purpose of obtaining school accommodations.

When a student lives apart from his/her parents or legal guardian, the parent/legal guardian must prove that such residency is permanent (full time), provided without pay and not for the sole purpose of obtaining school accommodations. The burden of proof in determining student residency shall be on the party claiming residency. Where it is determined that the child was not eligible for free accommodations in Westport, Westport may pursue legal remedies against the parent/guardian, including but not limited to collecting tuition (plus any additional costs that may apply for Special Education) for the period of unauthorized attendance from the parent/guardian as provided in Connecticut General Statutes, Section 10-186(b)(4). Regular Ed tuition costs for 2022/23: K-5: \$18,877; 6-8: \$26,433; 9-12: \$28,318.* (* 2023-2024 tuition rates will be updated upon budget approval).

This information and the documents provided are accurate. I authorize representatives of the Westport Public Schools to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration of the student(s).

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

In order to verify district residence, the child over 18, parent(s) or guardian(s), or emancipated minor must sign above AND provide:

One Document showing proof of home ownership or rental:

_____ Copy of one of the following at address within district in parent's name:

- a. Deed to home (copy available from Town Clerk's Office – room 105 Town Hall)
- b. Contract of Purchase with Closing date
- c. Mortgage Statement
- d. Property Tax Bill
- e. Construction Contract with Anticipated Move-in Date
- f. Signed & Dated Rental Agreement
- g. Landlord & Parent Affidavit (from Superintendent's Office)

Three Supporting Documents:

_____ Two current utility bills (cable television, telephone, water, electric, gas, oil – NOT cellphone).

_____ Photo ID (CT driver's license or State ID card) showing current Westport address

(New residents must provide all second proofs within one month of signing this document)

If Necessary:

_____ Verification visit by Westport Police Department staff on (date) _____

Documents seen by School Official (print name) _____
on (date) _____

February 7, 2023



State of Connecticut Department of Education

Health Assessment Record



To Parent or Guardian:

In order to provide the best educational experience, school personnel must understand your child's health needs. This form requests information from you (Part 1) which will also be helpful to the health care provider when he or she completes the medical evaluation (Part 2) and the oral assessment (Part 3).

State law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, licensed pursuant to chapter 378, a physi-

cian assistant, licensed pursuant to chapter 370, a school medical advisor, or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to school entrance in Connecticut (C.G.S. Secs. 10-204a and 10-206). An immunization update and additional health assessments are required in the 6th or 7th grade and in the 9th or 10th grade. Specific grade level will be determined by the local board of education. This form may also be used for health assessments required every year for students participating on sports teams.

Please print

Student Name (Last, First, Middle)	Birth Date	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address (Street, Town and ZIP code)		
Parent/Guardian Name (Last, First, Middle)	Home Phone	Cell Phone
School/Grade	Race/Ethnicity <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other
Primary Care Provider		
Health Insurance Company/Number* or Medicaid/Number*		
Does your child have health insurance? Y N		
Does your child have dental insurance? Y N		

If your child does not have health insurance, call **1-877-CT-HUSKY**

* If applicable

Part 1 — To be completed by parent/guardian.

Please answer these health history questions about your child before the physical examination.

Please circle **Y** if "yes" or **N** if "no." Explain all "yes" answers in the space provided below.

Any health concerns	Y N	Hospitalization or Emergency Room visit	Y N	Concussion	Y N
Allergies to food or bee stings	Y N	Any broken bones or dislocations	Y N	Fainting or blacking out	Y N
Allergies to medication	Y N	Any muscle or joint injuries	Y N	Chest pain	Y N
Any other allergies	Y N	Any neck or back injuries	Y N	Heart problems	Y N
Any daily medications	Y N	Problems running	Y N	High blood pressure	Y N
Any problems with vision	Y N	"Mono" (past 1 year)	Y N	Bleeding more than expected	Y N
Uses contacts or glasses	Y N	Has only 1 kidney or testicle	Y N	Problems breathing or coughing	Y N
Any problems hearing	Y N	Excessive weight gain/loss	Y N	Any smoking	Y N
Any problems with speech	Y N	Dental braces, caps, or bridges	Y N	Asthma treatment (past 3 years)	Y N
Family History Any relative ever have a sudden unexplained death (less than 50 years old) Y N Any immediate family members have high cholesterol Y N				Seizure treatment (past 2 years)	Y N
				Diabetes	Y N
				ADHD/ADD	Y N

Please explain all "yes" answers here. For illnesses/injuries/etc., include the year and/or your child's age at the time.

Is there anything you want to discuss with the school nurse? Y N If yes, explain:

Please list any **medications** your child will need to take **in** school:

All medications taken in school require a separate **Medication Authorization Form** signed by a health care provider and parent/guardian.

I give permission for release and exchange of information on this form between the school nurse and health care provider for confidential use in meeting my child's health and educational needs in school.

Signature of Parent/Guardian

Date

Part 2 — Medical Evaluation

HAR-3 REV. 7/2018

Health Care Provider must complete and sign the medical evaluation and physical examination

Student Name _____ Birth Date _____ Date of Exam _____

☐ I have reviewed the health history information provided in Part 1 of this form

Physical Exam

Note: *Mandated Screening/Test to be completed by provider under Connecticut State Law

*Height _____ in. / _____ % *Weight _____ lbs. / _____ % BMI _____ / _____ % Pulse _____ *Blood Pressure _____ / _____

Normal		Describe Abnormal	Ortho	Normal	Describe Abnormal	
Neurologic			Neck			
HEENT			Shoulders			
*Gross Dental			Arms/Hands			
Lymphatic			Hips			
Heart			Knees			
Lungs			Feet/Ankles			
Abdomen			*Postural <input type="checkbox"/> No spinal abnormality <input type="checkbox"/> Spine abnormality:			
Genitalia/ hernia			<input type="checkbox"/> Mild <input type="checkbox"/> Moderate			
Skin			<input type="checkbox"/> Marked <input type="checkbox"/> Referral made			

Screenings

*Vision Screening			*Auditory Screening			History of Lead level ≥ 5µg/dL <input type="checkbox"/> No <input type="checkbox"/> Yes	Date
Type:	<u>Right</u>	<u>Left</u>	Type:	<u>Right</u>	<u>Left</u>	*HCT/HGB:	
With glasses	20/	20/	<input type="checkbox"/> Pass	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail		
Without glasses	20/	20/	<input type="checkbox"/> Fail	<input type="checkbox"/> Fail	<input type="checkbox"/> Fail		
<input type="checkbox"/> Referral made			<input type="checkbox"/> Referral made			*Speech (school entry only)	
						Other:	

TB: High-risk group? ☐ No ☐ Yes PPD date read: _____ Results: _____ Treatment: _____

*IMMUNIZATIONS

☐ Up to Date or ☐ Catch-up Schedule: **MUST HAVE IMMUNIZATION RECORD ATTACHED**

*Chronic Disease Assessment:

Asthma ☐ No ☐ Yes: ☐ Intermittent ☐ Mild Persistent ☐ Moderate Persistent ☐ Severe Persistent ☐ Exercise induced
*If yes, please provide a copy of the **Asthma Action Plan** to School*

Anaphylaxis ☐ No ☐ Yes: ☐ Food ☐ Insects ☐ Latex ☐ Unknown source

Allergies *If yes, please provide a copy of the **Emergency Allergy Plan** to School*

History of Anaphylaxis ☐ No ☐ Yes Epi Pen required ☐ No ☐ Yes

Diabetes ☐ No ☐ Yes: ☐ Type I ☐ Type II

Other Chronic Disease:

Seizures ☐ No ☐ Yes, type: _____

☐ This student has a developmental, emotional, behavioral or psychiatric condition that may affect his or her educational experience.

Explain: _____

Daily Medications (*specify*): _____

This student may: ☐ **participate fully in the school program**

☐ participate in the school program with the following restriction/adaptation: _____

This student may: ☐ **participate fully in athletic activities and competitive sports**

☐ participate in athletic activities and competitive sports with the following restriction/adaptation: _____

☐ Yes ☐ No Based on this comprehensive health history and physical examination, this student has maintained his/her level of wellness.

Is this the student's medical home? ☐ Yes ☐ No ☐ I would like to discuss information in this report with the school nurse.

Signature of health care provider MD / DO / APRN / PA

Date Signed

Printed/Stamped **Provider** Name and Phone Number

Part 3 — Oral Health Assessment/Screening

Health Care Provider must complete and sign the oral health assessment.

To Parent(s) or Guardian(s):

State law requires that each local board of education request that an oral health assessment be conducted prior to public school enrollment, in either grade six or grade seven, and in either grade nine or grade ten (Public Act No. 18-168). The specific grade levels will be determined by the local board of education. The oral health assessment shall include a dental examination by a dentist or a visual screening and risk assessment for oral health conditions by a dental hygienist, or by a legally qualified practitioner of medicine, physician assistant or advanced practice registered nurse who has been trained in conducting an oral health assessment as part of a training program approved by the Commissioner of Public Health.

Student Name (Last, First, Middle)	Birth Date	Date of Exam
School	Grade	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address		
Parent/Guardian Name (Last, First, Middle)	Home Phone	Cell Phone

Dental Examination Completed by: <input type="checkbox"/> Dentist	Visual Screening Completed by: <input type="checkbox"/> MD/DO <input type="checkbox"/> APRN <input type="checkbox"/> PA <input type="checkbox"/> Dental Hygienist	Normal <input type="checkbox"/> Yes <input type="checkbox"/> Abnormal (Describe) 	Referral Made: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Risk Assessment <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	Describe Risk Factors <table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Dental or orthodontic appliance <input type="checkbox"/> Saliva <input type="checkbox"/> Gingival condition <input type="checkbox"/> Visible plaque <input type="checkbox"/> Tooth demineralization <input type="checkbox"/> Other _____ </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Carious lesions <input type="checkbox"/> Restorations <input type="checkbox"/> Pain <input type="checkbox"/> Swelling <input type="checkbox"/> Trauma <input type="checkbox"/> Other _____ </td> </tr></table>			<input type="checkbox"/> Dental or orthodontic appliance <input type="checkbox"/> Saliva <input type="checkbox"/> Gingival condition <input type="checkbox"/> Visible plaque <input type="checkbox"/> Tooth demineralization <input type="checkbox"/> Other _____	<input type="checkbox"/> Carious lesions <input type="checkbox"/> Restorations <input type="checkbox"/> Pain <input type="checkbox"/> Swelling <input type="checkbox"/> Trauma <input type="checkbox"/> Other _____
<input type="checkbox"/> Dental or orthodontic appliance <input type="checkbox"/> Saliva <input type="checkbox"/> Gingival condition <input type="checkbox"/> Visible plaque <input type="checkbox"/> Tooth demineralization <input type="checkbox"/> Other _____	<input type="checkbox"/> Carious lesions <input type="checkbox"/> Restorations <input type="checkbox"/> Pain <input type="checkbox"/> Swelling <input type="checkbox"/> Trauma <input type="checkbox"/> Other _____				

Recommendation(s) by health care provider: _____

I give permission for release and exchange of information on this form between the school nurse and health care provider for confidential use in meeting my child's health and educational needs in school.

Signature of Parent/Guardian

Date

Immunization Record

To the Health Care Provider: Please complete and initial below.

Vaccine (Month/Day/Year) Note: *Minimum requirements prior to school enrollment. At subsequent exams, note booster shots only.

	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6
DTP/DTaP	*	*	*	*		
DT/Td						
Tdap	*				Required 7th-12th grade	
IPV/OPV	*	*	*			
MMR	*	*			Required K-12th grade	
Measles	*	*			Required K-12th grade	
Mumps	*	*			Required K-12th grade	
Rubella	*	*			Required K-12th grade	
HIB	*				PK and K (Students under age 5)	
Hep A	*	*			See below for specific grade requirement	
Hep B	*	*	*		Required PK-12th grade	
Varicella	*	*			Required K-12th grade	
PCV	*				PK and K (Students under age 5)	
Meningococcal	*				Required 7th-12th grade	
HPV						
Flu	*				PK students 24-59 months old – given annually	
Other						

Disease Hx _____
of above (Specify) _____ (Date) _____ (Confirmed by) _____

Exemption: Religious _____ **Medical:** Permanent _____ Temporary _____ **Date:** _____

Renew Date: _____

Religious exemption documentation is required upon school enrollment and then renewed at 7th grade entry.
Medical exemptions that are temporary in nature must be renewed annually.

Immunization Requirements for Newly Enrolled Students at Connecticut Schools (as of 8/1/17)

KINDERGARTEN THROUGH GRADE 6

- DTaP: At least 4 doses, with the final dose on or after the 4th birthday; students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine.
- Polio: At least 3 doses, with the final dose on or after the 4th birthday.
- MMR: 2 doses at least 28 days apart, with the 1st dose on or after the 1st birthday.
- Hib: 1 dose on or after the 1st birthday (children 5 years and older do not need proof of vaccination).
- Pneumococcal: 1 dose on or after the 1st birthday (children 5 years and older do not need proof of vaccination).
- Hep A: 2 doses given six months apart, with the 1st dose on or after the 1st birthday. See “HEPATITIS A VACCINE 2 DOSE REQUIREMENT PHASE-IN DATES” column at the right for more specific information on grade level and year required.
- Hep B: 3 doses, with the final dose on or after 24 weeks of age.
- Varicella: 2 doses, with the 1st dose on or after the 1st birthday or verification of disease.**

GRADES 7 THROUGH 12

- Tdap/Td: 1 dose of Tdap required for students who completed their primary DTaP series; for students who start the series at age 7 or older a total of 3 doses of tetanus-diphtheria containing vaccines are required, one of which must be Tdap.
- Polio: At least 3 doses, with the final dose on or after the 4th birthday.
- MMR: 2 doses at least 28 days apart, with the 1st dose on or after the 1st birthday.
- Meningococcal: 1 dose
- Hep B: 3 doses, with the final dose on or after 24 weeks of age.
- Varicella: 2 doses, with the 1st dose on or after the 1st birthday or verification of disease.**
- Hep A: 2 doses given six months apart, with the 1st dose on or after the 1st birthday. See “HEPATITIS A VACCINE 2 DOSE REQUIREMENT PHASE-IN DATES” column at the right for more specific information on grade level and year required.

HEPATITIS A VACCINE 2 DOSE REQUIREMENT PHASE-IN DATES

- August 1, 2017: Pre-K through 5th grade
- August 1, 2018: Pre-K through 6th grade
- August 1, 2019: Pre-K through 7th grade
- August 1, 2020: Pre-K through 8th grade
- August 1, 2021: Pre-K through 9th grade
- August 1, 2022: Pre-K through 10th grade
- August 1, 2023: Pre-K through 11th grade
- August 1, 2024: Pre-K through 12th grade

**** Verification of disease:** Confirmation in writing by an MD, PA, or APRN that the child has a previous history of disease, based on family or medical history.

Note: The Commissioner of Public Health may issue a temporary waiver to the schedule for active immunization for any vaccine if the National Centers for Disease Control and Prevention recognizes a nationwide shortage of supply for such vaccine.



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Health Office Notice of Student Admission Form

Date of Registration: _____

Student Name: _____

Entering Grade: _____

Date of Birth: _____

Westport Address: _____

Westport Phone/Cell Phone: _____

Parent/Guardian Email: _____

Previous School Name and Address: _____

Has the student ever been enrolled in the Westport School District? Yes _____ No _____

If yes, last school attended: _____

Office Use Only

Check box if provided to Health Office:

☐ State of Connecticut Health Assessment Record



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Student Handbook and Code of Conduct Acknowledgment Form *(only required if student is transferring in after the start of the school year)*

Welcome to Staples High School!

By signing this form you are indicating that you have received the appropriate information to access the Staples High School Student Handbook and Code of Conduct.

Go to: Staples High School home page (shs.westportps.org)
Select: Students
Select: Student Handbook

Student Name: _____

Student Signature: _____

Date: _____

Grade: _____



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

New Student Questionnaire

Student Name: _____ Entering grade: _____

Student's Personal Email Address: _____

Where have you lived? What schools have you attended?

What are your favorite subjects in school? Which do you find most challenging?

How would you describe yourself as a student?

What do you enjoy doing in your spare time?

What activities might you be interested in joining at Staples? Sports? Clubs? Arts?

What is your biggest worry about coming to Staples?

Please provide any other information that will help us get to know you.

We match each new student with a current student as a host for their first few days and would like to share this information with them. If you choose not to have your information shared, check this box. ☐

FREQUENTLY ASKED QUESTIONS (FAQS) ABOUT FREE & REDUCED-PRICE SCHOOL MEALS 2023-2024

Dear Parent/Guardian:

Children need healthy meals to learn. **The Westport Public Schools** offer healthy meals every school day. Children may buy lunch for \$2.80 at the High School, \$2.70 at the Middle School and \$2.45 at the Elementary School. **Your children may qualify for either free meals or reduced-price meals.** The reduced price is \$0.40 for lunch. This packet includes an application for free and reduced-price meal benefits and detailed instructions.

The answers to the common questions below can help you with the application process.

1. Who can get free or reduced-price meals?

- All children in households receiving SNAP or TFA benefits are eligible for free meals.
- Foster children that are under the **legal** responsibility of a foster care agency or court are eligible for free meals. (Note: A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced-price meal benefits, an eligible foster child will still receive free benefits.)
- Children who meet the definition of homeless or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart:

Federal Reduced Eligibility Income Chart (Effective July 1, 2023, to June 30, 2024)			
Household size	Yearly	Monthly	Weekly
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional family member	+ 9,509	+ 793	+ 183

FAQS ABOUT FREE & REDUCED-PRICE SCHOOL MEALS

2. **How do I know if my children qualify as homeless or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and you have not been told your children will get free meals, please call or e-mail **Michael Rizzo, Assistant Superintendent for Pupil Services** at (201) 341-1250 or mrizzo@westportps.org.
3. **Do I need to fill out an application for each child?** No. Use **one** *Free and Reduced-price School Meals Application* for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to **[Refer to Addendum A]**.
4. **My child's application was approved last year. Do I need to fill out a new one?** Yes. Your child's application is only good for that school year and for up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). When the carryover period ends, unless you are notified that your children are directly certified or you submit an application that is approved, your children's meals must be claimed at the paid rate. Though encouraged to do so, the LEA is not required to send a reminder or a notice of expired eligibility.
5. **I get WIC. Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please send in an application.
6. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
7. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
8. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing Elio Longo, Chief Financial Officer, Westport Public Schools, 110 Myrtle Avenue, Westport, CT 06880. Telephone: 203-341-1002.
9. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
10. **What if my income is not always the same?** List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

FAQS ABOUT FREE & REDUCED-PRICE SCHOOL MEALS

11. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. When this happens, please write “0” in the field. However, if any income fields are left empty or blank, those will **also** be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you **meant** to do so.
12. **We are in the military. Do we report our income differently?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food or clothing, or receive Family Subsistence Supplemental Allowance payments, these must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
13. **What if there isn’t enough space on the application for my family?** List any additional household members on a separate piece of paper and attach to your application. Contact **[Refer to Addendum A]** to receive a second application.
14. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP benefits and to contact the Department of Social Services office in your town, contact United Way’s free referral number **2-1-1** (free call, statewide).

If you have other questions or need help, call 203-341-1002.

Sincerely,

Thomas Scarice
Westport Superintendent of Schools

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and Westport Public Schools policies, the Westport Public Schools Meals programs are prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the Office of the Superintendent of Westport Public Schools at (203)341-1000. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, please submit your written complaint to the Office of the Superintendent, Westport Public Schools by:

mail: Superintendent of Schools
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

phone: (203) 341-1000

This institution is an equal opportunity provider.

Income Guidelines for Determining Eligibility for Free and Reduced-price Meals

Westport Public Schools Free & Reduced Lunch Programs

July 1, 2023, to June 30, 2024

The income guidelines below are from the U.S. Department of Agriculture's (USDA) [annual adjustments to the income eligibility guidelines](#). They are used in Connecticut to determine the eligibility of participants for free and reduced-price meals in the USDA Child Nutrition Programs from **July 1, 2023, to June 30, 2024**. These income guidelines must be used by all individuals who review applications and should be distributed to all schools/sites for use by determining officials.

Before approving any free/reduced-price meal applications, the determining official must review the 2023-2024 Westport Public Schools Application for Free and Reduced-price School Meals, and accompanying instructions; and the 2023-2024 Parent/Guardian Letter to Households for Meals.

Income Guidelines for Child Nutrition Programs: July 1, 2023, to June 30, 2024*											
Free meals						Reduced-price meals					
Household size	Annual gross income	Monthly gross income	Twice per month	Every two weeks gross income	Weekly gross income	Household Size	Annual gross income	Monthly gross income	Twice per month	Every two weeks gross income	Weekly gross income
1	18,954	1,580	790	729	365	1	26,973	2,248	1,124	1,038	519
2	25,636	2,137	1,069	986	493	2	36,482	3,041	1,521	1,404	702
3	32,318	2,694	1,347	1,243	622	3	45,991	3,833	1,917	1,769	885
4	39,000	3,250	1,625	1,500	750	4	55,500	4,625	2,313	2,135	1,068
5	45,682	3,807	1,904	1,757	879	5	65,009	5,418	2,709	2,501	1,251
6	52,364	4,364	2,182	2,014	1,007	6	74,518	6,210	3,105	2,867	1,434
7	59,046	4,921	2,461	2,271	1,136	7	84,027	7,003	3,502	3,232	1,616
8	65,728	5,478	2,739	2,528	1,264	8	93,536	7,795	3,898	3,598	1,799
Each additional family member	+ 6,682	+ 557	+ 279	+ 257	+ 129	Each additional family member	+ 9,509	+ 793	+ 397	+ 366	+ 183

* Income means income before deductions such as income taxes, Social Security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: 1) Monetary compensation for services, including wages, salary, commissions, or fees; 2) net income from non-farm self-employment; 3) net income from farm self-employment; 4) Social Security; 5) dividends or interest on savings or bonds or income from estates or trusts; 6) net rental income; 7) public assistance or welfare payments; 8) unemployment compensation; 9) government civilian employee or military retirement, or pensions or veterans' payments; 10) private pensions or annuities; 11) alimony or child support payments; 12) regular contributions from persons not living in the household; 13) net royalties; and 14) other cash income. Other cash income includes cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources. "Income" as used here does not include any income or benefits received under any Federal programs, which are excluded from consideration as income by any legislative prohibition, for example, the value of benefits received under the Supplemental Nutrition Assistance Program (SNAP).

Income Guidelines for Determining Eligibility for Free and Reduced-price Meals Westport Public Schools Free & Reduced Lunch Programs

If a household has only one source of income, or if all sources of income are the same frequency, do **not** use conversion factors. Compare the income or sum of the incomes to the chart on page 1 for the appropriate frequency and household size to make the eligibility determination. Many households have different sources of income coming into the home at different frequencies, such as weekly or bi-weekly wages and monthly social security benefits. In these situations, convert all sources of income to an annual amount using the calculations below.

- **Weekly:** Multiply by 52
- **Every two weeks:** Multiply by 26
- **Twice per month:** Multiply by 24
- **Monthly:** Multiply by 12

In applying the guidelines, the school food authority/institution **must** compare the household's size and total household income to the income guidelines to determine eligibility for free or reduced-price meals. Children of parents or guardians who become unemployed may be eligible for free or reduced-price meals or for free milk during the period of unemployment.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and Westport Public School policies, the Westport Public School Meals program is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the Office of the Superintendent of Westport Public Schools at (203)341-1000.

To file a program discrimination complaint, please submit your written complaint to the Office of the Superintendent, Westport Public Schools by:

1. mail: Superintendent of Schools
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880
2. phone: (203)341-1000

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2023-24 Westport Public Schools Application for Free and Reduced-price School Meals

Complete one application per household. Please use a black or blue pen (not a pencil).

List ALL children who are infants and students up to and including grade 12. If more spaces are required for additional names, attach another page.
(sheet of paper.)

Child's First Name	MI	Child's Last Name	School	Grade	Student's Yes	No	Check all that apply		
							Foster	Head Start	Homeless Runaway
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do any household members (including you) currently participate in one or more of the following Assistance Programs – SNAP or TFA? (This does NOT include medical (HUSKY) benefits).

If YES, a household member does participate in SNAP or TFA, write a SNAP OR TFA case number here and then go to STEP 4. (Do not complete STEP 3). To quicken the approval process, it is strongly recommended that you submit proof of SNAP or TFA eligibility with

Write only one case number in this space.

Report Income for ALL Household Members (Skip this step if you answered "Yes" to Step 2)

Child Income	\$

Weekly	Bi-Weekly	2x Month	Monthly	Annua
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes and deductions) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Pensions/Retirement, SS, SSI, V/A benefits, All other income	How often received?			
	Weekly	Bi-Weekly	2x Month	Monthly Annual

○ ○ ○ ○ ○

[illegible][illegible]

Check if no social security number ☐

Contact Information and Adult Signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Today's Date

Daytime Phone and Email (optional)

Foster	Head Start	Homeless or Runaway
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Head Start

Homeless Runaway

Sources of Income			Examples of Income for Children
Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/ All other sources of income	
<ul style="list-style-type: none">• Salary, wages, cash bonuses, tips, commissions• Net income from self-employment (farm or business)• If you are in the U.S. Military:<ul style="list-style-type: none">• Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)• Allowances for off-base housing, food, and clothing	<ul style="list-style-type: none">• Unemployment benefits• Workers' compensation• Supplemental Security Income (SSI)• Cash assistance from State or local government• Alimony payments• Child support payments• Veterans' benefits• Strike benefits	<ul style="list-style-type: none">• Social Security/Disability (including railroad retirement and black lung benefits)• Private pensions or disability benefits• Income from trusts or estates• Annuities• Investment income• Earned interest• Rental income• Regular cash payments from outside household	<ul style="list-style-type: none">• A child has a regular full or part-time job where they earn a salary or wages• A child is blind or disabled and receives Social Security benefits• A parent is disabled, retired, or deceased, and their child receives Social Security benefits• A friend or extended family member regularly gives a child spending money• A child receives regular income from a private pension fund, annuity, or trust

OPTIONAL

Children's Racial and Ethnic Identities. This information is kept confidential and may be protected by the Privacy Act of 1974.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):
☐ Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)
☐ Not Hispanic or Latino

Race (check one or more):
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

School Use Only – Do Not Write Below This Line

The Determining Official (DO) for the school/district MUST complete this section. (Only convert to annual income if there are different frequencies of income listed in Step 3.)

Annual Income Conversion: Weekly X 52 ♦ Every 2 weeks X 26 ♦ Twice a Month X 24 ♦ Monthly X 12

☐ SNAP/TFE Household providing proof (must be confirmed by DO) of a handwritten case number
☐ Income Household: Total household income: _____ per _____ Household Size: _____
☐ Application approved for: ☐ Free Meals ☐ Reduced-price Meals ☐ Application Denied

Date Notice Sent: _____ Signature of DO: _____ Date: _____

Use of Information Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number'. Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDIR) do not need to list a Social Security number.

The contact information below is solely to file a complaint of discrimination.

In accordance with federal civil rights law and Westport Public Schools policies, the Westport Public Schools Meals programs are prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the Office of the Superintendent of Westport Public Schools at (203)341-1000.

To file a program discrimination complaint, please submit your written complaint to the Office of the Superintendent, Westport Public Schools by:

* MAIL: Superintendent of Schools
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

* Do not mail applications to this address, only complaints of discrimination.

This institution is an equal opportunity provider.

Return completed form to your child's school.

How to Apply for Free and Reduced-price School Meals

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, *even if your children attend more than one school in the Westport Public School system*. The application must be filled out completely to determine the eligibility of your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on the application. If at any time you are not sure what to do next, please contact your school [Refer to Addendum A].

PLEASE USE A BLACK OR BLUE PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

Step 1: List ALL children, infants, and students up to and including grade 12

Tell us how many infants/toddlers, children not in school, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, through a court or state/local agency, or qualify as homeless or runaway youth;
- Students attending (*regardless of age*) Westport Public Schools.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, please print clearly. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper (or a second application if completing electronically) with all required information for the additional children. This also applies to adults in Step 3. "MI" is short for "middle initial". Print the first letter of each child's middle name in the "MI" section.	B) Is the child a student? List the name of the school (optional), the grade and mark "Yes" or "No" under the column titled "Student" to tell us which children attend school in the district. If you marked "Yes," write the grade level of the student in the "Grade" column.	C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1 , go to STEP 4 . <i>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3. Note: Adopted children are not considered foster children. A foster child is a minor child who has been taken into state custody and placed with a state-licensed adult, who cares for the child in place of their parent or guardian.</i>	D) Are any children homeless, runaway or in a Head Start Program? If you believe any child listed in this section meets this description, mark the "Head Start or Homeless/Runaway" box next to the child's name and <i>complete all steps of the application</i> . Homeless, Runaway and Head Start status must be confirmed with the appropriate program staff. If the status cannot be confirmed, then the school district will contact you to complete an income-based application. You may choose to provide income information now in order to prevent the school district from potentially needing to contact you later.
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Step 2: Do any household members currently participate in SNAP or TFA?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Family Assistance (TFA)


A) If no one in your household participates in any of the above listed programs: <ul style="list-style-type: none"> • Leave STEP 2 blank and go to STEP 3. 	B) If anyone in your household participates in SNAP or TFA: <ul style="list-style-type: none"> • Write a case number for SNAP or TFA. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your DSS social worker. <p>Note: Do not use a HUSKY Medical Benefits number since this number is not a SNAP or TFA case number. It is also recommended (but not required) that you submit proof of this SNAP or TFA case number when you submit the application for processing. Proof does NOT include a copy of the CONNECT card.</p> <ul style="list-style-type: none"> • Go to STEP 4.
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Step 3: Report income for all household members

How do I report my income?

- Use the charts titled "**Sources of Income**" and "**Examples of Income for Children**," printed on the back side of the application form, to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received **before** taxes.
 - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

How to Apply for Free and Reduced-price School Meals

3.A. Report income earned by children			
<p>A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.</p> <p>What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.</p>			
3.B. Report income earned by adults			
<p>Who should I list here?</p> <ul style="list-style-type: none"> When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own. Do NOT include: <ul style="list-style-type: none"> People who live with you but are not supported by your household's income AND do not contribute income to your household. Infants, children and students already listed in STEP 1. 			
<p>B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <i>Do not list any household members you listed in STEP 1.</i> If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.</p>	<p>C) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. Net income is your income after taxes and deductions have been subtracted.</p> <ul style="list-style-type: none"> What if I have multiple jobs? List each job separately by entering your name and income from each job on a new line. Add an additional sheet of paper if necessary. What if I am self-employed? List income from your business as a net amount. This net amount is calculated by subtracting the total operating expenses of your business from its gross receipts (revenue). Gross receipts or revenue are all the income earned from the sale of any products or services offered. 	<p>D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <i>Do not report the cash value of any public assistance benefits NOT listed on the chart.</i> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.</p>	
<p>E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/All Other Income" field on the application.</p> <ul style="list-style-type: none"> What if I receive income from multiple sources in this category? List each source separately by entering your name and income from each source on a new line. Add an additional sheet of paper if necessary. 	<p>F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.</p>	<p>G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no Social Security Number."</p>	
Step 4: Contact information and adult signature			
<p>All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.</p>			
<p>A) Provide your contact information. Write your current mailing address in the fields provided if this information is available. If you have no permanent address, that is okay. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p>B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p> <div style="text-align: center;">  </div>	<p>C) Mail completed form to your child's school office. [Refer to Appendix A].</p>	<p>D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals.</p>

2023/2024 ADDENDUM A

Staples High School 70 North Avenue Westport, CT 06880 Tel: 203-341-1210	Stafford Thomas Jr., Principal
Bedford Middle School 88 North Avenue Westport, CT 06880 Tel: 203-341-1510	Adam Rosen, Principal
Coleytown Middle School 255 North Avenue Westport, CT 06880 Tel: 203-341-1610	Dr. Parthena Proskinitooulos, Principal
Coleytown Elementary School 65 Easton Road Westport, CT 06880 Tel: 203-341-1710	Janna Sirowich, Principal
Greens Farms Elementary School 17 Morningside Dr., So. Westport, CT 06880 Tel: 203-222-3610	Brian Byrne, Principal
Kings Highway Elementary School 125 Post Road, W. Westport, CT 06880 Tel: 203-341-1810	Tracey Carbone, Principal
Long Lots Elementary School 13 Hyde Lane Westport, CT 06880 Tel: 203-341-1910	Kimberly Ambrosio, Principal
Saugatuck Elementary School 170 Riverside Avenue Westport, CT 06880 Tel: 203-221-2910	Beth Messler, Principal



Does Your Family Need Health Insurance?

Connecticut offers low or no-cost coverage and free enrollment help

Don't have health and dental insurance? Complete one application using some basic information about your household and see what Access Health CT has to offer. Most Connecticut residents qualify for some type of financial help, low or no-cost coverage.

Check your options and enroll now! Get started at AccessHealthCT.com. If you're already on HUSKY Health, don't lose it! Complete your renewal on time to prevent a gap in coverage.

- ✓ HUSKY A or HUSKY B
- ✓ State HUSKY A & B for children—now more can enroll*
- ✓ Covered Connecticut Program
- ✓ Qualified Health Plans and Financial Help
- ✓ Qualified Health Plans
- ✓ Low-cost Dental Insurance
- ✓ Free enrollment help



Don't miss out.

Compare Your Options, Enroll or Get Help Online at AccessHealthCT.com today. **All help is free and available in many different languages.**

If you recently lost your HUSKY Health coverage, you may still have time to re-enroll without a gap or choose an affordable plan. Visit AccessHealthCT.com today to find out.

Take action now:

- For general information about HUSKY Health visit www.ct.gov/HUSKY
- For all other questions visit AccessHealthCT.com
- Scan the QR code above

*State HUSKY A & B: Now, more children can enroll no matter their immigration status, but you must call Access Health CT to apply for coverage.

1-855-805-4325 | AccessHealthCT.com | Find free help online, by phone or in person

If you are deaf or hearing impaired, you may use the TTY at 1-855-789-2428 or contact us with a relay operator.

Follow us on:



Addendum C: Information on the Supplemental Nutrition Assistance Program (SNAP)

Dear Parent/Guardian:

If your children qualify for free school meals or milk, you might also qualify for **SNAP** (formerly called Food Stamps). SNAP helps people buy food for themselves and their families. SNAP benefits are issued each month on plastic debit cards. You can use SNAP benefits to buy food at major supermarkets, neighborhood grocery stores, online at participating retailers, and some farmers' markets authorized to accept SNAP.

How to Qualify

If and how much SNAP you qualify for depends on:

- your household's income;
- allowable deductions to your household's income (examples include monthly shelter expenses, medical bills, and court ordered child support);
- your household size; and
- at least 5 years U.S. residency for qualified non-citizens.

If you have access to the Internet, you can go online to see if you may be eligible for SNAP. Go to www.connect.ct.gov and click "Am I Eligible?"

Owning your own home or owning a car will not prevent you from being eligible for SNAP.

Effective October 1, 2022		
Household size	Gross monthly income	Gross annual income
1	2,265	27,180
2	3,052	36,620
3	3,839	46,060
4	4,625	55,500
5	5,412	64,940
6	6,199	74,380
7	6,985	83,820
8	7,772	93,260
For each additional member	+787	+9,440
Larger households = higher incomes		

To Apply or Get More Information

- To find your local Connecticut Department of Social Services (DSS) office, call **United Way's free referral number 2-1-1** (free call statewide) or visit www.ct.gov/dss/fieldoffices.
- You can find a list of all **Connecticut Department of Social Services (DSS)** offices, or you can apply online at www.connect.ct.gov (click "Apply for Benefits"). You can get the paper SNAP application in English and Spanish at <https://www.ct.gov/snap> (Click "Apply").
- The following two organizations that conduct outreach and can assist with applying for SNAP benefits:
 1. **End Hunger CT!** provides a SNAP outreach call center (866-974-SNAP (7627)) to assist in applying for as well as maintaining eligibility for SNAP benefits. If you are eligible for SNAP, you will stretch your food dollars, support your school and community, and your kids get school meals at no cost. Many families are surprised they qualify – it is quick, easy, and confidential to check by calling one of our trained associates
 2. **The Connecticut Association for Community Action (CAFCA)** works with community action agencies that will help you enroll in SNAP (see table on page 2):

Addendum C: Information on SNAP

Agency	Phone number	Areas served
The Access Community Action Agency (Access)	860-450-7400	Windham and Tolland Counties
Alliance for Community Empowerment (Alliance)	203-366-8241	Greater Bridgeport Area and Upper Fairfield County
Community Action Agency of New Haven, Inc. (CAANH)	203-387-7700	Greater New Haven Area
The Community Action Agency of Western Connecticut, Inc. (CAAWC)	203-744-4700	Northwestern CT and Lower Fairfield County
Community Renewal Team, Inc. (CRT)	860-560-5600	Hartford and Middlesex County
Human Resources Agency of New Britain, Inc. (HRA)	860-225-8601	New Britain and Bristol Areas
New Opportunities, Inc. (NOI)	203-575-9799	Greater Waterbury, Meriden, and Torrington Areas
Thames Valley Council for Community Action, Inc. (TVCCA)	860-889-1365	Southeastern CT- New London County
Training Education and Manpower, Inc. (TEAM)	203-736-5420	Naugatuck Valley

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2. phone: (203)341-1000

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