Staples High School

New Student Registration Packet and Information Guide

Staples High School
70 North Avenue
Westport, CT 06880
Non-Discrimination Statement

In compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, 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 coordinator (see below).
2. If not satisfied with principal’s resolution, you may appeal to coordinator.
3. Next level appeal is to Superintendent.
4. Next level appeal is to Board of Education.

Superintendent of Schools
Dr. Colleen Palmer
Westport Town School Office
Westport Town Hall
110 Myrtle Avenue, Room 306
203-341-1025

Title VI and 504 Coordinator
Tina Mannarino
Asst. Superintendent for Pupil Personnel Services
Westport Town School Office
Westport Town Hall
110 Myrtle Avenue
203-341-1250

Title VII and IX Coordinator
John Bayers
Director of Human Services
Westport Town School Office
Westport Town Hall
110 Myrtle Avenue
203-341-1004

Title IX Compliance Officer, Staples High School
Richard Franzis
Assistant Principal
Staples High School
70 North Avenue
203-341-1282
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 the Staples community. We understand that you may be unsure about what’s ahead. That’s ok, and we ask you to trust us that it will indeed work out. Each year, we have many new students who transition smoothly, and we are committed to making sure you do as well.

As you may know, Staples is a comprehensive public high school with just under 1,900 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 such a talented and dedicated group of 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 co-curricular clubs. We encourage you to explore and learn more about these offerings and programs through our course catalog and the rest of the Staples website.

While Staples has a large student body, we strive to provide a positive, inclusive school environment. To facilitate this, we build a team around each student, starting with our four assistant principals who each oversee a single grade level: Richard Franzis (Class of 2022), Patrick Micinilio (Class of 2021), Meghan Ward (Class of 2020), and James Farnen (Class of 2019). Students also 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.

As school counselors and administrators, 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 student’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, Guidance 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,

James D’Amico  William Plunkett
Principal  Director of Guidance

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 Course Catalog, 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, you will find a series of forms required in order to register at Staples.

People to Know

Administration and Main Office

James D’Amico, Principal 203-341-1210
Richard Franzis, Assistant Principal (Class of 2022) 203-341-1282
Patrick Micinilio, Assistant Principal (Class of 2021) 203-341-1492
Meghan Ward, Assistant Principal (Class of 2020) 203-341-1242
James Farnen, Assistant Principal (Class of 2019) 203-341-1284
Karen Romano, Principal’s Office Secretary 203-341-1201
Maryann Garcia, Assistant Principals’ Office Secretary 203-341-1280
Joanna Seiter, Assistant Principals’ Office Secretary 203-341-5190
Front Desk and Attendance Secretary 203-341-1281

Jesse McCray, Grade Level Assistant (Class of 2022) 203-341-1488
Andrew Carroll, Grade Level Assistant (Class of 2021) 203-341-1459
Dee Hychko, Grade Level Assistant (Class of 2020) 203-341-1489
Jack McFarland, Grade Level Assistant (Class of 2019) 203-341-1286

Department Coordinators

Julie Heller, English 203-341-1349
Math Department Coordinator 203-341-1471
AJ Scheetz, Science 203-341-1373
Lauren Francese, Social Studies 203-341-1399
Maria Zachary, World Language 203-341-5131
Christine Wanner, Health and Physical Education 203-341-2429
Thomas Scavone, Music and Visual Arts 203-341-1308
Lorraine DiNapoli, Special Education 203-341-1239
Guidance Department

William Plunkett, Director of Guidance 203-341-1430
Cristina Banks, School Counselor 203-341-5133
Thomas Brown, School Counselor 203-341-1229
Victoria Capozzi, School Counselor 203-341-5198
Kimberly Curran, School Counselor 203-341-1233
Leslie Hammer, School Counselor 203-341-1228
Patricia Howells, School Counselor 203-341-1434
Deborah Slocum, School Counselor 203-341-1234
Leslie Sporre, School Counselor 203-341-1232
Christine Talerico, School Counselor 203-341-1238
PJ Washenko, School Counselor 203-341-1431

Fran Geraci, Guidance Secretary 203-341-1225
Susan Fugitt, Transcript Secretary 203-341-1224
Joanne Clericuzio, Guidance Paraprofessional 203-341-1236
Teale Stoller, College and Career Center Coordinator 203-341-1886

Health Office

Kris McGrath, School Nurse 203-341-1289
Sandra Resnick, School Nurse 203-341-1231
Elizabeth Russ, School Nurse 203-341-1230
Christine Boyrer, Health Assistant 203-341-2412

Athletic Department

Marty Lisevick, Athletic Director 203-341-1263
Susan Skutnik, Athletic Department Secretary 203-341-1260

Staff email addresses are first initial and last name followed by @westportps.org. (ex. For James D’Amico, use jdamico@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 awarded for any students entering grades 10-12, 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 the Staples course catalog, available for download from the front page of our website, to better understand the course sequencing, programming options available, and graduation requirements. Students entering grades 10-12 may choose to draft a four-year plan, downloadable from the SHS Guidance website, 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.

Students and families can review curriculum maps for Staples courses online through Atlas. Atlas provides information regarding course goals and objectives, core concepts, and essential questions for units of study. Specific questions related to a particular content area may be directed to the relevant department coordinator (see contact information above).

Included in this packet is the Staples School Profile used for reference for college admission representatives and others who may review Staples transcripts. As noted there, as well as in the Student Handbook, only courses taken and grades earned at Staples High School are included in the GPA 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.

**Technology and School Accounts**

**Staples Website: shs.westportps.org**

Information regarding academics, student life and athletics, school calendars, and programs, the student handbook, and course catalog can all be found here. You will also find links to the PowerSchool Student/Parent 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
```

Your Student ID can be found at the top of your schedule. 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 has logged in for the first time, parents/guardians can set up their 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
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If you have any questions or technical issues, contact the Parent Help Desk at 203-341-1214 or parenthelpdesk@westportps.org.
PowerSchool Student/Parent Portal

You will find student attendance, registration information, class schedules, graded classwork and current averages, and report cards and transcripts 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 SHS website.

Schoology

Students and parents/guardians will find homework assignments, course information and syllabi, and course announcements here. Passwords can be changed by clicking ‘Change Password’ on the left side of the screen.

Naviance

Naviance is a web-based program for college and career planning for students and families. The Guidance 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 Learning Commons most days from 7:30 a.m. - 3:00 p.m. More information regarding BYOD can be found at: http://byod.westportps.org/home.

Student ID Card

If you are registering after the start of the school year, you must visit the main office on your first day of school to have your photograph taken and Student ID card issued. The Student Ambassador assigned to host you for the day can accompany you. If you are registering for the next school year, you will have your photograph taken and Student ID card issued with all other students in the fall.

Schedule and Calendar

School Day Information

- The school day is 7:30 a.m. - 2:15 p.m. There is no daily homeroom at Staples. The school day begins with your the first scheduled class of the day. If you are late to school, you must visit the front desk to have your attendance marked and receive a pass.
- School bus routes and schedules are posted on PowerSchool under the Transportation tab as well as in the Westport News and Westport Minuteman. Seniors can apply for a permit to park on
campus. Parents may drop off their child on the south side of the school building following the parent drop-off traffic loop.

- All entrances to the building lock automatically at 7:30 a.m.
- 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.

Schedule

- The school year is 182 days including 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 either 50 minutes or extended to 80 minutes.
- On the following pages are the daily schedule and schedule rotation calendar for the school year.

Lunch

- Within the fourth block of the school day, there are three lunch waves of 30 minutes each. Which lunch students take (first, second, or third lunch) 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 the cafeteria account is being set up, students should pay cash or bring your lunch.
- Students may qualify for free or reduced-price meals based on family income or other circumstances. For eligibility information and the application, visit the Food Services website.
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### Staples High School 2018-19 Schedule Rotation Calendar

**Professional Development Days (No Students)**
- 8/22, 8/23, 8/24, 8/27, 11/6, 2/15

**Marking Periods (Subject to change)**
- **MP1**: 8/28-10/29
- **MP2**: 10/30-1/4
- **MP3**: 1/22-3/29
- **MP4**: 4/1-6/5

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Highlighted School Resources

Guidance Department Services

- Each Staples student is assigned to a school counselor who will remain as their school counselor throughout their time at Staples. School counselors support students across three domains: academic, college/career, and personal/social.
- Particularly through the transition to Staples, a student’s school counselor is often the first point of contact with questions or concerns. We encourage you to reach out if you yourself are struggling academically or socially or for parents/guardians to do so on behalf of their child.
- The Guidance Department runs a Student Ambassador program. Among other responsibilities, Student Ambassadors provide tours to incoming students and serve as hosts during their first few days at Staples. New students who would benefit from an ongoing connection with a Student Ambassador should contact their school counselor.
- The Guidance Department delivers a comprehensive, developmentally appropriate curriculum through individual meetings, group workshops, classroom lessons, panel presentations, and coordinated services in conjunction with other school staff, family members, and outside agencies. Programs for parents/guardians are offered at each grade level. Curricular information is available and most presentations are filmed and posted on the Guidance website. There are also timelines, descriptions of services, and numerous resources related to academics and scheduling, post-high school planning, and social-emotional well-being via the Staples Resilience Project.

The Library Learning Commons

- The Library Learning Commons has a range of spaces available to students including comfortable seating areas, tables, and individual study carrels, a silent study area, and the Maker Space.
- The Library Learning Commons is open daily from 7:00 a.m. – 3:30 p.m. During school hours, students may access the LLC during their free period or lunch.
- A copy machine, desktop computers, and printers are available for student use. There is a student-run help desk for support with technology issues.
- The LLC 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 their child's teachers with questions or concerns, particularly parents of younger students and as your child gets acclimated at Staples.
- Staples has an Academic 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 seeking 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 four school psychologists and three school social workers available to support students around a variety of social-emotional and academic issues.

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 or special education services through an IEP at their previous school, please notify the Guidance Office.

Co-Curricular 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.

Staples Players is our theater group that runs numerous productions each year. Visit the Staples Players website for more information. Many students are involved in music and visual arts at various levels. Staples also has its own working TV programming and radio station (WWPT 90.3).

Inklings is the student newspaper, which can be a great way for new students to get involved and learn more about the life of the school.

Staples has a wide range of clubs that students may choose to join. Each fall, there is an Involvement Fair for new students to sign up and learn more. We strongly encourage new students to get involved in clubs and activities, and you may wish to start consideration now by viewing the full 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 Staples PTA is a volunteer-based partnership between parents and educators working to enhance student learning and enrich the lives of Staples students. Every Staples family is encouraged to become a member of 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. Information, including how to join, can be found on the PTA website. In addition, there is a specific group within the PTA dedicated to new families for whom informational and social gatherings occur on a regular basis.

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.
Tuesday, April 16; Wednesday, April 17; Thursday, April 18.

In the event additional make-up school days are needed, the District schools will use, in the following order: Monday, April 15; *Staff Development Days: August 23-24, 27-28; November 6; February 15

Students'/Teachers Last Day will be June 21. If there are no snow days, Students'/Teachers' Last Day will be June 14

In the event additional make-up school days are needed, the District schools will use, in the following order: Monday, April 15; Tuesday, April 16; Wednesday, April 17; Thursday, April 18.

Students - 182 days
*Teachers - 188 days
Staff Development Days: August 23-24, 27-28; November 6; February 15

4 Independence Day

22-24, 27 Staff Dev. Days
(28) Students' First Day

2 Labor Day
10 Rosh Hashanah
19 Yom Kippur

24-31 Holiday Recess

21 Students' Last Day/Graduation Day

31 Memorial Day

24-31 Holiday Recess
Staples High School
2017-2018 School Profile

Dr. Colleen Palmer, Superintendent of Schools
Mr. James D’Amico, Principal
CEEB/ACT Code 070-920

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

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Staples High School does not rank students.

**Grade Point Average** is calculated only on courses taken at Staples High School.

### Academic Grade Point Average

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<td>4.33</td>
<td>4.00</td>
<td>3.67</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
</tr>
<tr>
<td>A level</td>
<td>4.33</td>
<td>4.00</td>
<td>3.67</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
<td>1.33</td>
</tr>
<tr>
<td>B level</td>
<td>4.00</td>
<td>3.67</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
<td>1.33</td>
<td>1.00</td>
</tr>
<tr>
<td>C level</td>
<td>3.67</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
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<td>1.67</td>
<td>1.33</td>
<td>1.00</td>
<td>0.67</td>
</tr>
</tbody>
</table>

*Course level placement is primarily by teacher recommendation.

**Overall Grade Point Average** is based on the unweighted arithmetic mean average of grades earned in all courses, using numerical grade values as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A-</th>
<th>A-</th>
<th>B+</th>
<th>B-</th>
<th>C+</th>
<th>C-</th>
<th>D+</th>
<th>D-</th>
<th>F/WF</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.33</td>
<td>4.00</td>
<td>3.67</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
<td>1.33</td>
<td>1.00</td>
</tr>
</tbody>
</table>

---

### Class of 2018 Sixth Semester GPA Distribution (446 students)

---

### Advanced Placement at a glance for 2017 (students in all grades)

- **AP courses offered:** 25
- **Total students taking AP exams:** 532
- **Number of AP exams taken:** 1,188
- **Percentage of scores 3 or higher:** 93%
- **Percentage of scores 4 or higher:** 76%
- **Percentage of scores 5:** 46%

---

### Advanced Placement and Honors Courses

- **English**
  - English I Honors
  - English II Honors
- **Mythology and Bible 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
  - AP Biology
  - AP Chemistry
  - 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/Micro-Economics
  - AP U.S. Government and Politics
  - AP U.S. History
  - AP World History
- **World Language**
  - 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 and Culture
  - Spanish 2, 3, 4, 5 Honors
  - AP Spanish Language
  - AP Spanish Literature
- **Arts**
  - Studio Art Honors
  - Studio Art: Drawing
  - Studio Art: 3-D
  - Music Theory
The Town of Westport’s Department of Human Services’ professional staff assists Westport residents, of all ages and income levels, to access information and resources covering a variety of topics. Social Services are available at Town Hall in room 200, Westport’s Center for Senior Activities, Toquet Hall Teen Center and at Staples High School.

How can we help?

- Short-term Counseling
- Financial Assistance
- Information & Referral
  - Eligibility Assessments
  - Local, State and Federal Program Application Assistance
  - Social Security, Medicare, Medicaid & SNAP
  - Transportation, Housing and Home Maintenance Resources
  - Senior Planning Resources
  - Volunteer Opportunities
  - Municipal Agents are available for the Elderly and People with Disabilities
- Family Programs (Campership, Childcare, Afterschool Enrichment & Holiday)
- Positive Youth Development Programs (Parent Education & Prevention Education)
- Westport Mentor Program & Community Service Corps Program for Youth
- Student Outreach Counselor, Staples High School 203-341-1285
- Educational, Social and Recreational Programs for Youth and Seniors
  - Toquet Hall Teen Center, 58 Post Road East 203-341-1155
  - The Center for Senior Activities, 21 Imperial Avenue 203-341-5099
    - Home Delivered Meals & Lunch Programs for Seniors & People with Disabilities
- Emergency Preparedness & Shelter Operations

**IMPORTANT DATES TO REMEMBER**

- Oct 1st - May 15th: CT Energy Assistance Program
- Oct 15th - Dec 7th: Medicare Part D/Advantage Plan Open Enrollment
- Jan 1 - March 31st: General Medicare Enrollment Period
- Jan 29th - April 16th: AARP Income Tax Prep (Free)
- April 1st - Oct 1st: Renters Rebate Program for disabled and seniors 65+
- Feb 1st - May 15th: Tax Credit Program for homebound seniors/disabled
- Feb 1st - July 27th: Tax Deferral Program for homebound seniors/disabled
- Feb 1st - Nov 15th: Sewer Deferral Program for homebound seniors/disabled
HUMAN SERVICES STAFF

TOWN HALL
203-341-1050
Email: humansrv@westportct.gov
Weekdays 8:30am-4:30pm

Director............................................................................................................Elaine Daignault, MA, NCC
Finance Manager..............................................................................................Susan Stefenson, MBA
Social Worker.................................................................................................Kristen Witt, LCSW
Social Worker.................................................................................................Michelle Bottone MA, LMFT
Family Programs Coordinator.........................................................................Patty Haberstroh
Administrative Assistant................................................................................Margaret Pinheiro

WESTPORT CENTER FOR SENIOR ACTIVITIES
203-341-5099

Director................................................................................................................Sue Pfister, MSW
Program Manager..............................................................................................Holly Betts, MPS, RD
Nutrition Program Coordinator........................................................................Kristen Malagise
Administrative Assistant................................................................................Denise Puskas
Receptionist.......................................................................................................Benjamin Palmer

YOUTH SERVICES STAFF
TOQUET HALL
203 341-1155
www.toquethall.com

Program Director, Toquet Hall.........................................................................Kevin Godburn
Student Outreach Counselor, Staples High School............................................Ed Milton, LMSW
Positive Youth Development Program Manager, Town Hall..........................Annette D’Augelli
Youth Services Program Assistant, Toquet Hall................................................Carla Paiva
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 Guidance Office. Please provide the Release of 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 of Student Records

☐ New Enrollee Verification of Residence

☐ Health Forms
  • State of Connecticut Health Assessment Record
  • Health Office Notice of Student Admission Form

☐ 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
  • Standardized Testing: ☐State ☐National (SSAT, PSAT, SAT, ACT, AP)
Release of 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 Family Educational Rights and Privacy Act (Public Law #93-380), a student’s parent/guardian (or the student him or herself if 18 years of age) must provide written permission in order for his or her previous school to release educational and health information.

I authorize ___________________________ to send ___________________________ a copy of my child’s educational and health records. This would include: transcript/report cards, including elementary school, middle school and high school. Also, please include all grades up to date of withdrawal and any standardized testing, both state and national (if applicable).

Student Signature: ___________________________ Date: __________________

Parent/Guardian Signature: ___________________________ Date: __________________

Please forward all educational and health records to:
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 2017/18:  K-5: $16,674; 6-8: $23,348; 9-12: $25,006.

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)_________________________
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 I) which will also be helpful to the health care provider when he or she completes the medical evaluation (Part II).

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 physician 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. Sec. 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  ☐ Male  ☐ Female

Address (Street, Town and ZIP code)

Parent/Guardian Name (Last, First, Middle)  Home Phone  Cell Phone

School/Grade

Race/Ethnicity  ☐ Black, not of Hispanic origin  ☐ American Indian/Asian/Pacific Islander

Primary Care Provider  ☐ White, not of Hispanic origin  ☐ Alaskan Native

☐ Hispanic/Latino  ☐ Other

Health Insurance Company/Number* or Medicaid/Number*

Does your child have health insurance?  Y  N  If your child does not have health insurance, call 1-877-CT-HUSKY

Does your child have dental insurance?  Y  N

* If applicable

Part I — 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  Seizure treatment (past 2 years)  Y  N

Any immediate family members have high cholesterol  Y  N  Diabetes  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

To be maintained in the student’s Cumulative School Health Record
Part II — Medical Evaluation
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 I 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 ______/______

<table>
<thead>
<tr>
<th>Normal</th>
<th>Describe Abnormal</th>
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<tbody>
<tr>
<td>Neurologic</td>
<td></td>
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<tr>
<td>HEENT</td>
<td></td>
</tr>
<tr>
<td>*Gross Dental</td>
<td></td>
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<tr>
<td>Lymphatic</td>
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<tr>
<td>Heart</td>
<td></td>
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<td>Lungs</td>
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<tr>
<td>Abdomen</td>
<td></td>
</tr>
<tr>
<td>Genitalia/ hernia</td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
</tr>
</tbody>
</table>

Neck
Shoulders
Arms/Hands
Hips
Knees
Feet/Ankles

*Postural
☐ No spinal abnormality
☐ Spine abnormality:
☐ Mild
☐ Moderate
☐ Marked
☐ Referral made

Screenings

*Vision Screening

<table>
<thead>
<tr>
<th>Type:</th>
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<th>Left</th>
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<tbody>
<tr>
<td>With glasses</td>
<td>20/</td>
<td>20/</td>
</tr>
<tr>
<td>Without glasses</td>
<td>20/</td>
<td>20/</td>
</tr>
</tbody>
</table>

☐ Referral made

*Auditory Screening

<table>
<thead>
<tr>
<th>Type:</th>
<th>Right</th>
<th>Left</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>Fail</td>
</tr>
</tbody>
</table>

☐ Referral made

History of Lead level ≥ 5µg/dL
☐ No ☐ Yes

*HCT/HGB:

*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

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
# 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.*

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

_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**
- DTP: 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-diptheria 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: 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-diptheria 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 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 New Student Questionnaire

Student Name: ___________________________ Enter ing grade: ___________________________

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 Staples Student Ambassador and would like to share this information with them. If you choose to not have your information shared, please check this box. □