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August 8, 2022

Dear Students and Parents/Guardians:

Another school year is upon us! I hope that the summer has given everybody a chance to relax and recharge. At Capital Area School for the Arts (CASA) Charter School, we are eager to begin a new chapter in our school's history. We know that our 10th year will be our best one yet!

With this mailing, you will find important forms that must be signed by parents/guardians. Students shall return all paperwork to their homeroom teacher during the first week of school, or parents/guardians can scan and email the general forms to Mrs. Shellenberger at mshellenberger@casa-arts.org and school health specific forms to Nurse Stillwater at astillwater@casa-arts.org.

The first day of school is August 29, 2022. For the 2022-2023 school year, doors will open at 7:45 a.m. Homeroom/Period 1 will begin promptly at 8:00 a.m. and the last period of the day will end at 2:50 p.m. All students must vacate CASA by 3:15 p.m. Tardiness to school occurs if students are not in their assigned Homeroom/Period 1 classroom at 8:00 a.m. CASA's complete attendance policy can be found at www.casa-arts.org under the "Resources" tab on the homepage.

This year, when students arrive on the first day of school, they are to report to the tables outside of the CASA cafeteria in Strawberry Square. They will receive their schedule and then report to their homeroom. If their schedule is incomplete or requires changes, our School Counselor, Mrs. Baker, will schedule a time to meet with them during the first week of school and will make the necessary changes. Sometimes there are conflicts in scheduling, so all students may not receive entry into the courses that they requested. We will do our best to make sure they are able to take those courses another time. **Please do not call the school prior to the first day with questions regarding student schedules.**

Students may pack a lunch, purchase a lunch from the food court in Strawberry Square, or receive a hot/cold lunch from the CASA cafeteria at no cost. If students would like to receive a lunch from CASA, they must sign up weekly (after the first week of school). Menus will be posted during the first week of school. **No food items or drinks (except water) are permitted in CASA classrooms. Students may not eat in the Strawberry Square food court.**

As we strive to create a professional learning environment for students, please be reminded of the following two important policies:

PHONE USAGE:

Students are permitted to use cell phones during non-instructional times. ***If cell phones are seen or heard during times of instruction, or without teacher permission, they will be confiscated, and a parent will be notified.*** Office personnel will handle emergency phone calls.

STUDENT DRESS:

All students are expected to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students should adhere to common practices of modesty, cleanliness, and neatness. Dance students will be notified of the dress code for their classes. Students are **not** permitted to wear:

- ***crop tops or any shirt that exposes the mid-section***
- shorts or skirts that are shorter than one's fingertips
- clothing that exposes one's undergarments
- pajama pants, robes, or slippers
- hoods on sweatshirts/coats should be worn down
- costumes (except on school spirit days)
- any clothing that references inappropriate activities in a school setting
- blankets, pillows, or stuffed animals should not be carried

If a student does not adhere to the dress code, the student will be asked to change, or a parent may be called to bring in appropriate attire. Consistent non-compliance will result in a meeting with administration, detention, and in-school/out of school suspension.

CASA students are required to use a laptop for lessons and assignments. Students who would like to use a school-issued laptop, or do not have access to the Internet at home should complete the form linked in this letter by Thursday, August 25, 2022. Students who complete this form will receive their technology and a contract reviewing their responsibilities when utilizing school-issued technology on the first day of school from their homeroom teacher. If you have any questions about technology prior to the first day of school, please contact Mrs. Rhinehart at arhinehart@casa-arts.org.

Technology Request Form - <https://forms.gle/E9TyrzAAevg4RAzF8>

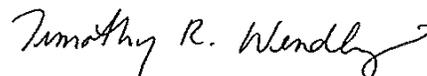
We invite all **new** students and parents/guardians to a Back-to-School Orientation on Thursday, August 25, 2022 from 6:00-7:30 p.m. There will be a presentation in the cafeteria at 6:00 p.m. for 9th graders and at 6:45 p.m. for all new upperclassmen. During the time you are not in the cafeteria, you will be able to tour the art and academic suites and speak with teachers. The evening will conclude promptly at 7:30 p.m.

On September 15, 2022, we will host a Back to School Night for **all** students and parents/guardians from 6:00-8:00 p.m.

The administration and staff of CASA are excited about the upcoming year. We consistently strive for excellence in arts and academics. If you have any questions, please call the main office at 717-732-8450.

Have a great year!

Sincerely,



Timothy R. Wendling
Chief Executive Officer / Principal