

# Center for Advanced Studies and the Arts

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William James  
Director



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In less than a week, classes will begin at your high school and at the Center for Advanced Studies and the Arts (CASA). I would like to take a moment to welcome new and returning CASA students, and provide important information that will help make the CASA experience unique and enjoyable. If after you read this you still have questions, please call 248-586-8860. You can speak directly with me or my secretary, Ms. Doris Crowell; we will be happy to assist with your questions or concerns.

CASA serves students from six different public school districts (Berkley, Clawson, Ferndale, Lamphere, Madison, and Oak Park). Occasionally, we run into minor scheduling conflicts because the districts do not have a truly unified calendar. Therefore, we have to create the best "compromise" calendar we can to minimize conflicts and still meet the State's required number of school hours. This means that the CASA calendar will sometimes differ from your high school calendar. When such conflicts occur, **students are expected to attend their scheduled CASA classes**. If this expectation creates a special hardship because of family travel or some other commitment, please notify me so an effort to resolve the situation can take place.

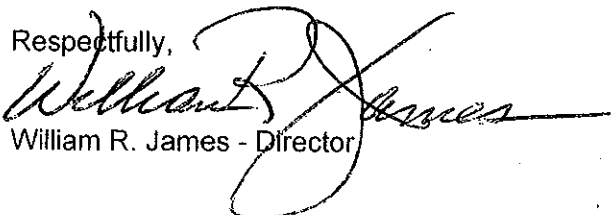
**PARENTS:** In the event your student is absent from CASA, please call our office between 7:00 a.m. and noon on the day of the absence to report it. Our telephone number is: 248-586-8860. Prompts will then direct you to press two (2) for the Absence Line. PLEASE NOTE: sending schools will not report the absence, so it is important that you do.

Bus transportation to and from CASA will begin **Tuesday, September 6, 2011. Sixth hour will begin at 1:15 PM and conclude at 2:10 PM. Seventh hour will begin at 2:15 PM and conclude at 3:10 PM.** For students electing to utilize the provided bus transportation, please consult the enclosed bus schedule for your particular school. It is suggested that students ride the bus to and from CASA, as limited parking is available at CASA. Students who drive to CASA should park in the SOUTH lot off Rosewood. Because the lot holds 47 vehicles, students need to plan accordingly, and are encouraged to car-pool or take the bus. Parking is allowed on the side streets (except on Rosewood in front of the school), however, please respect our neighbors and DO NOT park in, or block their driveways. Also, please remember to observe ALL traffic signs and do not park vehicles close to the corners. Violators will be ticketed, or their vehicle will be towed away at the owner's expense.

Again, CASA classes will begin on **Tuesday, September 6, 2011. Students should report to the Dance Studio the first day of class.** We will hold a short assembly to introduce students to their teachers and discuss the CASA Student Handbook, along with other student responsibilities. Because of the assembly, CASA class time will be shortened on **Tuesday, September 6**. Nonetheless, students will be dismissed at regular times. Students electing to have only 7<sup>th</sup> hour classes at CASA should report to their class at 2:15 PM. An announcement will be made directing those students to the Media Center. I will meet with those students after attendance is taken.

Finally, in some cases we have rearranged student class schedules in order to balance class sizes. Correct class schedules will be posted outside each room so students can verify the hour they are in class. Enclosed is the 2011 / 2012 CASA calendar, class assignments, and directions to CASA. Your student will be given a number of papers that will require your signature. Please return them as soon as possible. Please do not hesitate to call with any questions or concerns. We look forward to having your student at CASA this year.

Respectfully,



William R. James - Director

A Consortium of the  
Berkley ♦ Clawson ♦ Ferndale ♦ Lamphere ♦ Madison ♦ Oak Park  
School Districts