



Classen School of Advanced Studies

1901 N. Ellison Oklahoma City, Oklahoma 73106

Phone: (405) 587-5400 Fax: (405) 587-5405

July 18, 2014

Dear Classen Family:

Welcome back to the 2014-2015 school year! This year will be one filled with rigorous academic activities aimed at bringing out the potential of all students allowing them to achieve the highest levels of success. Please take a moment to review the important information regarding schedule pick up dates and times.

Schedule Pick Up Dates/Times

Returning Classen Students

July 28, 2014 - Juniors and Seniors	9:00 – 11:00 AM
July 28, 2014 - Freshmen and Sophomores	1:00 – 3:00 PM
July 29, 2014 - Seventh and Eighth Grade	1:00 – 3:00 PM

New Classen Students - July 29

Incoming sixth graders and new 7th - 12th grade students will attend orientation (Camp Comet) on Tuesday, July 29, 2014. Parents are asked to attend from 8:00 – 9:00 AM. Students will be released at 12:00 PM. All new students will receive schedules during Camp Comet.

***Counselors will be available for schedule changes beginning August 1st.**

Schedule Pick Up Information

1. Students will arrive at the designated and appropriate time.
2. Students will be required to pay any outstanding fines or fees.
3. Students will need to bring the following documents:
 - Proof of Residence / Utility bill
 - Completed Home Language Survey
 - Free and Reduced Lunch Form
(Free/Reduced Form should be completed online at <https://cns.okcps.org/Register.aspx>)
4. Students will also have the option to purchase:
 - PTSA Membership
 - Parking Permit (required for students driving to school)

Schedules will not be given out prior to the start of school until the above conditions are met.

Continued on back

Daily Schedule

7:10am	Building Opens
7:30am	First Bell
7:35am	Late Bell and Announcements
7:35-9:05am	1 st Block
9:10-10:40am	2 nd Block
10:45-11:15am	1 st Lunch (Middle School)
10:45am-12:15pm	3 rd Block (For Those Who Have 2 nd Lunch)
11:20am-12:50pm	3 rd Block (For Those Who Have 1 st Lunch)
12:20-12:50pm	2 nd Lunch (High School)
12:55-2:25pm	4 th Block
2:45pm	Must be with sponsor after 2:45

Classes begin daily at 7:35 AM and end at 2:25 PM. **Students should not arrive prior to 7:10 AM and should be off campus by 2:45 PM each day unless attending a sponsored activity.** Students will not be allowed to wait outside after 2:45. Boys and Girls Club offers a program after school for \$10 a year. A bus picks them up after school and takes them the Boys and Girls Club. If you are unable to pick your child up by 2:45, please enroll in the Boys and Girls after school program by calling 405-521-9292 or visit their website at bgcokc.org. Student safety is always our priority. Students will not be allowed to arrive early or remain late on campus without supervision.

Students will receive their supply lists from teachers during the first two days of class.

Thank you for choosing Classen School of Advanced Studies for your student. I look forward to working with you and your child throughout the school year to provide a challenging, productive, and safe learning environment that supports our dedication to excellence. In closing and on behalf of the CSAS faculty, we wish to welcome you to our historic school. Together let's make our upcoming year an extremely rewarding and memorable experience. We look forward to seeing everyone on August 4, 2014 as we begin our journey.

Sincerely,



Ashley Davis, Ph. D.