

Greetings CALMS families!

We hope you are enjoying this beautiful summer! At CALMS, preparations are underway for the new 2022-2023 school year. The first day of school is **Wednesday, August 10, 2022**.

**PLEASE NOTE:**

- School start time is 8:10 a.m. and end time is 3:10 p.m.
- Early Dismissals – For any early dismissals **after 2:30 p.m.**, parents will need to come into the main entrance and sign their student out.
- Chapel Day will take place on Thursdays and will begin on August 18, 2022.

Our Back-to-School Day will be Monday, August 1. The times are listed below. Each time will begin with a brief *mandatory* orientation meeting in the English Station Auditorium. If you are unable to attend please email the middle school office at [pherl@caschools.us](mailto:pherl@caschools.us) to make alternate arrangements.

**Immediately following each orientation**, students will be directed to the Trophy Hallway where they will turn in the required information (**see below**) in order to receive their Back-to-School Packet (which includes their schedule). There will be helpers and signs to guide the process.

***The process will be quick if you have completed the online portion (see below) by July 27, and bring in all of the required paperwork in on August 1.*** Please look carefully at the required forms listed below in order to receive the packet with your student's schedule.

**Monday, August 1: ALL GRADES with the Last Name:**

- A – H        8:30 a.m.
- I – Q        10:30 a.m.
- R – Z        1:30 p.m.

**REQUIRED INFORMATION TO COMPLETE PRIOR TO JULY 27:**

Electronic forms can be found in FACTS Family Portal under "Web Forms." Please complete forms numbered 1-6 in FACTS. Please print and bring the Required Paper documents listed below on Back-to-School day. Your student **will not** be able to receive their schedule, login information or start school without these forms.

**Required (by July 27) Web Forms in FACTS Family Portal:**

1. 2022 – 2023 Student Demographic
2. 2022 – 2023 Custodial Parent Demographic
3. 2022 – 2023 Student Medical Information (K-12)

4. 2022 – 2023 English Station After-school Care
5. 2022 – 2023 CASS COVID Waiver
6. 2022 – 2023 Technology Agreement

**REMEMBER TO SCROLL TO THE BOTTOM OF EACH FORM, SIGN AND CLICK SAVE.**

**Required Paper Documents to Bring to Back-to-School:**

- [2022 – 2023 School Policy Commitment Form](#) – Please print and sign (parent *and* student).
- Health Records for [ALL 6th grade students](#) and [NEW 7th and 8th grade students](#).
- [Medication Administration Release](#) - Complete and bring with any medications to be left with the school nurse.

**Requested Web Forms in FACTS Family Portal:**

- 2022 – 2023 Grandparent Information Form

**Optional Web Forms in FACTS Family Portal:**

- 2022 – 2023 Bus Registration
- 2022 – 2023 Sports Registration
- 2022 – 2023 Walker Permission

PLEASE [click here](#) FOR THE MIDDLE SCHOOL DRESS CODE.

PLEASE [click here](#) FOR THE MIDDLE SCHOOL SUPPLY LISTS.

**PTO:**

Use your gifts and talents to connect with our school community! PTO has many ways for you to get involved. [Click here](#) for volunteer opportunities, order this year's unique PTO tshirt, register for the Uniform Resale, order coupon books, register for Kroger Rewards and more!

If you have any questions, please contact the Middle School Office at (502) 244-3225 extension 1034 or email Phyllis Herl, Office Manager, at [pherl@caschools.us](mailto:pherl@caschools.us). We look forward to seeing you!

**Bill Miller**

*Principal*

Christian Academy School System

English Station Middle School