



# CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2017

Dear Parent(s) or Guardian(s) of a Freshman Student:

I am honored to welcome you and your son to the very special community of Christian Brothers Academy. The four years ahead will present your son with the opportunity to grow in Mind, Body, and Spirit. Saint John Baptist de La Salle reminded his earliest Brother-Teachers that “Christ entrusted the students to our care.” In my role as Dean of Students I feel blessed to accompany your son on his path towards manhood. I look forward to doing all I can to assist him in developing a Christian Ethic.

I thank you and your son in advance for *carefully reading* each document that is presented with this letter. Please especially read over the **Handbook/Calendar**. Central items such as the *dress code* and *haircut regulations* should be read very carefully prior to orientation day and the beginning of the academic year. Please also pay particular attention to the instructions regarding *mobile phones*, *internet/social media usage*, and *absence/tardy procedures*. Knowledge of such information and expectations are centrally important in assisting each student in developing an Ethic reflective of an Academy Man. *It is pivotal that each young man recognize that our code of conduct seeks to develop the self-discipline necessary to achieve such an Ethic. Hence, it is my responsibility to vigilantly hold students accountable to that code of conduct.*

In an effort to introduce you and your son to the traditions of CBA, below you will find a number of activities and information that mark the opening of the school year. Such events and information will help you and your son to prepare for participation within our school community. Further, they will assist in offering an understanding of the Code of Ethics and Standard which create the very foundation of Christian Brothers Academy.

**Freshman Parent Information Night** will take place on Wednesday, September 6, at 6:30 pm in the Henderson Theater. The administration and representatives from the Fathers’ and Mothers’ Clubs will address you about topics that are related to your son’s academic and social formation here at CBA.

**Freshman Class Orientation** will take place on Wednesday, September 6. Your son should come to Orientation with a proper haircut as mentioned above and dressed according to the regular dress code requirements. This day will consist of an extended homeroom period in which your son will receive his state loan textbooks, be given his locker number, have his yearbook photograph taken, and participate in presentations from the administration and staff of the Academy. Freshman students should assemble by 8:15am on September 6, in the Henderson Theater. This orientation day will conclude at 2:00pm at which time parents may pick up their son(s). Buses will pick up students at 2:30pm.

**The First Day of Class** will be Thursday, September 7. Students should be in homeroom by 8:15am and will be dismissed at 2:30pm.

**Attendance:** Please refer to the Student Handbook for reporting students as absent or tardy. Please pay special attention to important information regarding qualified excuses and *Early Dismissal* procedures. ***Note that excessive class absences may result in course failure.*** In the event of an absence or if a student is going to be tardy, a parent or guardian is required to call the Academy's attendance office (747-1959, x300) before 8:00 a.m. In an absence, a call must be made EACH day the student is absent. On the day of his return from an absence, a student MUST present a written note that includes the reason for the absence, the date, and a parental signature. ***This year we have posted a standard absence letter template online with the opening of school materials. You may wish to download, print, fill out, and use this form for any absence/tardy notes.***

**Dress Code & Grooming:** Students must wear a solid colored dress shirt (*no stripes, plaids or patterns*), solid colored long dress pants ***with belt***, and shoes ***with socks*** appropriate for a business environment. ***By Orientation Day hair is expected to be cut above the collar, off the ears, and above the eyebrows.***

**Mobile Phones:** Cell phones and other communication devices are not to be used by students during the school day. Phones are expected to be turned off and kept in the student's locker or bag, not on his person. Students caught using their cell phone without permission during the school day will have the phone confiscated and returned after detention is served.

**Computer/Internet/Social Media:** Personal computers and tablets may be used in class. Students are expected to ***exhibit the highest moral and social behaviors*** in relation to their internet and social media use. The Acceptable Use Policy for Computing and Related Technologies, signed by parents and students at the beginning of Freshman Year, remains in effect.

**School Buses** will be parked in front of the main entrance at 2:30pm each afternoon. Please remind your son that the buses will leave promptly at 2:35pm. **Your township arranges notification of bus times and stops. Such information should arrive prior to the start of the school year; if not, please contact your local school district.** Those students who take CBA charter buses will be notified by the school about pertinent information.

**School Pick-Up Information:** **All traffic will be stopped at 2:35pm each day to allow the departure of the buses.** If picking up your son by car after school, it is *strongly suggested* - for your own convenience and to reduce traffic congestion - to wait until 2:45pm to avoid any traffic delays caused by the buses.

**The Mass of the Holy Spirit** will be celebrated in school on Friday, September 8<sup>th</sup> for the entire student body. At this traditional opening mass of the new school year we will pray for the Holy Spirit to guide us and bless us in the months to come.

I am enthusiastically looking forward to working with you for the benefit of your son. I hold it as a true vocation to assist in the development of his intellectual maturity and moral responsibility so that he may clearly identify his God-given talents and develop the courage and ethos to live out his calling.

Sincerely,

*Matthew Meehan*

Matthew Meehan, M.T.S.  
Dean of Students