



CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2022

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

I am honored and privileged to welcome you and your son to an extraordinary 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 Brothers-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 in the August mailing and online upload. 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 ethical standards. 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 Class Orientation: will take place on **Thursday, September 8th**. Freshmen will **not be attending school on Wednesday, September 7, 2022**. ***Students should wear a blue blazer, have a proper haircut and dress according to the school 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 homeroom assignments will be posted outside of Henderson Theater and outside of the Guidance Office. **Freshman students should assemble by 8:20 AM on September 8th in the Henderson Theater.** Orientation day will conclude at 2:30 PM at which time parents may pick up their son(s). Buses will pick up students at 2:30 PM.

The First Day of Class will be Friday, September 9th. Students should be in the homeroom by 8:20 AM and will be dismissed at 2:30 PM.

Attendance Procedure:

In the event a student is going to be absent or is arriving late:

- Please call the attendance hotline 732-747-1959 x 300 or email attendance@cbalincroftnj.org **prior to 8:00 AM.**
- If a student is going to be late to school, he is required to arrive to the Main office with an Attendance note signed by the parent/guardian.
- If a student will be leaving early, he is required to bring the Attendance Note to the Main office before homeroom in order to receive a Dismissal Slip. Prior to leaving, he is required to stop back by the Main office to sign out.
- **Students are NOT ALLOWED TO LEAVE SCHOOL WITHOUT SIGNING OUT IN THE MAIN OFFICE.**
- Following any absences, students are required to bring in the Attendance note to the Main office first day upon return.
- **Failure to present a written note for any lateness or absences will result in detention.**
- **More than three tardy arrivals in any one quarter will result in detention.**
- **Attendance Note** is posted on the Class Pages on the CBA website. Please use this form throughout the school year to communicate absences, late arrivals and early dismissals.

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. All students **Must** have a *blazer for special occasions*.

By Orientation Day Hair is expected to be cut above the collar, off the ears, and above the eyebrows.

Mobile Phones/Smartwatches/Electronic Devices - Mobile phones may not be used during the school day. Phones must be kept in the student's locker or backpack during school and not on his person. The phones must be kept turned off during the entire school day.

If a student is caught using their cell phones without permission during the school day, the phones will be confiscated and turned over to the Dean of Students*. The student(s) will be assigned general detention, and the phones will be returned after the detention is served.

Smartwatches and other similar wearables devices that have the ability to connect with the internet via a mobile phone may not be worn during any classroom assessment (classwork, quiz, test). It is the student's responsibility to remove these devices to preclude even the appearance of potential academic dishonesty.

Please note: *Additional offenses of cell phone use will result in the Parent coming to school to retrieve the student's phone.

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.

Please Note: If there have been any significant happenings with your son over the summer, such as medical conditions, psychological evaluations, educational testing or interaction with law enforcement we ask that you notify the school so that we are prepared and can best work with your son. Please do so by contacting the Office of the Dean of Students or your son's Guidance Counselor or the School Nurse as applicable. *In addition, in order to continue maintaining the safety of our Students, Faculty, Staff and Constituents all doors will be closed and locked after 8:20 AM. Consequently, All entry will be allowed solely through the Main Office. Therefore, Please plan accordingly.*

School Buses: will be parked in front of the main entrance at 2:30 PM each afternoon. Please remind your son that the buses will leave promptly at 2:35 PM. **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 2:35 PM 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 2:45 PM to avoid any traffic delays caused by the buses.

The Mass of the Holy Spirit: will be celebrated in school on Friday, September 9th 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 eagerly 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 the high moral principles to live out his calling.

Respectfully,



Mr. Raymond Polanco
Dean of Students

"Live Jesus in our hearts forever."