



CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2022

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

I hope this letter finds your family well and enjoying the gift of the summer months. I am excited to work with your son and welcome him back for his Junior Year. Rest assured, that in me, your son will find a passionate, supportive, experienced, and fair but firm guide for this unique year of growth at CBA. 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 ongoing path towards manhood. I will do all I can to assist your son in continuing to develop a Christian Ethic as he embarks on this particularly important Junior Year.

I thank you and your son in advance for **carefully reading** each document that is presented with this 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**. As you and your son are already aware, knowledge of such information and expectations are centrally important in assisting each young man in continuing to develop an Ethic reflective of an Academy Man. As an upperclassmen Junior taking his first steps as a model to the classes below, 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 and intent to vigilantly hold Academy Men accountable to that code of conduct.**

Below please find and review significant information for Junior Year:

Driving Privileges: Juniors will be permitted to drive to school at the beginning of the school year. Parking permits will be available for a **\$80 fee**. More information regarding parking and the Online Registration form will be emailed to your son in the middle of August.

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 – 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 day.

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

Smartwatches and other similar wearable 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 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.

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 Class Pages on the CBA website. Please use this form throughout the school year to communicate absences, late arrivals and early dismissals.

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.*

ORIENTATION SCHEDULE:

Orientation for the opening of the **2022-2023 school year** will be one day for all students. This year it will be held on **Thursday, September 8th**. Juniors will **not be attending school on Wednesday, September 7, 2022. Junior homeroom assignments will be posted outside of Cafeteria and at the end of the 400 wing hallway.** The Junior Class will report to their homerooms on Thursday, September 8th by 8:20 AM. Junior homerooms are located in the 400 wing. 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. 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. **Students should wear a blue blazer, have a proper haircut and dress according to the school dress code requirements.** Your cooperation in adhering to all requirements is greatly appreciated. Any student in violation of these regulations **may be sent home and/or subject to disciplinary action.**

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

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 enthusiastically looking forward to working with you for the benefit of your son as he moves forward at CBA. I hold it as a true privilege and vocation to assist in the continued development of his intellectual maturity and moral responsibility as he strives to develop the Christian Ethic of an Academy Man.

Respectfully,



Mr. Raymond Polanco
Dean of Students

“Live Jesus in our hearts forever.”