

BROTHER MARTIN

June 24, 2022

Dear Parents:

I hope this letter finds you and your family enjoying quality time together this summer. We are all looking forward to the start of another great school year. My purpose in writing at this time is to provide you with some information that will make your son's 2022-2023 school year orientation and his first days of school run smoothly.

We have once again organized Student Orientation to efficiently and conveniently handle numerous details before the start of classes. We expect the entire orientation process to take approximately 1 ½ - 2 hours for each student (see the Student Orientation schedule below). **Please note: In order for Student Orientation to run as smoothly as possible, students will only be allowed to check into Student Orientation at their designated time. Please make sure to check the last name alpha designation below for YOUR son's specific grade level.**

Wednesday, August 10, 2022

10th grade A - F	8:00 a.m.
10th grade G - L	8:30 a.m.
10th grade M - R	9:00 a.m.
10th grade S - Z	9:30 a.m.
11th grade A - D	10:00 a.m.
11th grade E - L	10:30 a.m.
11th grade M - R	11:00 a.m.
11th grade S - Z	11:30 a.m.
12th grade A - D	1:00 p.m.
12th grade E - K	1:30 p.m.
12th grade L - Q	2:00 p.m.
12th grade R - Z	2:30 p.m.

Thursday, August 11, 2022

9th grade A - C	8:00 a.m.
9th grade D - E	8:30 a.m.
9th grade F - K	9:00 a.m.
9th grade L - O	9:30 a.m.
9th grade P - S	10:00 a.m.
9th grade T - Z	10:30 a.m.
8th grade A - C	12:00 p.m.
8th grade D - H	12:30 p.m.
8th grade I - M	1:00 p.m.
8th grade N - S	1:30 p.m.
8th grade T - Z	2:00 p.m.

During orientation, students will pay for some books, supplies, and fees. All of the necessary information has been posted for you online. From www.brothermartin.com, go to the 2022 Student Orientation link entitled "**Information and Reminders**". There you will find detailed information for your son's orientation day, as well as other pertinent information and documents needed for the school year.

In order to streamline the orientation process, we have consolidated the general fees for your son's grade level. **Once again this July, you will have the opportunity to pay your son's Grade Level Fees online. This online payment will help you to offset the required payments due at Student Orientation in August. You should see the Grade Level Fees section in the "Information and Reminders" for detailed information regarding those fees and how to make that online payment.** Depending on other factors, such as classes scheduled, you will likely owe additional course-specific fees at Student Orientation in August. If you choose to pay all of your son's fees in August at Student Orientation, then you may satisfy all of your financial obligations at that time. Please see the "Generic Fee Sheets by Grade Level" on the website under 2022 Student Orientation to anticipate your total fees for orientation. All items, with the exception of tuition, school pictures, and purchases from Jostens (for seniors only), can be paid with a single check, cash, debit card, or a charge on VISA, MasterCard, Discover, or American Express (**please wait to write in the total amount on the check until you and/or your son get to a cash register at Student Orientation**).

Every student, both returning and incoming, should have already received a BNC pamphlet. BNC is our online bookstore partner where you may purchase Summer Reading books as well as your son's required novels and workbooks. If you have any questions regarding BNC, please call or email Mrs. Debbie Broussard, Assistant Principal for Academics, at 283-1561 ext. 3020 or dbroussard@brothermartin.com.

Because we handle so many organizational details at Student Orientation, it is critical that all of our students complete orientation before the first day of school. Students who are absolutely unable to attend orientation at their scheduled time **must get approval in advance from Mrs. Kelly Alexander, Assistant Principal for Student Services. A late orientation fee of \$100** will be charged to any student who fails to complete orientation during his regularly scheduled time. In addition, your son will be required to attend an orientation session at 7:00 a.m. on the first day that he returns to school. Please understand that he must complete orientation before he is allowed to attend class.

Students will take I.D. and yearbook pictures at orientation. **Please note that students are expected to wear their school uniform with an appropriate tie to Student Orientation. Students who own a navy blue sport coat should wear that to Orientation.** Those students who do not already own a blue blazer will be provided one at orientation for student photos. Seniors who have had their senior photos taken do not have to wear a tie, but must still wear their complete school uniform. Each student will undergo a grooming and uniform check by Mr. Jerry Ursin, Assistant Principal for Discipline & Attendance, or Mr. Josh Thomas, Assistant Disciplinarian, before being allowed to take photos or to proceed through orientation. To avoid any confusion or an awkward situation at orientation, please review our Grooming and Uniform policy (see Grooming and Uniform in "Information and Reminders" on the website under 2022 Student Orientation). If his grooming or uniform check does not completely comply with school expectations, then **he will not be allowed to complete orientation or attend classes until his grooming or uniform is approved by Mr. Ursin or Mr. Thomas.**

To assist us in maintaining current information about your son and your family, please check every line of the enclosed "Student Information Sheet" for accuracy, complete any missing information, and then mail it to Brother Martin High School in the enclosed envelope as soon as possible. By returning this form prior to orientation, you will assist us in making timely additions and updates to our student records. The deadline to mail this form is July 31st. If the form is not mailed by that date, please have your son bring the form to orientation rather than mailing it.

As you know, every student is required to bring and register his own laptop. Please refer to the Acceptable Use Policy section in "Information and Reminders" regarding registering his laptop for the 2022-23 school year.

Note that there are several items that must be signed and submitted at orientation as indicated in the "Information and Reminders" on the website. If you are unable to access the website, then please contact our receptionist, Mrs. Cissy Yakelis, at 283-1561 so that she can mail you hard copies of all forms.

If you have any questions, please contact Mrs. Kelly Alexander, Assistant Principal for Student Services, at 283-1561 ext. 3046 or kalexander@brothermartin.com. **Please make it a point to visit the link titled "Information and Reminders" under Quick Links - 2022 Student Orientation, a useful reference about a variety of school topics.**

We look forward to seeing your son at orientation on August 10th - 11th as we begin another exciting school year. Enjoy the rest of your summer!

Your partner in Mission,

A handwritten signature in black ink that reads "Ryan J. Gallagher". The signature is written in a cursive style with a large, stylized 'R' and 'G'.

Ryan J. Gallagher '00

Enclosures: Parent Checklist for 2022 August Student Orientation

Student Information Sheet (verify information and return immediately in the enclosed envelope)