



# CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2017

Dear Parent(s) or Guardian(s) of a CBA Senior:

It is my distinct pleasure to introduce myself. I am a native of Brooklyn, NY and Spring Lake, NJ. I enter the Dean of Students position at Christian Brothers Academy following fifteen years as a teacher and administrator at a fellow Christian Brothers school in Washington, DC. I feel very fortunate to continue my Lasallian vocation at CBA. 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 ongoing path towards manhood. I will do all I can to assist your son in continuing to develop a Christian Ethic as he prepares for his future endeavors.

I hope this letter finds your family well and enjoying the gift of the summer months. I am excited to get to know your son and welcome him back for his final year. Rest assured, that in me, your son will find a passionate, supportive, experienced, and fair, but firm guide for his final months at CBA.

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**. As always, 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. ***Considering the senior class position as example to all, 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 seniors accountable to that code of conduct.***

**Below please find and review significant information for the senior year:**

**Driving Privileges: Seniors will be permitted to drive to school with the beginning of the school year. Parking permits will be available for a \$50.00 dollar fee.** Seniors driving to school can obtain driving regulations and a parking permit application from the main office after they have completed the orientation schedule. ***For Seniors Only: This year you will also find the Driving Registration Form Online. If you choose to download (from CBA website), print, and complete the form at home in August, please turn it in on Orientation Day to our Dean of Students, Mr. Meehan, who will be available to accept these forms in the Main Office from 3:15pm-3:45pm.***

- **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.
- **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.***
- **College Visits** – Three excused absences for college visits will continue to be extended to Senior’s this year. Primarily this is to allow for attendance at “Accepted Student Days” that colleges have begun to offer after notification of application status. **Parents are required to provide a note to the Dean of Students at least three days prior** to the planned visit for approval as an Excused Absence.
- **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.
- **Senior Retreat** – As of last school year the senior retreat returned to an overnight retreat experience at San Alfonso Retreat House in Long Branch. Students will be transported by bus to and from the retreat house (returning to school – and eligible for after school activities – before 2:30 on the second day). Further details will be provided to your son at Orientation.

**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.

### **Orientation Schedule**

Orientation for the opening of the 2017-2018 school year will be one day for all students. This year it will be held on Wednesday, September 6. Your son should come to Orientation groomed and dressed according to the regular 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 senior class will report to homeroom by 10:00am on Wednesday, September 6. Seniors do not have to be at CBA before the 10:00am homeroom requirement; those who arrive early are to report to the cafeteria. Senior homerooms are located in the 100 wing. Lists will be posted near the Chapel and in the Cafeteria. The orientation day will conclude at 2:00pm. 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.

**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 as he prepares for his graduation from CBA. I hold it as a true privilege and vocation to assist in the continued 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