

## I. MISSION BELIEFS AND HISTORY

Christian Brothers Academy is a private, Catholic, college preparatory school for boys, conducted by the Brothers of the Christian Schools with the collaboration of a caring and competent lay faculty. It is fully accredited by the Middle States Association of Colleges and Schools. CBA is a member of the Lasallian network of the District of Eastern North America and the National Catholic Education Association. In 1983 CBA was declared a National Blue Ribbon School by the U.S. Dept. of Education and in 2017 received this honor for the second time. CBA exercises its educational mission under the aegis of the Bishop of the Trenton Diocese.

Christian Brothers Academy admits students who have graduated from or been promoted from the eighth grade. It does not deny admission on the basis of race, color, national origin or ethnic origin, nor does it discriminate in the administration of its educational policies, athletic and other school-administered programs, or any other rights, privileges, or activities generally accorded or made available to students at the school. CBA recognizes a special responsibility to educate students of the Roman Catholic faith

### MISSION STATEMENT

Christian Brothers Academy is an independent Lasallian college-preparatory school providing a contemporary and balanced Catholic education for academically able young men. A rich and rigorous curriculum, programs of spiritual formation, and a broad range of academic, athletic, and cultural activities enable students to become intellectually mature and morally responsible leaders for the Church and society.

#### **Christian Brothers Academy believes that:**

- A spirit of association between the administration, faculty, staff, students, alumni, parents, and friends of CBA is at the center of the Lasallian mission and the heart of the Academy within the extended community.
- Compassion rooted in Gospel values and the vision of St. John Baptist de La Salle is the foundation of all programs at the Academy.
- Effective education develops the human and Christian person spiritually, intellectually, emotionally, socially, and physically.
- A core curriculum and course electives that are mindful of current standards and reflecting sound pedagogical developments and technological advancements best prepare our students for further education.
- Problem-solving, critical thinking, communication, reading, and research skills are necessary in a comprehensive educational environment.
- A disciplined atmosphere empowers the development of responsibility, leadership, and personal growth in the life of the students.
- Healthy interpersonal relationships develop through co-curricular programs, cooperative learning, and social interaction.
- A worldview that reflects the call of Catholic Social Teaching and service to the community is an important aspect of developing morally conscious members of society.
- Life-long learning is essential for success in a changing society.
- A complete education is one that integrates strong religious values, an understanding of personal integrity, and high standards of moral education throughout the curriculum and is fundamental to sustaining a just society.

### HISTORY OF CHRISTIAN BROTHERS ACADEMY

Early in 1958, a group of devoted laymen, headed by Mr. John C. Henderson, Mr. Peter E. Fleming, and Dr. George A. Sheehan, realized the need for another Catholic high school in Monmouth County. With the approval of the Most Reverend Bishop George W. Ahr, they initiated a drive to raise funds for the purchase of a piece of property. The Brothers of the Christian Schools, under the leadership of their Provincial, Brother Anthony John Halpin, agreed to staff the school and finance its construction. The former Whitney Greentree Stables, a 157-acre farm, was purchased and one building was converted into what is now Henderson Hall. With 6 Brothers and 150 students, the school was opened in September 1959; two years later, the new school building was finished and ready for occupancy. Continuous improvement in campus facilities such as the Henderson Theater, the McKay Gym, and the science labs were made possible by generous benefactors during the thirty-year administration of Brother Andrew O'Gara. Commemorating the 50th anniversary of the school, under the direction of Brother Frank Byrne, the second president of Christian Brothers Academy, a new library, administrative offices, guidance center, labs, classrooms, fitness center, and locker rooms were added..

### ACADEMY OATH

Students learn and recite the Academy Oath, a statement which supports the mission of the school.

We the men of Christian Brothers Academy, do solemnly promise before God

To live always with honor and integrity

To serve and stand for those in need

To strive for wisdom in our pursuit of knowledge

To uphold the legacy and proud tradition of our Academy

St. John Baptist de La Salle, pray for us

Live Jesus in our hearts, forever.

### SCHOOL FACULTY AND STAFF

Christian Brothers Academy has the distinction of being directed by the Brothers of the Christian Schools, a religious teaching order of Brothers in the Roman Catholic Church. Founded in Rheims, France in 1680 by Saint John Baptist de La Salle, the Brothers have a three-centuries-old tradition of directing schools and being involved in other educational enterprises. Presently, the Brothers conduct schools in eighty-four countries throughout the world. The Brothers are lay religious (not priests) who profess vows of poverty, chastity, obedience, service to the young through education, and fidelity to the call of their brotherhood.

Working in close collaboration with the Brothers is a group of dedicated lay partners who bring to the Academy a wealth of expertise and experience. Christian Brothers Academy is enriched by their presence, by their talents, by their commitment to a Christian way of life, and by their support of the ideals of the Brothers' schools.

## II. GENERAL INFORMATION

### SCHOOL TELEPHONE/FAX NUMBERS

Main Office (Administration) (732) 747-1959  
 Main Office Fax Number..... (732) 747-1643  
 Absence/Tardy ..... ext. 300  
 Finance Office ..... ext. 215  
 Academy Store ..... ext. 209

Guidance Office ..... ext. 106  
 Alumni Office ..... ext. 214  
 Guidance Office Fax Number (732) 530-2175  
 Athletics ..... ext. 201  
 Maintenance Office ..... ext. 124

Development Office ..... ext. 212  
 Nurse's Office..... ext. 206  
 Nurse's Office Fax Number..... (732) 530-1438  
 CBA WEB PAGE: <http://www.cbaincroftnj.org>

### ACADEMY STORE

WEB PAGE: <http://www.cbastore.com>  
 (Store Hours: 11:30am-3:30pm; Closed on Wednesdays)

### SCHOOL ADMINISTRATION

Brother Frank Byrne, F.S.C. .... *President*  
 Brother Ralph Montedoro, F.S.C ..... *Executive Vice-President*  
 Mr. R. Ross Fales..... *Principal*  
 Mr. Sean Nunan..... *Associate Principal, Academic Affairs*  
 Mrs. Maureen Szablewski ..... *Dean of Campus Life*  
 Mr. Matthew Meehan ..... *Dean of Students*

### FACULTY AND STAFF

*The three-digit number in parentheses indicates voice mail extension number.*

Brother Timothy Ahern, F.S.C. (119)..... *Bookstore/History*  
 Ms. Patricia Amato (323) ..... *Mathematics*  
 Mr. Bernard Arnella (124)..... *Director of Facilities*  
 Mr. Bill Attardi (223) ..... *Director of Development*  
 Mr. Steven Bare (322) ..... *Physical Education/Psychology*  
 Mr. Stephen Bazaz(308) ..... *Physical Education*  
 Mrs. Kristine Bednarz (303) ..... *Science*  
 Mrs. Megan Belford (366) ..... *English*  
 Mr. Geoff Billet (226) ..... *Office of Academy Relations/Mathematics*  
 Ms. Morgan Biloholowski (327)..... *English*  
 Brother Joseph Brienza, F.S.C. (113) ..... *Guidance*  
 Ms. Christine Brody (225) ..... *Athletic Department Secretary*  
 Mr. Jonathan Broehl (326) ..... *French*  
 Mr. Matthew Butler (338) ..... *Campus Minister/Theology*  
 Brother Thomas Carney, F.S.C. (363) ..... *History/Theology*  
 Miss Cathleen Carroll (306) ..... *History*  
 Mrs. Angela Caruso (101) ..... *Administrative Assistant*  
 Mr. Anthony Cecilione (353) ..... *Mathematics Dept. Chairperson*  
 Mrs. Mariclaire Chesek (311) ..... *English*  
 Mr. Vito Chiaravalloti (225)..... *Athletic Director*  
 Miss Hillary Clauss (324) ..... *Spanish*  
 Mrs. Gisela Cordero-Cinko (307) ..... *Spanish*  
 Mr. Andrew Cusick (349) ..... *English*  
 Mr. Craig Dashkavich (305) ..... *Science*  
 Mr. Frederick DiBrienza (339) ..... *Theology*  
 Mrs. Carol Dobrowski (312) ..... *Science*  
 Mrs. Dianne Drowing (357) ..... *English*  
 Mr. Thomas Ferro (2229)..... *Advancement*  
 Mrs. Joan Foote (212) ..... *Administrative Assistant to the President*  
 Mr. William Frake (302) ..... *Mathematics*

Mr. Nicholas Galeotafore (332)..... *Mathematics*  
 Mr. Douglas Gimbar (314) ..... *Mathematics*  
 Mr. Michele Giovinzano (304)..... *Spanish*  
 Mrs. Joan Gotta (209)..... *Academy Store*  
 Mrs. Denise Guirk (215) ..... *Bookkeeper*  
 Dr. John Gustavsen (318)..... *History Department Chairperson*  
 Mr. John Hanley (347)..... *Science*  
 Mrs. Colleen Hayes (107) ..... *Guidance Director*  
 Mr. Thomas Heath (315) ..... *Mathematics*  
 Ms. Therese Heidelberger (301) ..... *Science*  
 Mr. Gregory Higgins (316) ..... *Theology Dept. Chairperson*  
 Mr. Kevin Huvane (336) ..... *English*  
 Mrs. Nicole Johnson (122)..... *Guidance*  
 Mr. Pasquale Leonardo (109) ..... *Guidance*  
 Mr. Christian Lopez (313) ..... *Music*  
 Mr. Jason Lutz (220) ..... *Director of Marketing and Communications*  
 Mrs. Jennifer Maccarella (217) ..... *Director of Enrollment Management*  
 Mr. Shawn Malysz (204) ..... *Athletic Trainer/Health*  
 Mrs. Despina Manatos (334)..... *English*  
 Mr. Michael Mazzaccaro (310) ..... *History*  
 Mr. Kevin McCaig (210) ..... *Guidance*  
 Mr. Patrick McGann (214)..... *Alumni Coordinator/History*  
 Mrs. Sylvia McInerney (105)..... *Librarian*  
 Mr. Brendan McLoughlin (216)..... *Business Manager*  
 Mrs. Victoria Meehan (135) ..... *History/Faculty Tech Advisor*  
 Mr. Steven Middler (352)..... *Science*  
 Mr. Thomas Mulligan (333)..... *Science*  
 Mr. Robert O'Connor (321) ..... *Theology*  
 Ms. Jeanne O'Connor (103) ..... *Registrar/Computer Science*  
 Mr. Marcos Orozco (358) ..... *Science Dept. Chairperson*

## II. GENERAL INFORMATION (*Cont'd.*)

Mrs. Karen Puga (359).....	<i>Spanish</i>	Mr. John Thawley (351).....	<i>Theology</i>
Mr. Matthew Reagan (355).....	<i>Mathematics</i>	Mr. Michael Tomaino (330).....	<i>Website Director/Computer Science Chairperson</i>
Mrs. Rita Reilly (213).....	<i>Development Office</i>	Mr. James Tortorici (344).....	<i>Theology</i>
Mr. Patrick Reynolds (205).....	<i>Phys. Ed. Dept. Chairperson</i>	Mrs. Donna Toscano (133).....	<i>Administrative Assistant</i>
Ms. Laurie Richardson (317).....	<i>Mathematics</i>	Dr. Mary Trank (345).....	<i>Theology</i>
Mr. Charles Rooney (335).....	<i>Computer Science</i>	Mrs. Alicia Ver Hoven (346).....	<i>World Language Department Chairperson/Spanish</i>
Mr. David Santos (337).....	<i>Business/History</i>	Mr. David Villetta (372).....	<i>English Department Chairperson</i>
Mr. Ciro Saverino (341).....	<i>Spanish</i>	Mrs. Jennifer Viola (342).....	<i>English</i>
Mr. Timothy Schwark (134).....	<i>Technology Specialist</i>	Mrs. Maureen Werthmuller (100).....	<i>Administrative Assistant</i>
Mr. Timothy Sewnig (218).....	<i>Theology</i>	Mr. Matthew Wester (328).....	<i>History</i>
Mrs. Monica Slattery (340).....	<i>Science</i>	Mrs. Kathleen Whall (329).....	<i>Latin</i>
Mr. Bryan Smith (106).....	<i>Counselor</i>	Ms. Melissa Widdis (320).....	<i>Spanish</i>
Mr. Richard Courter Smith (348).....	<i>History</i>	Mrs. Maria Young, R.N. (206).....	<i>Nurse</i>
Mr. James Speidel (343).....	<i>Mathematics</i>	Father John Zec (111).....	<i>Latin</i>
Mrs. Bonnie Stahl (106).....	<i>Guidance Secretary</i>		

### IMPORTANT TELEPHONE EXTENSIONS

Academics (133).....	Mr. Nunan	Lockers (101).....	Mr. Meehan
Accidents (101/206).....	Mr. Meehan/Nurse	Lost and Found (119).....	Book Store
Admissions (217).....	Ms. Jennifer Maccarella	Music Department (313).....	Mr. Lopez
Alumni Records (106).....	Guidance Office	Parking Permits (101).....	Mr. Meehan
Announcements (101).....	Main Office	Pegasus Theater Box Office (399).....	Theater Office
Athletics (225).....	Mr. Chiaravalloti	Permission to Leave School (101).....	Mrs. Caruso
Attendance (Reporting an Absence/Tardy) (300).....	Mrs. Caruso	Purchase Orders (216).....	Business Office
Books (119).....	Bookstore	Report Card Changes (or Losses) (133).....	Mr. Nunan
Bus Transportation (100).....	Mrs. Werthmuller	Requisitions (216).....	Business Office
Career Information (106).....	Guidance Office	Room/Facilities Reservations (124).....	Mr. Arnella
Change of Address/Phone Number (133).....	Main Office	Schedule Changes (or Replacement) (133).....	Mr. Nunan
College Scholarships/Financial Aid (106).....	Guidance Office	Student Life (101).....	Mrs. Szablewski
Contacting a Teacher.....	See foregoing Faculty & Staff	Test Information (106).....	Guidance Office
Counseling (Individual & Group) (106).....	Guidance Office	Theft and Vandalism (101).....	Mr. Meehan
Discipline (101).....	Mr. Meehan	Transcripts (106).....	Guidance Office
Finances (215).....	Business Office	Visitors (100).....	Main Office
Illness (206).....	Nurse	Withdrawal from School (100).....	Mrs. Werthmuller

**CEEB — CODE — 310693 (SAT Code)**

## II. GENERAL INFORMATION (*Cont'd.*)

### SCHOOL DAY

The school day begins promptly at 8:20 a.m. Dismissal is at 2:30 p.m., with the exception of certain designated half days. Courses designated as “Period Zero” run from 7:30-8:10 a.m. On days when semester exams are being conducted, dismissal is at 12:20 p.m. In certain cases of inclement weather, CBA will run a delayed opening schedule with homeroom beginning at 9:40 a.m.; the day will continue with the Morning Assembly Schedule with first period beginning at 9:55 a.m. Parents who are picking their sons up by car at the end of the school day are asked to arrive at 2:45 p.m. in order to facilitate bus dismissal.

REGULAR SCHEDULE 40-minute periods	TIME SCHEDULES EARLY DISMISSAL SCHEDULE 25-minute periods	DELAYED OPENING SCHEDULE 30-minute periods
HR..... 8:20-8:30	HR ..... 8:20-8:30	HR.....8:20-8:30/9:45
1..... 8:35-9:15	1 ..... 8:35-9:00	ASSEMBLY ..... 8:40-9:50
2 ..... 9:20-10:00	2 ..... 9:05-9:30	1.....9:55-10:25
3..... 10:05-10:45	3..... 9:35-10:00	2..... 10:30-11:00
4 ..... 10:50-11:30	4..... 10:05-10:30	3..... 11:05-11:35
5 ..... 11:35-12:15	5..... 10:35-11:00	4..... 11:40-12:10
6 ..... 12:20-1:00	6..... 11:05-11:30	5..... 12:15-12:45
7..... 1:05-1:45	7..... 11:35-12:00	6..... 12:50-1:20
8..... 1:50-2:30	8..... 12:05-12:30	7..... 1:25-1:55
		8..... 2:00-2:30

\*Students not involved in school-sanctioned extra-curricular activities/sports are presumed under the supervisory control of the school from 7:30 a.m.-3:30 p.m.

### ADMISSION PROCEDURES:

Admissions to Christian Brothers Academy is open to all young men who attain a satisfactory score on the annual entrance examination. In addition, each applicant must present a diploma indicating successful completion of the eighth grade, a transcript of grammar school grades, and a medical examination report signed by the parents and the family physician. All health records—immunization records, etc.—must be in the school nurse’s office prior to entrance to school.

### ASBESTOS CONTROL/PEST MANAGEMENT LAWS:

CBA is in compliance with all Federal and State laws regarding asbestos inspection, maintenance, and removal. A complete report is on file in the Main Office. The Principal is responsible for timely notification to students’ parents or guardians and the school staff of pesticide treatments pursuant to the School Integrated pest Management Act (IPM).

### CELL PHONES/TELEPHONE CALLS:

Student cell phones should be turned off and stored in backpacks during the school day. Cell phone use during the school day is not permitted. The school staff will not deliver messages to students during the school day except in case of emergencies.

### CHANGE OF ADDRESS:

If a student or parent has a change in address or telephone number, the Main Office should be notified as soon as possible.

### COLLEGE BOARD CODE:

CEEB CODE 310693 (SAT Code)

### COUNSELING:

Counselors are available to all students. If a student wishes to see his counselor, he should schedule an appointment during lunch or a free period.

If a student has been judged to be in serious emotional distress, the parents will be notified immediately. The school may require that the student’s return to school be contingent upon an appropriate evaluation by a qualified professional.

### EMERGENCY NOTIFICATION:

In the event of a weather or other type of emergency, CBA will notify parents who have signed up through the website by phone or text message.

### GUIDANCE APPOINTMENT SLIPS:

Students will be scheduled to meet with their guidance counselors several times each year. Passes will be received during the homeroom period and appointments are mandatory. If for some reason a student has a conflict with the appointment, he must let his counselor know before the appointment time.

### HOMEROOM:

Homeroom begins each day at 8:20. It is expected that students will be in homeroom by 8:15.

### INFORMATION AND REGULATIONS:

Students are expected to be aware of all regulations and are responsible for all information disseminated through daily announcements, the portal, emails, etc.

### LEGAL STATUS:

CBA does not consider students over the age of 18 as adults. Parental signatures are still required on absence notes, permission slips etc.

### LOGO:

No student, parent, or staff member may use the school name or logos without the express permission of the administration.

### LOST AND FOUND:

Found items should be turned in to the School Bookstore. Students who lose items should immediately check the lost and found. Items not claimed within two weeks will be donated to charity. Items found in locker rooms are kept in a separate lost and found. Students should check with their physical education teacher.

### MAIN OFFICE:

The main office is staffed from 7:30-4:00. Main office policies are listed below:

### PHONE CALLS TO SCHOOL/DROP OFFS

The school phone number is 732-747-1959. Normally, all calls regarding school matters should be made to the school office between 7:30 a.m. and 4:00 p.m. Calls should not be made to the school on weekends and holidays.

**THE SCHOOL STAFF WILL NOT EXTEND MESSAGES TO STUDENTS DURING THE SCHOOL DAY.** In cases of emergency, such requests may be channeled to the Dean of Students. **AT NO TIME SHOULD PHONE CALLS BE MADE TO THE BROTHERS’ RESIDENCE OR TO THE HOME OF ANY OTHER FACULTY OR STAFF MEMBER.**

**Drop Offs:** Items that students have forgotten at home may not be dropped off at school after the school day has begun. (This includes lunches, sports equipment, musical instruments, money, assignments and any other materials that a student could have brought with him at the beginning of the school day).

### PERSONAL BELONGINGS:

CBA assumes no responsibility for personal belongings. Student should label all personal belongings.

### PHOTOGRAPHS:

CBA reserves the right to use photographs, with the name of the student on its website, in its publications, in advertisements, on social media and in public relations articles. If a parent does not wish their son to be included, the parent must notify the main office in writing. Students are not allowed to take photographs or videos during the school day without permission.

### PHYSICAL EDUCATION CLASSES:

All students must participate in physical education classes according to their schedule. In the event a student needs to be excused from physical education, a note from a parent must be presented to the nurse before homeroom. If the excuse is for an extended period of time, a note from a physician must be presented to the nurse. Students who do not take physical education class cannot participate in athletics during the time they are not participating in Physical Education.

### RELIGIOUS CEREMONIES:

Students are required to attend all religious ceremonies, retreats, school liturgies, prayer services, etc.

### SOCIAL MEDIA:

**SOCIAL MEDIA ACCOUNTS FOR TEAMS, CLUBS, CLASSES ETC. CANNOT RESEMBLE THE OFFICIAL SCHOOL ACCOUNT.** THESE accounts must be under the supervision of the moderator, coach, or teacher. Log in information must be on file with Associate Principal for Academics, Dean of Campus Life or Athletic Director. Students are responsible for the manner in which they represent themselves at all times. A student who brings discredit to himself and the school through public misconduct will be subject to disciplinary action.

### TECHNOLOGY ACCEPTABLE USE:

Ethical use of technology by CBA students is expected in all situations both in and outside of school.

### TRANSPORTATION:

Parents of students need to apply for bus transportation to and from CBA through their local Board of Education. The deadline for application is March 15 for the following school year. Problems regarding bus stops, etc. are to be directed to your local Board of Education, not CBA. Certain districts

## II. GENERAL INFORMATION (*Cont'd.*)

designated as “non-sending” districts do not provide free transportation for students residing in these areas. A charter service provided by CBA is available for certain areas. Contact Maureen Werthmuller (100) with any questions.

### **TUITION AND FEES:**

The tuition for the 2018-2019 school year at Christian Brothers Academy is \$16,300.00 All tuition payments are made through FACTS Management Co. All CBA families must be enrolled with FACTS Management Co.

A tuition deposit of \$1,000 is paid through FACTS by the upperclassmen in May. A tuition deposit of \$1,000 is paid by incoming freshmen at registration. The remaining balance and fees can be paid using one of the following options:

**Option 1** - Payment in Full

**Option 2** - Two equal installments due August and December (5th OR 20th);

**Option 3** - Eight equal installments beginning July and finishing in February (5th OR 20th);

**Option 4** - Ten equal installments beginning July and finishing in April (5th OR 20th).

All Tuition obligations must be satisfied in order for a student to:

- Begin a new school year or a new semester
- Attend the Junior or Senior Prom
- Attend Graduation
- Participate in school sponsored trips
- Have transcripts sent to colleges

### **TUITION REFUND POLICY:**

Tuition Deposits for upperclassmen are refundable until July 15th. Thereafter, they are refundable to a maximum of 50% until the outset of the school year. We depend on full and timely payment of tuition rather than on Church or government subsidies. When a student registers at CBA, we hold a place for that student; we commit resources to optimize that student's educational experience; we design staffing, supplies, and programs based on the number of registered students. Each year, we forgo potential income by limiting the number of incoming students when we commit a place for someone who does not attend. Thus, once a semester begins, no tuition will be refunded for that semester for any reason.

Additionally, tuition will not be refunded in the event of expulsion before the end of the academic year.

## III. STUDENT REGULATIONS

### **PHILOSOPHY**

At Christian Brothers Academy, there are guidelines for the purpose of helping our students grow in maturity, responsibility, and faith. Observance of these guidelines should be motivated by our students' commitment to their own growth and the growth of our community at CBA. Ultimately, Christian Brothers Academy strives to assist young men in forming a Christian ethic. Sanctions for an infraction of the rules found in this handbook are measured by the seriousness of the offense, its frequency, and its effect on the community at Christian Brothers Academy.

The Dean of Students is responsible for regulating the conduct of our students and for administering disciplinary actions. In September, our students are presented with a copy of the student handbook and school calendar. Each student and his parents or guardians are asked to read this handbook and to be conversant with its regulations. By enrolling in Christian Brothers Academy, it is understood that our students and their parents share a willingness to comply with the school's interpretation and enforcement of the regulations found in the student handbook.

Recognizing its responsibility to safeguard the name and reputation of our community, the Administration at Christian Brothers Academy reserves the right to respond as it sees fit to the misbehavior of its students. The Dean of Students may assign disciplinary actions and/or counseling even if those actions take place outside of school hours and away from school grounds or activities.

Gentlemanly and Christian behavior is expected of students enrolled at CBA at all times and places. Parents are encouraged to cooperate with the school in teaching those human, Christian, and moral values which are the basis of the school's disciplinary code. Parents and students should report disciplinary incidents that take place outside of school to the CBA administration as soon as possible.

### **ALCOHOL, DRUG AND FIREARM POLICY:**

The health and welfare of our student body is of paramount importance. The possession or use of alcoholic beverages or illegal drugs of any kind is not permitted by students enrolled at CBA. Students appearing in school or at any school-sponsored event on or away from school property in possession of or under the influence of alcohol or drugs will be subject to the procedure below.

- The student's parents or guardians will be informed immediately.
- The student may be immediately suspended from school.
- At the earliest possible time, the student and his parents or guardians will meet with the Dean of Students to investigate the matter and determine proper measures.
- Such students may be subject to expulsion.

Christian Brothers Academy reserves the right, with parental notification, to require drug and/or alcohol testing of students suspected to be in violation of the school's alcohol and drug policy. The school may require rehabilitation at the expense of the student. Failure to submit voluntarily to proper drug testing to comply with treatment recommendations may result in the student being required to withdraw from CBA. The Dean of Students, with Administration consultation, is the arbiter of this decision.

**ANY STUDENT OF CHRISTIAN BROTHERS ACADEMY WHO DISHONORS HIMSELF OR THE ACADEMY BY BECOMING INVOLVED IN EITHER EXPRESSING THE INTENT TO OR THE ACTUAL BUYING, SELLING, OR POSSESSION OF DRUGS MAY BE SUBJECT TO IMMEDIATE EXPULSION FROM THIS SCHOOL AND REFERRED TO THE**

### **APPROPRIATE LAW ENFORCEMENT AGENCY.**

**ANY STUDENT IN POSSESSION OF A FIREARM, FIREARM PIECES OR PARAPHERNALIA, A KNIFE OR OTHER WEAPON OF ANY KIND, OR AN OBJECT TO BE USED AS A WEAPON MAY BE SUBJECT TO IMMEDIATE EXPULSION.**

**FIREWORKS, FIRECRACKERS OR ANY OTHER EXPLOSIVES/COMBUSTIBLES, AS WELL AS DANGEROUS CHEMICALS OF ANY KIND ARE ALSO EXPRESSLY FORBIDDEN, AND POSSESSION OF SUCH MAY RESULT IN EXPULSION.**

### **ANNUAL PHYSICAL:**

All students are required to have a physical completed by a physician before the start of each school year. In order to provide the best services for our students, it is essential that the annual physical be as current as possible. Therefore, it must be completed after the first of June but before the August 1st due date. All Physicals must be turned in on time to the school nurse.

### **ATTENDANCE:**

Class attendance is critical to student success.. Because success in the Academy's demanding educational curriculum and participation in the spiritual activities of the community depends primarily upon regular attendance, it is understood that our students will attend every class on every day indicated as an instructional, examination, or spiritual day in the school calendar. Family vacations, non-CBA sanctioned sports/activities, medical, dental, or optical appointments should not be scheduled during school time. Students who have more than 8 class absences per semester may be denied academic credit and/or promotion. Students whose absences exceed 8 days for the semester or 16 days for the school year in any one class will not receive credit for that class. Appeals due to extenuating circumstances may be made to the attendance review board. Excessive absences even with good reason may still result in denial of credit. Those students not in compliance may be asked to withdraw.

School holidays are generous and published well in advance so family vacations should not be planned during the academic year. Scheduling medical and other appointments during the school day should also be avoided. Outside of illness or emergency, school attendance is compulsory

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. Sickness or a death in the family are the usual reasons for an absence. Absent students may not participate in or attend extra-curricular activities on the day of their absence. Failure to present a written note on the day of return will result in disciplinary action by the Dean of Students. Absent students are expected to turn in any assignments and make up any work, tests/quizzes missed due to the absence on the day they return.

**Beginning the School Day:** All students should be in homeroom at 8:15 a.m. Any student arriving to homeroom after 8:20 a.m. is considered late for school.

**Tardy:** Students arriving tardy for school are subject to disciplinary action by the Dean of Students. A written excuse from their parents is required upon arrival or the student will automatically be assigned after-school detention that same day. Students arriving after second period (10:00a.m. on

### III. STUDENT REGULATIONS (*Cont'd.*)

typical days) are considered absent. They may attend the remainder of their classes but may not participate in or attend extra-curricular activities in this situation. Students with more than five (5) tardies in any one quarter will meet with the Dean of Students.

**Early Dismissal:** In extreme cases when an early dismissal cannot be avoided, a note should be submitted to the Main Office prior to 8:15 a.m. on the morning of the event. Included on the note should be the student's full name and class, date and time of the early dismissal, when the student will return, specific reason for the dismissal, signature of the parent, and a telephone number where the parent can be reached for verification. Students who have been approved for early dismissal must sign out in the Main Office prior to leaving the building. If a student is leaving early and has not been in school for at least six (6) periods, it will count as an absence. Telephone calls for early dismissals will not be accepted; students cannot be dismissed from school without written parental approval. Any student driver who leaves school early without prior approval, will receive a Saturday detention and repeat offenses will result in suspension.

**Nurse:** Students sent home by the school nurse during the day may not participate in or attend extra-curricular on that day.

**College Visits (Seniors Only):** Permission may be granted by the Dean of Students to take three college visit days. The Dean of Students must approve a parental note requesting a college visit at least three days prior to the visit. Seniors should make teachers aware of pending college visits and arrange a plan for submitting any assignments or completing assessments that may be missed during College visits. Any senior not obtaining prior approval from the Dean of Students for a college visit may not participate in or attend extra-curricular activities on that day. This allowance includes Spring Acceptance Days.

**Ttruancy:** Any student who absents himself from school without the prior permission of the school administration or the knowledge of his parents will be held in serious violation of school policy. Suitable disciplinary action from the Dean of Students will result, including the possibility of expulsion from CBA. Failure to attend an assigned class or study period will result in disciplinary action as determined by the Dean of Students. Academic penalties and the ability to make up missed work will be decided by the Dean of Students and Associate Principal for Academic Affairs.

**Home Study:** Home study in the case of a severe and specific illness with a finite end date may be used on a short-term basis with the approval of the Associate Principal for Academic Affairs. Students who need home study on a long-term basis may be advised to withdraw from CBA to avail themselves of needed services.

**Period Zero:** Period zero classes are the same as any other class. Students are expected to be on time for all classes including period zero classes. Students absent from a period zero class but present for rest of school day will be considered as cutting the class and subject to disciplinary action.

The Dean of Students is the school's arbiter of the legitimacy of absences. If he judges an absence to be illegitimate, though explained by a parental note, the student will be subject to disciplinary action. Students with excessive attendance issues or who are habitually tardy will be notified of the problem and will be required to meet with the Dean of Students.

#### **BULLYING, HARASSMENT, INTIMIDATION, BIAS AND PREJUDICE**

Because Christian Brothers Academy is a community based upon the Gospel teachings of Jesus, it expects that its students will treat one another and the greater community with respect and fairness. Bullying or any type of harassment, coercion, or intimidation—whether physical, emotional, verbal—or otherwise is strictly prohibited at CBA. Any other bias and/or prejudice based on race, creed, religion, ethnicity, sexuality, ability, or other differences will also not be tolerated. Such behaviors and attitudes are antithetical to the development of a Christian Ethic and are always unacceptable. The unique environment created by the all-male nature of the student body does not excuse this kind of inappropriate behavior. Students exhibiting such behavior will be subject to disciplinary action including the possibility of suspension and/or expulsion. The Dean of Students will determine what proper action is to be taken.

#### **BUSES**

The school bus ride to and from CBA is considered an extension of the school day. The regulations in the student handbook are in effect at all times on the school bus. Students using the school bus are to conduct themselves in a gentlemanly and responsible fashion at all times. Respect must be shown to the bus driver and to students from other schools who may share the bus with CBA students.

Misbehavior of any kind on the school buses will be met with strict disciplinary action at CBA. Students may have their bus riding privileges suspended. Buses may return to CBA and their passengers be required to find alternate means home. If deemed necessary, a student may be expelled from the

Academy for his actions on the bus. The Dean of Students is the arbiter in all matters concerning bus service and bus behavior.

#### **CAFETERIA**

The cafeteria is a service offered by Christian Brothers Academy for the use of its students. After finishing his meal, each student must leave his place at the table clean.

- No garbage should be left on, around, or under the table.
- All cans and bottles must be placed in the blue recycling receptacles, garbage should be placed in the gray receptacles, and the trays should be returned to the proper area.
- Food or drink must not be taken out of the cafeteria.

The cafeteria is a privilege for students at Christian Brothers Academy, not a right. Violations of the student handbook or ungentlemanly behavior in the cafeteria may result in the loss of this privilege for a time to be determined by the Dean of Students.

#### **CLASSROOM:**

The classroom is seen as the primary setting for instruction in values and academic knowledge at Christian Brothers Academy. In order to facilitate learning, students are expected to abide by the classroom rules and regulations as established by the individual teacher. Violations of these standards or disruptions in the learning process of other students will be met with strict disciplinary measures by the teacher and, if necessary, by the Dean of Students or Associate Principal for Academic Affairs.

#### **COOPERATIVE AGREEMENT:**

A Christian Brothers Academy student and his parents or guardians have a responsibility to support and comply with the school's interpretation and enforcement of the student handbook. Both the student and his parents or guardians are required to read and abide by the student handbook of CBA each year. To attest to the school's expectation regarding the knowledge of the regulations and enforcement of the school policy, the student and his parents or guardians are required to sign a Cooperative Agreement so that no misunderstanding exists. The Cooperative Agreement must be signed before a student may attend classes at CBA and is in effect for the entire time that the student is matriculating at CBA. The student handbook is subject to change by the school administration at any time. Parents or guardians will be notified of any changes made during the school year. Prior to each school year, parents or guardians will receive a new handbook/calendar in the mail. Cooperation between families and the school is essential to Academy educational goals. When a student's parents or guardians demonstrate attitudes or behavior that are seriously at odds with the mission, values, or policies of the school, it may be necessary to request that the student be withdrawn from CBA.

#### **COMPUTERS:**

Laptop computers, iPads, and other tablets/readers, etc., may be used in class at the teacher's discretion. Material contained on these devices must be appropriate and consistent with the rules and spirit of CBA. These expensive electronic devices are the responsibility of the owner, not Christian Brothers Academy. While the Dean of Students will investigate concrete leads, CBA does not assume the responsibility to investigate all missing property.

Recording features on these devices (audio and/or video) may not be used in the classroom without the permission of the class teacher.

Before any student is allowed to log onto the school network, his personal device must be registered with the technology office. Under no circumstances should a student attempt to circumvent network policies or security.

Network access at school and at home provides easy access to many opportunities for academic dishonesty; this behavior is contrary to existing school policies and is only mentioned here to reinforce those policies.

Please note that CBA E-Mail should only be used for school related (academic and extracurricular) communications between students, teachers, moderators and coaches.

#### **BRING YOUR OWN DEVICE POLICY**

An academic support device is defined to be a laptop or a tablet with a screen that is 7" or larger. In addition, the academic support device must fulfill the following requirements: (1) run a modern, supported operating system that is actively updated by the manufacturer; (2) run a modern, fully featured web browser such as Google Chrome, Firefox, Internet Explorer 11, Microsoft Edge, or Safari; (3) run a productivity suite and note taking software such as Microsoft Office or Google Apps (both are provided free of charge to students); (4) be Wi-Fi enabled; (5) have battery life to last through the school day; (6) power up in less than 90 seconds; (7) run personal firewall/antivirus/anti-malware software that is enabled (most modern computers have software tools built-in). In addition, tablet specific requirements include a physical key board to facilitate typing.

### III. STUDENT REGULATIONS (*Cont'd.*)

Christian Brothers Academy accepts no responsibility for the security of personally owned devices. The school is not liable for the loss, damage, misuse, or theft of personally owned devices.

Please refer to the Student Acceptable Use Policy for Computing and Related Technologies form for more specific information (all students and parent(s)/guardian(s) are required to sign this form when students enter CBA as freshmen).

#### **CORRIDORS:**

While classes are in session, students should not be in the corridors of the school. Seniors with un-scheduled free time should report as soon as possible to the library, cafeteria, or Senior Lounge and not loiter in the corridor after the bell. Freshmen, sophomores, and juniors are not permitted to move about the building outside of the scheduled passing times. All students are expected to follow the regulations found in the student handbook at all times while in the corridors.

#### **DANCES, PROMS/SEMI-FORMALS:**

Proms and semi-formals are events for a CBA student and his date. Proms are formal events where a tuxedo is traditional. Semi-formals require either a suit or a jacket with a dress shirt, tie, dress pants and dress shoes.

Students must be in school on the day of the event in order to attend that evening and may not leave early and miss any classes. Parents should not schedule any appointments that would preclude their son's attendance for the entirety of the school day.

Conduct at dances, proms, and semi-formals must be consistent with the Catholic and Lasallian identity of CBA, as well as the regulations in the student handbook.

No student showing signs of alcohol and or drug impairment will be admitted and will be subject to the regulations of the handbook including possible expulsion.

#### **DISCIPLINARY POLICIES**

**Detention:** Students may be assigned general detention by the Administration for various infractions against the school handbook and/or rules. After-school detention is held from dismissal until 3:45 p.m. and Saturday detention from 9:00 a.m. until 12:00 a.m. The number of detentions and whether or not Saturday detention is assigned depends on the severity of the infraction or the total number of infractions the student has committed. Students may be assigned Saturday detention when after-school detentions accumulate and do not appear to have the desired corrective effect.

Teachers may also assign their own after-school detentions (central detention) for misbehavior in the classroom without reporting that student to the Administration.

**Suspension/Expulsion:** Students may be suspended from school by an administrator for severe offenses against the student handbook, or when they have exceeded the maximum allowed number of general detentions. When a student is suspended, his parents will be notified to pick him up from school. A suspended student is responsible to turn in any assignments and/or make up any tests or quizzes on the day he returns to school. A parent conference with an administrator may be required before the student is permitted to return to CBA. A second suspension will make a student liable for expulsion. When a student commits a serious offense against CBA's regulations and/or values, the Principal may expel the student at his discretion even without prior suspension.

**Disciplinary Probation:** Disciplinary Probation is a serious warning. It may be given to a student who has committed certain violations of the student handbook or the spirit of Christian Brothers Academy. A student on disciplinary probation may have certain privileges revoked at the discretion of the Administration. These privileges may include but are not limited to driving, early dismissals, and attendance at or participation in extracurricular activities. Further, a student on disciplinary probation may be subject to suspension or expulsion from CBA if any other violations of the student handbook occur while the student is on probationary status. Periodic evaluations of students on disciplinary probation will be used to review their status at Christian Brothers Academy.

#### **DRESS CODE:**

Students are required to dress for school according to guidelines that the Academy has established. These guidelines are intended to provide the sense of professionalism, self-respect, and social courtesy that characterizes our students. The Dean of Students is the arbiter of these guidelines.

Students will arrive properly dressed for school. Shirts should be tucked in, with the top collar buttoned, and tie already made and in place. Hats may never be worn inside the building. Parents should make sure that students are dressed properly before they leave the house. Improperly dressed students may be sent home or given detention.

#### **SPECIFIC REQUIREMENTS INCLUDE:**

**Shirts and Ties:** A traditional tie with a button-front dress shirt designed for a tie is required. The dress shirt must be solid-colored. No plaid, striped, patterned, flannel or other type of shirt may be worn. The dress shirt must be properly sized so that the top button may be fastened, and the shirt must be tucked in. Undershirts should not show through the dress shirt.

**Pants:** Students must wear long, solid-colored dress pants and a belt. This includes pants such as 'Dockers' or 'Chinos' but excludes jeans/denim of any kind. Pants with holes, patches, tears, or frayed cuffs may not be worn. Sports pants, pants with elastic waist bands and draw strings, multi-pocketed pants, cargo pants, corduroys and the like are not permitted. Pants must be worn around the waist.

**Shoes and Socks:** Shoes must be brown or black leather dress shoes or loafers. Socks must cover the ankle. Appropriate styles of shoes will have soles and include oxfords and other kinds of lace-up shoes, leather boat shoes, loafers, wallaby-style shoes and bucks. Not permitted are sneakers and other types of athletic shoes, canvas or multicolored boat shoes, boots, slippers and shoes without backs. In a situation when a student needs to wear alternative footwear because of injury, a doctor's note must be forwarded to the School Nurse and presented to the Dean of Students.

**Sweaters, Suit Jackets and Blazers:** These items are optional. In colder months, students may wear the official CBA uniform sweater (available in the Academy Store). Students may also wear a neat and well-pressed solid colored suit jacket, or blazer. No fleeces, sweatshirts, or other outerwear may be worn inside the school building.

**Spring Dress Code:** will be permitted at the discretion of the administration. Students may substitute a solid polo or solid short sleeved dress shirt for the solid dress shirt and tie worn under normal dress code. All other dress code policies remain the same.

**Hair:** Students' hair must be cut above the collar, off the ears, and above the eyebrows. No designs may be shaved into his hair. Hair is to be of natural color. No large masses of hair are permitted on top, sides, or back. Braids and ponytails are not permitted. All students must be clean-shaven each day. Sideburns may be no lower than the bottom of the ear. Students found in violation may be required to shave in school and assigned detention that day. Students with inappropriate hairstyles will have 48 hours to comply with the school policy.

**Jewelry/Piercings:** No ear piercings or any other facial piercings are permitted. The only jewelry permitted are watches, rings, and/or small religious symbols. No ornate jewelry or other adornments, chain wallets, etc. are permitted.

A student who disregards any aspect of the dress code may be assigned after-school detention or be sent home by the Dean of Students; a conference with his parents may be required for readmission. The Dean of Students is the arbiter of the dress code. His judgments are final in the interpretation of the dress code.

#### **DRIVING PRIVILEGES**

It is understood that the primary means of transportation for students at Christian Brothers Academy is either the school bus or parental transport. Use of a car for transportation to and from CBA is deemed a privilege afforded to eligible students (primarily seniors) and not a right of enrollment. It is expected, therefore, that a student granted this privilege will exercise proper caution when driving on the school property and to and from school. He must follow all the school's driving regulations.

Student drivers must register with the Dean of Students during the first week of school. There are a limited number of parking spaces and student registration will therefore be on a first-come, first-served basis. Due to this limited number of parking spaces, students who obtain their license after the maximum number of permits have been issued may not be able to drive to school and park on campus. Drivers will be given a parking tag, which must be displayed on the rearview mirror. Drivers must only park in designated student parking lots and nowhere else on campus. A copy of the student's driver's license and a fee of \$60 are required to complete registration and obtain a parking tag.

#### **Specific driving regulations include:**

- Student cars may only be parked in areas assigned by the Administration for student parking. Students should never park on the roadways, athletic fields, handicap-designated spots, or the Faculty lots.
- Students must observe a 15 mph speed limit while driving on the property. They should be careful to yield for students crossing the roadways and should always yield to school buses.
- No student should go to his car during the school day without the permission of an administrator.

### III. STUDENT REGULATIONS (*Cont'd.*)

- Student drivers should arrive at school by 8:05 a.m. each morning. This will give drivers ample time to arrive in homeroom by 8:15 a.m.
- All cars exiting will be stopped from 2:35 p.m. to 2:45 p.m. to allow the buses to safely exit the property.
- No student may leave and return to the campus in a vehicle during lunch or free periods. Any violation of this rule will result in significant disciplinary action.

Any student exceeding the school speed limit or who is guilty of inattentive or reckless driving or illegal parking may have his driving privileges suspended indefinitely. Any student who brings an unregistered car to school may lose his future driving privileges indefinitely. His car may be towed at the expense of the owner. Parking in another student's space will result in general detention and repeat offenses can result in the loss of driving privileges. The Dean of Students is the school's arbiter in cases dealing with driving privileges.

#### **EMERGENCY CLOSINGS, DELAYED OPENINGS AND SNOW DAYS**

On days when school needs to be closed or delayed because of inclement weather or other unforeseen emergency, notice will be posted on the CBA website homepage ([www.cbaincroftnj.org](http://www.cbaincroftnj.org)), sent via email and/or text if you signed up for the notifications and given to the following venues:

**Verizon FIOS ([www.fios1news.com](http://www.fios1news.com))**  
**Channel 12 News ([www.news12.com](http://www.news12.com))**  
**Please do not call the school.**

In certain cases of inclement weather, CBA will run a delayed opening schedule with homeroom beginning at 9:40 a.m. On delayed openings, students may arrive to the school after 8:00 a.m. but must report to the cafeteria.

In the event that a district's schedule (and therefore, its transportation) does not coincide with CBA's schedule, it is the responsibility of the parents and student to make the necessary, realistic efforts for him to attend school.

As a general rule, CBA closes when the Freehold and Middletown School Districts close. When school is closed for emergencies or snow days, there will be no extra-curricular activities on that day.

In the event of excessive snow days or other emergency closings, students may be required to complete course work utilizing the LMS at the discretion of the administration.

#### **FIGHTING, HAZING AND INITIATION**

Christian Brothers Academy recognizes fighting as contrary to the Gospel message of Jesus and as an obstacle to forming a community. Any student involved in a physical altercation on school property or at a school-sponsored event will be subject to disciplinary action, including the possibility of expulsion. Hazing or initiation, in any form, is strictly forbidden. Students engaged in this type of behavior will be referred to the Dean of Students.

#### **GAMBLING/GAMES OF CHANCE**

Gambling of any type is prohibited. Betting of any kind, dice, and other games of chance are not allowed.

#### **HOMEROOM**

The homeroom period each morning is an important part of the school day. Students must be on time for homeroom every day. Prayers, attendance, announcements, and other school business are conducted during this short period. Students must be in homeroom each day for the entire period and not use the homeroom period to go to the library, computer room, or attend to any other personal business.

#### **IDENTIFICATION CARDS**

Official student ID cards are issued to students at the beginning of their matriculation at CBA. Students must carry these cards at all times and upon the request of any CBA staff member students must surrender their ID card. Cards are necessary for late sign ins and early sign outs, checking out books in the library, and admission to athletic events and other school-sponsored activities. Students arriving for home games without their ID cards must pay the regular price for student admission. A fee of \$10.00 will be charged to students who lose their ID card and need a replacement.

#### **INTERNET POLICY**

Ethical behavior is expected of CBA students in all situations, including the use of the internet both in and outside of school.

Access to the Internet at school, but particularly at home, provides students with a wealth of information and opportunities that can be both beneficial and detrimental. A higher degree of anonymity exists with the internet than is experienced in face-to-face communications. This anonymity tempts some to behave in antisocial ways, e.g., bullying, insulting, etc. Certain internet sites and mobile apps

including Facebook, Instagram, Twitter, YouTube, Snap Chat, personal web pages, etc., offer easy communication and insight into many other people's lives, but can also contain slander and misinformation. Students are reminded that if they are posting on the web or mobile apps, they should do so with care and with this handbook in mind. Students are accountable to the school for images and/or comments they post. Existing policies demand that CBA students always exhibit the highest moral and social behaviors; these references are made here only to reinforce those policies. The Administration encourages parents to monitor and/or periodically review their son's social media accounts and electronic communication. Any questions about suitability of content should be referred to the Dean of Students.

All freshmen parents and students must sign and therefore agree to abide by CBA's Student Acceptable Use Policy for Computing and Related Technologies. This form is distributed to each new student and must be returned with the proper signatures during orientation. The policy and its application will remain in effect until the student graduates from CBA. Students are accountable to the school for images or comments they post on the Internet that reference CBA or its constituents. The Principal has the right to amend the policy at his discretion.

#### **LOCKERS**

Lockers are the property of CBA and are subject at any time to inspection by the administration. Students may not keep anything in the locker that violates the student handbook or its spirit. No student has permission to have any additional lock on his locker which is not issued by the school. Violation of this directive will be considered a serious breach of school policy.

Students are expected to keep their lockers in good order, not allowing refuse to accumulate. Lockers will function properly with intelligent handling; the doors should not be kicked or forced shut. Oversized items or sports equipment should not be stuffed into the locker. Any breakage or difficulties should be reported immediately to the Dean of Students or main office. Anything posted in a student's locker must conform to CBA standards.

Students should lock their locker each and every time they finish using them (the combination dial must be turned after closing the locker door to ensure that it is locked). Locker combinations should not be shared with classmates. The smartest way to avoid problems is to be responsible with locker security issues.

#### **LOST AND FOUND**

Found items should be turned in to the School Bookstore. Students who lose items should immediately check the lost and found. Items not claimed within two weeks will be donated to charity. Items found in the locker rooms are often kept in a separate lost and found. Students should check with their Physical Education teacher.

#### **MEDICATION**

Students are not allowed to carry any form of medication with them in school unless students have a self administration plan from a physician that has been approved by the school nurse. When physician ordered and with permission from the school nurse, inhalers and epi pens may be carried by the student. Otherwise all medications must be given to the nurse in a labeled prescription bottle accompanied by documentation from the doctor.

#### **MOBILE PHONES/SMARTWATCHES/WEARABLES/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 phone must be kept turned off during the entire school day. While they provide many advantages for parents and students, these phones can be a tremendous distraction and potential problem in school. Text messaging, camera, and recording features on many phones raise issues of privacy, propriety, potential internet abuse, and cheating.

If a student is caught with his phone out or turned on during the school day, the phone will be confiscated and turned over to the Dean of Students. The student will be assigned general detention and the phone will be returned after the detention is served.

Smartwatches and other similar wearables 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. Removing smartwatches and other similar wearables is established protocol for all semester examinations.

Because of potential disturbances in the school day, iPod/MP3 players, portable video games, laser pointers, or any other recreational electronic devices are not allowed in school. Students who use these items on the bus or before school must store them in their lockers or backpacks before school begins. These items must remain turned off and put away until dismissal. The Academy is not responsible for



### III. STUDENT REGULATIONS (*Cont'd.*)

expensive electronic equipment that is brought to school. While the Dean of Students will investigate concrete leads, CBA does not assume the responsibility to investigate all missing property.

Recording devices (audio and/or video) may not be used in the classroom without the permission of the class teacher; this includes cameras and audio recorders on laptop computers.

#### **PERMISSION SLIPS:**

CBA will notify parents of both day and overnight field trip experiences either through a letter or email that will include pertinent information. This information will be accompanied by a permission slip. No student will be permitted to attend a field trip without a permission slip signed by the parent.

#### **PUBLIC CONDUCT:**

The Christian Brothers Academy handbook applies to all CBA students both on and off campus. Any student who brings discredit to himself and the school through his words or actions at any time will be subject to disciplinary action. This includes online behavior on social media.

#### **SEARCHES:**

To maintain a safe and secure learning environment, CBA reserves the right to search a student, his belongings, his locker or a vehicle driven to school. Lockers are considered to be school property

#### **SECURITY CAMERAS:**

Security cameras are placed throughout campus. The cameras record activity and can be reviewed if needed.

#### **SENIOR EARLY DISMISSAL POLICY:**

Seniors may be extended the privilege of early dismissal (after 1:00p.m.) ONLY on days that their scheduled classes end before 2:30 p.m. Seniors must sign out in the main office prior to leaving the building and may not leave before 1:00 p.m. Parents of seniors should be aware of their son's schedule and the school's policy on early dismissal. The Dean of Students decides to extend this privilege to individual classes based on their cooperation, good conduct, and academic standing. This privilege may be revoked for individuals or the entire class at any time as deemed appropriate by the Administration.

In the event of a snow emergency closing, student drivers will be sent home via their cars.

#### **SEXUAL HARASSMENT:**

Sexual harassment is a form of sexual discrimination that will not be tolerated by CBA. Examples of sexual harassment include, but are not limited to, the display of sexually suggestive objects or pictures, sexual innuendo, jokes, suggestive comments, or offensive gestures. The all-male nature of the student body does not excuse this kind of inappropriate behavior. Any infraction of the school's sexual harassment policy should be reported to the Dean of Students, who will determine appropriate action

#### **STUDENT ILLNESS:**

A student who becomes ill during the school day will be sent to the Nurse's office with a written note from his classroom teacher. Upon the Nurse's recommendation, students may be dismissed from school after their parents or guardians have been notified by the Nurse. A student may not take it upon himself to contact his parent or guardian for purposes of leaving early due to illness. Only the Nurse or a School Administrator may dismiss a student for sickness. A student leaving school without prior permission will be subject to strict disciplinary action. If a student leaves school sick, he may not participate or attend any extra-curricular that day or night. No student may self-medicate while on school property. Medicines should be brought to the Nurse's office with a note of explanation.

#### **THEFT**

Any student who, while under the supervision of the school, commits an act of theft or is in possession of stolen property may be suspended from school, subject to expulsion, and referred to the appropriate law enforcement agency.

#### **TOBACCO USAGE**

Possession of tobacco products (such as cigarettes, e-cigarettes, vape pens and chewing tobacco) by students is prohibited. Smoking or chewing "dip" anywhere on the campus is strictly forbidden. This applies to occupants of cars driving or parked anywhere on the school property. The CBA campus is considered a SMOKE-FREE SCHOOL ZONE.

#### **TRANSFER OUT OF THE ACADEMY:**

In order to transfer out of Christian Brothers Academy, a parent or guardian must first inform the school in writing and attend an exit interview with the Principal. The parent or guardian will be requested to fill out a transcript transfer form. Forms may be obtained in the Main Office. No transcripts will be sent until all obligations to CBA are fulfilled.

### IV. ACADEMICS

All students are expected to follow the school's college preparatory course of study. CBA does not have the personnel or facilities to provide programs to meet the needs of students with learning disabilities.

#### **PROGRAM OF STUDIES AND COURSE SELECTION**

All courses maintain the sequence of subjects suggested by the State Department of Education, affording the student the widest possible selection and the ability to meet college admission requirements. With the approval of the faculty and the Associate Principal for Academic Affairs, students select their program of study during the early part of the second semester for the following year; criteria and prerequisites for course selection are published at this time. Parents are required to sign the course selection approval sheet.

The deadline to request course changes once the school year begins is Sept. 30; these requests will be assessed by the Associate Principal for Academics. No student will be moved to a higher course level once the school year has begun. Parents approving their son for Advanced Placement courses also give the school permission to place AP scores on their son's transcript and to release these scores to colleges to which their son applies. All AP students are required to take the AP examinations in May.

Freshmen who have successfully completed high school courses during the eighth grade MAY be advanced to a higher level in that subject, provided they score successfully on a test in the subject matter and/or on the CBA entrance exam prior to the beginning of their freshman year.

#### **ACADEMIC INTEGRITY**

In keeping with the religious, moral, and educational philosophy of CBA, a student's honesty and integrity in all academic work is expected.

A student caught cheating on tests or examinations, copying the work of another student, plagiarizing, submitting questionable documentation, using a cell phone or wearable device during a quiz, test, or other class assignment, using the internet improperly, or demonstrating any other lack of honesty in doing his individual academic work will be considered in serious violation of the school's goals and

academic program and will be subject to disciplinary action.

If a student is charged with academic dishonesty, the following steps will be taken:

- The teacher will meet with the student and call the parents to inform them that their son has been charged with academic dishonesty.
- The case will be referred to the Associate Principal for Academic Affairs.
- The teacher will write a summary and submit all relevant materials to the Associate Principal for Academic Affairs.
- The student and teacher or guidance counselor will meet with the Associate Principal for Academic Affairs to discuss the incident. If it is determined that the student is guilty of academic dishonesty, the student will be given a "0" for the exam, assignment, or test.
- In addition, he may be given a FAILURE for the marking period or semester, be placed on probation, barred from school activities/athletics, suspended, or expelled.
- Violation of the School's Academic Integrity Policy may also result in expulsion or exclusion from National Honors Society, GURU, Student Government or other leadership roles. The incident will be recorded by the Associate Principal for Academics. All violations will be reviewed by the administration and may result in expulsion.
- The parents will be informed of the outcome.

#### **ACADEMIC YEAR**

The academic year is divided into two semesters. Each semester consists of two quarters and an exam. The grades earned in the two quarters count for 75% of the semester grade, and the grade earned on the semester exam counts for the remaining 25% of the semester grade. In a one-semester course, the semester grade serves as a final grade.

#### **EXAMS**

Freshmen and sophomores will take first and second semester exams. In courses that have an exam,

## IV. ACADEMICS (Cont'd.)

teachers will exempt juniors and seniors from second semester exams if they attain at least an un-weighted 92 average over the preceding two quarters; for exempt students, the second semester exam grade will be the average of the grades from the third and fourth quarters. (Seniors and juniors who take a one semester course during the first semester will be exempt if they attain at least a 92 average over the two preceding quarters.) Students who earn exemptions must be mindful of whether the exemption grade will impact placement in an Honors or AP course for the following year. Students failing to attend a scheduled semester examination will be required to pay a \$100.00 fee for each missed exam. The fee will be waived if the student submits a doctor's note indicating that he was ill on the day of the exam. Parents of underclassmen taking senior level courses should be aware that they will take their final exams during senior exam week in May.

### COURSE LEVELS

**Standard** — This indicates a course suitable for the majority of college preparatory students. (Indicated by an S in the last place of the course code)

**Honors** — This indicates a course for students who have demonstrated extraordinary proficiency and interest in the subject area. (Indicated by an H in the last place of the course code)

**Accelerated** — This indicates a course in which more than the usual one-year syllabus is covered. (Indicated by an A in the last place of the course code)

**Advanced Placement** — This indicates a course that is college level and follows the AP syllabus. (Indicated by an A in the last place of the course code)

**Pass/Fail** — Courses that meet fewer than four times in the six-day cycle are denoted by a three-place course code and are graded Pass (P) or Fail (F)

### COURSES

FRESHMEN			
AP Biology	Computer Technology Lab	Health	Theology
AP Geography	English	Jazz Ensemble	Service Program
Algebra I	French	Journalism	Spanish
Biology	Geometry	Latin	World History
	Geometry-Algebra II	Physical Education	
SOPHOMORES			
AP Chemistry	French	Latin	Robotics
AP World History	Geometry	Math Team	Service Program
Algebra II-Trigonometry	Geometry-Algebra II	Media, Marketing &	Spanish
Chemistry	Health/Driver Ed.	Broadcasting Production	Trigonometry-Analysis
Digital Engineering	Intro to Theatrical Arts	Physical Education	US History I
English	Jazz Ensemble	Theology	Acting and Public Speaking
	Journalism		
JUNIORS			
AP American History	French	Media, Marketing &	Science Team
AP Calculus (AB)	Group Guidance	Broadcasting Production	Scholars Program
AP Calculus (BC)	Health	Physical Education	Service Program
AP Physics 1	Intro to Theatrical Arts	Physics	Spanish
Algebra II-Trigonometry	Jazz Ensemble	Pre-Calculus	Trigonometry-Analysis
Calculus	Journalism	Theology	US History II
English	Latin	Robotics	Acting and Public Speakin
	Math Team		
SENIORS			
Ancient America	AP Psychology	Environmental Science	Pre-Calculus
AP Art History	AP Spanish	Exercise Physiology	Psychology
AP Biology	AP Statistics	French	Theology
AP Calculus (AB)	America Between the Wars	GURU/Peer Ministry	Robotics
AP Calculus (BC)	American Government	International Relations	Scholars Program
AP Chemistry	Anat. & Physiology	Intro to Engineering	Science Team
AP Computer Science	Acting and Public Speaking	Intro to Italian	Senior Health
AP Economics	Business	Intro to Theatrical Arts	Service Program
AP English Language	Calculus	Jazz Ensemble	Spanish
AP English Literature	Christian Service	Journalism	Statistics
AP Environmental Science	College Algebra	Latin	Strength Training
AP European History	College Writing	Linear Algebra	Studies in Alternative
AP French	Creative Media	Marine Biology	Narratives
AP Latin	Creative Writing	Math Team	Survey of Music
AP Music Theory	Differential Equations	Media, Marketing &	20th Century History
AP Physics 2	Economics	Broadcasting Production	US Civil War
AP Physics C	English	Physical Education	US/Latin America Relations

### BROTHER MICHAEL DWYER SCHOLARS' PROGRAM

The program is open to select sophomores and juniors and permits them to explore advanced topics and research beyond the parameters of the traditional classroom. During junior year, the scholars undertake an intensive interdisciplinary seminar series designed to enrich the knowledge of a particular historical era. The seminars meet every other cycle in a two-a-six-day cycle and will not interfere with, or limit, the student's normal class schedule. The seminar includes presentations by CBA faculty and recognized outside authorities in their fields. During senior year, the scholars develop an independent project that permits them to explore areas of individual interest in-depth under the direction of a personal mentor who may be from the CBA faculty or the private sector. Thus, the program allows selected students to pursue and demonstrate scholarly study and research on a university level and enhance their profile for the college admission process.

At the end of the senior year, the best of the senior Scholars projects will be showcased at the Scholars Program Colloquium.

### DUAL ENROLLMENT

Select courses in the CBA curriculum are approved as dual enrollment courses with Manhattan College. Students who choose to take these courses as dual enrollment courses can earn three Manhattan College Credits. Students are not required to take these courses as dual enrollment.

### BROTHER JOSEPH MIGGINS SERVICE PROGRAM

All students are required to participate in the Service Program. Freshmen and seniors are required to perform a minimum of 10 hours of service for which they will receive 0.4 credit. Sophomores and juniors are required to perform minimum of 15 hours of service and will receive 0.6 credit for a total of 50 hours (minimum) and 2 credits within 4 years. All students must submit a proposal(s) for their chosen project(s) by the end of September. Seniors must complete their project(s) by the end of December, and all other students must complete their project(s) by the end of February

### HOMEWORK

Regular daily assignments are given to each student in all subjects. Assignments are posted in the Student Portal section of the CBA web page ([www.cbalincroftnj.org](http://www.cbalincroftnj.org)). Students remain primarily responsible for keeping track of any changes to posted due dates. Assignments due the next day must be posted by 4pm.

### REPORTING GRADES

Report cards are issued at the end of each semester. Final grades for the first and third marking periods can be obtained through the PARENT/STUDENT PORTAL on the day they become OFFICIAL. (See the school calendar for dates.)

### PARENT/TEACHER CONFERENCES

School-wide Parent/Teacher Conferences are scheduled at the end of the first and second marking periods. Parents are encouraged to communicate with their son's teachers, at other times, if necessary. Teachers can be contacted through their voice mail extensions or email. Responses may be expected within 24-48 hours.

### PARENT/STUDENT PORTAL

Students and parents each have separate access to the Power School Portal, which provides current grades in each class and indicates any assignments that may not have been completed. Occasionally, the portal will be unavailable to allow for routine backups and maintenance. At the mid-point of each academic quarter, teachers are required to have the portal updated (see school calendar for dates). It is reasonable to expect that grades for quizzes and homework will be posted within one week of their due dates and to expect that grades for tests and papers will be posted within two weeks of their due dates. Major projects, such as research papers, will take longer to grade. Please note that these are only guidelines which can be affected by a variety of circumstances.

### GRADE COMPUTATION

Weighted grades appear on report cards and transcripts and are used to compute GPA and to award honors. In honors, accelerated, and advanced placement courses, the quarter, semester exam, semester, and final grades are determined by a weighting table. These weighted grades can be approximated by multiplying earned grades in accelerated or advanced placement courses by 1.1 and earned grades in honors courses by 1.05.

### COMPUTATION OF GRADE POINT AVERAGE

**STEP 1:** FOR EACH COURSE, MULTIPLY the weighted grade (see weights above) by the number of credits to get grade points. (Pass/Fail courses are not used in GPA.)

## IV. ACADEMICS (Cont'd.)

**STEP 2:** ADD all the grade points from STEP 1

**STEP 3:** DIVIDE the SUM of the grade points by the total number of credits for all courses.

### EXAMPLE OF GPA COMPUTATION

Course	Weighted Grade		Credits		Grade Points
Religion	90	x	5	=	450
English	80	x	5	=	400
Math	70	x	5	=	350
History	80	x	5	=	400
Language	90	x	5	=	450
Science	80	x	6	=	480
			31		2530

**GPA:** 2530 divided by 31 = 81.6129

**Please Note: Students are not ranked**

Considering the quality of the student body and the rigorous college prep course of study, current research indicates that class rank may not be an accurate indicator of a student's academic achievement or his ability to perform successfully in college.

### HONORS

**First Honors** are earned by the student with a semester GPA of at least 92, with no weighted grade below 85. (A student must also pass all Pass/Fail courses.)

**Second Honors** are earned by the student with a semester GPA of at least 86, with no weighted grade below 80. (A student must also pass all Pass/Fail courses.)

### HONORS CONVOCATION

First and Second Honors are awarded to students at an evening ceremony shortly after the first semester. Members of the National Honor Society are also inducted at this time.

### PROMOTION

The passing mark is 70. Any student with a course failure at the end of the school year must attend a summer school program approved by the Associate Principal for Academic Affairs. A student who does not attend summer school or fails any subject in summer school will be obligated to withdraw from CBA. Any student with three or more failures will be advised to withdraw from CBA. A senior with three or more failures should not expect to receive a CBA diploma. Students who have more than 16 absences (8 for semester course) may be denied academic credit and/or promotion. (SEE ATTEN-

DANCE). In addition, students may be evaluated for attitude and cooperation. Those students not in compliance may be asked to withdraw.

### GRADUATION

In order to receive a CBA diploma, a student must:

1. Complete a four-year secondary course suggested by the NJ State Dept. of Education. This requires a passing mark in Theology (4 years), English (4 years), World Languages (3 years in the same language), World History (1 year), U.S. History (2 years), Health (4 years), Phys. Ed. (3 years), Freshman Computer Seminar, Computer Science and a three-year sequence in Science and Mathematics.
2. Have a total of 120 credits for all high school subjects combined.
3. Pass all courses for which he has registered.
4. Complete all course requirements as outlined by each subject teacher.
5. Have taken all Advanced Placement Examinations for which he has registered.
6. Not have excessive absences. (Students who have excessive absences, as determined by the Administration, may not graduate.)
7. Have a satisfactory rating in morals and discipline.
8. Have met all obligations, including financial. This includes tuition and all fees, which must be paid prior to Senior Exams. A senior may not take exams unless all financial obligations are met.
9. Have returned all state loan textbooks, library books, uniforms, etc.
10. Fulfill the Senior Retreat obligation and the required hours for the Volunteer Service Program.
11. Successfully complete the Junior English research paper.
12. Have the approval of the Principal.

### DIPLOMA WITH DISTINCTION

A *Diploma with Distinction* is conferred if a student has a cumulative GPA of at least 92 at the end of the first semester of his senior year.

### REMEDIATION POLICY:

All final failures must be successfully remediated in order for a student to return to CBA or for a senior to receive his diploma. Remediation programs may include summer courses offered in area private or public schools, approved online courses or tutoring with an approved tutor.

Students/Parents must gain approval from the Associate Principal for Academic Affairs prior to enrolling in any summer school program.

## V. STUDENT LIFE

### PHILOSOPHY

CBA prides itself on molding the entire person: spiritually, mentally and physically. As such, we take great pride in the vitality of our Student Life programs, which cover a diverse and ever-growing number of extra-curricular and co-curricular activities. Students are encouraged to pursue a range of school activities outside of the program of studies. Participation in extra-curricular and co-curricular activities is considered a privilege at CBA. Students on academic or disciplinary probation may be prohibited from participating in some or all activities at the discretion of the administration. In all cases involving eligibility to participate in any activity the principal is the school's final arbiter.

Student activities can be broken down into competitive clubs and teams, non-competitive cultural/social clubs, student publications, performing arts, intramural athletics, honors societies and service organizations. Competitive Clubs/Teams and the performing arts generally require a greater time commitment and may have an academic component or require an audition depending upon the activity. Each honor society has its own membership requirements and application process. Students with any questions about the activities offered should see the Dean of Campus Life.

The Academy, with the assistance of our devoted faculty, offered the following extra-curricular and co-curricular clubs and activities during the past year. Students interested in starting a new club or activity should schedule a meeting with the Dean of Campus Life.

### COMPETITIVE CLUBS

#### AND TEAMS

Academic Team  
Chess Team  
Diamond Challenge  
Euro Challenge  
Fed Challenge  
Math Team  
Mock Trial  
Model UN  
Science Team

### HONOR SOCIETIES

International Thespian Society  
National Honor Society  
World Language Honor Society

### INTRAMURAL SPORTS

Basketball  
Flag Football

### CLUB SPORTS

Brazilian Jiu Jitsu  
Surf Team

### PERFORMING ARTS

Jazz Ensemble

Music Ministry  
Pegasus Production Company  
Pipes and Drums  
Pit Orchestra  
Vocal Ensemble

### STUDENT PUBLICATIONS AND PRODUCTIONS

Academy Torch (School Newspaper)  
Arister (Literary Journal)  
CBA Newsroom  
Pegasus Yearbook

### SERVICE ORGANIZATIONS

Ambassadors Program  
Brother to Brother  
LaSallian Youth  
SADD  
Student Council

### SOCIAL/CULTURAL

Action for Animals  
Car Club  
Catholic Athletes for Christ  
CBACCS (Classical Language Society)

CBA Coding Club  
Comic Book & Anime Club  
ELF Club  
Engineering Club  
FBLA  
French Club  
Greek Culture Society  
Green Life Club  
Investment Club  
Irish Club  
Italian Culture Society  
Junior Statesmen of America  
Outdoor Club (fishing, hiking etc.)  
Ping Pong  
Project Grove  
Respect Life Club  
Sci-Fi/Fantasy Club  
Ski Club  
SLAB (Student Library Advisory Board)  
Space and Aviation Club  
Spanish Club  
Technology Club  
Theological Debate Society

## V. STUDENT LIFE (*Cont'd.*)

### CAMPUS MINISTRY

Christian Brothers Academy celebrates its history, values, and traditions by offering participation in Daily Mass or Communion at 7:45 a.m. in the Chapel. School-wide celebrations of Catholic holy days and feasts, listed on the school calendar, are considered essential to our mission; attendance by all students and faculty is expected.

### LITURGICAL MINISTRY PROGRAM:

There are five Liturgical Ministries available to CBA students:

- Seniors only: Extraordinary Ministers of Communion
- Sophomores, juniors, seniors: Ministers of the Word
- Sophomores and juniors: Ministers of Hospitality
- All four grade levels: Ministers of Sacred Music
- Freshmen: Ministers of Acolyte (Altar Server)

### RETREAT PROGRAMS

The Retreat Programs are one or two-day experiences that are essential to the school's spiritual program. Each student must attend his given retreat to be promoted to the next grade or to graduate.

Seniors	The Challenge of Christian Manhood
Juniors	The Path to Sainthood
Sophomores	Remembering We Are In The Holy Presence of God
Freshmen	Lasallian Spirituality

### SERVICE

The Brother Joseph Miggins Service Program is meant to inspire Academy men to become true community leaders through service for others. The heart of the Gospel, "Do unto others as you would have them do unto you," serves as the guiding principle. The program's goal centers on expanding each student's perspective of the world, those in it, and connecting them with the truly needy; those who seek a more human quality of life.

Service Hour Requirements by Class Year

To graduate, each Academy man is required to complete a minimum of 50 service hours. Additionally, every student must meet the service hour minimum requirement each year for their specific class year as set forth below. A student who completes 50 hours in one year is still required to complete the minimum hours each subsequent year. Students are encouraged to and often exceed the required amounts. Last year's class completed over 26,000 service hours, averaging over 113 total hours per student.

The minimum service hour requirements by class year are:

Freshman Year:	10 Hours
Sophomore Year:	15 Hours
Junior Year:	15 Hours
Senior Year:	10 Hours

What Qualifies?

A generous service to the less fortunate, the needy, the dependent and the poor.

This includes:

- LaSallian Youth Projects (sponsored by CBA during the academic year),
- Special Olympics, ARC, and Challenger Sports Programs
- Soup Kitchens, Habitat for Humanity
- Altar Serving, teaching CCD

Christian Brothers Academy students are encouraged to participate in a variety of Service Immersion opportunities provided through Campus Ministry. Trips planned for this school year include trips to the DeLaSalle Blackfeet School (Montana), LaSalle Educational Center (Homestead, Florida) and Romero Center (Camden, New Jersey)

### ENRICHMENT PERIOD

In support of our mission to educating the whole person students are provided with an opportunity to participate in a range of activities during the school day each Wednesday. Students can participate in co-curricular teams and clubs, attend lecture/film series and meet with teachers.

### LASALLIAN GLOBAL CITIZENSHIP PROGRAM

A program to foster students' global awareness and develop skills to function in an interconnected world. Sophomores apply to a program that will include either a service or cultural immersive experience during the spring of junior year. Interested students should contact Dean of Campus Life.

### INTRAMURAL ATHLETIC PROGRAM

The school's intramural athletic program operates under the direction of the supervisor of intramurals in conjunction with the Dean of Campus Life. Throughout the school year, intramural teams and competitions are organized for those students who cannot or do not wish to participate on interscholastic athletic teams. The program normally includes basketball, flag football, ultimate Frisbee, etc. Announcements will be made throughout the school year making students aware of the times and dates for sign-ups and competitions. All students must complete and submit the Athletic Participation Permission and Health Update Form to the school nurse to be permitted to participate in any intramural sport.

**NATIONAL HONOR SOCIETY:** The Saint De La Salle Chapter of the National Honor Society, which was chartered at Christian Brothers Academy in 1965, exists to promote Scholarship, Leadership, Service and Character among high school students. Membership is open to those seniors and juniors who exhibit these qualities to an exceptional degree.

The following are requirements that students need to fulfill to qualify for admission to the National Honor Society:

#### Scholarship:

Students with a 92 cumulative GPA will be invited to apply for membership and to complete the Activities Questionnaire. Students who enter CBA as sophomores will be evaluated solely on their cumulative GPA as a CBA student and can only be admitted to National Honor Society as seniors. Students who enter CBA as juniors are not eligible to apply for National Honor Society.

**Juniors** with a 92 average at the end of the first academic quarter can begin the application process for NHS; however, to be considered for admission, juniors must maintain a 92 average at the end of the first semester.

**Seniors** are reviewed for admission twice during the school year (September and February). Juniors are reviewed for admission in February only.

#### Leadership:

Clear evidence of leadership – either an elected or appointed position – or a project or activity that reflects initiatives and leadership is required.

#### Service:

Consideration is given to all activities since the beginning of freshman year. Each candidate is required to have an ongoing commitment to a community service activity. A minimum of 130 hours is required for juniors to be inducted. A minimum of 140 hours is required for seniors inducted in September and a minimum of 150 hours is required for seniors inducted in February. Documentation is required. Listed below are some examples. All questions concerning requirements/eligibility should be directed to Mr.Cecilione, the NHS advisor.

ACCEPTED: Church/Synagogue/Temple/Mosque, Worship Service Ministry, Scouting, First-Aid Squad/Fire/Police/Sea Explorer, Hospital Volunteer, Latch-Key Program, Camp Volunteer, Tutoring, Food Bank Shelter, Recreation League Referee or Coach, Youth Group, Political Campaigns.

NOT ACCEPTED: Work done for academic credit, employment, awards and citations, CYO or Recreation Sports Teams, Unstructured Service Work

Since NHS members are expected to demonstrate involvement with the CBA community, each candidate must have a minimum of 10 activity points at the time of his application to NHS. Clubs and sports are assigned either a one-point or two-point rating; activities that have a two-point rating require a substantial time commitment and more responsibility beyond attending and participating in meetings. Points are assigned per activity upon completion of the program year, and four of those points must represent a two-year commitment to a single two-point activity. For each activity, the candidate must have the coach's or moderator's endorsement certifying that he has been a regular and contributing participant.

## V. STUDENT LIFE (*Cont'd.*)

### Two-Point Activities:

Academic Team, Academy Torch, Arister, Band/Chorus, Chess Team, Interscholastic Sports, Math Team, Mock Trial, Model UN, Pegasus Productions (Cast/Crew/Pit Band), Pipes and Drums, SADD Officer, Science Team, Student Council officer, and Yearbook.

### One-Point Activities:

Action for Animals, Ambassadors Program, CBACCS, Chess Club, Comic Book & Anime Club, French Club, FBLA, Irish Club, Italian Culture Society, Junior Statesmen of America, Lasallian Youth, Project Grove, Sci-Fi & Fantasy Club, SADD club member, SLAB, Spanish Club, Student Council Representative, Theological Debate Society, and Worship Ministry

### OFFICERS FOR THE 2018-2019 SCHOOL YEAR

President -Anthony Zamorra	Vice President- Alexander Kobylowski
Parliamentarian – Jack Devincens	Treasurer – Rafael Coppola
Secretary – Matthew Vaccaro	Moderator – Mr. Cecilione

### STUDENT COUNCIL

The Student Council is a student organization set up to enable the students to assist in the discharge of school activities and to represent student opinion to the Administration. The Student Council Executive Board consists of four elected students: a Senior President, a Junior Upperclassmen-Vice President, a Sophomore Underclassmen-Vice President, and a Secretary who can be from any grade level. The body of the Student Council is made up of elected representatives from each grade level. The Executive Board has homeroom with the Student Council Moderator and therefore meets every day. A general meeting including the class representatives is held weekly. The Student Council sponsors a number of activities including school dances, semi-formal dances, sports rallies, and class trips. It also proposes new student ideas to the Administration, suggests assemblies, assists with other clubs' activities, decorates for holidays and is present at school activities such as Freshmen Welcome Day, Back-to-School Night, and Open House.

### 2018-2019 EXECUTIVE BOARD

Padraig Brennan – President
Jordan Chesebrough – Vice President
Aidan Quinn- Vice President
Ryan Murphy – Secretary
Moderators – Ms. Clauss /Mr. Rooney

### INTERSCHOLASTIC ATHLETICS PROGRAM

Christian Brothers Academy is committed to excellence in athletics as part of a larger commitment to educating students in the Lasallian tradition by fostering the intellectual, physical, and spiritual growth of our students, specifically by providing athletic opportunities that promote learning, strengthen character, and build confidence.

The school's interscholastic athletic program operates under the direction of the school's Athletic Director. Teams are selected on a competitive basis. Guidelines for selecting interscholastic teams are at the discretion of the coach under the guidance of the school's Athletic Director.

### Procedures for Concerns

Questions concerning the CBA athletic program and personnel are welcomed when motivated by a sincere desire to improve the quality of the athletic program.

### Personnel or Program Complaints

Complaints regarding an individual coach must first be made directly to the coach. Every effort should be made to resolve the problem at this stage.

The first step is the athlete talking to the coach himself.

The second step would be for the parent to request a meeting with the coach, at which the athlete should be present. Meetings must be scheduled in advance with the coach. Parents should not confront the coach before, during, or after a practice or contest.

Complaints not resolved with the individual coach must be submitted in writing to the Athletic Director. The written complaint must contain the following:

Specific sport, level of competition, the name of the coach, and the general athletic concern involved.

A brief but specific summary of the nature of the complaint and the facts surrounding the complaint.

The complaint must be signed by the complainant.

After this step, an additional meeting may be held with the parent, coach, athlete, and Athletic Director.

Note: Because playing time and level or position placement are the sole responsibility of the coach, complaints regarding these items will not be heard beyond the Athletic Director.

Complaints that are not tied to an individual coach or a specific program should be brought directly to the Athletic Director. This may be done either verbally or in writing.

Complaints regarding an individual coach or program that are not resolved with the Athletic Director will be referred by the Athletic Director to the Principal. The Principal shall receive a copy of the written complaint submitted and a written report of the efforts made to resolve the problem. Parents should not contact the Principal directly with any athletic concerns.

The following interscholastic sports and levels are conducted through our athletic department:

**V= VARSITY TEAM    JV= JUNIOR VARSITY TEAM    F= FRESHMAN TEAM**

### Fall Season:

Crew (V, JV, F); Cross Country (V, JV, F); Rugby (V, JV, F); Sailing (V); Soccer (V, JV, F)

### Winter Season:

Basketball (V, JV, F); Bowling (V); Fencing (V); Ice Hockey (V, JV); Indoor Track (V, JV, F); Swimming (V); Wrestling (V, JV, F)

### Spring Season:

Baseball (V, JV, F); Crew (V, JV, F); Golf (V); Lacrosse (V, JV, F); Outdoor Track (V, JV, F); Rugby (V, JV); Sailing (V); Tennis (V); Volleyball (V, JV, F);

### Conduct of Athletes

An important part of the educational aspect of high school athletics is learning how to behave in a manner appropriate to the circumstances. Because athletes often perform publicly, their behavior is subject to more than the usual scrutiny. With this in mind, there are some behaviors that are particularly offensive and are subject to standard consequences. This does not preclude the coach from other consequences. Athletes and coaches serve as our most visible representatives of our great institution and can be valuable ambassadors in delivering the mission of the Christian Brothers Academy.

### Unsportsmanlike Conduct

The display of sportsmanship will be of paramount importance at Christian Brothers Academy. As per the NJSIAA Rules and Regulations, Note 4, page 53:

*Any Student-Athlete or coach disqualified (ejected) before, during, or after an interscholastic event for unsportsmanlike and flagrant verbal or physical misconduct will be disqualified from the next two (2) regularly scheduled games/meets...at that level of competition and all other game(s)/meet(s) in the interim at any level in addition to any other penalties which the NJSIAA or a league/conference may assess.*

In addition, Christian Brothers Academy reserves the right to impose additional consequences on student-athletes who violate the letter or spirit of the Student Handbook. Violations will be handled on a case-by-case basis by the Athletic Director and the Dean of Students. Please refer to the NJSIAA Rules and Regulations for additional important information on conduct and appropriate behavior.

### Interscholastic Eligibility

Christian Brothers Academy is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA). The eligibility regulations of this governing body must be observed. In addition, CBA adds its own eligibility requirements for participation. NJSIAA academic regulations require a student to earn 30 credits in the preceding year to be eligible for the first semester of the new academic year. To be eligible in the second semester, students must pass the equivalent of 15 credits. The school adds these additional requirements:

- A student will be placed on academic probation if he fails 1 subject at the end of any academic quarter. He may try out for a team and practice with the team while on academic probation; however, his eligibility to participate in competition will be reevaluated on a weekly basis by the Associate Principal for Academic Affairs. Additional subject failures while on probation could render the athlete INELIGIBLE to practice as well as to compete.
- A student who fails 2 subjects at the end of any academic quarter may try out for a team but is INELIGIBLE for practice and competition in the following academic quarter. This ineligibility may

## V. STUDENT LIFE (*Cont'd.*)

be appealed by the student at the mid-point of the following academic quarter. It is the decision of the coach to give a roster spot to a student on academic probation.

- A student who fails 3 or more subjects at the end of any academic quarter is INELIGIBLE for participation in the following academic quarter.

Participation in any interscholastic athletic activity is considered a privilege by this school. In all cases involving eligibility, the Principal is considered the school's final arbiter. **If a student is absent from school or arrives late to school after third period (typically 10:45 a.m.) without prior approval from the Dean of Students, the student is ineligible from participating or attending practice or game competition that day. Students sent home by the school nurse during the day may not participate in or attend extra-curricular activities on that day.**

If it becomes apparent that a student is usually late or absent following an athletic contest, the participating student jeopardizes future participation in that sport's activity. This decision is at the discretion of the Dean of Students in conjunction with the school's Athletic Director. Graduated seniors are expected to follow the spirit and letter of the student handbook until their season's end.

### Interscholastic Letter Awards

Students must complete the entire season to be awarded a letter for athletics. The Athletic Director has the discretion to award a letter to a student athlete whose season ends early due to injury. Students who have been participating on a team for two years and have not met the letter standard may earn a letter with the approval of their coach and the Athletic Director.

Earning a school letter is an honor and privilege at Christian Brothers Academy. Students whose conduct, attitude, or demeanor do not reflect the highest standards and expectations as found in the student handbook will not be honored with a letter. Students who have previously earned a letter will have that honor revoked if their conduct does not measure up to the standards determined by the school. The Athletic Director and coach in conjunction with the school Administration are the arbiters of who earns a letter.

### Interscholastic Letter Standards

A student participating in the following sports must complete these school requirements in order to earn a letter. Additional standards may be announced by the individual coach or moderator at the beginning of the season or activity.

**Baseball:** One half of the total number of innings of regularly scheduled games or at the discretion of the coach.

**Basketball:** One half the number of quarters of regularly scheduled games or at the discretion of the coach.

**Crew:** Must boat in at least one half of a season or at the discretion of the coach.

**Bowling:** Participation in varsity matches and attendance at all practices.

**Cross-Country:** 15 points (5 of which can be earned in practice 1-5 per day). In competition, the first five places receive 5-4-3-2 or 1 point; places 6-10 receive one-half point each. Varsity and junior varsity point combinations are applicable for a junior varsity letter but not a varsity letter.

**Fencing:** 90% attendance at practices and participate in 50% of dual meets. Second year fencers-1st year 90% attendance, 2nd year 90% attendance. Also required is promotion of fencing team at a school event and participation in team community service.

**Golf:** Must compete in at least three varsity golf matches, end the season in good standing and at the discretion of the coach.

**Hockey:** Must participate in one half of the periods of regularly scheduled games or at the discretion of the coach.

**Lacrosse:** Must participate in one half of the quarters regularly scheduled or at the discretion of the coach.

**Managers:** Must complete two years in the activity or at the discretion of the coach.

**Rugby:** Must make all Varsity game day rosters and 75% of all practices or at the discretion of the coach.

**Sailing:** Must be a member of the team for three consecutive seasons, designated as fall or spring, while attending all required regattas or at the discretion of the coach.

**Soccer:** Must participate in one half the number of the periods of regularly scheduled games or at the discretion of the coach.

**Swimming:** A swimmer must accumulate 30 points in individual and/or relay events during dual and/or championship meets competition or must qualify in two individual events at the Shore Conference Championships. A Varsity Letter may also be given at the discretion of the coach.

**Tennis:** 12 points needed to gain a varsity letter: 1 point for each match played; 1 point for each victory in matches played.

**Track:** 18 points for varsity; 9 varsity or 18 Junior varsity or sophomore points for a Junior varsity letter; 18 freshmen, Junior varsity or varsity points for a freshman letter. In dual meets, the three places receive 5-3-1 points; 10-8-6-4-2-1 points are awarded for six places in invitational meets.

**Volleyball:** Must participate in one half of the games or at the discretion of the coach.

**Wrestling:** Varsity-compete in 7 varsity events or earn 3 varsity wins. Junior Varsity-7 JV events or 3 JV wins. Freshman-7 Freshman events or 3 freshman wins; or at the coach's discretion.

### Sports Convocation

At the end of each interscholastic sports season, the school recognizes and honors those students who have actively participated in the school's sports program. Awards are normally conferred at an evening ceremony which the student and his family are invited to attend.

### Interscholastic Medical Clearance

Every student who participates in interscholastic athletics must have a doctor's physical performed once a year after June 1st for the upcoming year. This physical must be submitted to the Nurse's Office. The Athletic Participation Form and Health Update must be submitted every time a student tries out for a particular sport. Due dates are listed in the school calendar and a late fee will be charged if that date is missed. Any student who has been medically restricted because of illness or injury must present clearance documentation from a doctor to the nurse (not the coach) in order to return to play. Clearance for a concussion must be obtained from a physician trained in concussion treatment.

### National Letter of Intent Signing Days

The National Letter of Intent Signing Days are meant for those student-athletes who will be signing a National Letter of Intent for an NCAA Division I or NCAA Division II interscholastic program, or a "Likely Letter" for an NCAA Ivy League interscholastic program. To be included in the National Letter of Intent Signing Day ceremony, you must participate in the sport for which you are signing while enrolled at Christian Brothers Academy, if that sport is offered.

## VI. SUPPORT SERVICES

### ADMISSIONS

The Director of Enrollment Management is responsible for recruitment, testing and enrollment of qualified candidates. The Director of Enrollment Management represents CBA at middle schools, plans the Open House, organizes the Colt for a Day Program and oversees the ambassadors. CBA appreciates the important role of CBA alumni, parents and faculty in the recruitment process. Many prospective students and parents have indicated that their interest was the result of what they heard our graduates and their parents say about their experiences.

For additional information please visit our website or contact Mrs. Jennifer Maccarella, Director of Enrollment Management (ext. 217)

### ADVANCEMENT

The office of advancement oversees CBA's fundraising initiatives. These initiatives support student scholarship endowment, tuition assistance, capital campaigns and other school projects. CBA was built and continues to grow due to the generous support of our Board of Trustees, alumni, faculty and staff, students, parents and friends.

We encourage gifts in the form of bequests, securities, life insurance, and other methods of contribution in addition to cash gifts. The office of advancement will be happy to meet with those interested in deferred giving plans and estate planning. Gifts of time, services and materials are also appreciated.

The Office of Advancement also coordinates networking nights, for students, alumni and friends, hall of fame, gala and other events throughout the year.

## VI. SUPPORT SERVICES *(Cont'd.)*

For more information contact Mr. William Attardi, Director of Advancement (ext. 223)

### ALUMNI ASSOCIATION

The Christian Brothers Alumni Association was organized to provide the alumni with the opportunity to reconnect with the school and to assist in meeting many of the extraordinary needs of the school with various fund raising and social activities.

To this purpose the Association sponsors the Annual Clambake, the Alumni Golf Outing, the Alumni Networking Nights, an Alumni Memorial Mass, Hall of Fame Gala, the Alumni Newsletter, and Class Reunions.

The Alumni Association is comprised of elected officers and a board of trustees who usually meet every other month. The school welcomes and encourages the participation of former students as a means of maintaining contact with those who have graduated from CBA over the years.

Coordinator: Mr. Patrick McGann (ext. 214)

### GUIDANCE PROGRAM

The guidance program services are designed to assist each student in discovering and developing all his abilities as well as learning more about his assets and limitations. The student is encouraged to seek information, examine alternate routes of action, and assume responsibility for making his own plans and decisions.

The guidance counselor receives and interprets data referring to the students. The guidance program aims at assisting students to mature in self-understanding, concern for others, and developing values in harmony with the philosophy of Christian Brothers Academy and the commitment of exemplary citizens in our pluralistic society.

All students are interviewed several times per year. During Group Guidance/Health sessions, career exploration, college selection, and the college application process (junior year) are emphasized.

College admissions representatives visit Christian Brothers Academy during the first semester of each year. Juniors and seniors expressing an interest in a particular college may meet with the college representatives during their free periods. Parents are encouraged and welcome to meet with guidance counselors during school hours by appointment.

Personal Counseling is available through the counseling staff.

#### FOR CBA STUDENTS:

Individual Counseling

Bereavement

Separation/Divorce Crisis

General Issues

### MARKETING AND COMMUNICATIONS

The Marketing and Communications staff handles the school's website, news magazine, social media and marketing. This office writes and disseminates press releases detailing the accomplishments of the school, students, faculty and alumni. If you would like more information or to share a news item contact Jason Lutz, Director Marketing & Communications.

### PARENT ORGANIZATIONS

**The Fathers' Club** of Christian Brothers Academy was founded to create a spirit of camaraderie among the alumni, fathers, and friends of CBA and to assist the Brother President by providing financial support to the Academy.

The Fathers' Club holds regular meetings to increase interest in the Academy and its academic standing in the community. Working in conjunction with the office of the Academy's President, the Fathers' Club sponsors a number of events, including the Brother Andrew Golf Outing, the Polar Bear Plunge, and the Golden Gloves to support the school and raise funds for various scholarships.

Each year the Fathers' Club organizes a variety of functions to provide the opportunity for social exchange to members and staff. The Father and Son Communion Breakfast brings the men of the family into close union with the religious dimensions of CBA. In addition, the men of the Fathers' Club help out with the supervision of many athletic and social events. All dads are urged to please go to the Fathers' Club website and register on the mailing list. [www.cbalincroftnj.org/parents](http://www.cbalincroftnj.org/parents).

#### Officers for 2018-2019

President .....	Mr. Mark Anderko
Vice Presidents .....	Mr. Kevin Gibson & Mr. Gary Krall
Secretary .....	Mr. Rich Settino
Treasurer .....	Dr. James Sullivan
Member at Large .....	Mr. Pete Cohen & Mr. Chris Bonin
Communications Officer .....	Mr. David Tierney
Moderator .....	Brother Frank Byrne

**The Mothers' Club** is an organization of mothers and friends of CBA. The Mothers' Club was formed in 1975 to assist in the present and future success of the Academy. This is accomplished by aiding in school activities and services as requested by the school, helping financially in whatever way the School Administration considers desirable to supplement school funds, uniting the members in the closest bonds of good fellowship and promoting community interest in CBA. The financial goals are achieved by sponsoring several fundraisers including a Fall Annual Luncheon in October. Services rendered by the Mothers' Club consist of publishing the Newsletter, providing chaperones for school dances and hosting and assisting at several in-school socials and academic receptions.

All moms are urged to please go to the Mothers' Club website and register on the mailing list. [www.cbalincroftnj.org/parents](http://www.cbalincroftnj.org/parents).

#### Officers for 2018-2019

President.....	Mrs. Lisa Murray
Vice President.....	Mrs. Beth Caruso
Treasurer.....	Mrs. Lauren Gorski
Secretary .....	Mrs. Lynn Retterer
Communications Officer .....	Mrs. Christine Dyer
Moderator .....	Brother Frank Byrne

## EXPLANATION OF THE SCHOOL SEAL



The periphery of the seal bears the title of the school. Crowning the seal is the Star of Faith, Signum Fidei, because the spirit of faith, or the complete acceptance of God's will, is the key virtue of the Christian Brothers and of our students. The book represents the work of the school, education.

The three broken chevrons across the top of the shield are taken from the coat of arms of St. John Baptist de La Salle, the Founder of the Christian Brothers and Patron of All Teachers.

In the left panel is a "heart" surrounded by a fleur-de-lis to represent the courage and generosity of the three laymen founders, Mr. John C. Henderson, Mr. Peter E. Fleming, and George A. Sheehan, Jr., M.D.

In the right panel is a horse to represent the school location, which was formerly the Whitney Greentree Stables and Jay Cee Farms.

Underscoring the whole seal is a banner bearing the school motto and foundation date.



**SCHOOL MASCOT:  
THE COLT**

**SCHOOL COLORS:  
NAVY & WHITE**

## ABOUT OUR PATRON

St. John Baptist de La Salle, founder of the Brothers of the Christian Schools, was born in the city of Rheims, France, in 1651. John Baptist de La Salle was educated to the priesthood in the tradition of the French school of spirituality, represented by the Oratorians and the Sulpicians who attempted to integrate guidelines for Christian living into the faith perspectives of the Counter Reformation.



This school of spirituality, highlighted by God's all-pervasive will to save, Jesus' incarnate gracing of human nature and the Holy Spirit's indwelling in the soul, coalesced in the conviction that believers were empowered by God to develop an interior holiness attuned to God's will in their daily lives. Sinners though they may be, people could be touched by God's grace and thus delivered from evil and led to salvation. The Christian life, fostered in these convictions, found its practical everyday expression in works of charity, especially in caring for the poor. This spirituality would later be amalgamated into St. La Salle's educational philosophy and inspire what has been called the foundational charism of the Brothers of the Christian Schools.

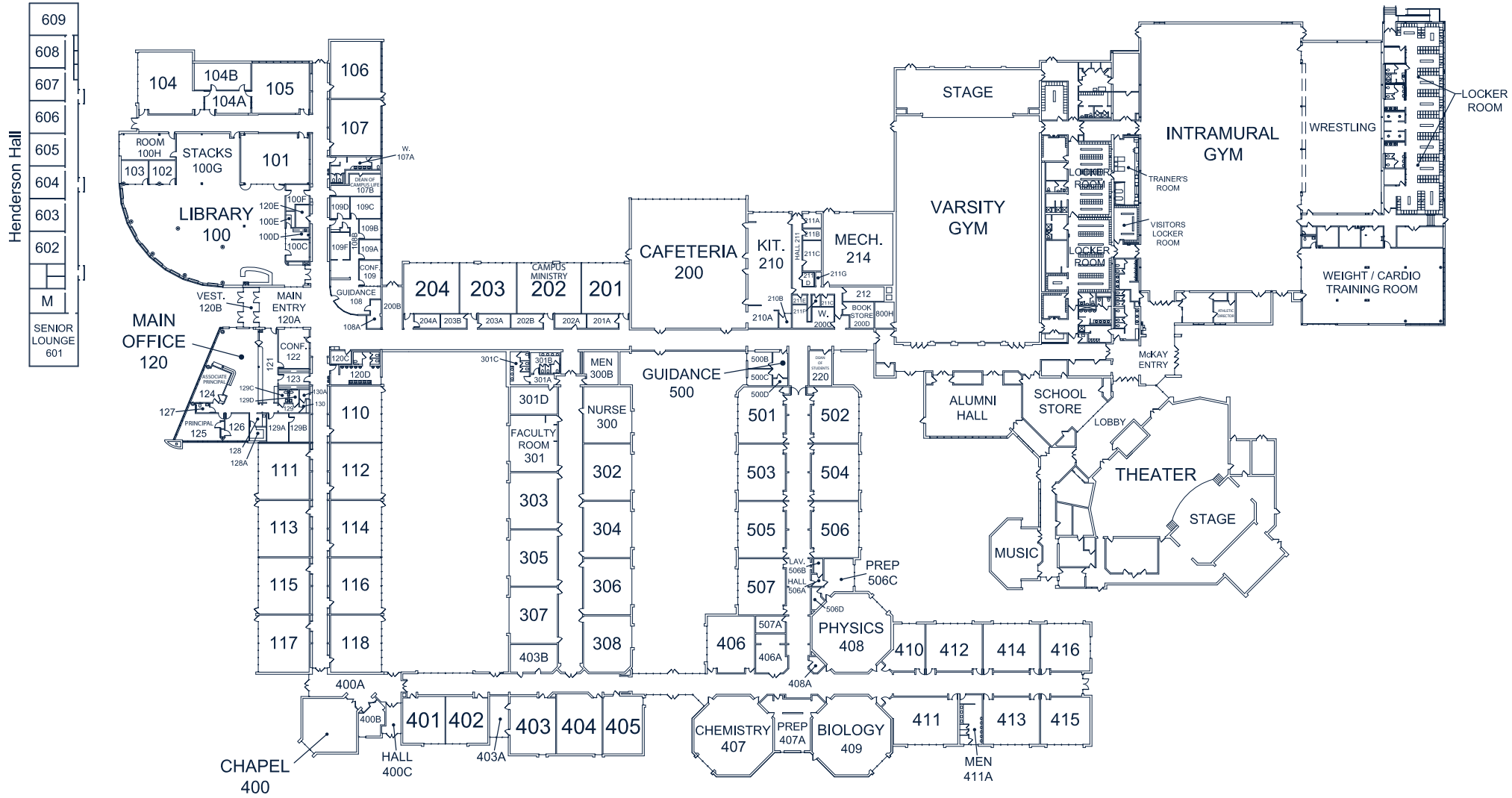
In the spirit of de La Salle, the mission of religious education was to emanate from Christian Brothers living in a community united in mind and heart. Their spirit of faith, nourished by the mutual support to be found in their vowed religious life, generated within these religious followers, in turn, a zeal to begin God's outreach to

the poor and abandoned of French society. Indeed, compassion for the "underclasses," coupled with the kind of practical education that could lift them out of their poverty, have been the hallmarks of the de La Salle Christian Brothers since their founding.

St. John Baptist de La Salle was declared the Patron Saint of Teachers in 1950. An educational pioneer and innovator, it was de La Salle who saw that the catechizing of people in the faith was integral to the entire educational process. His was a congregation of laity with vows. He insisted that education in the classroom be in the vernacular and not in the traditional Latin language that helped to maintain upper class hegemony. With his added insistence on simultaneous education against the private tutoring style (while students were given busy work at their desks), he created a new type of school system for the education of the poor. Well-to-do and poor were to receive the same education in the same classroom and for free.

Today, the small group of de La Salle Christian Brothers, who originally gathered around de La Salle, has grown into a worldwide congregation with a myriad of ministries in 80 countries, serviced by about 5,000 Brothers, in partnership with more than 80,000 lay people, have become renowned for the quality, commitment and spirit of their educational mission.





**Room Number Map**