



CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2023

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

I hope your family has been enjoying the gift of these summer months. I am honored to welcome you and your son to the community here at Christian Brothers Academy. Let this letter be the first of many reminders that our community thrives on your son becoming involved with all that CBA has to offer. The four years ahead will provide your son with the opportunity to grow in mind, body, and spirit and become an intellectually mature and morally responsible leader for the Church and society. In my role as Dean of Students, I feel blessed to accompany your son on his path towards becoming a man of character and integrity.

I thank you and your son in advance for *carefully reading* each document that is presented in the August mailing. Please especially read over the **Handbook found in the Calendar and posted on the school's website**. Central items such as the *dress code* and *haircut regulations* should be read very carefully prior to orientation day and the beginning of the academic year. Please also pay particular attention to the instructions regarding *mobile phones, internet/social media usage, and attendance procedures*. Please read the new section regarding *Artificial Intelligence* under *Academics*. Knowledge of such information and expectations are centrally important in assisting each student in finding success during his freshman year. It is pivotal that each young man recognize that our code of conduct seeks to develop the self-discipline, responsibility, and accountability necessary to become a young man of character and integrity. *As our founder St. John Baptist de La Salle once wrote: "Example makes a much greater impression than words."*

In an effort to introduce you and your son to the standards of CBA, below you will find particular excerpts from the Handbook that will help you and your son to prepare for participation within our school community. Further, they will assist in offering an understanding of the Code of Ethics and standards which exist at the very foundation of Christian Brothers Academy.

Bullying, Harassment, Intimidation, Bias and Prejudice: Christian Brothers Academy is a community based upon the Gospel teachings of Jesus and the belief that every human person is made in God's image. CBA expects that its students will treat one another and the greater community with respect and fairness in regards to the dignity of **every** individual.

Attendance Procedures:

- In the event of an absence or if a student is going to be tardy, a parent or guardian is required to call the attendance hotline (732-747-1959, x300) or email attendance@cbalincroftnj.org **before 8:00AM**. The attendance form must be turned in to the main office upon return to school.
- Students arriving to school late (after 8:20AM) are required to bring either a doctor's note or the attendance form to the main office.
- Students that need to leave early are required to bring the attendance form to the main office before 8:20AM. Prior to leaving, students must stop at the main office to sign out.
- Attendance form needed for the above three instances, can be found in the class pages.

Note that excessive class absences may result in the denial of academic credit.

Identification Cards: Official student ID cards are issued to students at the beginning of the year. Students must wear these cards on the assigned regulation lanyard at all times. Upon the request of

any CBA staff member, students must surrender their ID card. Failure to surrender an ID card (or not be in possession of an ID card) will result in detention. 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.

Dress Code & Grooming: Students must wear a solid colored dress shirt (*no stripes, plaids or patterns*), solid colored long dress pants *with belt*, and shoes *with socks* appropriate for a business environment. All students should also have a standard blue blazer or suit jacket that may be worn in cooler months or required for special events. ***By Orientation Day, hair is expected to be cut above the collar, off the ears, and above the eyebrows.***

Cell Phones: Cell phones and other communication devices are not to be used by students during the school day. Phones are expected to be turned off and kept in the student's locker or bag, not on his person. Students caught using their cell phone without permission during the school day will have the phone confiscated and will be issued a detention for the following day.

Computer/Internet/Social Media: Personal computers and tablets may be used in class. Students are expected to *exhibit the highest moral and social behaviors* in relation to their internet and social media use. The Acceptable Use Policy for Computing and Related Technologies, signed by parents and students at the beginning of Freshman Year, remains in effect.

School Buses will be parked in front of the main entrance at 2:30PM each afternoon. Please remind your son that the buses will leave promptly at 2:35PM. **Your township arranges notification of bus times and stops. Such information should arrive prior to the start of the school year; if not, please contact your local school district.** Those students who take CBA charter buses will be notified by the school about pertinent information.

School Pick-Up Information: **All traffic will be stopped at 2:35PM each day to allow the departure of the buses.** If picking up your son by car after school, it is *strongly suggested* - for your own convenience and to reduce traffic congestion - to ***wait until 2:45PM*** to arrive in order to avoid any traffic delays caused by the buses.

Please Note: *If there have been any significant happenings with your son over the summer, such as medical conditions, psychological evaluations, educational testing or interaction with law enforcement, we ask that you notify the school so that we are prepared and can best work with your son. Please do so by contacting the Office of the Dean of Students or your son's Guidance Counselor.*

I look forward to working with you and your sons over the next four years. Serving in Catholic education has been my vocation for nearly twenty years, and I will work diligently to assist each young man at CBA in the development of his intellectual maturity and moral responsibility so that he may clearly identify his God-given talents and develop the courage and ethos to live out his calling.

Sincerely,

David Villeta

David Villeta
Dean of Students