



# CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2023

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

I hope your family has been enjoying the gift of these summer months. I am honored to help guide your son in his final year at Christian Brothers Academy. Over the past several years, your sons have had the opportunity to grow in mind, body, and spirit and become intellectually mature and morally responsible leaders 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 who is prepared to thrive in the world outside the campus of CBA.

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** making special note of 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 senior 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."***

**Please review significant information concerning your son's senior year below:**

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

**Senior Lounge:** Seniors have their own lounge in Henderson Hall where they might gather to study, relax, and enjoy the games and TV available **during periods 3 through 7**. The cell phone policy for the school remains in effect in this space, and no food may be brought to the lounge. Use of this space is a privilege, and any violation of the handbook will result in the loss of this privilege.

**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](mailto: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.***

**College Visits:** Three excused absences for college visits will continue to be extended to seniors this year. Primarily this is to allow for attendance at "Accepted Student Days" that colleges have begun to offer after notification of application status. **Parents are required to provide a note to the Dean of Students at least three days prior** to the planned visit for approval as an Excused Absence.

**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 to ensure a successful senior year. 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