



CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2025

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

I hope your family has been enjoying the gift of these summer months. 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 help guide your sons in their final year at Christian Brothers Academy and accompany them on their path towards becoming men of character and integrity who are 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 **Student-Parent Handbook found in the Calendar and posted on the school's website**. 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 on a first-come, first-serve basis. Parking permits will be available for an \$80 fee. Each student will be given a **numbered** spot that he must use during the year. More information regarding parking and the Online Registration form will be emailed to your son at the end of August.

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 8:10AM) are required to bring a doctor's note and a signed attendance form to the Main Office.
- Students that need to leave early are required to bring the attendance form to the Main Office before 8:10AM and they will be given a pass to leave class at the designated time stated on the attendance note. Prior to leaving, students must stop at the Main Office to sign out. Upon their return to school, the student is required to submit a doctor's note to the Main Office for the early dismissal to qualify as a verified absence.
- The attendance form can be found online and in the class pages.

Note that 8 or more unverified absences in a semester may result in the denial of academic credit. To qualify as a verified absence, a student must bring in a signed attendance form with a note from a doctor's office.

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 IDs on the assigned regulation lanyard at all times. Failure to surrender an ID card (or not be in possession of an ID card) will result in detention. IDs are necessary for late sign-ins and early sign-outs, Dining Hall purchases, 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. Please review the Handbook for updated details concerning acceptable pants and shoes. ***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. **All students and their parents must read and sign the updated Acceptable Use Policy for Computing and Related Technologies and Cooperative Agreement.** Both forms should be submitted to the Homeroom teacher on orientation day.

School Pick-Up Information: **All traffic will be stopped from 2:34 PM to 2:45 PM 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 - **arrive after 2:45 PM** 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 and prepare them for the world beyond CBA. Serving in Catholic education has been my vocation for the past 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