



CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2025

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 **Student-Parent 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*. 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. Bullying or any type of harassment, coercion, or intimidation - whether physical, emotional, verbal or otherwise - is strictly prohibited at CBA.

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.

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, purchases in the Dining Hall, 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. Please review the Handbook for details concerning acceptable pants and shoes. 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. **All students and their parents must read and sign the Acceptable Use Policy for Computing and Related Technologies and The Cooperative Agreement.** Both forms should be submitted to the Homeroom Teacher on orientation day.

School Buses will be parked in front of the main entrance at 2:34PM each afternoon. Please remind your son that the buses will leave promptly at 2:38 PM. **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. Students riding the bus are required to have their bus pass with them at all times.** Those students who take CBA charter buses will be notified by the school about pertinent information. All bus rides are considered an extension of the school day. As such, all regulations in the Handbook apply to student behavior on the bus.

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 over the next four years. 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