

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 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, School and College Counseling 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

CONTACTING CBA FACULTY/STAFF

When Contacting Faculty and Staff, parents can expect a return call or email within 48 hours. A phone call is often more effective in addressing concerns than an email and is highly recommended when communicating concerns about academic performance. Parents are asked to refrain from contacting Faculty and Staff on weekends or after 5 pm on weekdays. Most email accounts allow users to schedule

when emails are sent so emails written in the evening can be delivered during business hours. Emailing outside of business hours even when an answer is not expected until business hours infringes on personal time.

SCHOOL TELEPHONE/FAX NUMBERS

Main Office (Administration)..... (732) 747-1959
Main Office Fax Number (732) 747-1643
Absence/Tardy..... ext. 300
Academy Store ext. 209
Admissions ext. 217

Alumni Office ext. 214
Athletics ext. 225
Development Office ext. 212
Finance Office ext. 215
School and College Counseling..... ext. 106

School and College Counseling Fax Number..(732) 530-2175
Maintenance Office..... ext. 124
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>

SCHOOL ADMINISTRATION

Mr. R. Ross Fales.....*President*
Mr. Neil Begley.....*Principal*
Mr. Sean Nunan.....*Associate Principal for Academic Affairs*
Ms. Maureen Szablewski*Associate Principal for Student Affairs*
Mr. David Villeta*Dean of Students*

FACULTY AND STAFF

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

Mr. Nicholas Aguilera (204).....*Athletic Trainer*
Ms. Jennifer Alexander(133)*Administrative Assistant*
Ms. Patricia Amato (323).....*Mathematics*
Mr. Bill Attardi (223)*Director of Development*
Mr. Steven Bare (322)*Physical Education/Psychology*
Mr. Stephen Bazaz (308)*Physical Education*
Ms. Megan Belford (366)*English Department Chairperson*
Br. Christopher Belleman (218)*Theology*
Mr. Geoff Billet (226)*Mathematics*
Ms. Morgan Biloholowski (327).....*English*
Mr. Patrick Brennan (109)*Director of School and College Counseling*
Mr. Matthew Butler (338).....*Theology*
Ms. Mariclaire Chesek (311)*English*
Ms. Amanda Colannino(236)*Learning Consultant/English*
Dr. Richard Colavita (309).....*Science*
Mr. Andrew Cusick (349)*English*
Mr. Craig Dashkavich (305).....*Science*
Mr. Frederick DiBrienza (339)*Theology*
Mrs. Carol Dobrowski (312).....*Science*
Ms. Joan Foote (212)*Administrative Assistant to the President*
Mr. Nicholas Fourniadis (310)*History*

Mr. William Frake (302)*Mathematics*
Mr. David Frick(107)*Counselor*
Ms. Alissa Gallo (371).....*Learning Consultant/Mathematics*
Mr. Douglas Gimbar (314)*Mathematics*
Mr. Michele Giovinazzo (304).....*Spanish*
Ms. Victoria Gnerre (162).....*Enrollment*
Dr. John Gustavsen (318).....*History Department*
Mr. John Hanley (347).....*Science*
Ms. Therese Heidelberg (301)*Science*
Ms. Christine Heron(355).....*Learning Consultant/English*
Mr. Gregory Higgins (316)*Theology Dept. Chairperson*
Mr. Seth Hiler (384)*Visual Arts*
Mr. Nate Houston (344)*Theology*
Mr. Kevin Huvane (336)*English*
Ms. Allison Johnson (332).....*Business Technology*
Ms. Nicole Johnson (122)*Counselor*
Mr. Brendan Kiernan(357).....*English*
Ms. Dawn Lilienfeld-Saada (340)*Science*
Mr. Christian Lopez (313)*Music*
Mr. Jason Lutz (220)*Director of Marketing and Communications*
Ms. Jennifer Maccarella (217)*Director of Enrollment Management*

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

Mr. Lucien Macky (326)	<i>French</i>	Mr. David Santos (337)	<i>Business/Technology</i>
Ms. Despina Manatos (334)	<i>English</i>	Mr. Ciro Saverino (341)	<i>Spanish</i>
Mr. Sean McCafferty (329)	<i>Latin</i>	Mr. Henry Seton (363)	<i>History</i>
Mr. Kevin McCaig (210)	<i>Counselor</i>	Ms. Victoria Simms(328)	<i>History</i>
Mr. Brendan McLoughlin (216)	<i>Business Manager</i>	Mr. Bryan Smith (106)	<i>Counselor</i>
Mr. Matthew Meehan (340)	<i>Director of Mission Integration</i>	Mr. Richard Courter Smith (348)	<i>History</i>
Ms. Victoria Meehan (135)	<i>History Dept. Chairperson</i>	Mr. James Speidel (343)	<i>Mathematics</i>
Mr. Steven Middler (352)	<i>Science</i>	Ms. Bonnie Stahl (106)	<i>Administrative Assistant Counseling</i>
Ms. Gina Morisano (113)	<i>Counselor</i>	Ms. Monique Sullivan (163)	<i>Learning Consultant</i>
Ms. Susan Morgan (303)	<i>Science</i>	Mr. John Thawley (351)	<i>Theology</i>
Mr. Thomas Mulligan (333)	<i>Science</i>	Mr. Michael Tomaino (330)	<i>Business/Technology Chairperson</i>
Mr. Robert O'Connor (321)	<i>Theology</i>	Dr. Mary Trank (345)	<i>Theology</i>
Ms. Jeanne O'Connor (103)	<i>Registrar/Business/Technology</i>	Ms. Barbara Tucker (101)	<i>Administrative Assistant</i>
Mr. Marcos Orozco (358)	<i>Science Dept. Chairperson</i>	Ms. Alicia Ver Hoven (346)	<i>World Language Department Chairperson/Spanish</i>
Mr. Matthew Reagan (355)	<i>Mathematics</i>	Ms. Jennifer Weingarten (362)	<i>Music</i>
Mr. Patrick Reynolds (205)	<i>Phys. Ed. Dept. Chairperson</i>	Ms. Maureen Werthmuller (100)	<i>Administrative Assistant</i>
Mr. Slater Richardson (335)	<i>Business/Technology</i>	Dr. Melissa Widdis (320)	<i>Spanish</i>

IMPORTANT TELEPHONE EXTENSIONS

Academics (133)	Mr. Nunan	Lost and Found (119)	Book Store
Admissions (217)	Ms. Maccarella	Music Department (313)	Mr. Lopez
Alumni Records (106)	Counselor Office	Parking Permits (101)	Ms. Tucker
Announcements (101)	Main Office	Pegasus Theater Box Office (399)	Theater Office
Athletics (225)	Mr. Mariniello	Permission to Leave School (101)	Ms. Tucker
Attendance (Reporting an Absence/Tardy) (300)	Ms. Tucker	Purchase Orders (216)	Business Office
Books (119)	Bookstore	Report Card Changes (or Losses) (133)	Mr. Nunan
Bus Transportation (100)	Ms. Tucker	Requisitions (216)	Business Office
Career Information (106)	Counseling Office	Schedule Changes (or Replacement) (133)	Mr. Nunan
Change of Address/Phone Number (133)	Main Office	Security (153)	Security Office
College Scholarships/Financial Aid (106)	Counseling Office	Service Program (155)	Mr. Meehan
Contacting a Teacher	See foregoing Faculty & Staff	Student Life (101)	Ms. Szablewski
Discipline (101)	Mr. Villeta	Transcripts (106)	Counseling Office
Finances (215)	Business Office	Visitors (100)	Main Office
Illness (206)	Nurse	Withdrawal from School (100)	Ms. Werthmuller

CEEB — CODE — 310693 (SAT Code)

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

SCHOOL DAY:

The school day begins promptly at 8:10 a.m. Dismissal is at 2:34 p.m., with the exception of certain designated half days. Courses designated as "Period Zero" run from 7:30-8:05 a.m. On days when semester exams are being conducted, dismissal is at 12:34 p.m. In certain cases of inclement weather, CBA will run a delayed opening schedule with homeroom beginning at 9:40 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.

TIME SCHEDULES

REGULAR SCHEDULE 44-minute periods	EARLY DISMISSAL SCHEDULE 25-minute periods	DELAYED OPENING SCHEDULE 28-minute periods	ENRICHMENT SCHEDULE 35-minute periods
HR.....8:10-8:18	HR.....8:10-8:18	HR.....9:40-9:50	Enrichment.....8:22-9:11
1.....8:22-9:06	1.....8:22-8:50	1.....9:54-10:26	1.....9:15-9:50
2.....9:10-9:54	2.....8:55-9:22	2.....10:30-11:02	2.....9:54-10:32
3.....9:58-10:42	3.....9:26-9:54	3.....11:06-11:38	3.....10:36-11:14
4a.....10:46-11:16	4a.....9:58-10:18	4a.....11:42-12:04	4a.....11:18-11:43
4b.....11:20-11:50	4b.....10:22-10:42	4b.....12:08-12:30	4b.....11:47-12:12
4c.....11:54-12:24	4c.....11:10-11:30	4c.....12:34-12:56	4c.....12:16-12:41
4d.....12:28-12:58	4d.....11:10-11:30	4d.....1:00-1:22	4d.....12:45-1:10
5.....1:02-1:46	5.....11:34-12:02	5.....1:26-1:58	5.....1:14-1:52
6.....1:50-2:34	6.....12:06-12:34	6.....2:02-2:34	6.....1:56-2:34

REMOTE LEARNING SCHEDULE:

If circumstances require a shift to remote learning, students will follow the Remote Learning Schedule posted in Schoology.

ADMISSION PROCEDURES:

Admissions to Christian Brothers Academy is open to young men who seek a Catholic, college preparatory education. CBA 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.

To be considered for admission, students must complete an online application through the school's application system, submit middle school grades from 6th, 7th, and 8th grade, provide a teacher recommendation and list of student activities and involvements, and take the CBA Entrance Exam. The CBA Entrance Exam is different from the exam administered at the Trenton Diocese high schools, and interested students are required to take the CBA exam to be considered for admission. After receiving an acceptance, students and their parents must follow all enrollment steps completing all steps to begin their high school career at CBA. A student's acceptance to CBA is contingent on their successful completion of their current school year and continued demonstration of high academic and personal standards. Upon graduation from 8th grade, a final transcript with proof of graduation and student medical and immunization records must be submitted to Christian Brothers Academy.

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. Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment. Christian Brothers Academy will use: site assessment, monitoring and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention and to build support for the IPM program.

CELL PHONES/TELEPHONE CALLS:

Student cell phones must be turned off and stored in backpacks or lockers 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.

COUNSELING APPOINTMENT SLIPS:

Students will be scheduled to meet with their school and college 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.

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.

HOMEROOM:

Homeroom begins each day at 8:10. It is expected that students will be in homeroom by 8:05. Students who arrive after 8:10 are considered tardy.

INFORMATION AND REGULATIONS:

Students are expected to be aware of all regulations and are responsible for all information disseminated through daily announcements, the learning management system, 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.

LOCKER ROOMS

No student is permitted in any locker rooms during the day or after school without an adult present. Locker rooms are for changing and may never be used as a location to socialize or study. Any student found unsupervised in the locker rooms during the day will be given detention.

LOGO:

No student, parent, or staff member may use the school name or logos (including on social media accounts) without the express permission of the administration.

LOST AND FOUND:

Found items should be turned in to the Main Office. 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 about any items left in the locker room.

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).

CONTACTING CBA FACULTY AND STAFF:

When contacting faculty and staff parents can expect a return call or email within 48 hours. A phone call is often more effective when addressing concerns than an email and is highly recommended when communicating concerns about academic performance. Parents are asked to refrain from contacting faculty and staff on weekends and after 5pm on weekdays. Most email accounts allow users to schedule when emails are sent so emails written in the evening can be delivered during business hours. Emailing outside of business hours even when an answer is not expected until business hours infringes on personal time. In an effort to support a healthy work/life balance we ask that parents embrace this policy.

NONCUSTODIAL PARENT'S RIGHTS TO INFORMATION:

CBA abides by the provisions of the Buckley amendment. Thus, noncustodial parents will be given access to the academic records and to information on academic progress of their sons unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

OPEN CAMPUS GUIDELINES

During free periods, students may go to the Dining Hall, Library, Campus Ministry, daily study halls, or meet with teachers. Only juniors and seniors may attend the Open Gym. Seniors are permitted to make use of the courtyard, but no food or drinks should be brought outside. Students should not congregate in the halls during class time, and no student should be in a classroom or science lab unless they are under the supervision of a faculty or staff member. Students may never be in the locker room without an adult.

OPEN GYM POLICY

Juniors and Seniors may use the Varsity Gym during periods 4a-4d (and only these periods). No underclassmen are

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permitted in the gym. Students may sit on the bleachers to do work on their devices, socialize, or use the games that have been set up that day (ex: Cornhole, Can Jam, etc.). They are not permitted to play football/dodgeball or other sports. Students must be wearing/show their lanyards to the proctors in order to enter the gym, and students without a lanyard may not enter the gym. Students may not bring food or fountain drinks into the gym at any time. When leaving the gym, students must ensure that they are in compliance with the dress code. No students are permitted in the locker room without an adult.

PANDEMIC GUIDELINES:

Christian Brothers Academy consults federal, state and local guidelines and follows all government mandates for dealing with pandemics, including but not limited to health screenings, reporting, and if necessary, school closures.

In the event of a pandemic, information about CBA's policies will be posted on the school website.

PERSONAL BELONGINGS:

CBA assumes no responsibility for personal belongings. **Student should label all personal belongings. Students should never leave wallets, electronic items, or other valuables in their bookbags or in locker rooms.**

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.

SAGE DINING:

Breakfast and lunch are offered each day in the Dining Hall. All student IDs are programmed to be swiped in the Dining Hall in order to purchase food. **It is the responsibility of students and their parents to maintain a positive balance in order to purchase food in the Dining Hall.** Account balances can be checked at <https://www.mykidspending.com/Logon>.

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 Director of Marketing and Communications, Associate Principal for Academics, Associate Principal for Student Affairs 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 on social media will be subject to disciplinary action.

STUDENT SAFETY:

- **SECURITY CAMERAS**

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

- **EMERGENCY MANAGEMENT PLAN**

CBA maintains an Emergency Management Plan that has been reviewed and is updated by professionals regularly

- **SECURITY OFFICERS**

A security officer is onsite from 7:30-6pm each day.

TECHNOLOGY ACCEPTABLE USE:

Ethical use of technology by CBA students is expected in all situations both in and outside of school. All standards for appropriate behavior in the Student Acceptable Use Policy for Computing and Related Technologies apply. If a student is found on any website, application or social media network to have represented himself or CBA in a manner that is deemed inappropriate or in violation of school standard, he will be subject to disciplinary action.

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 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 Barbara Tucker (101) with any questions.

TUITION AND FEES:

The Tuition for the 2025-2026 school year at Christian Brothers Academy is \$21,900. All tuition payments are made through FACTS Management Co. All CBA families must be enrolled with an active tuition payment plan on FACTS Management Co. For returning students (sophomores, juniors, and seniors), a tuition deposit of \$1,000 is paid through FACTS in May. Incoming freshmen students pay a \$1,000 tuition deposit at the time of enrollment. 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 in August and in December (5th or 20th)

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

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

All tuition obligations must be satisfied for a new 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

Should CBA incur legal fees in the event of a deficiency in tuition, the family will be responsible for such legal fees in addition to any outstanding tuition.

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 enrolls 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 standards of behavior for the purpose of helping our students grow in maturity, responsibility, and faith. Observance of these standards should be motivated by our students' commitment to their own growth and the health and safety 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. The administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at their discretion.

In September, our students are presented with a copy of the student-parent handbook and school calendar. Each student and his parents or guardians are asked to read this handbook and to understand and 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-parent handbook. The Catholic Church and this Catholic school recognize parents as the primary educators of their sons. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her son. This is a very serious decision that is not made lightly.

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, marijuana 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

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

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 in consultation with the Administration 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. Students missing physicals will not be permitted to participate in gym class or any extracurricular activities and ultimately may be denied admittance to school.

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.

To qualify as a verified absence, a student must bring in a signed attendance form with a note from a doctor's office. Any CBA-sponsored event, including field trips, athletic competitions, and retreats, are considered verified absences. Each year, juniors and seniors will be given three college visit days which count as verified absences.

Examples of unverified absences include any absence without a signed attendance form and doctor's note, truancy, family vacations, and non-CBA athletic or extracurricular events.

Students who have more than 8 *unverified* absences per semester or 16 *unverified* class absences for the school year in a given class may be denied academic credit and/or promotion. Students who miss any one class more than 8 times per semester or 16 times for the school year may 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 (732-747-1959, 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 extracurricular activities on the day of their absence without prior approval from the CBA administration. 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 communicate with their teachers and turn in any assignments and make up any work, tests/quizzes missed due to the absence.

• **Tardy**

Students arriving after 8:10AM are considered tardy for school and 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 for the next day. Students arriving *after 9:54AM* are considered absent. They may attend the remainder of their classes but may not participate in or attend extracurricular activities in this situation. Students with excessive tardies in any one quarter will meet with the Dean of Students. Consistent tardiness may be grounds for disciplinary probation and/or suspension.

• **Early Dismissal:**

In extreme cases when an early dismissal cannot be avoided, a note should be submitted to the Main Office prior to 8:10AM, 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 at least through period 4d, it will count as an absence, and the student may not participate in sports or extracurricular activities. 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 must present a pass from a teacher or administrator to the Nurse upon arrival to the office. Students sent home by the school nurse during the day may not participate in or attend extracurricular activities on that day. If a student is sent home from the nurse's office with a fever, he may not return to school the next day and should remain home from school until he has been fever free for 24 hours without the use of fever-reducing medication. If a student is sent home due to vomiting/diarrhea, he should not return to school the next day if he continues to have these symptoms at home. If a student requires surgery, obtains an injury or a concussion, or has any change in their health status, please contact the nurse's office.
- **College Visits (Juniors & 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. Juniors and 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 junior or senior not obtaining prior approval from the Dean of Students for a college visit may not participate in or attend extracurricular activities on that day. This allowance includes Spring Acceptance Days.
- **Truancy:** Any student who absents himself from school or class 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 Administration and may include failing grades on any missed assignments/assessments.
- **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 unless the student submits the required attendance form.

The Dean of Students is the school's arbiter of the legitimacy of absences. If he/she 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:

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. 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 serious 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-parent 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. The bus must be kept clean at all times

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.

Dining Hall:

The dining hall 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 dining hall.

Although students may use their laptops to study, the use of cellphones in the dining hall is strictly forbidden.

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

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

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 Administration.

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-parent handbook. Both the student and his parents or guardians are required to read and abide by the student-parent 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-parent 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:

In consideration of CBA's commitment to preparing young men for both collegiate and professional success, the school maintains a "Bring Your Own Device" (BYOD) policy. We allow students to select a device that best suits their needs with the understanding that it must meet certain minimum requirements to ensure consistency and capability across all classes.

Minimum Requirements:

- Running a modern, full-featured operating system that is actively supported and updated by the manufacturer.
- Installing and running locally installed software applications for engineering, design, programming, and general productivity use.
- Running a modern web browser (e.g., Chrome, Firefox, Safari, Edge) capable of supporting current web applications.
- Running a productivity suite and note-taking software (e.g., Google Workspace or Microsoft Office).
- Connecting to Wi-Fi networks using current wireless protocols.
- Operating through a full school day on a single charge.
- Powering on and becoming usable in under 90 seconds.
- Running antivirus, anti-malware, and/or personal firewall software (built-in protections are sufficient for most operating systems).
- Supporting the use of a physical keyboard and mouse or trackpad input for extended typing and precision control.

Device Capability Note:

While some devices may meet basic requirements for browsing and document editing, they may not be sufficient for running essential course software used in programming, design, and engineering-related classes.

Devices should be capable of running local applications that require moderate processing power, memory, and graphics support.

Tablets and Chromebooks:

iPads and similar tablets are not supported, as they lack compatibility with required software and peripherals.

Chromebooks are not recommended and may not be supported in certain classes. They are limited in their ability to install or run required applications.

Recommended Device Specifications:

Feature Minimum /Preferred
Processor Intel Core i3 / Apple M1/ Intel Core i5 or higher
Memory 4 GB/ 8 GB or more

Storage 256 GB SSD/ 512 GB SSD

Screen Size 13" – 14" / 13" – 14"

Wireless Wireless AC/ Wireless AX (Wi-Fi 6)

Video RAM Onboard /256 MB or more

Operating System Windows 10 / macOS 11+ /Windows 11 / macOS 12+

Battery 6-cell/ 9-cell or better

Software Expectations:

- Antivirus and security software (built-in protection acceptable).
- A full-featured productivity suite (e.g., Word processing, presentations, spreadsheets).
- The ability to install and run software locally for class use.

Home Printing:

Students should have access to a printer at home for assignments and projects that require hard copy submission.

For more information see the BYOD policy posted on the class pages on the website.

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-parent 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 student-parent handbook and/or rules. After-school detention is held from 2:35 p.m. until 3:35 p.m. and Saturday detention from 9:00 a.m. until 12:00 p.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.

Probationary Warning: The Dean of Students will place a student on Probationary Warning for behavior that contradicts the school's expectations and policies. This decision may be based on a single action, a pattern of behavior, or an accumulation of an excessive number of detentions. The decision to place a student on Probationary Warning alerts the student and his parents or guardians that the student is engaged in behavior that must improve if he is to remain at CBA. At the Dean of Students's discretion, the student may be prohibited from participating in extracurricular activities. Parents or guardians may be required to meet with the Dean of Students, the student and/or his counselor. Counseling may be stipulated as a condition for remaining in the school. The Dean of Students may add specific requirements to the preceding conditions.

Disciplinary Probation: Disciplinary Probation is a serious warning. It may be given to a student who has committed certain violations of the student-parent 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 and/or field trips. Further, a student on disciplinary probation may be subject to suspension or expulsion from CBA if any other violations of the student-parent 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. These evaluations will require weekly meetings with the Dean of Students

Suspension/Expulsion: Students may be suspended from school by an administrator for severe offenses against the student-parent handbook, or when they continue to accrue detentions without a change in behavior. 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. The Catholic Church and this Catholic school recognize parents as the primary educators of their sons. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her son. This is a very serious decision that is not made lightly.

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

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

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, and bucks. Not permitted are sneakers and other types of athletic shoes, wallaby-style shoes, canvas boat shoes, boots, slippers, moccasins 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: In colder months, students may wear the official CBA uniform sweater or CBA quarter-zip sweater (both are available in the Academy Store). Students may also wear a neat and well-pressed solid colored suit jacket, or blazer. All students should have a blazer or suit jacket. No fleeces, sweatshirts, or other outerwear may be worn inside the school building. Fleeces, sweatshirts, or other outerwear must be removed and put into the students' lockers or bags before the start of homeroom at 8:10 a.m.

Field Trips: Dress for students on school trips will be determined by the trip moderator in consultation with the administration. In the event that students are not required to be in school dress code, students must still be dressed appropriately to represent Christian Brothers Academy. Students may not wear ripped jeans, hats (unless appropriate for activity), T-shirts or other articles of clothing that have political slogans or promote drugs, alcohol or anything contrary to the values of Christian Brothers Academy are prohibited.

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. 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/Tattoos: 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. No visible tattoos are permitted. Tattoos must be covered by long sleeve shirt or other attire as applicable.

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. Please note that repeated violations may result in suspension.

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/parking spaces and nowhere else on campus. A copy of the student's driver's license and a fee of \$80 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.
- Student drivers should arrive at school by 7:55 a.m. each morning. This will give drivers ample time to arrive in homeroom by 8:05 a.m.
- All cars exiting will be stopped from 2:34 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 reported to be guilty of inattentive or reckless driving or illegal parking, whether on or off campus 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 a lot/space other than the one assigned to the student will result in general detention and repeat offenses may result in the loss of driving privileges.
- Only seniors who have been given permission by the Dean of Students have early dismissal 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), sent via email and/or text through school messenger.

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 dining hall.

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 extracurricular 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 may not use the homeroom period to go to the library, computer room, or attend to any other personal business including making up tests or quizzes.

Identification Cards:

Official student ID cards and lanyards are issued to students at the beginning of the school year. Students must wear these cards on the assigned regulation lanyard at all times including dress down days, and 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. At no point should a student remove another student's lanyard or be in possession of another student's lanyard or ID card. ***Any student wearing another student's lanyard or in possession of another student's ID card will be given Saturday detention.*** Cards are necessary for late sign-ins and early sign-outs, 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/or lanyard and need a replacement.

Information and Regulations:

Students are expected to be aware of all regulations and are responsible for all information disseminated through daily announcements, the learning management system, emails, etc. Students should regularly check their CBA emails for important announcements and communications from faculty and staff.

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 to their personal growth and the health and safety of our community. 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., cyberbullying, insulting, etc. Certain internet sites and mobile apps including Facebook, Instagram, Twitter, YouTube, Tik Tok, 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 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

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

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-parent 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 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.

Locker Rooms

No student is permitted in any locker rooms during the day or after school without an adult present. Locker rooms are for changing and may never be used as a location to socialize or study. Any students found unsupervised in the locker rooms during the day will be given detention.

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. 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. 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.

If a student is caught with his phone out or turned on during the school day, the phone will be confiscated, and the student will be assigned detention. Multiple infractions will result in the student's parent having to pick up the phone from the Main Office and/or the student turning in his phone to the Dean of Students's office at the start of each day.

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. Any student found texting or playing games on a smartwatch will have it confiscated.

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 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.

Airpods and headphones may be used in the dining hall or library, but they may not be visible or in use in the hallways or classrooms from 8:10 a.m. to 2:34 p.m. unless permission is given by a teacher to use them as part of a class activity.

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 Student-Parent 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 period 4d.) ONLY on days that their scheduled classes end before 2:34 p.m. Seniors must sign out in the main office prior to leaving the building and may not leave before the end of period 4d. Parents/Guardians of seniors should be aware of their son's schedule and the school's policy on early dismissal. No Senior may participate in the senior early dismissal privilege without a complete Senior Early Dismissal Form. 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 extracurricular activities 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 and Nicotine Usage:

Possession of tobacco and nicotine products (such as cigarettes, e-cigarettes, vape pens, nicotine pouches, and chewing tobacco) by students is prohibited. Smoking or chewing "dip"/nicotine pouches 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. ANYONE VIOLATING THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION.

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 Director of Enrollment Management or 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.

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 the last Friday in September; 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 placement exam prior to the beginning of their freshmen 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.

IV. ACADEMICS (Cont'd.)

A student caught cheating on tests or examinations, copying the work of another student, plagiarizing, using artificial intelligence (ex. ChatGPT, Quillbot) programs for school assignments without teacher approval, 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 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.

Artificial Intelligence:

The emergence of open-access AI programs that generate responses based on user prompts, such as but not limited to ChatGPT, presents both opportunities and challenges to the academic community. In keeping with the mission of the school to provide a rich and rigorous curriculum, CBA as a community accepts the challenge to forge new practices that will allow faculty to use this technology to better prepare and educate our students for their futures. This new technology will also challenge our students to always adhere to the standards that are expected of all CBA students and to comply with the rules governing personal and academic integrity that are explained in this student-parent handbook, clarified in course syllabi, and embodied in the Academy Oath. The use of AI programs at CBA can only be authorized and allowed by the teacher of a given class; students do not have the option to use an AI program that has not been previously authorized. If a teacher has not given permission to use such an AI program, then students should assume that the use of such programs is not allowed. Unauthorized student use of any of these tools as a substitute for their own work and effort is a serious academic integrity violation. Academic honesty at all times is vital to the mission of Christian Brothers Academy.

Academic Year:

The academic year is divided into two semesters. Each semester consists of two quarters and an exam. The grades earned in each of the two academic quarters counts for 40% of the semester grade, and the grade earned on the semester exam counts for the remaining 20% 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, teachers will exempt juniors and seniors from second semester exams if they attain at least a 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.

COURSE LEVELS:

College Prep — 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)

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)

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).

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).

Brother Michael Dwyer Scholars' Program:

The program is open to select students 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 sem-

COURSES

FRESHMEN AP Biology AP Geography Algebra I Biology	Computer Technology Lab English French Geometry Geometry-Algebra II Health	Jazz Ensemble Latin Physical Education Theology Service Program	Spanish World History I Math Team Science Team
SOPHOMORES AP Calculus (AB) AP Chemistry AP World History Algebra II-Trigonometry Chemistry Digital Engineering	English French Geometry Geometry-Algebra II Health/Driver Ed. Intro to Theatrical Arts Jazz Ensemble	Jazz Combo Latin Math Team Music Appreciation Media, Marketing & Broadcasting Production Physical Education Robotics	Service Program Science Team Spanish Theology Trigonometry-Analysis World History II Acting and Public Speaking Scholars Program
JUNIORS AP American History AAP American History AP Calculus (AB) AP Calculus (BC) AP English Language AP Physics 1 Algebra II-Trigonometry Acting and Public Speaking	Calculus College and Career Planning English Ethics French Health Intro to Java Programming Intro to Theatrical Arts Jazz Combo	Jazz Ensemble Latin Math Team Media, Marketing & Broadcasting Production Physical Education Physics Pre-Calculus Robotics	Science Team Scholars Program Service Program Spanish Strength Training Theology Trigonometry-Analysis US History
SENIORS Ancient America Artificial Intelligence AP Art History AP Biology AP Calculus (AB) AP Calculus (BC) AP Chemistry AP Computer Science AP Economics AP English Language AP English Literature AP Environmental Science AP European History AP French AP Government AP Latin AP Music Theory AP Physics 1 AP Physics 2 AP Physics C	AP Psychology AP Spanish AP Statistics American Government Anat. & Physiology Acting and Public Speaking Business Calculus Christian Service College Algebra College Writing Concepts in Musical Theory and History Creative Engineering Creative Media Creative Writing Differential Equations Digital Audio Economics English Environmental Science	Exercise Physiology French Graphic Design GURU/Peer Ministry Health History of American Media and Television History of the US through Popular Music International Relations Intro to Digital Systems Intro to Italian Intro to law Intro to Theatrical Arts Jazz Ensemble Jazz Combo Latin Linear Algebra Marine Biology Math Team Media, Marketing & Broadcasting Production	Modern Middle East Physical Education Pre-Calculus Principles of Engineering Psychology Theology Robotics Scholars Program Science Team Senior Health Service Program Spanish Statistics Strength Training Studies in Alternative Narratives 21st Century History US Civil War US/Latin America Relations World War

inar series designed to enrich student knowledge. The seminar includes presentations by CBA faculty and recognized outside authorities in their fields. During senior year, the scholars present their independent project which 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.

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.

Homework:

Regular daily assignments are given to each student in all subjects. Assignments are posted on the Learning Management System (LMS) for each class. Students remain primarily responsible for keeping track of any

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.)

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.

IV. ACADEMICS (Cont'd.)

EXAMPLE OF GPA COMPUTATION

Course	Weighted Grade		Credits	Grade Points
Theology	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.)

Promotion:

The passing mark is 70. Any student with a course failure at the end of the school year must complete 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 for the year 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 18 absences (9 for semester course) may be denied academic credit and/or promotion. (SEE ATTENDANCE). 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 (2 years), U.S. History (1 year), 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 extracurricular 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, honor 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 moderator or the Associate Principal for Student Affairs.

The Academy, with the assistance of our devoted faculty, offers the following extracurricular and co-curricular clubs and activities during the past year. An up to date listing of clubs and activities can be found on the CBA website. Students interested in starting a new club or activity should schedule a meeting with the Associate Principal for Student Affairs.

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 Program is essential to the school's mission to promote the faith development of each student. All students must attend a retreat each year to be promoted to the next grade or to graduate.

Competitive Clubs and Teams

Academic Team
Chess Team
DECA
Math Team
Mock Trial
Model UN
Science Team

Honor Societies

International Thespian Society
National Honor Society
Tri-M Music Honor Society
World Language Honor Society

Intramural Sports

Basketball
Flag Football
Pickle ball

Club Sports

Brazilian Jiu Jitsu
Surf Team

Performing Arts

Advanced Jazz Combo
Chamber Ensemble
Jazz Ensemble
Music Ministry
Men's Chorus
Pegasus Production Company
Pegasus Tech Club
Pep Band

Pipes and Drums
Pit Orchestra
Rock Band

Student Publications and Productions

Arister Literary Magazine
CBA Digital Media (online news and other articles, social media posts, streaming etc.)
Pegasus Yearbook

Service Organizations

Ambassadors Program
Brother to Brother
Brothers for Brothers
Colts Fighting Cancer
Lasallian Youth Ministries
Project Grove
SADD
Student Council

Social/Cultural

Action for Animals
Adventurers Club
Animation Club
Art Club
Bee Club
Bloomberg Team
Catholic Athletes for Christ
CBACCS (Classical Language Society)

Comic Book & Anime Club
Cybersecurity Club
Engineering Club
E-Sports
FBLA
Film Club
Fishing Club
Francophone Club
Future Health Professionals
Genealogy Club
Hellenic Brotherhood
Inclusivity Club
Investment Club
Italian Culture Society
Life Beyond Lincroft
Murals and More
Music Production Club
Ocean Protection Club
Photography
Ping Pong
Sci-Fi/Fantasy Club
Scrabble Club
Scouting Club
Ski Club
Space and Aviation Club
Spanish Club
Sports Debate Society
Wiffleball

V. STUDENT LIFE (Cont'd.)

- Seniors- Kairos Two Night Retreat
- Juniors- Junior Overnight Retreat: Entering Adult Faith
- Sophomores- Becoming Men of Virtue and Men for Others
- Freshmen- La Salle's Example of Faith

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 those in need.

Christian Brothers Academy requires a total of 70 hours of direct Christian Service toward the marginalized of Monmouth and Ocean County, New Jersey. Freshman year requires fifteen (15) hours, Sophomore year requires twenty (20) hours, Junior year requires twenty (20) hours, and Senior year requires fifteen (15) hours. Theology teachers will introduce the requirement for each year in the fall. The process begins with an early fall submission of the Service Hour Proposal for that academic year (date listed on the school calendar). Once the proposal is submitted, all students have the majority of the school year to complete the required Christian Service Hours. Campus Ministry provides some service opportunities throughout the year. Students are responsible for reaching out, lining up service, and completing their proposals. Once a student's proposal is turned in and accepted by his Theology teacher he should begin regular service. Service Hour Completion Due Dates are listed on the school calendar. Theology teachers will explain the process for the submission of the Service Completion Form and the required Service Reflection Paper, which will be handed in together. These tools help with integration and processing of the service experience, which is often quite impactful and can be life-changing. Please note that the completed hours are a requirement for students to move on in grade and ultimately a requirement for graduation. Any attempt to misrepresent and/or forge service hours is a grave violation of the mission of the school and will result in a failing grade for the service program. Recognizing that students have free time in the summer and considering CBA's mission of ongoing service, there is a Summer Service Option to complete required service hours for the next school year. A Summer Service Proposal message is sent home to all parents and students no later than the 20th of June, with a link to complete a summer service proposal online. Students will then be given approval or asked to change their proposal. Once summer approval is granted, students may begin to work on those summer hours and instructions will be given on how they submit them to their Theology teachers in the next school year. Again, any questions regarding Service hours can be directed to the Director of Mission Integration. Christian Brothers Academy students are also provided the opportunity to participate in a variety of Service Immersion opportunities provided through Campus Ministry. Trips include trips to the De La Salle Blackfeet School (Montana), Lasalle Educational Center (Homestead, Florida), Appalachia Service Project (Virginia) and Romero Center (Camden, New Jersey).

ELIGIBILITY TO PARTICIPATE If a student is absent from school or arrives late to school after second period (typically 9:54 a.m.) without prior approval from the Associate Principal for Student Affairs or another administrator, the student is ineligible from participating in clubs or activities for that day. Students sent home by the school nurse during the day or who leave school early before attending six periods may not participate in or attend extracurricular activities on that day.

Any student whose attendance is not in compliance with the Attendance regulations in Section III: Student Regulations of this handbook could be ineligible for participation.

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.

GLOBAL CITIZENSHIP PROGRAM:

A program to foster students' global awareness and develop skills to function in an interconnected world while earning academic credit. Freshmen and sophomores apply to a program that will include either a service (Brothers in Service) or cultural immersive experience (Lasallian Global Scholars) during the spring of sophomore or junior year. Interested students should contact Associate Principal for Student Affairs

INTRAMURAL ATHLETIC PROGRAM:

The school's intramural athletic program operates under the direction of the supervisor of intramurals in conjunction with the Associate Principal for Student Affairs. 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, pickle ball, etc. Announcements will be made throughout the school year making students aware of the times and dates for sign-ups and competitions.

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. Students who have completed five full CBA semesters and who exhibit the above qualities to an exceptional degree are eligible to apply for membership.

The following are requirements that eligible students need to fulfill in order to gain admission to the Saint De La Salle Chapter of the National Honor Society

Scholarship:

A minimum cumulative CBA GPA of 92 must be maintained.

Leadership:

Clear evidence of leadership (e.g. directing, managing, supervising, controlling a group of people or an organization) for a significant period of time (e.g. a semester, a summer) is required. Attendance at leadership seminars and/or conferences is not sufficient to satisfy the leadership requirement. Starting a club or activity on campus will only count as leadership if the club has been an active club for 3 semesters at time of your NHS application.

Service:

Consideration is given to volunteer activities undertaken since the beginning of freshman year. Since original documentation describing the time and nature of the service provided as well as the document's inclusion of the original signature of a 3rd party representative of the organization for which service was performed is required to verify the applicant's claims of service hours, students are encouraged to obtain documentation contemporaneously as service is performed. The minimum service hours required for admittance are as follows:

- 130 hours for juniors (i.e. candidates who have completed 5 CBA semesters)
- 140 hours for rising seniors (i.e. candidates who have completed 6 CBA semesters)
- 150 hours for seniors (i.e. candidates who have completed 7 CBA semesters).

Listed below are some examples of organizations for which volunteer activities are accepted as well as not accepted for NHS admittance.

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.

Two-Point Activities:

Band/Chorus, Chess Team, Digital Media, Interscholastic Sports, Math Team, Mock Trial, Model UN, Pegasus Productions (Cast/Crew/Pit Band), Pipes and Drums, SADD Officer, Science Team, Speech and Debate Team, Student Council Officer, and Yearbook.

One-Point Activities:

Action for Animals, Adventurers Club, Ambassadors Program, Art Club, Brazilian Jiu Jitsu Club, Cathletes, CBACCS, Comic Book & Anime Club, Engineering Club, E-Sports, Francophone Club, FBLA, Future Health Professionals, Inclusivity Club, Genealogy Club, Italian Culture Society, Investment Club, Lasallian Youth Ministries, Life Beyond Lincroft, Music Production Club, Ping Pong Club, Project Grove, Restoration Club, Sci-Fi & Fantasy Club, SADD club member (non-Officer), Scrabble Club, Scuba, Space and Aviation, Spanish Club, Sports Debate Society, Student Council Representative, Tech Club, Worship Ministry.

Character:

A consistent pattern of honesty and integrity in academic, social as well as co-curricular concerns is required. NHS applications are considered on the following schedule.

- January - juniors (i.e. candidates who have completed 5 CBA semesters) and seniors (i.e. candidates who have completed 7 CBA semesters)
- September (by invitation) – rising seniors (i.e. candidates who have completed 6 CBA semesters)

Transfer students who are interested in admission to NHS will be evaluated on a case-by-case basis to determine how/if their academic, leadership and service experience at their previous school can be included in their application.

All questions concerning requirements/eligibility should be directed to the NHS advisor Ms. Morgan Biloholowski

NHS OFFICERS FOR THE 2025-2026 SCHOOL YEAR

President – Andrew Yachmetz	Vice President – Richard Ecklord
Parliamentarian – Nicholas DeCina	Treasurer – Daniel Josovitz
Secretary – William Sakoutis	
Moderator – Ms. Morgan Biloholowski	

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

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 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.

2025-2026 STUDENT COUNCIL EXECUTIVE BOARD

President – William Sakoutis	Vice President – William Patterson
Vice President – Jackson Chaney	Secretary – Dylan Iwanyk
Chief of Staff – Conor Andree	
Moderator – Ms. Victoria Simms (Executive Board, Junior and Senior Classes)	
Moderator – Ms. Gina Morisano (Freshmen and Sophomore Class)	

INTERSCHOLASTIC ATHLETICS PROGRAM:

Christian Brothers Academy challenges students “to become intellectually mature and morally responsible leaders for society” each and every day through countless activities and endless opportunities. In staying true to the Lasallian principles of educating the mind, body, and spirit, athletics play a critical role in molding well-rounded young men who are prepared for college and the world that lies beyond. At CBA, we know how influential athletics can be in a young man’s development, as well as the lasting impact it can have on his personal and professional life.

Athletics, especially at a unique institution like Christian Brothers, can be an effective vehicle that not only reinforces the mission of the institution, but proudly displays and advances it.

CBA Athletics Mission:

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.

EDUCATION THROUGH ATHLETICS:

Athletic participation gives our students the ability to develop their physical and intellectual skills, while also nurturing personal growth through competition. Christian Brothers Academy understands the important educational value provided by athletic participation and the many lessons taught through interscholastic and intramural sports. The athletic program at CBA extends and reinforces the teachings in our classrooms and supports the Lasallian mission of the institution. Athletic participation teaches our students to pursue excellence through personal development, discipline and teamwork, to behave ethically and responsibly on the field and off, and to act with sportsmanship and respect toward one’s opponent. In teaching these lessons to its students, Christian Brothers Academy instills habits which will lead students to better and healthier lives. We believe that the vigorous demands of athletic competition, and all of the victories and adversities that come with it, will challenge our student-athletes to give their very best, forging strength of character and providing them with the tools that will lead them to succeed throughout their lives beyond sports.

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.

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-Parent 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.

Parental Expectations:

Parents are a vital part to the CBA mission, especially in athletics. We need parental support to ensure we help our young men reach their fullest potential and reap the benefits of a character-focused athletic program. Sports alone do not build character – inspirational adults that set the example do, such as parents, coaches, and administrators.

It is important for our parents to model the behavior we expect from our young men. Therefore, we expect our parents to demonstrate good sportsmanship by following the guidelines as set forth and signed during the athletic registration process. For more information on parental expectations, please visit www.LetsGo-Colts.com.

Interscholastic Eligibility:

Christian Brothers Academy is a member of the New Jersey State Interscholastic Athletic Association (NJ-SIAA). 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:

In each of the three athletic seasons, athletes will have their eligibility evaluated and re-evaluated at multiple points (ends of academic terms and mid-quarter check points).

A student will be placed on academic probation if he is failing one subject for the year at a mid-quarter checkpoint or at the end of an academic term (during his athletic season). He may try out for a team, practice with a team, and participate in in-season competition with a team while on academic probation; however, he is required to attend a weekly study period after school. Additional subject failures while on probation could render the athlete INELIGIBLE to practice as well as to compete.

A student who is failing two subjects for the year at a mid-quarter checkpoint or at the end of an academic term (during his athletic season) may try out for a team and may practice with a team but is ineligible for in-season completion until he brings at least one of these subjects to passing for the year. While on probation, the student is required to attend a weekly after school study period and will have his eligibility to participate in in-season competition evaluated on a weekly basis by the Associate Principal of Academics.

A student who is failing three or more subjects for the year at a mid-quarter checkpoint or at the end of an academic term (during his athletic season) is INELIGIBLE for participation. While on probation, the student is required to attend a weekly after school study period. This ineligibility may be appealed by the student at the next mid-quarter checkpoint or at the end of the academic term.

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 second period (typically 9:54 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.

Any student whose attendance is not in compliance with the Attendance regulations in Section III: Student Regulations of this handbook could be ineligible for participation.

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-parent 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,

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

attitude, or demeanor do not reflect the highest standards and expectations as found in the student-parent 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 or at the discretion of the coach

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.

Interscholastic Medical Clearance and Registration:

Every student who wishes to participate in athletics at CBA must:

1. Have a doctor's physical performed once per year after June 1st for the upcoming year submitted to the school nurse;
2. Complete the Online Registration at www.LetsGoColts.com/athleticregistration with their parent/ guardian for the sport he wishes to participate in, including all forms and online signatures.

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.

Students will not be permitted to try out or participate unless the entire process is complete. Registration dates for each sport season are listed in the school calendar. A late penalty will be assessed when a student-athlete fails to complete the registration process by the due date for each season. Late submissions will result in loss of tryout/practice time and possibly game participation. This policy will be handled and enforced by the CBA Athletic Director.

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.

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.

VI. SUPPORT SERVICES

ENROLLMENT MANAGEMENT/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 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.

For more information contact Director of Advancement (ext. 202).

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.

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

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.

For more information contact the Alumni Office (ext. 223)

SCHOOL AND COLLEGE COUNSELING:

The School & College Counseling Office seeks to meet the needs of its students by providing services related to academic advising, college counseling and social emotional/mental health well being. These services are designed to assist each student in discovering and developing their talents and abilities. Students are encouraged to seek information, examine alternate routes of action and assume responsibility for making his own plans and decisions. The counseling program aims to assist students in maturing in their own self-understanding, developing a concern for others and living a life in harmony with the Lasallian Philosophy of Christian Brothers Academy.

The school and college counselors will engage with students during individual and group meetings throughout the year. As freshmen, students are encouraged to focus on topics such as study habits, time management, extracurricular involvement and social adjustment as they transition to life at the Academy. As sophomores, students are encouraged to build upon their freshman year making necessary changes to achieve greater success and build a well-rounded portfolio of interests. As juniors, students begin thinking about life after CBA and experience the College and Career Planning course that focuses on career exploration and the college application process. As seniors, counselors guide students and families through the college application and selection process. Students are encouraged to actively participate in our on-campus college visitation program that consists of two college fairs and over 100 individual college visits. Seniors are allowed to attend the individual college visits if they have a free period or receive permission to miss class from their teacher.

Parents will be offered the opportunity to meet with their son and his counselor during junior year to prepare for the college admission process. However, parents are always encouraged and welcome to schedule a meeting with their son's counselor as needed. Parents are encouraged to attend the variety of programs offered by the School & College Counseling Office each year.

At Christian Brothers Academy, comprehensive college counseling resources, personalized support and robust programming are a guaranteed part of your CBA experience. To best serve CBA's students, counselors visit college campuses, attend workshops, seminars, and conferences, and build relationships with college admissions offices. Counselors have a deep understanding of the CBA curriculum and the opportunities for community engagement, while also writing the letters of recommendations on behalf of students that most colleges require. While the counseling office does not believe students need to use an outside counselor to support them through the college admission process, the School & College Counseling Office recognizes that some families choose to work with an outside counselor. Most admissions offices speak only with school-based officials, however, and your CBA counselor is the sole representative of you/your son to colleges and universities. While no college counselor can guarantee a specific outcome, the School & College Counseling Office works to provide students with current information concerning the college landscape, highly individualized guidance, and significant personal attention throughout the college process.

MENTAL HEALTH COUNSELING:

In addition to a student's assigned School & College counselor, CBA also has a full time counselor focused on student mental health. As a member of the Counseling Staff, the Mental Health Counselor will work in conjunction with the school & college counseling team as well as with teachers, administration, parents, students, coaches, and other key community stakeholders to provide comprehensive support related to adolescent mental health. These services will include, but are not limited to, school wide programming, Social Emotional Learning curriculum, small groups, and individual meetings. Promoting the well-being of CBA students and creating a culture of care in the school community will be the primary responsibility of the Mental Health Counselor.

In addition to the Mental Health counselor, the School and College Counseling Office will continue to offer students the opportunity to meet with a Licensed Clinical Social Worker. Working part-time, the Licensed Clinical Social Worker will be available multiple days per week for referrals from our faculty, staff and parents to help students with personal and/or social problems through short term counseling in school or referral to community resources.

Parents/guardians who are concerned about their son's behavior or mood should feel free to reach out for assistance. Students are urged to see their School & College Counselor, the Licensed Clinical Social Worker or the Mental Health Counselor if they are in need of help or if they are concerned for a friend or peer.

The effort for community wellness and focus on mental health extends beyond the counseling department. A Student Support Team meets once per cycle to discuss students who have been identified by members of the faculty through a referral form. Teachers will be given an option to refer students for issues related to behavioral, academic, absence, social, health, mental health and other concerns.

Additionally, the Lifelines Suicide Prevention Curriculum is taught within the Health and Physical Education program and is recognized as a comprehensive program designed to educate and equip our students with the necessary knowledge and skills to recognize the warning signs of suicide. All faculty, staff and coaches

receive training to raise awareness and help support students who may be struggling with suicidal ideation. This program is a proactive step towards creating a supportive and caring environment for the well-being of our students.

Resources are available to any student or family who needs support such as 2nd Floor Youth Helpline (888-222-2228); Monmouth County Psychiatric Screening Services (732-923-6999); and Monmouth County Traumatic Loss Coalition (732-431-7200). Additional resources can be found on the School & College Counseling section of the CBA website.

HEALTH ABSENCE RE-ENTRY POLICY:

There may be times when a CBA student is absent for a significant period as a result of concerns regarding the student's mental, physical, or emotional health. In order for CBA to continue to be a nurturing environment both for the student who has been absent and for the entire community, CBA may require any or all of the following as a condition prior to re-entry into school:

- Before re-entry can occur, the school will schedule a meeting with the student and his family. Any return plan will be created prior to the student's re-entry to CBA. Everyone, including the families and the school, will agree to the plan prior to the student's re-entry.
- The school must have full disclosure of all issues and events and must be made aware of all pertinent details surrounding the reasons for the absence.
- The CBA School and College Counseling department must have the family's authorization for the sharing of information and ongoing communication with health professionals in order to coordinate care for the student.

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 Director Digital Media (220)

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 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.cbaincroftnj.org/parents.

Officers for 2025-2026

President.....	Mr. Jim Schatzle
Vice President.....	Mr. Scott Sweeney
Treasurer.....	Mr. Joe Schmitt
Secretary.....	Mr. Paul Drucker
Communications.....	Mr. Tom Strausbaugh
Hospitality.....	Mr. Joe Ruttle
Member at Large.....	Mr. Chris Grier
Member at Large.....	Mr. Eric Marlin
Member at Large.....	Mr. B.J. Marcoulier

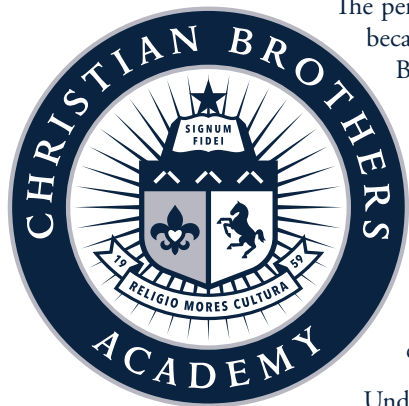
The Mothers' Club is an organization of mothers and friends of CBA. The Mothers' Club was formed in 1975 to assist in the present and future success of the Academy. This is accomplished by aiding in school activities and services as requested by the school, helping financially in whatever way the School 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 throughout the year.

All moms are urged to please go to the Mothers' Club website and register on the mailing list. www.cbaincroftnj.org/parents.

Officers for 2025-2026

President.....	Ms. Maureen Yurcisin
Vice President.....	Ms. Jennifer Hughes
Treasurer.....	Ms. Christine Mellili
Secretary.....	M. April Camarda
Communications Officer.....	Ms. Nisha MacFarlane

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.

