CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

August 2026

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

I hope your families are enjoying a long, restful summer. My name is Brandon Horner, and I am excited to join the Christian Brothers Academy community as the new Dean of Students. I'm already looking forward to September and meeting all the students who make CBA the special place that it is. I hope that this letter will be the first of many conversations we'll have about your son's growth over the next four years. He has the chance ahead of him to grow in mind, body, and spirit, and to become the kind of person capable of real accomplishment and leadership, both at CBA and beyond.

I come to this role after twenty years of teaching and administrative work at a nearby private school, where I helped many young men matriculate to CBA and came to appreciate the fine people they become during their four years here. As Dean, I believe first in high standards and high support. Simply put, high standards are a sign of respect, a way to tell students how much I believe in them and in all that they can achieve. High support shows them that I am willing to help however I can as they work toward those goals.

Thank you and your son in advance for carefully reading each document included in the August mailing. Please read the *Student-Parent Handbook*, found in the Calendar and posted on the school's website. Review key items, such as the dress code and haircut regulations, before orientation day and the start of the academic year. Please also pay particular attention to the instructions regarding mobile phones, internet and social media use, and attendance procedures. Knowledge of this information is central to helping your son succeed during his freshman year, and it's the foundation on which the self-discipline, responsibility, and accountability of a CBA education are built.

To introduce you and your son to CBA's standards, excerpts from the Handbook are summarized below to help you prepare for orientation day and the year ahead.

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 regard to the dignity of every individual. Bullying or any type of harassment, coercion, or intimidation, whether physical, emotional, verbal, or otherwise, is strictly prohibited at CBA.

Attendance Procedures:

- In the event of an absence or if a student will be tardy, a parent or guardian must call the attendance hotline **(732-747-1959, ext. 300)** or email **attendance@cbalincroftnj.org** **before 8:00AM**. The attendance form must be submitted to the Main Office upon return to school. To qualify as a verified absence, a student must submit a signed attendance form accompanied by a note from a doctor's office.
- Students arriving to school late (after 8:10AM) are required to bring a doctor's note and a signed attendance form to the Main Office.
- Students who need to leave early are required to bring the attendance form to the Main Office before 8:10AM and will be given a pass to leave class at the time stated on the attendance note. Before leaving, students must stop at the Main Office to sign out. Upon returning to school, the student must submit a doctor's note to the Main Office to qualify for early dismissal as a verified absence.
- The attendance form can be found online and in the class pages.

Note that 8 or more unverified absences in a semester may result in the denial of academic credit.

Identification Cards: Official student ID cards are issued to students at the beginning of the year. Students must wear these IDs on the assigned regulation lanyard at all times. Failure to surrender an ID card (or not having one) will result in detention. IDs are necessary for late sign-ins and early sign-outs, purchases in the Dining Hall, admission to athletic events, and other school-sponsored activities.

Dress Code & Grooming: Students must wear a solid-colored dress shirt (no stripes, plaids, or patterns), solid-colored long dress pants with a belt, and shoes with socks (above the ankle) that are appropriate for a business environment. Please review the Handbook for details concerning acceptable pants and shoes. All students should also have a standard blue blazer or suit jacket that may be worn in cooler months or required for special events. **By orientation day (9/2)**, hair is expected to be cut above the collar, ears, and eyebrows.

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

Computer/Internet/Social Media: Personal computers and tablets may be used in class. Students are expected to uphold the highest moral and social standards in their use of the internet and social media. All students and their parents must read and sign the *Acceptable Use Policy for Computing and Related Technologies* and the *Cooperative Agreement*. Both forms should be submitted to the Homeroom Teacher on orientation day.

School Buses will be parked in front of the main entrance at 2:34PM each afternoon. Please remind your son that the buses will leave promptly at **2:38PM**. Your township arranges notifications of bus times and stops; such information should arrive before the start of the school year. If not, please contact your local school district. Students riding the bus are required to have their bus pass (provided by the district) with them at all times. Students who take CBA charter buses will be notified by the school of pertinent information. All bus rides are considered an extension of the school day, and as such, all regulations in the Handbook apply to student behavior on the bus.

School Pick-Up Information: All traffic will be stopped from 2:34PM to 2:45PM each day to allow buses to depart. If picking up your son by car after school, it is strongly suggested for your convenience and to reduce traffic congestion that you arrive after 2:45PM to avoid any traffic delays caused by the buses. Please do not park in the student parking lots behind the school (McKay and McKenna).

Please note: if there have been any significant developments with your son over the summer, such as medical conditions, psychological evaluations, educational testing, or interactions with law enforcement, we ask that you notify the school so we are prepared and can work most effectively with your son. Please do so by contacting the Office of the Dean of Students or your son's Counselor.

I look forward to working with you over the next four years and to meeting your son in September.

Sincerely,

R. Brandon Horner
Dean of Students