



**Parent/Student Handbook
2025-2026**



The Good Shepherd Academy

610 N. San Antonio Avenue,
Pomona, CA 91767

School Office Hours: Monday - Thursday 9 am - 3:30 pm
Friday 9 am - 1:30 pm

School Website: <https://www.thegoodshepherdacademy.org>

School Email: admin@thegoodshepherdacademy.org

School Office: 909-817-3313

Handbook

This Parent/Student Handbook is intended to be read by all administrators, faculty, parents, and students of The Good Shepherd Academy and used for all school related functions. Every parent and student is required to sign that they have carefully read the Parent/Student Handbook as it contains important information regarding The Good Shepherd Academy, including Policies and Procedures. An online copy can be found on the school website.

Right to Amend

The head of school and/or principal reserve the right to amend the Parent/Student Handbook at any time. Families will be notified of any amendments via our school newsletter The Centurion Circular and email.

Notice of Non-Discrimination Policy

The Good Shepherd Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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Mission Statement

The Good Shepherd Academy is an independent, coeducational K-12 classical academy in the Catholic tradition. Founded by parents as primary educators, it seeks to lead students to Know, Love, and Serve God through a rigorous classical curriculum in obedience to the Magisterium of the Catholic Church. With reverent attendance at daily Mass, and Eucharistic adoration, students seek truth, beauty, and goodness with an emphasis in virtue, wisdom, and discipline in learning.

Statement of Philosophy

The Good Shepherd Academy, dedicated to the academic and moral formation of every student, will partner with parents in providing for the spiritual and intellectual needs of each child. To accomplish this endeavor, The Good Shepherd Academy will educate students within the nurturing framework of a Catholic philosophy of education.

Teaching methods are directed toward developing memory, sound reasoning, and communication skills in keeping with the natural stages of childhood intellectual development.

Through a Catholic classical education, children will be able to reason effectively and express their thoughts coherently and convincingly. Students will encounter the greatest thinkers of Western Civilization and wisdom found in great literature, becoming wise themselves in the process.

Students naturally will be impelled to seek truth, beauty, and goodness, as they grow in faith, reason, virtue, and wisdom. Students will work to accomplish the purpose for which they were created; to know, love, and serve God.

The Good Shepherd Academy will provide regular reception of the sacraments and provide religious instruction using *The Catechesis of the Good Shepherd*, *the Baltimore Catechism* and *the Faith and Life Series*. Through this sacramental Catholic classical education, students will grow organically in faith and virtue, keeping a love and reverence for the Blessed Sacrament as their foundation.

The hope of The Good Shepherd Academy is to lead souls to God in all their pursuits; to live the Gospel in a life dedicated to Christ and His church; to become formidable leaders in the church, community, and society; to be intentional Catholics, and to become saints.

Accreditation

The Good Shepherd Academy has received Initial Accreditation Status through the Western Association of Schools and Colleges (WASC) through June 30, 2027.

Leadership and School Governance

The Board of Directors: The Good Shepherd Academy is governed by a Board of Directors, which develops rules and procedures to implement the policies of the school. The Board hires a Principal and Assistant Principal to carry out the mission of the school.

The Principal: The chief administrative officer or Head of school who, under the guidance of the board of directors, is responsible for overseeing the day-to-day operations of the school program.

The Assistant Principal: The administrative officer responsible for supporting the Principal and facilitating in the day-to-day operations of the school.

Standards of Christian Conduct for Parents, Guardians, and Adults

Parent involvement is an integral aspect of the success of The Good Shepherd Academy. The participation of every parent helps to ensure that we are able to carry out our mission and goals.

All parents, guardians, and adults involved in the development, education, and formation of children are required to act in a manner corresponding to the dignity that each person has as a child of God. As models for children, following this code is especially important for all teachers, administrators, parents, grandparents, guardians, family members, etc.

All parents, guardians, and adults involved at The Good Shepherd Academy are expected to behave in accordance with the following points:

- Working courteously and cooperatively with school faculty and each other.
- Expressing concerns with the school operation and personnel in a way that is not discourteous, scandalous, disruptive, hostile, or divisive.
- Because example is the best teacher, and because we are a Catholic school teaching Christian values, all parents/volunteers are expected to dress appropriately, in a modest and professional manner, upholding the atmosphere of a Catholic school.

Communication

1. **The Centurion Circular** - weekly newsletter created by the principal to inform parents about upcoming school events. The Centurion Circular will be emailed out each week on Monday and uploaded to the school website.
2. **Email blasts** - are sent to parents with announcements and reminders.
3. **Text-blasts** - are sent to parents' cell phones with announcements, reminders, and in the event of an emergency
4. **Website** - allows parents to view all school related information
5. **School Office** - office hours are 9:00 a.m. - 3:30 p.m. Monday through Thursday and 9:00 a.m. - 1:30 p.m. on Fridays. The school office can be reached at: 909-817-3313

Communication with Students While at School

Students may not make or receive calls, messages, or deliveries from parents during school hours. If a student needs to reach a parent during school hours or vice versa, such communication must take place via the school phone. In an emergency, parents will be asked to explain the nature of the emergency before a class will be interrupted to relay a message.

Cell Phones

No students may have a cell phone on campus, on field trips, or any school-related event/activity. If any student is found to have or use a cell phone, it will be confiscated and returned only to the parents by the Principal. Violation of this policy may result in disciplinary action and a parent-teacher conference.

Communication of Concerns with Teachers and Administration

1. Parents should first communicate with the teacher regarding the situation. This can be done via email or in-person by appointment. Let the teacher know what your questions and/or concerns are prior to the meeting.
2. If a situation is not resolved after speaking to the teacher, please contact the Principal. Parents are encouraged to email, call, or schedule a meeting.
3. Issues should always be addressed at the lowest level prior to being brought to the attention of the Principal.

Campus Regulations

To preserve the academic environment and safety of students, The Good Shepherd Academy is a closed campus. Students are not permitted to leave the campus on their own.

The Good Shepherd Academy honors parents as the primary educators of their children and therefore welcomes visits by parents and prospective students to our campus to observe classes or volunteer. However, all visitors, including parent volunteers, should call the school office to arrange such visits to avoid disruption to the classroom. All visitors must report to the school office to sign in and receive a visitor's pass prior to proceeding to visiting a classroom. Before leaving campus, visitors will need to sign out at the office.

In the event that a student forgets a lunch, he or she will be provided with a simple meal. We ask that lunches, backpacks, and forgotten homework not be brought to school once classes have begun. This may prove to be a difficulty for the day, but will be a beneficial lesson in responsibility and hopefully prevent future forgotten items. To access the school through the gate, please call the school office: 909-817-3313.

Emergency School Closing

In the unlikely event that school is closed, parents will be informed through e-blast, text-blast and/or notifications posted on The Good Shepherd Academy website.

Personal Property

Please mark all your child's name on all personal property, including uniforms. The school is not responsible for lost or stolen items. Please check the lost and found basket in the front office for any missing student items.

Student Lockers and Cubbies

Students may be assigned a cubby or locker at the beginning of the year. Lockers and cubbies are the property of the school, not the students. Lockers and cubbies are assigned subject to the following guidelines:

- Lockers and cubbies are to be used for the temporary storage of books, lunches, and appropriate personal belongings during school hours.
- Lockers and cubbies are to remain free of all debris, trash, and clutter.
- No messages or images may be posted inside or outside the lockers.
- Students will be billed for any damage done to lockers, such as marred surfaces, scratches, dents, etc.
- The school may conduct searches of lockers and cubbies and confiscate contents if administrators reasonably suspect that contents are in violation of these guidelines, school policy, or the educational process.

Parent Guild & Service Hours

The Parent Guild

All The Good Shepherd Academy parents are members of the Parent Guild, a parent organization that supports and serves the school community. The Parent Guild:

- Coordinates hospitality for school events;
- Organizes fundraising events in collaboration with the Administration;
- Builds a culture of camaraderie and unified support of The Good Shepherd Academy;
- Promotes the school mission at all times and in all events;
- Prays for the wellbeing and success of our school community; and
- Coordinates a program of parent formation through the Speaker Series in collaboration with the school's Principal.

The Parent Guild operates under the direction of the school Administration but has its own leadership team. The school needs and relies on the active participation and support of all of our parents. Please choose an activity or project that is of interest to you. Parents are also welcome to help out in multiple areas of need.

Parent Service Hours

Due to the ongoing nature of building a new school and encouraging widespread participation, TGSA has a Parent Service Hour program. It is our intention and hope that your participation will promote a spirit of service and reflect your dedication to the school.

To build this tradition, we ask each family to give at least **25 hours of service per year**. Parent Service Hours can be logged on the school website through the Parent Portal. These hours will be checked by a school Administrator and verified. These hours can be checked or updated throughout the school year. Parents are encouraged to log services hours as soon as possible after completion.

While the school prefers personal parent participation, it is understood that it is not always manageable for some families. Therefore, there is a buy-out option at the cost of \$20 per hour or \$500 buy-out for the school year. Please let the office know if you prefer the buy-out option.

When donating supplies, parents must bring in or email a copy of the receipt to the school office (office@thegoodshepherdacademy.org) . Hours not completed by May 31st will be billed in a separate summer billing.

Fulfillment of service hours can be achieved in the following ways:

- volunteering time
- monitoring recess and/or lunch
- donating materials or items for school events
- hospitality committee
- hot lunch program
- field trips
- jog-a-thon
- First Communion and Graduation committees
- school beautification
- Christmas and Spring concerts
- St. Madeleine hospitality Sundays
- attending Speaker Series talks
- making Holy Hours for the school
- other opportunities, posted in the Centurion Circular

The Board of Directors and School Administration greatly appreciates our Parents and Grandparents. Thank you!

Culture of The Good Shepherd Academy

The Academy partners with parents to build upon the four pillars of Formation:

- I. Intellectual
- II. Spiritual
- III. Moral
- IV. Apostolic

The culture of this intentionally Catholic academy is a vital sign of God's work and a signal to those who observe our habits and function as an authentic witness to the school's mission. Our aim is to offer an environment of authentic Catholic education, intentional worship in daily Mass and daily Adoration, prayer and a virtue program that encourages development of character and service towards neighbor.

Our students engage in intellectual rigor and moral formation that allows an encounter with the mystery and wonder of God's sacred revelations.

In a classical curriculum, discussions and modes of operation will reflect our love of Jesus Christ, our one Good Shepherd in true charity, willing the good of one another in order to lead each other closer to Our Lord.

Our activities, events, uniform, classroom conduct and Mass etiquette and all that The Good Shepherd Academy stands firm on, will elevate the students' true identity as beloved children of God.

The Good Shepherd Academy invites and encourages our parents to incorporate this charism within their family life so that we can be reflective and harmonious in the formation of our students.

The Academy understands the gravity of depravity of the secular culture and the division it often causes in our society. Our focus remains mission driven, and the Academy welcomes parents that can embrace and support our effort to educate and form students accordingly.

Expected Schoolwide Learning Results (ESLRS)

The Good Shepherd Academy students will:

Know: *Students will be scholars who:*

1. Know the content of the Catholic faith and be able to defend it.
2. Receive religious instruction using The Catechesis of the Good Shepherd, the Baltimore Catechism, Seton Press, and the Faith and Life Series of Ignatius Press. TGSA Students will attend Daily Mass and Adoration of the Blessed Sacrament.
3. Students will retain acquired knowledge through the daily exercise of memorization.
4. Taught to think critically, solve problems independently, and express arguments logically.
5. Read, write, and speak with confidence and competence.
6. Seek wisdom and understanding through examination and pondering of thoughts and lessons presented.

Love: *Students will be faithful Catholics who:*

1. Will have reverence for the Holy Mass to fortify their faith in Jesus in the Blessed Sacrament.
2. Glorify God in appearance, manners, and speech.
3. Are familiar with the lives, wisdom, and virtues of the saints, especially the Blessed Virgin Mary; inspired to comport their lives for the glory of God.
4. Will grow organically in faith and virtue, keeping a love and reverence for the sacred.
5. Develop an awareness and act in compassion for those in need.

Serve: *Students will be citizen leaders who:*

1. Treat others with Charity, Justice, and Respect.
2. Work with honesty, excellence, and perseverance in all pursuits.
3. Demonstrate leadership in various settings: school, community, and parish involvement.
4. Will seek opportunities to live a life of service for the good of others for the glory of God.

Centurion Code of Conduct

The model of exemplary conduct for students at The Good Shepherd Academy is the Centurion whose faith, charity, and humility inspired Jesus to exclaim that He had not found so great a faith in all of Israel. Students, in imitation of the Centurion, should seek to give glory to God through their acts of charity towards God and neighbor, always treating others the way they would want to be treated.

Centurions of The Good Shepherd Academy

Show love for God in all we say and do.

- I maintain a prayerful posture while in church.
- I have good posture during prayer and Mass.
- I avoid any distractions during prayer and Mass.
- I always act with awareness that God is everywhere.
- I am thankful for all of God's gifts, including the privilege of education.
- I have a positive attitude, even when things are challenging.

Are ready to serve others.

- I participate readily during class discussions.
- I let others have a chance to participate.
- I am ready to help if I see someone is in need.

Treat people with charity, justice, and respect.

- I always greet teachers and other adults on campus using formal titles.
- I address my peers in class using their formal title.
- I raise my hand to speak and ask questions.
- I stand when a teacher, staff member or priest walks in the classroom.
- I make eye contact when someone is speaking to me and when speaking to them.
- I greet people with a smile.

Work with honesty, excellence, and perseverance.

- I turn in neat work to the best of my ability.
- I complete all classwork, tests, and homework on time.
- I understand any incomplete homework will not receive full credit and must be turned in immediately.
- I always do my own work, giving my honest best effort.

Glorify God in our appearance, manners, and speech.

- I come to church and school in complete uniform.
- I make sure my uniform is neat.
- I make sure my hair and outward appearance are tidy.
- I respond with "yes" not "yeah" when speaking to adults.
- I speak with proper grammar to the best of my ability (no slang).

- I behave in all ways knowing that I am a Child of God.

Admissions & Financial Aid

The Good Shepherd Academy maintains a rolling admissions policy until the school reaches full enrollment. The Admissions policy includes an application, student assessment, review of previous school records, family interview, and a tour/visit day for the student. Upon review of the pertinent documents and outcome of the family interview and student visit, an admission decision will be determined and parents will be informed as efficiently as possible. Please contact the school office or see the school website for further instruction on the Admission procedures.

The Good Shepherd Academy cannot accept students from families with same sex parents or guardians. As a Catholic school, we hold true to the Church's traditional teachings on marriage between a man and a woman only. Thus, The Good Shepherd Academy holds the right to not accept students who have parents or guardians of the same sex.

Financial Aid

The Good Shepherd Academy offers need-based financial aid to assist students whose parents are willing to make a financial sacrifice and commitment to the school, but have difficulty meeting the cost of tuition. To be considered for financial aid, the parent must submit the BeneFAQ form which helps determine the amount of assistance for which the student is eligible. The financial aid application must be completed by **March 1st** to receive financial assistance for the following school year.

Transferring to another school

The parents are to notify the school in writing of any intentions to withdraw from The Good Shepherd Academy. An exit interview with a school administration official should be held prior to requesting a transfer.

Upon receipt of written notification from the parents, the school office will send the official transcript requested by the receiving school. Official transcripts will not be forwarded to the receiving school until the request for withdrawal is cleared by the Principal.

A high school student who withdraws prior to the conclusion of a semester will not be granted credit for that semester. Withdrawal grades will be forwarded to the new school which will be responsible for granting credit by pro-rating the withdrawal grades.

Academics

The Good Shepherd Academy approaches instruction through the framework of the trivium, focusing on grammar, logic, and rhetoric so that students have the tools necessary to read well, write well, think well, and speak well. All subjects, first and foremost, should lead students to the achievement of their ultimate goal of knowing, loving, and serving God.

In seeking to incorporate within our students the perennial wisdom of the Catholic Church, students are immersed in the faith in all subjects. Students study ecclesiastical Latin in order to better understand this sacred and universal language of the Church.

The basic curriculum offered at The Good Shepherd Academy includes the following:

Religion	Latin	Grammar	Spelling	History	Mathematics	Choir
Literature	Composition	Handwriting	Science	Physical Education	Art	

Grading

The Good Shepherd Academy recognizes that assessments are necessary and useful diagnostics to measure a student's progress toward learning objectives. However, we encourage students and parents to understand that the pursuit of what is good, true, and beautiful, as well as the formation of virtue, are far more important. Teachers will make prudential decisions to guide students and families toward a true love of learning and the development of a healthy spirit of study.

Grading Scale

The Good Shepherd Academy uses the following grading scale for students in grades 3 - 12 for all major academic subjects.

A+	97-100%	4.00
A	93-96%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67 (passing)
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67

F 59% and below 0.0

In Grades K - 2, daily work is assessed, but not assigned a letter grade. Teachers also provide individual comments regarding the student strengths and areas for improvement. The following grade scale is used:

- + Exceeds expectations
- ✓ Meets Expectations
- Does not meet expectations and needs improvement

Standardized Testing

All students in grades 2-10 will undergo standardized testing as one measure of ability and achievement. This testing will take place in the Spring semester prior to the Academy's Easter break.

Gradelink

Gradelink is the online grading service used by The Good Shepherd Academy. Parents receive their account information at the beginning of each year. This allows parents to check their child's progress throughout the school year.

Parents can also set notifications for text/email if a student assignment falls below a certain grade. If you experience any difficulty with accessing Gradelink, please email the school office.

Progress Reports

Progress reports will be sent home in the middle of each quarter. These reports are meant to be a physical reminder of how a student is doing at that point in time and serve as an important warning for students at risk of not passing a class.

Parents are asked to review the progress reports with their children, sign them, and return them to the teacher within 3 days. Parents should also assist their child(ren) in making any needed changes at home and in the classroom to improve these grades. A student success plan can also be designed and implemented between the teacher, student and parent.

Report Cards

The dates for the end of each quarter grading period are noted on the school calendar and Centurion Circulars. Report cards will be handed to parents at the end of each quarter. Report cards are meant to be kept and do **not** need to be signed and returned to the school.

Parent-Teacher Conferences

In acknowledging that education is most successful when parents and faculty work together, parents are encouraged to maintain respectful and open lines of communication.

Any questions or concerns parents may have regarding their child's academic or social progress should follow the following line of communication: **teacher, principal, board president.**

There are two formal parent-teacher conferences each year. **Attendance at these conferences is mandatory.**

The first conference will be held at the conclusion of the 1st Quarter. The second parent-teacher conference will be midway through the 3rd Quarter. Dates for both parent-conferences are listed on the school calendar.

The days of the parent-teacher conference will be minimum days with dismissal at noon. Conferences will begin at 12:45 p.m. and extend until 4 p.m. Please note that drop-off, pick-up are not appropriate times to speak to your student's teacher about your student's progress.

Homework

The first priority of The Good Shepherd Academy is developing a love of learning and supporting a vibrant home life. Students in the lower grades may have very little homework, while students in the upper grades may have more moderate homework.

The first priority of the students is study. Homework is a useful tool for helping students gain mastery in concepts introduced during the school day. Students are not expected to attempt new or unfamiliar work at home. All assigned homework is expected to be completed neatly and turned in on time.

The following are **general guidelines**, actual homework time may vary according to the subject and ability of each student. If a student consistently exceeds these limits, the child's teacher should be notified.

Grade(s):	Homework Time (approximate):
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K	25 minutes
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Grade 1	25 minutes
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Grade 2	35 minutes
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Grade 3 - 5	45 minutes
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Grades 6 - 8	60 minutes
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Grades 1-5

On weeknights, teachers will assign about 15 minutes of homework per grade level to students in grades 1-5. This means that a typical 3rd grader could do up to 45 minutes of homework (for example: 20 minutes of reading, 15 minutes on Math, 10 minutes on studying Latin or Spelling etc.). Weekend homework may consist of reading Literature, reviewing Latin and Math, etc..

Grades 6-8

In preparation for high school, grades 6-8 should study for at least 1 hour on weeknights, with a priority toward Math, Latin and Literature. Students are encouraged to read over the weekend and work on longer-term projects or preparation for upcoming tests.

High School

Homework and home study are integral parts of a student's academic progress and helpful preparation for success in college. A high school student should devote approximately 1-2 hours per night on homework or review and completing assignments with a priority in Math, Latin and Literature. Especially in difficult subjects, extra time may be necessary to ensure mastery. Time management in the high school years is essential to learn balance and planning; this training will prepare them to handle the academic expectations during their college career.

Missed Homework

If a student is absent due to illness, please approach the teacher to learn what the student missed and what will be necessary to make up and when the missing assignments are due. It is the student's responsibility to communicate directly with the teacher regarding missed assignments due to absence. Please communicate with the school office and teacher if there is a prolonged medical absence. If the student is absent due to a prolonged non-medical reason, the parent must notify the school office in advance.

Credit for Late Work in the High School

Unexcused late work may initially receive a reduction of 20% to the grade for each class day it is missing. Teachers may have their own policy in place, which would take precedence. An assignment receiving the maximum of credit would be graded as such:

On time	100%
1 class day late	80% credit
2 class days late	60% credit
3 class days late	50% credit

After an assignment is more than 3 days late, the teacher will have the discretion to accept the late assignment for credit which would be no more than 50%.

High School Graduation Requirements

The Good Shepherd Academy will award a diploma to students upon successful completion of the 290 credits course of studies listed below, far exceeding the state requirement. Participation in Graduation exercises is a privilege reserved to those students who have met their academic obligations and maintained good citizenship.

Catholic Theology	40 credits (4 years)
English Literature	40 credits (4 years)
History/US History	40 credits (4 years)
Math (through Algebra II)	30 credits (3 years)
Latin (3 year requirement)	30 credits (3 years)
Science	30 credits (3 years)
Government	5 credits (1 semester)
Economics	5 credits (1 semester)
PE	10 credits (1 year)
Fine Arts	40 credits (4 years)
Logic/Rhetoric	20 credits (2 years)

Total: 290 credits

Some requirements may be waived in the case of students transferring from other schools. Any student who has incurred one or more semester F's must make-up the course the following summer through an accredited summer program in order to enroll the following year. Any student who receives three semester F's in one year may be asked to leave The Good Shepherd Academy.

Students not completing the above requirements will not be granted a diploma until all deficiencies are made up. All courses attempted must receive a passing grade in order for the students to receive a diploma. A passing grade is C-.

Summer School Policy

The Good Shepherd Academy (TGSA) does not offer summer school for D's and F's but does offer the options below.

For students making up grades of D or F:

- Upon the approval of The Good Shepherd Academy, students may take courses either at an accredited high school or college or from a UC approved online course provider. Students must check their eligibility, and inform the school of the course they intend to make up and where they plan on doing so.
- For an A-G course offered exclusively by The Good Shepherd Academy (e.g. Ancient Literature or Medieval Literature, students must get approval for an equivalent course.
- Official grades for any courses must be received by The Good Shepherd Academy in order to be included on any TGSA transcript.

For students desiring to advance in Math or Science:

- Upon the approval of The Good Shepherd Academy, students desiring to move ahead in math and science may take courses either at an accredited high school or college or from a UC approved online course provider. Students must check their eligibility, and inform the school of the courses they intend to take and where they plan on doing so.
- No outside courses can be taken for advancement in the subject areas of Theology, History and Literature.
- Official grades for any courses must be received by The Good Shepherd Academy in order to be included on any TGSA transcript.

Attendance

Regular School Hours

Monday - Thursday: 7:45 a.m. - 3:15 p.m.. Our day begins at 7:45 a.m. at St. Madeleine Parish(931 E. Kingsley Ave, Pomona, CA 91767) for Morning Assembly. Afterwards, the entire school attends the 8:00 a.m. Daily Mass. The school office will be open from 9:00 a.m. - 3:30 p.m.

First Fridays of each month: 7:45 a.m. - 12:00 p.m. (12:30 p.m. for high school students). On First Fridays of each month, students will attend Mass at St. Madeleine Catholic Church. After Mass, students and faculty will head back to the school campus and prepare for classes to begin at 9:00 a.m.. The school office will be open from 9:00 a.m. - 1:30 p.m.

Other Fridays: 8:45 am - 12:00 pm (12:30 pm for high school students). On other Fridays, students will meet in the quad for a morning assembly at 8:45 am. After the morning assembly, students will prepare for their morning classes. The school office will be open from 9:00 a.m. - 1:30 pm.

Regular Attendance

Regular attendance at school is important and students may be absent from school only for serious reasons. Students are expected to attend school and be on time every day, except in the case of illness or special circumstance.

Tardy Policy

In the case that a student is tardy for the 7:45 a.m. morning assembly, the parent must walk the student into St. Madeleine Church and deliver him or her to the homeroom teacher. Please keep in mind, our school day begins each Monday - Thursday, and First Fridays, at 7:45 a.m. On all other Fridays, our school day begins at 8:45 am.

In the case that a tardy student is dropped off directly to the school campus, his or her parent must sign the child in at the front office.

Visitors to Campus

If a student comes late to school or needs to be picked up early, the parent must notify the office and come to the office to sign their student into school or early dismissal from school. This is also true for any students who arrive on campus at a later time for classes, or who leave the campus earlier than 3:30 p.m. with a parent or guardian.

All visitors to the campus must sign in at the front desk in the school office.

Discipline Code

Discipline is a tool that aids in the education and formation of children. The Good Shepherd Academy is dedicated to providing a healthy environment for growth (academically, emotionally, spiritually and morally). To ensure this, the following norms and sanctions seek to:

- Preserve the proper educational environment by ensuring a safe, secure, and orderly campus and classroom;
- Encourage development of virtuous conduct;
- Provide instruction and guidance to teach proper behavior attitudes;
- Deter students from acts that impede the learning process or that are self-destructive, self-defeating, and uncivil;
- Maintain proper student conduct throughout the school day and at all school-related activities.

To implement our disciplinary policy, staff and faculty will use verbal praise, verbal reminders, Gold slips, Red slips and Blue slips.

- **Gold slips** are given for virtuous behavior.
- **Red slips** are given for misbehavior in direct violation of the student Code of Conduct, inside and outside the classroom and may result in detention. Red slips must be signed by a parent and returned the next day to the issuing teacher. If a student should receive 3 red slips in a quarter, they may be placed on Disciplinary Probation.

- **Blue slips** are given for dress code infractions. Blue slips must be signed by a parent and returned the next day to the issuing teacher. If a student should receive 3 blue slips in a quarter, they will be placed on Uniform Probation.

Disciplinary Offenses

Class A Offenses

- Disorderly conduct
- Uncharitable horse-play
- Disruptive class behavior
- Inappropriate language
- Disrespectful behavior towards others (including online communications) Gum chewing
- Littering
- Possession of cell phone on campus

Potential Disciplinary Action:

- Reprimands and verbal warnings
- Confiscation of phone
- Red slip and/or Detention
- In-House Suspension 1-3 days

Class B Offenses

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Cheating ● Minor theft (under \$10) ● Harassment, offensive language ● Class-cutting ● Truancy | <ul style="list-style-type: none"> ● Inappropriate displays of affection ● Defiance ● Reckless driving on campus ● Cigarettes, vaping ● Bullying |
|--|---|

Potential Disciplinary Action:

- Red slip and/or Detention
- In-house or Out of School Suspension
- Expulsion

Class C Offenses

- Rendering false fire alarm
- Possession of pornography
- Possession of alcohol, drugs, paraphernalia Unauthorized use of any incendiary items (lighters, matches, smoke bombs, firecrackers, etc) Fighting (physical contact)
- Vandalism
- Scandal to community (through serious misconduct either on or off campus)

- Posting or distributing defamatory or harassing communications or pictures

Potential Disciplinary Actions:

- Out of School Suspension 1-5 days
- Expulsion

Class D Offenses

- Burglary
- Major theft
- Property damage
- Extortion
- Threatening another student, parent or faculty/staff (including online communications)
- Possession of weapons or dangerous instruments Assault with intent to harm the other party
- Sexual activity on campus or at any school related event

Potential Disciplinary Action

- Immediate suspension with view to expulsion
- Out of school suspension 1-2 weeks
- Expulsion

A student's age and grade level will always be taken into consideration when determining discipline. Serious misbehavior may consist of a single act of a serious nature or chronic minor misbehavior.

Above all else, no student has the right to endanger the safety of others or interfere with the learning of another student. Behavior outside the school may also be subject to disciplinary action if it affects the school community at large, especially when such behavior is injurious to the good name and reputation of The Good Shepherd Academy, its staff or its students.

Detention

If the need arises for the disciplinary action of Detention, time in detention will be served on Wednesdays from 3:15-3:30 pm for students in Grades 1-5 and 3:15-3:45 pm for students in Grades 6-12. There will be a designated classroom for Detention and parents will be asked to pick up their students from that classroom.

Discipline at The Good Shepherd Academy is seen as an instructive tool to assist students in correcting their behavior and to make positive decisions in forming their actions according to compliance with the school's Code of Conduct. Faculty or staff will inform parents with a written notification of detention at least one full day before the student will be required to serve the detention. Faculty will communicate with parents in the discipline of their students and favor a positive working relationship with parents in this area of collaboration.

Disciplinary Probation

There may be occasions when a student's behavior warrants Disciplinary Probation. Three red slips in a quarter for any reason will result in Disciplinary Probation and a Parent/Principal meeting. Such a measure may also be taken for a single offense of a more serious nature. Students on Disciplinary Probation receive a written letter with the terms and conditions of probation. Being on Disciplinary Probation may impact an invitation to return to the school in the following academic year.

Suspension

Chronic misbehavior, a single act of serious misbehavior, or failure to follow school policies may result in suspension at the discretion of the Head of School. Please note that academic credit will be lost during a period of suspension and seriously impact the academic standing of a student. It should be avoided. Suspended students may not take part in or attend school-sponsored activities during the time of suspension.

Expulsion

Expulsion constitutes permanent, recorded removal of a student from The Good Shepherd Academy. Students may be expelled for:

- Flagrant violation of the Code of Conduct, the moral norms of the Academy.
- Persistent defiance of authority.
- Actions gravely detrimental to the physical, moral, and spiritual wellbeing of others. Any activity, on or off campus, injurious to the good name and reputation of The Good Shepherd Academy.
- Any other offense deemed sufficiently serious by the administration.

Uniform Guidelines

The Good Shepherd Academy has chosen a uniform that will promote proper attire suitable for serious work in the classroom and a polished look when in public. Appearance, dress, and grooming make the school atmosphere more conducive to academic excellence, respect for the school, and charity toward neighbor. Respectful dress is habit-forming and will help in adult life.

The colors reflect the colors in the school logo and compliance is expected daily. Full dress uniform is expected in the morning, as we begin each day in Daily Mass. During the day, the students may remove their blazers or sweaters to be more comfortable in the classroom.

While on campus, students must wear the uniform according to the dress code, until they exit the campus. Students who do not conform to uniform policies after a written violation is given will receive a consequence according to our Discipline Policy.

Dress Code for Grades K-6

Girls:

- Jumper (bike shorts may be worn under the jumper)
- Peter Pan blouse
- Cross tie
- White socks (NO ankle socks)
- Black Mary Jane or similar shoes
- Navy blue cardigan sweater with Logo
- Simple jewelry: such as single earrings, simple bracelet
- Clear or soft pink nail polish only
- Navy blue Vest with Logo
- Rain Jacket for winter with Logo (no other jacket may be worn)

Boys:

- White oxford shirt
- Plaid tie
- Navy pants
- Black belt
- Dark socks
- Black dress shoes
- V-neck sweater with Logo
- Navy blue Vest with Logo
- Rain Jacket for winter with Logo (no other jacket may be worn)

Dress Code for Grades 7-12

Girls:

- Plaid skirt (bike shorts underneath may be worn)
- White oxford button-down blouse
- Cross tie
- White crew socks
- Saddle shoes
- Navy Blazer
- V-neck vest or v-neck sweater with Logo
- Cardigan sweater with Logo is optional
- Rain Jacket for winter with Logo (no other jacket may be worn)
- Simple jewelry: such as single, small pierced earrings, one simple bracelet and no ankle bracelets
Scapulars should be worn inside.
- Clear or soft pink nail polish only
- No makeup is necessary.

- No tattoos: permanent or temporary; no body art (writing or graphics on skin)

Boys:

- Khaki pants
- White oxford button-down shirt
- Plaid tie
- Black belt
- Black shoes
- Dark socks
- Navy Blazer
- V-neck vest or V-neck sweater with Logo.
- Rain Jacket for winter with Logo (no other jacket may be worn)
- No jewelry. Religious medals, scapulars should be worn inside.

Hair Policy

Having a hair policy is important because it reflects the culture and discipline of the Academy. We believe that trendy hairstyles have the ability to distract or draw an inordinate amount of attention to themselves. **Hair can illuminate the natural beauty and dignity of the person and should be treated with thoughtful consideration.** Hair should be prepared as if you were going to Sunday Mass, not meant to create an undue attention and distraction to others.

Boys: Hair will not be unkempt or disheveled but neatly combed and in good order. The bedhead look or lack of attention to hair will be cited. Neck and hairlines will be tapered and clean cut. Your face will be presentable at all times. Faces will be clean shaven. Hair should be above the top of the ears and above the collar, will be no longer than 3 inches on top and 1 inch around the sides. No trendy hairstyles permitted.

Girls: Hair will be kept neat, combed and styled and in good order. Hair adornments that match the school uniform are permissible and other ties/clips/bows have to be dark or blend with the school colors of blue, white or gold. Hair items and products on or in your hair that draws inordinate attention to the student will be cited. There are to be no trendy hairstyles, shaved sides, cornrows or mohawks. The student's face must be presentable, no hair strands or long bangs covering the face.

Veiling Policy

In accordance with Catholic Church teaching that the parent is the primary educator of their child, the school will support the parent's decision in regards to permitting their daughter to veil for Mass. It is the school's view that the act of veiling for Mass is a beautiful gesture to being in the presence of God in a sacred place; and veiling is therefore encouraged, but never required. Please let the school know if you would like the school to provide a veil to your daughter.

Inappropriate for all school functions:

- Dirty, torn, sheer or see-through, faded or cut-off clothing, skinny jeans, jeggings, leggings, too-short shorts or skirts, too-tight tops, offensive messages, tank tops, halters, bare shoulders or

midriffs, gym clothes, hats, caps, bare feet, sandals, earrings on boys, sunglasses indoors, or anything that looks bizarre or immodest.

Health Policies

Administration of Medicine at School

The following procedures are in effect to allow students who require medication to attend school, to assure the correct administration of prescribed medication, and to protect the health and safety of all students. All medications taken while at school are kept in the school office and administered only by the school office staff.

- Parents must complete a Medical Authorization and Permission Form to request that the school administer medication during school hours. This signed form will be kept in the medical file.
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- Every dose of medication is recorded by the office on a medication log that includes date, time, dosage and initials of the person giving the medication to the student.
- Parents may forgo the above procedures if they wish to bring in the medications themselves to administer to their own children.
- Parents will authorize the school to call for emergency treatment of their child which may include an ambulance to a hospital.

Illness or Injury:

If a child is injured or becomes sick at school, the school reserves the right to send that child home for the safety and health of that child and of all the other children. Parents are expected to pick up their ill or injured child within 30 - 60 minutes of being notified by school staff. An incident report will be filled out by the faculty or staff with details of the incident.

Contagious Illness Protocol Plan

The objective for the Academy is to maintain a healthy and illness free environment. The Academy will take precautionary measures to prevent the spread of illnesses by frequent handwashing, sanitizing of common use spaces and encouraging parents to keep children home with any symptoms; students must be fever-free for 24 hours before returning to the classroom.

Safety

The Good Shepherd Academy has a Safety Plan on file in the school office that includes a schedule for fire drills, earthquake drills and an intruder on campus drill. Student emergency information is kept in each classroom and in the front office to reference in the case of an emergency.

This safety plan involves procedures for the following occurrences:

1. **Earthquakes, twice a year**
2. **Fires, twice a year**
3. **Intruder near/on campus, twice a year**

Financial Information and Obligations

REGISTRATION

Payment of the per student registration fee guarantees student's placement for the upcoming school year. Registration for both returning and new families is due on **March 10th**. Registration is non refundable.

TUITION

Tuition is the principal source for income and vital to the continuation and support of our programs. The Good Shepherd Academy is entirely self-supporting and receives no tuition assistance from the church or from the dioceses. All tuition fees are non-refundable once paid and are charged at the time of registration.

SERVICE HOURS

Each TGSA family must contribute 25 hours of service to the school or purchase a \$500 (\$20 per hour) buyout. The school offers multiple opportunities throughout the year to complete this requirement. If a family does not complete the 25 hours of family service by **May 31st**, they will have to pay for the remaining hours at \$20 per hour.

FUNDRAISING OBLIGATION

A \$1,000 Fundraising fee per family is required. The school will provide multiple opportunities to fundraise, like Jog-a-thon, See's Candies, Feed The Need, Annual Gala and much more. However, each family is responsible for bringing their own receipts and sponsorships to the school office. Any outstanding amount not fundraised on or before **May 31st** will be billed to the family account.

FINANCIAL ASSISTANCE

The Good Shepherd Academy is committed to making Catholic education available to all families. Any family in need of tuition assistance must complete an application and submit necessary documents to BeneFAQ, the verification system that will be used to determine need. If a family does not qualify or meet the criteria for financial aid as determined by BeneFAQ, the application may be considered for an in-house award, determined by the The Good Shepherd Academy board of directors.

FAMILY PLEDGE

For each school year the actual cost per student is projected to be \$1,500 more than the actual tuition. Each family is encouraged to examine their individual financial situation and identify their ability to supplement some or all of this gap for each enrolled student to help the school meet its financial requirements to continue to provide a quality education to all students.



TGSA Staff Directory

Mr. Daniel Mansueto	Board President Teacher, Literature and History (High School) dmansueto@thegoodshepherdacademy.org
Mrs. Judy Gutierrez	Interim Head of School Teacher, College Guidance headofschool@thegoodshepherdacademy.org
Mr. Jourdain Renteria	Principal Homeschool Academy Director/Teacher jrenteria@thegoodshepherdacademy.org
Mrs. Karla Cetina	Assistant Principal office@thegoodshepherdacademy.org
Mrs. Melissa Villegas	Office Assistant mvillegas@thegoodshepherdacademy.org
Mrs. Rocio Arambula	Teacher K-2 rharambula@thegoodshepherdacademy.org
Miss. Marina Macias	Teacher 3-5, Catechesis of the Good Shepherd mmacias@thegoodshepherdacademy.org
Miss. Caroline Cobo	Teacher 6-8 Homeroom, Grammar/Composition, P.E. (6-8) Math & Literature (Grade 2) ccobo@thegoodshepherdacademy.org

Sister Francis Mary	Theology (Grade 6-8), Theology & Latin HS Prefers to text or call: 805-217-2869
Mr. Mathew Geier	Literature, History, Geography (Grade 6-8), Schola (Grade 6 - 11) mgeier@thegoodshepherdacademy.org
Miss. Emily Hutt	Math (Grades 4-6) ehutt@thegoodshepherdacademy.org
Mrs. Jaqueline Tran	Catechesis of the Good Shepherd jcuriel@thegoodshepherdacademy.org
Mr. Daniel Valdez	Algebra (Grade 8) dvaldez@thegoodshepherdacademy.org
Mrs. Karen Valdez	Geometry (High School) kvaldez@thegoodshepherdacademy.org
Mr. Diego Ruiz	Latin (Grade 4), Latin, Science, P.E.(Grade 6-8) druiz@thegoodshepherdacademy.org
Mrs. Amanda Valdes	Schola (Grade K - 5) avaldes@thegoodshepherdacademy.org
Mr. Joseph Freymann	Physics, Pre-Calculus, Apologetics jfreymann@thegoodshepherdacademy.org