



**Family Handbook
2026-2027**



The Good Shepherd Academy

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Handbook

This Family Handbook governs all administrators, faculty, parents, and students of The Good Shepherd Academy and applies to school related functions. Each parent must sign a writing affirming knowledge of the contents of the Family Handbook. An online copy can be found on the school website.

Right to Amend

The Board of Directors has and reserves the right to amend the Family Handbook at any time. The Good Shepherd Academy will notify Families of any amendments via the school's newsletter and/or by 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.

TABLE OF CONTENTS

A. The Good Shepherd Academy: Mission, Structure, Community and Support	5
1. Introduction	5
2. Philosophy of Education	5
3. Accreditation	5
4. Leadership and School Governance	5
5. The Culture of The Good Shepherd Academy	6
6. Expected Schoolwide Learning Results (ESLRS)	6
7. Parental Rights and Obligations	6
8. Parent Guild	6
9. Service Hours, Fundraising and Gala Support Obligations	6
B. Codes of Conduct	7
1. Code of School Conduct for Parents, Teachers and Staff	7
2. Code of Student Conduct	8
C. Communications	8
1. Communication to Parents of School-Related Information	8
2. Emergency School Closings	8
3. Back-To-School Night and State of the School Addresses	9
4. Cell Phones and Communication with Students at School	9
5. Order of Parental Communication of Concerns	9
6. Gradelink	9
7. Parent-Teacher Conferences	10
8. Progress Reports and Missing Assignment Lists	10
9. Report Cards	10
D. Presence at School	10
1. Campus Access	10
2. Late Arrivals and Early Departures	11
3. Attendance and Tardy Policy	11
E. Property	11
1. Personal Property	11
2. Student Lockers and Cubbies	11
3. Textbooks	12
F. Academics	12
1. Subject Matters Taught	12
2. Grading	12
3. Homework	13
4. Absence-Related Missed Assignments and Tests	13
5. Late Work	13
6. High School Graduation Requirements	14

7. Summer School Policy	15
8. Standardized Testing	15
G. Admissions, Financial Aid and Transfers	15
1. Admissions	15
2. Financial Aid	16
3. Transfers	16
H. Uniforms, Dress and Hair Codes, and Veiling Policy	16
1. Uniforms	16
2. Dress and Hair Codes	16
3. Veiling Policy	18
I. Discipline Code	18
J. Health & Safety	22
1. Administration of Medicines at School	22
2. Illness or Injury	22
3. Contagious Illnesses	22
4. Vaccinations	22
5. Fire, Earthquake and Intruder Drills	22
Staff Directory	23

A. The Good Shepherd Academy: Mission, Structure, Community and Support

1. Introduction

The Good Shepherd Academy is a Catholic coeducational K–12 classical academy. Founded by parents as primary educators of their children, The Good Shepherd Academy seeks to lead students to Know, Love, and Serve God through a rigorous classical curriculum in obedience to the Magisterium of the Catholic Church.

The Good Shepherd Academy has both a traditional school and a one day a week (Friday) Homeschool Academy. It also has a hybrid traditional school/homeschool program that permits qualifying homeschool students to enroll in selected traditional school classes that are in session Monday through Thursday as well as in Friday classes.

2. Philosophy of Education

The Good Shepherd Academy provides a Catholic classical education. A classical Catholic education seeks to enable students to pursue knowledge, reason and virtue. It also seeks to widen a child's natural openness to wonder, and thereby increase appreciation of and reverence for truth, beauty and goodness. Ultimately that reverence leads to a love for God Himself. Within the natural order, authentic classical education seeks to lead students to engage with, appreciate, and learn from the most excellent intellectual accomplishments within the liberal arts, mathematics, sciences and fine arts. Within the order of grace, a classical education informs students of the truths of sacred doctrine and theology. Consistent with the Church's tradition of exploring in depth all aspects of God's creation, The Good Shepherd Academy has a curriculum that is both rigorous and comprehensive in scope.

The Good Shepherd Academy endorses, and seeks to comply with, the Front Royal Statement concerning Catholic education. The Front Royal Statement will be posted on the school's website.

3. Accreditation

The Good Shepherd Academy has received Initial Accreditation Status through the Western Association of Schools and Colleges (WASC) through June 30, 2027 and Full Accreditation Status through the Western Catholic Educational Agency (WCEA) through June 30, 2028.

4. Leadership and School Governance

The Board of Directors: The Good Shepherd Academy's Board of Directors has ultimate governing authority on all matters relating to the school. The Board of Directors has developed rules and procedures to implement the policies of the school. The rules and procedures that it has adopted include those that this Handbook contains.

The Principal: The Principal is the school's chief administrative officer who, under the guidance of the Board of Directors, is responsible for overseeing the day-to-day operations of the school program.

Vice-Principals: The Principal is assisted by two Vice-Principals. One Vice-Principal has responsibility for Curriculum and Instruction, Faculty Development, and the Student Success

Program, and the other has responsibility for Student Formation.

5. The Culture of The Good Shepherd Academy

The Good Shepherd Academy seeks to foster a Catholic culture. A Catholic culture is one that derives from love and worship of Christ. It values charity, self-sacrifice and virtue. In doing so, it also values excellence in learning, beauty, and chastity. Marks of those formed by a Catholic culture include kindness to others, helpfulness to neighbors, friends in need, and the poor, participation in, and promotion of, public prayer, and modesty in dress. The school hopes that the Catholic culture that it seeks to cultivate will be a vital sign of God's work to others.

The Good Shepherd Academy encourages parents to foster a Catholic culture within their family life so as to help reinforce and nurture a Catholic culture at The Good Shepherd Academy.

6. Expected Schoolwide Learning Results (ESLRS)

Through its instruction, The Good Shepherd Academy expects that students will "Know, Love and Serve God." The Expected Schoolwide Learning Results (ESLRS) page on the school's website sets forth in detail the characteristics of students who have done so.

7. Parental Rights and Obligations

The Good Shepherd Academy honors and supports the right and obligation of parents to oversee the education that their children receive in school. It does so through transparency in what is taught and openness to parental input. Parents of students of The Good Shepherd Academy are parents who believe that they have both the right and obligation to ensure that their children receive a fully Catholic education. The Good Shepherd Academy seeks to provide them with the means for exercising that right and to assist them in fulfilling that obligation.

Parental involvement in the school and in the education of their children is essential to enabling the school to carry out its mission and educational objectives.

8. Parent Guild

All parents of The Good Shepherd Academy 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
- Prays for the wellbeing and success of The Good Shepherd Academy
- 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.

9. Service Hours, Fundraising and Gala Support Obligations

It is necessary for The Good Shepherd Academy to request parents' assistance to the school given the school's

small size and limited financial resources. Based on tuition alone, The Good Shepherd Academy has an operating deficit. It receives no financial assistance from the Diocese or from the government. For the foregoing reasons, the school has service hours, fundraising and gala support requirements, as set forth below.

a. Service Hours

Each family must contribute 25 hours of service to the school (5 hours for Homeschool Academy families and pro-rated for hybrid families) or purchase a buy-out at the rate of \$20 per service hour. The school offers multiple opportunities throughout the year to fulfill the service requirement. If a family does not complete the 25 hours of family service by May 31, 2027, the family must buy out the remaining hours at \$20 per hour. If requested by the school, five of the service hours are to be used to assist with the school's annual gala.

Parents may fulfill service hours only through activities that the school has designated as being qualified for fulfillment of service hours. The designated activities often involve fundraising events. They may also include school-related work such as student supervision during recess or lunch, supervision of a field trip, coaching a sport, and assistance in the school's office.

Parents must log service hours promptly in Gradelink. The hours logged are subject to verification by the school. While participation in the service hours program is mandatory, the school hopes that parents participate in the spirit of charity.

Some families may prefer to contribute monetarily rather than through labor. For such families there is a buy-out option at the cost of \$20 per hour (which equates to \$500 for a buy-out of 25 hours).

b. Fundraising and Gala Support Obligations

Each family is obligated to procure \$1,000 in donations to The Good Shepherd Academy (\$500 for Homeschool Academy families and pro-rated for hybrid families). The Good Shepherd Academy will provide opportunities for families to fulfill this obligation through participation in fundraising events that The Good Shepherd Academy will organize. These will be fundraising events similar to or the same as The Good Shepherd Academy's previous fundraising events, such as the Jog-a-thon, See's Candies sales, and annual gala. Insofar as the \$1,000 fundraising obligation is not fulfilled by May 31, 2027, a fee for the shortfall will be charged to the family. The fair market value of auction items donated for the annual gala may be counted toward the \$1,000 obligation.

The Good Shepherd Academy's annual gala, which is the school's single most important fundraising event, requires participation from each family to be a success. For this reason, each family must sell or purchase two tickets to it.

B. Codes of Conduct

1. Code of School Conduct for Parents, Teachers and Staff

It is essential that parents, teachers and staff serve as witnesses of the Catholic faith to students. It is thus essential that they conduct themselves in a manner that Christ would bless. Therefore they must behave in accordance with the following standards:

- Work with school faculty and among parents is to be positive, courteous and cooperative. Within any

community the sin of detraction is harmful to the community.

- Communications with school personnel and/or among parents are not to be discourteous, scandalous, disruptive, hostile, or divisive. While parents always should bring to the school's attention any concerns they may have with the school's operation and/or personnel, when doing so they are to be professional and constructive.
- The Principal, the Vice-Principals, the teachers and staff should be expected to respond to phone call messages and emails within one business day of receipt. They should not however be expected to take calls or respond to emails in the evening, on holidays or on weekends.
- All parents and volunteers when on campus or involved in a school-related activity (e.g., fundraising events, field-trips and student performances) are to dress in a manner appropriate to presence on the campus or the school-related activity. In all cases, dress is to be modest.

2. Code of Student Conduct

Consistent with their Catholic faith, students of The Good Shepherd Academy are expected to be honest; responsible; respectful to adults, their peers and younger students; modest in dress; and to behave appropriately while in class, at recess or lunch, while participating in school events, and while at Mass. Students are not to engage in any of the behaviors specified as "offenses" in The Good Shepherd Academy's Disciplinary Code (see Section I below). Students are also expected and required to respect the behavioral requirements set by their teachers, such as raising a hand to be called upon and not speaking with classmates while class is in session.

C. Communications

1. Communication to Parents of School-Related Information

The Good Shepherd Academy keeps parents informed by the following means:

1. **Weekly Centurion Circular** - weekly newsletter created by the Principal to inform parents about upcoming school events. The weekly Centurion Circular will be emailed out each week on Monday and uploaded to the school website.
2. **Parent Bulletin** - printed weekly newsletter sent home each Thursday in a manila envelope marked "Parent Bulletin", with the eldest child in the family. The Parent Bulletin will contain slips (gold, blue, red), detention forms, field trip forms, a list of missing assignments, progress reports, report cards, etc. It is very important that such papers are signed by the parents that evening and returned the following school day. There is a \$5 fine for lost or damaged envelopes.
3. **Email blasts** - are sent to parents with announcements and reminders.
4. **Text-blasts** - are sent to parents' cell phones with announcements, reminders, and in the event of an emergency
5. **Website & Parent Portal** - allows parents to view all school related information, some of which is only accessible to parents through the parent portal.

2. Emergency School Closings

In the event that school is closed due to extreme weather conditions or an emergency, the school will inform parents through e-blast, text-blast and/or notifications posted on The Good Shepherd Academy website.

3. Back-To-School Night and State of the School Addresses

The Good Shepherd Academy holds a “Back to School Night” in September. It is an opportunity for parents to meet the teachers of their children, to learn what the teacher is planning for the year, and to ask the teacher questions.

Twice a year, at Back to School Night and at the end of the school year, the President of the Board of Directors of The Good Shepherd Academy presents an address to parents on any and all major issues relating to the school.

4. Cell Phones and Communication with Students at School

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

Students may not make or receive calls, messages, or deliveries 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 the front office. In an emergency, parents will be asked to explain the nature of the emergency before a class will be interrupted to relay a message.

5. Order of Parental Communication of Concerns

Consistent with the principle of subsidiarity, The Good Shepherd Academy asks that parents initially address any issue of a school-related concern at the most local level and proceed to a higher level only if necessary and appropriate. Below is the order in which issues should be raised.

1. Parents may communicate first with the Principal if a matter involves the administration of the school rather than a particular teacher. If the matter involves a particular teacher, parents should first communicate with the teacher. This can be done via email or in-person by appointment. Please let the teacher know what your questions and/or concerns are prior to the meeting so that he/she may be prepared.
2. If a teacher-related matter is not resolved after speaking to the teacher, parents should then contact the Vice-Principal for Curriculum and Instruction (Mrs. Patricia Camberos) if the matter involves curriculum or instruction and the Principal (Mr. Daniel Mansueto) for other matters. Parents are encouraged to email, call, or schedule a meeting in advance.
3. If a situation is not resolved after speaking to the Vice-Principal for Curriculum and Instruction or the Principal, the matter should then be elevated to the Board of Directors through Mr. Mansueto (Principal and President of the Board of Directors).

6. Gradelink

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

throughout the school year.

7. Parent-Teacher Conferences

There are two mandatory parent-teacher conferences each year, one at the end of the first quarter and the other mid-way through the third quarter. The school will email parents in advance concerning scheduling and sign-ups.

The days of the parent-teacher conference are minimum days with dismissal at noon. Conferences are between 12:45 p.m. and 4 p.m.

8. Progress Reports and Missing Assignments Lists

Parents have the responsibility of checking Gradelink to monitor the academic performance and progress of their children. Parents can set notifications for text/email if a student assignment falls below a certain grade. To assist parents in monitoring their children's progress, The Good Shepherd Academy asks its teachers to send to parents progress reports and a list of missing assignments in the middle of each quarter. Parents are asked to review such progress reports and missing assignment list (if applicable) with their child(ren), sign them, and return them the next day in the Parent Bulletin. 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.

9. Report Cards

The dates for the end of the grading period for each quarter are set forth on the school calendar. The school makes report cards available on Gradelink and notifies parents by email when they become available.

D. Presence at School

1. Campus Access

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. Parents when visiting are permitted to enter only through the front office, which will provide access to the playground and classroom area only if appropriate.

The Good Shepherd Academy welcomes visits by current parents for appointments with staff or teachers, to volunteer, or to participate in events involving parents, and of prospective students to observe classes. However, no visits to classrooms are allowed unless pre-arranged or, in the case of parent volunteers, pre-approved. 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 must sign out at the office. Parents who volunteer on a regular basis (e.g., as a room parent, to assist with lunch, or to assist with recess supervision) must have Virtus certification and have completed a fingerprinting background check.

In the event that a student forgets a lunch, the school will provide the student with a simple meal. Parents are not to bring lunches, backpacks, and/or forgotten homework to school after classes have begun.

2. Late Arrivals and Early Departures

If a student comes late to school or needs to be picked up early, the student's parent must notify the office in advance. In cases in which the student is arriving late, the student's parent must come to the office to sign the student into school. In cases in which the student is leaving early, the student's parent must take custody of the student at the school office and sign the student out. These late arrival and early departure procedures apply to any students who arrive on, or leave, campus at times other than the ordinary start and dismissal times.

3. Attendance and Tardy Policy

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.

Any student who arrives after the scheduled start of the school day will be marked tardy.

E. Property

1. Personal Property

Parents are to mark the name of their child on all personal property, including uniforms. The school is not responsible for lost or stolen items. The school maintains a lost and found basket in the front office.

The Good Shepherd Academy does not permit students to bring any toys or other non-educational items (*i.e.*, comic books, trading cards, video games, etc.) to school, unless specifically permitted by a teacher.

For safety purposes, school personnel may conduct searches of lockers and desks as the Principal deems necessary. With reasonable cause for suspicion, school personnel may also check for forbidden items in backpacks and on students' persons.

2. Student Lockers and Cubbies

The school may assign to students a locker or cubby. Lockers and cubbies are the property of the school, not the students. The students' use of their assigned lockers and cubbies are subject to the following rules:

- Students may use only their assigned locker or cubby.
- Students may use their assigned locker or cubby only for storage of items needed and permitted at school, such as books and lunches.
- Lockers and cubbies are to remain free of all trash and clutter.
- Students may not affix messages or images inside or outside lockers or cubbies.
- School personnel may conduct searches of lockers and cubbies and confiscate contents if administrators reasonably suspect that contents are not allowed under these rules or otherwise inappropriate.

3. Textbooks

All textbooks are the property of The Good Shepherd Academy. Parents must pay for and replace any textbook that is lost after being issued to a child of theirs and bear financial responsibility to the school for damage beyond normal wear and tear of a textbook issued to their child. Students fill out a Textbook Accountability Form that documents the condition of the books received.

Textbooks must be covered. No writing on the cover is permitted beyond the student's name, grade, school, and subject.

Students may take their "consumables" (*i.e.*, workbooks) home at the end of the year. Students must return all other textbooks to the school at the end of the school year.

F. Academics

1. Subject Matters Taught

The curriculum of The Good Shepherd Academy includes the following subjects at some or all levels: Religion/Theology, Latin, Grammar, Spelling, History, Mathematics, Choir/Schola, Literature, Composition, Handwriting, Science, Physical Education and Art.

2. Grading

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

3. Homework

The aim of The Good Shepherd Academy's homework policy is to help students to develop self-discipline, to learn to learn on their own, and to gain subject matter mastery, without unduly burdening them.

Below are general guidelines as to how long students should spend on homework each day (actual homework time may vary according to the subject and ability of each student). If a student regularly exceeds these limits, the child's parent should notify the child's teacher.

Grade(s):	Homework Time (approximate):
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K	None
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Grade 1	15 minutes
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Grade 2	30 minutes
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Grade 3 - 5	45 minutes
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Grades 6 - 8	60 minutes
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Grades 9 -12	90-120 minutes
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4. Absence-Related Missed Assignments and Tests

If a high school student is absent, it is the student's responsibility after the absence to communicate directly with the teacher regarding missed assignments and/or tests and when the due date is for making them up. If a K-8 student is absent, it is the parent's responsibility to contact the teacher to learn what the student missed and what will be necessary to make up and when. Parents must notify the school office as soon as is reasonably possible if there is a prolonged medical absence. If a student is anticipated to be absent for a non-medical reason, the parent must notify the school office in advance.

5. Late Work

Teachers have discretion to implement their own policies as to what deductions to make for late work. Generally, however, late work receives a reduction as follows:

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

4 class days or more: After an assignment is more than 3 days late, the teacher will have the discretion to accept the late assignment for credit of no more than 50%.

6. High School Graduation Requirements

The Good Shepherd Academy will award a high school diploma to students upon successful completion of the 270 credits course of studies listed below. 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	30 credits (3 years)
Math (through Algebra II)	30 credits (3 years)
Foreign Language	30 credits (3 years (at least 2 must be Latin))
Science	30 credits (3 years)
Government	5 credits (1 semester)
Economics	5 credits (1 semester)
PE	10 credits (1 year)
Music/Schola/Fine Arts	20 credits (Schola is required each year and fulfills the requirement)
Logic/Rhetoric	20 credits (2 years)

Total: 270 credits

Graduation credit requirements may be waived where there is good cause for doing so. Any student who has incurred one or more semester D's or 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-.

7. Summer School Policy

The Good Shepherd Academy does not offer summer school.

For students making up Ds or Fs, students may, subject to approval by The Good Shepherd Academy, 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 Good Shepherd Academy in advance 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 transcript of The Good Shepherd Academy.

For students wishing to advance in math or science:

- Subject to the approval of The Good Shepherd Academy, students may take math or science 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 Good Shepherd Academy in advance of the courses they intend to take and where they plan on doing so.
- Official grades for any courses must be received by The Good Shepherd Academy in order to be included on any transcript of The Good Shepherd Academy.

The Good Shepherd Academy does not recognize courses taken elsewhere in theology, history or literature, with the exception of such courses that it has approved in advance and are necessary for the student to make up a D or an F.

8. Standardized Testing

All students beyond the second grade undergo standardized testing of ability and achievement. This testing takes place the Spring semester before Easter break. Grades 2-8 take the TerraNova test. High School students take the Classical Learning Test (CLT) and National Latin Exam (NLE).

G. Admissions, Financial Aid and Transfers

1. Admissions

The Good Shepherd Academy admission process includes an application, student assessment, review of previous school records, family interview, and a tour/visit day for the student. The school makes an admission decision based upon a review of the application and related documents and the outcome of the family interview and student visit. Please contact the school office or see the school website for further instruction on the Admission procedures.

The Good Shepherd Academy does not accept students from families in which any parent lives publicly in a manner that is contrary to Catholic teachings on faith and morals. This includes but is not limited to families in which a parent is in a same sex relationship and families in which any parent publicly takes stances that are contrary to Catholic teachings on faith and morals. The Good Shepherd Academy may accept on a case-by-case basis non-Catholics if the Board of Directors determines in its sole and unfettered discretion that their presence within The Good Shepherd Academy community will not

undermine the mission of The Good Shepherd Academy.

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.

2. Financial Aid

The Good Shepherd Academy offers need-based financial aid to qualifying families on a case-by-case basis. To be considered for financial aid, the family must complete and submit a Benefaq application. The Good Shepherd Academy will take the results of the Benefaq application into consideration when determining whether to extend financial aid, but has and reserves the right to not provide financial aid for any legal reason and regardless of the outcome of the Benefaq application.

3. Transfers

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

Upon request from parents or the new school, the school office will send the official transcript of the transferring student to the new school.

A student who withdraws prior to the conclusion of a semester will not be granted credit for that semester by The Good Shepherd Academy. Withdrawal grades will be forwarded to the new school.

H. Uniforms, Dress and Hair Codes, and Veiling Policy

1. Uniforms

The Good Shepherd Academy requires each student to wear The Good Shepherd Academy's prescribed uniform that is sold through CKW Uniforms. The full dress uniform is required in the morning upon arrival and at Mass. While in class, students may remove their blazers or sweaters for comfort. Shirts must be tucked in at all times and top button must be buttoned.

Students who do not conform to uniform policies will be given a Blue Slip in accordance with the school's Disciplinary Policy.

For P.E., Refectum, Practicum, and certain field trips, students may wear a P.E. uniform. For all students, the P.E. uniform consists of a polo and warm up pants. A warm up jacket is optional.

On days in which students will be engaged in an activity necessitating a P.E. uniform, they will be given time by their teacher to change into the uniform in advance of the activity.

2. Dress and Hair Codes

Dress Code for Girls

Grades TK-6th:

- Plaid Jumper; length must be below the knee
- White Peter Pan blouse
- White/beige slip or camisole/undershirt
- Plaid Cross tie
- Navy cardigan sweater with school emblem
- Socks must be solid white knee-high. Students may also wear solid white or black tights
- Black Lace-up or Velcro Oxford, Mary Jane or similar shoes (all black athletic shoes may be acceptable - absolutely no other colors visible). Casual dress shoes are preferred. No canvas type shoes in the Vans/Converse style
- Girls must wear bike shorts under their jumpers
- Rain jacket with school emblem for rain/cold weather
- Simple jewelry: such as single earrings (no hoops permitted), simple bracelet
- Clear nail polish only, should not be noticeable

Grades 7-12th:

- Plaid skirt
- White Oxford button-down blouse
- White/beige slip or camisole/undershirt
- Plaid Cross tie
- Socks must be solid white knee-high. Students may also wear solid white or black tights
- Saddle shoes or black Lace-up or Velcro Oxford, Mary Jane or similar shoes (all black athletic shoes may be acceptable - absolutely no other colors visible). Casual dress shoes are preferred. No canvas type shoes in the Vans/Converse style.
- Navy Blazer
- V-neck vest or v-neck sweater with school emblem
- Cardigan sweater with school emblem is optional
- Rain jacket with school emblem for rain/cold weather
- Simple jewelry: such as single, small pierced earrings (no hoops permitted), one simple bracelet, no ankle bracelets
- Clear nail polish only, should not be noticeable
- No makeup is necessary.
- No tattoos: permanent or temporary; no body art (writing or graphics on skin)

Dress Code for Boys

Grades TK-6th:

- White Oxford shirt
- Plaid tie
- Navy pants
- Black belt
- Black dress socks that must completely cover the ankle
- Black dress shoes (all black athletic shoes may be acceptable - absolutely no other colors visible). Dress shoes are preferred. No canvas type shoes in the Vans/Converse style.

- Navy v-neck sweater with emblem
- Navy blue vest with emblem
- Rain jacket with school emblem for rain/cold weather

Grades 7-12

- White Oxford button-down shirt
- Plaid tie
- Khaki pants
- Black belt
- Black dress shoes (all black athletic shoes may be acceptable - absolutely no other colors visible). Dress shoes are preferred. No canvas type shoes in the Vans/Converse style
- Black dress socks that must completely cover the ankle
- Navy blazer
- V-neck vest or v-neck sweater with school emblem
- Rain Jacket for winter with school emblem
- No jewelry.

Hair code

Generally students' hair should be of a conservative and well-groomed style. Students are not to have "trendy" hair styles, such as shaved sides, cornrows or mohawks.

Boys: Hair is to be short (above the ear and collar) and neatly combed, with neck and hairlines tapered and clean cut. Boys old enough for facial hair are to be clean-shaven.

Girls: Hair is to be neat, combed and styled, and in good order. Hair adornments that match the school uniform are permissible. Other ties/clips/bows are permissible if they are dark or blend in with the school colors of blue, white or gold.

Attire at School Functions

At school functions for which dress in uniform is not required, students should dress in a manner appropriate to the function. In no event should students' dress be unkempt, immodest or of a rebellious appearance. Such prohibited dress includes clothing that is too tight or revealing (e.g., bare-midriff tops), clothing that is dirty, torn, faded or cut-off, clothing bearing offensive messages, and clothing that is unduly informal (e.g., gym clothes and baseball hats).

3. Veiling Policy

The Good Shepherd Academy encourages girls to veil at Mass as a spiritual practice but does not require it. The Good Shepherd Academy supports parents in their choice of whether their daughter should veil for Mass, whatever that decision might be.

I. Disciplinary Code

The Good Shepherd Academy's disciplinary code seeks to:

- Preserve an environment that is wholesome, safe, orderly, and conducive to learning.
- Encourage virtuous conduct.

- Teach and encourage proper behavior.
- Discourage improper behavior.
- Provide appropriate and just punishment for improper behavior.

In seeking to achieve these goals, staff and faculty use colored “slips” as follows:

- **Gold slips** are given for virtuous behavior.
- **Red slips** may be given for Disciplinary Offenses, which are listed below (the more serious of the Disciplinary Offenses will result in a request to meet immediately with parents). 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, the student 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, the student will be placed on Uniform Probation.

Disciplinary Offenses

Class A Offenses

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Disorderly conduct ● Uncharitable horse-play ● Disruptive class behavior ● Profane, vulgar or other inappropriate language | <ul style="list-style-type: none"> ● 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

- Cheating
- Minor theft (under \$10)
- Harassment, offensive language
- Class-cutting
- Truancy
- 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 inappropriate books or media
- 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
- Obdurate bullying

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

The Good Shepherd Academy has and reserves the right to impose the above disciplinary actions as it, in its sole and unfettered discretion, determines is appropriate. In determining whether to impose a disciplinary action, The Good Shepherd Academy will seek to take into account all circumstances that it believes are relevant. This may include a student's age, grade level and history of past behavior (whether good or bad). Serious misbehavior may consist of a single act of a serious nature or chronic minor misbehavior. Behavior outside the school may be subject to disciplinary action if it affects the school community at large, especially when such behavior is scandalous or injurious to the reputation of The Good Shepherd Academy, its staff or its students.

Detention

Detention is served at the school at a time after school designated by the school at the time the detention is imposed. The school will notify parents of when the detention is being served and when they are to pick up their child.

Disciplinary Probation

The Good Shepherd Academy has and reserves the right to impose Disciplinary Probation in circumstances involving serious or chronic misbehavior. Such circumstances include, but are not limited to, when a student receives three red slips in a quarter for any reason. Disciplinary Probation may also result from a single serious offense.

In all cases of Disciplinary Probation, the Principal will ask the parents of the student being disciplined for an in-person meeting at the school. Students on Disciplinary Probation receive a written letter with the terms and conditions of probation. Disciplinary Probation may be a cause to not invite the student to return to the school in the following academic year.

Suspension

The Good Shepherd Academy has and reserves the right to suspend a student for violation of the terms of Disciplinary Probation, chronic misbehavior during or after Disciplinary Probation, and/or any act of serious misbehavior. Suspension forfeits the student's academic credit for the period of suspension. Suspended students may not take part in or attend school-sponsored activities during the time of suspension.

Expulsion

The Good Shepherd Academy has and reserves the right to expel a student for any Class B through Class D Offense. Although expulsion is generally a penalty imposed for the more serious of those offenses and/or after lesser penalties have been imposed, The Good Shepherd Academy has and reserves the right to determine whether expulsion is warranted for any one, or any combination, of those offenses. Expulsion constitutes permanent, recorded removal of a student from The Good Shepherd Academy.

J. Health & Safety

1. Administration of Medicine at School

If a parent's child must take medication at school, the parent must inform the school. In such cases, all medications taken while at school are kept in the school office and administered only by the school office staff. In addition:

- 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 student's file.
- A parent must bring the medication to school in a container appropriately labeled by the pharmacy or physician.
- Parents must provide written instruction indicating the dosage of medication to be administered and when and how often it is to be administered. The school is to keep a 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 must authorize the school to call for emergency treatment of their child, including any treatment that may include transport by ambulance and/or hospitalization.

2. Illness or Injury

If a child is injured or becomes sick at school, the school will inform the child's parents as soon as possible. The school reserves the right to send that child home. Parents are expected to pick up their ill or injured child within 30 - 60 minutes of being notified by school staff of a need for the child to return home. An incident report will be filled out by the faculty or staff with details of the incident.

3. Contagious Illnesses

In the interest of maintaining a healthy environment, The Good Shepherd Academy asks parents to keep children home with any symptoms of illness. Students with a fever may not attend school. A child must be fever-free for at least 24 hours, without the aid of fever-reducing medication before returning to the classroom.

4. Vaccinations

The State of California requires schools, including private schools, to enforce immunization requirements, maintain immunization records, submit annual reports and track compliance. The Good Shepherd asks parents for the vaccination records of their children for purposes of complying with the record-keeping, reporting and compliance requirements.

5. Fire, Earthquake and Intruder Drills

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

The Good Shepherd Academy does not have its students participate in intruder drills. It instead provides instruction to teachers and staff as to how to respond to an intruder.

Staff Directory

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