



To maintain a safe and secure learning environment, the school will remain locked during school hours 9 am to 3 pm. If there is a need to come to campus during school hours, you can contact Mrs. Villegas in the front office and the gate will be opened for you to access the parking lot.

Office Phone: 909-817-3313 **Email:** office@thegoodshepherdacademy.org

Drop-Off Procedure (Monday, Tuesday, Thursday - Mass at St. Madeleine)

- Student drop-off will occur at St. Madeleine Catholic Church (931 E Kingsley Ave, Pomona, CA 91767). Please drop off students at the black gate near the Adoration chapel near the far end of the parking lot between 7:30 am and 7:45 am. A teacher will escort the child to classroom #5 at St. Madeleine. **To avoid any safety issues, please do not leave children unattended prior to 7:30 am**
- School day begins at 7:45 am, attendance will be taken at this time for all students.
- Parents that are running late should call the school office at (909) 817-3313. If faculty and students have already walked over to the church for Mass, students who are late will need to be walked directly to their teacher. Parents and family are more than welcome to attend Mass, and may sit in the pews behind our students and faculty.
- Full dress uniform for each grade is required each day at Mass. This includes a blazer for all students in grades 7-12. Please see the uniform guidelines for more details.
- After Mass, students will walk with their teacher and class back to the gated area near the Adoration chapel.
- Students will gather their items from the St. Madeleine classroom and form six lines. One line will be for students riding the bus. One line will be for grades Kindergarten-Second, one for grades Third-Fourth, one for Fifth-Sixth, one for grades Seventh-Eighth, and one for High School.
- Parents will form a line outside the black gate so that students can be dismissed safely and quickly to the first parent in line.
- Students who are riding in the school van will then be transported back to campus.

- Once students are back on campus, they will walk directly to their homeroom to be greeted by their teacher.
- Students who are brought late to the school campus must be checked in at the front office by their parents. After signing in, office personnel will walk the student to his or her classroom.
- Parents who desire their child(ren) to ride from St. Madeleine back to the school campus will be required to check with the office on each Friday, as to whether transportation will be needed for the following week. Once the van capacity is reached, students who need a ride to campus will have to ride with available teachers.

School Dismissal & Student Pick-up Procedure (Monday - Thursday - Mass at TGSA)

- The gate to enter the parking lot will be opened at 3:00 pm each day. **On minimum days, the gate will be opened at 11:45 am.**
- Students and faculty will pray in their respective classrooms.
- Parents may choose to park (must park on the left-hand side of the gate, allowing easier supervision of students and more ample space for them to run and play) to pick up their child, or may choose to enter the pick-up line and have the child called to meet them for pick-up.
- Students will be walked to their cars and/or parent(s) by a faculty member, if parent choose to stay in the car for pick-up.

Morning Drop-Off Procedure (Wednesdays, Fridays)

- The school gate will open at 7:30 am so that students may be dropped off directly to the school campus between 7:30 and 7:45 am
- Students will walk directly to their morning class room. Morning Assembly begins at 8:50 am in the St. Joseph Quad on the school campus.
- After the assembly, there will be Mass. Afterwards, students will be escorted to their classes by teachers.

School Dismissal & Student Pick-Up Procedures (Fridays)

- The gate to the parking lot will be opened at 11:45 am on Fridays.
- At noon, the Angelus will be prayed before dismissal begins.
- Pick-up will be immediately after the Angelus, from 12:05 - 12:20 pm.
- High school students who finish at 12:30 pm must stay for the entirety of their class, and are not permitted to leave early, except under extenuating circumstances.

Important Details & Updates for the 2025-2026 Academic Year

Reminders & Updates

- Attendance at **Daily Mass** for full time students, Monday - Friday, is required. Faculty and students are also blessed to now be able to attend Mass on campus on Wednesdays and Fridays with Fr. Benedict.
- On Mondays, Tuesdays, and Thursdays, our school day will begin at 7:45 a.m. in St. Madeleine classroom #6; students should be dropped off between 7:30 a.m. and 7:45 a.m. Any students brought after 7:45 a.m. will be marked tardy, and a follow-up call or email will be made to parents.
- If you will be late, please notify the school office via email: office@thegoodshepherdacademy.org or phone call: **(909) 817-3313**.
- On Mondays, Tuesdays, and Thursdays, students who arrive between 8:00 and 8:35 a.m. will need to be walked to their teacher in the pew at St. Madeleine by a parent/guardian. On Wednesdays and Fridays, when Mass is on campus, any student brought after 7:45 a.m., must be walked to his or her teacher.
- Full dress uniform for each grade is required each day at Mass. Please see the uniform guidelines for more details. Students in grades 7 and up must wear a school blazer to Mass each day. Blazers may be taken off after Mass. No school rain jackets may be worn during Mass.
- Students are required to wear their school uniform shoes each day. If using separate shoes for P.E., there will be a designated time to switch into the P.E. uniform and put on P.E. shoes in the afternoon.
- For lunch, **please bring lunches that do not require anything to be heated.** Lunches should also include a snack for students to eat at recess time. Students are able to bring plain water bottles without stickers or decorations. **No peanuts/foods with peanuts may be brought on campus.**
- Students who are brought late to the school campus, after 8:40am, must be checked in at the front office by their parents. After signing in, office personnel will walk the student to his or her classroom.