

Private School Choice Program Disclosure of Information

Guidance Academy
1800 16th Avenue
South Milwaukee, WI 53172
(414) 312-8755

School Contacts

Comilita Salah, (414) 312-8755, guidancemke@gmail.com

School Organization Structure

Guidance Academy is a nonprofit organization. Guidance Academy has 501(c) 3 status. Attached is a copy of the determination letter.

School Governing Board Members

1. Syed Mohiuddin
2. Comilita Salah
3. Suhail Hameed
4. Sarah Tugan
5. Muhamad Khalek
6. Sajid Naser

Application Appeal Process

If an applicant to Guidance Academy is rejected for admission, he or she may appeal. To appeal, the applicant needs to send a letter of appeal via email to the Administrator of Guidance Academy at guidancemke@gmail.com who will review the application and give a response within five (5) business days. If that appeal is subsequently rejected, then the applicant may appeal to the School Board. The appeal letter should be sent to guidancemke@gmail.com. The School Board will respond within five (5) business days. The decision of the school board is final.

Transfer of Credits Policy

Students new to Guidance Academy entering grades 1 to 8 must submit records demonstrating successful completion of the previous year of school. **Students must also take a placement test to determine the student grade placement in Guidance Academy.** All students new to Guidance Academy entering grades 1 to 8 must take a placement test. The test will be used to place the student in the appropriate grade.

High School Diploma Policy

Guidance Academy is currently a PreK-8 school and does not grant High School Diplomas.

Non-Harassment Policy

Prohibition Against Bullying and Harassment

Bullying and harassment are prohibited at Guidance Academy.

Definition of Bullying

"Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical or emotional harm or because the conduct is so severe, persistent or pervasive. Bullying may be a one-time action or repeated.

Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and staff, students, parents and volunteers. If it comes to the attention of the school administration that one student was harassed by another student or students at a non-school event, the school may take action.

Reporting Bullying and Harassment

All allegations of bullying or harassment shall be reported to the administrator, principal, or teacher. Reports may be filed by students, parents, staff members, or anyone who observes the act. The administration will investigate the allegation in a timely manner and determining appropriate disciplinary action as listed in discipline policy.

Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating or reporting the incident will not be tolerated.

Investigation of Bullying and Harassment

Once reported, any allegation of bullying or harassment will be promptly investigated by the principal or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation in accordance with the school discipline policy.

Discipline and Relief

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings, counseling, loss of opportunity to participate in extracurricular activities, loss of school bus transportation, community service, in-school suspension, suspension, or expulsion.

Suspension and Expulsion Policy

Suspensions are major consequences given to students in order to instill in them an understanding that the act they were involved in is not only unacceptable, but also detrimental to the well-being of the school and others. Suspensions will come in the form of written referrals given by a teacher to the administrator or principal who, upon reviewing the case, will give a written suspension notice to the student and parents. A student may be suspended for one to three days. Examples of behavior that may warrant suspension include, but are not limited to, use of inappropriate language, bullying, or intentionally hurting another student.

A student may be expelled if it is clear based on his or her conduct that his or her behavior is inconsistent with the mission and vision of Guidance Academy. Examples of such conduct include, but are not limited to, intentionally causing serious bodily harm to a student or staff member, repeated suspension, or any serious or repeated infraction.

A student who is suspended or expelled may appeal the decision. To appeal the applicant needs to send a letter of appeal via email to the principal of Guidance Academy admin@guidancemke.org who will review the application and give a response within five (5) business days. If that application is subsequently rejected, then the applicant may appeal to the School Board. The School Board will respond within five (5) business days. The decision of the School Board is final.

Visitor Policy

Guidance Academy welcomes visitors. For the safety of our children, all visitors to Guidance Academy must enter through the main school entrance, register at the office, and receive a visitor's pass.

Academic Standards

Guidance Academy has adopted the Wisconsin Model Academic Standards for Mathematics, Science, Reading, Writing, Geography, and History.