



Family Handbook

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MISSION STATEMENT

To guide the hearts and minds, develop the Islamic character, and enrich the spiritual lives of students through quality academic and religious instruction. We aim to prepare all students for college and life, instilling in them the love of knowledge and social responsibility based on the Qur'an and the Prophetic tradition.

VISION STATEMENT

To educate generations of pious leaders that have a distinctive Islamic religious identity, have a deep love for Allah (SWT) and Prophet Muhammad (S), determination to serve the community, and dedication to achieve excellence in both this world and the Hereafter.

CORE VALUES

Piety, Integrity, Optimism, Nurture, Excellence, Equity, Respect, Self-Control

FULLY ACCREDITED

Guidance Academy is fully accredited by WRISA, Wisconsin Religious and Independent Schools Accreditation.

ADMISSIONS POLICY

Priority for admission to Guidance Academy is given to the following:

1. Current/returning students
2. Siblings of current/returning students
3. Children of staff members receive priority admission during the first year they join Guidance Academy
4. New applicants

To be eligible for 4-year-old kindergarten, a child must be 4 on or by September 1 of the school year. To be eligible for 5-year-old kindergarten, a child must be 5 on or by September 1 of the school year. To be eligible for first grade, a child must be 6 on or by September 1 of the school year.

Placement of new students in requested grades is based on placement test results. Prospective students will be tested in Math, Reading, Arabic, and Qur'an.

PHILOSOPHY

Guidance Academy is an educational institute rooted in Islamic tradition and progressive learning and pedagogy to help provide families and students a unique method of education. At Guidance Academy, we believe that learning is an integrated pattern of understanding that should challenge yet not overwhelm students.

Guided by our Islamic values, Guidance Academy offers an Islamic Studies curriculum that focuses on practical methods of tarbiyah (personal development) and provides students with an understanding of the fundamentals of Islam with the ability to implement the religion in their lives. Classes devoted to proper recitation and memorization of the Qur'an are embedded in our

daily schedule, allowing students to pursue memorization of the entire Qur'an if they wish. Our Qur'an classes also focus on understanding the meaning of the Qur'an and reflection.

Guidance Academy is knowledgeable of and enforces policies to protect the legal rights of personnel, students, and families.

RIGOROUS CURRICULUM

Guidance Academy's goal is to raise leaders in both the religious and civic realms. We offer a rigorous curriculum that is aligned with the Wisconsin Department of Public Instruction and Common Core State Standards.

We believe that children learn through play, hands-on activities, and communicating with peers and adults. The Four-Year-Old Kindergarten (K4) curriculum is designed to facilitate children's involvement in their own learning.

The curriculum, based on the Scott Foresman OWL Curriculum, balances active and quiet play. Children work both alone and in small groups where teachers facilitate the children's interactions with each other and their environment. This supports the students social and emotional growth. Guidance Academy encourages parents to maintain close communication with teachers, and work closely with them to develop strategies for dealing with specific issues.

The curriculum for students in Five-Year-Old kindergarten (K5) to twelfth grade has SAVVAS as its foundation with supplemental resources to ensure suitability for our students. Students will learn about all areas of education including math, literature, history, and science.

GRADING SCALE

Guidance Academy uses the following grading scale:

A	93-100	B+	88-89	C+	78-79	D+	68-69	F	0- 59
A-	90-92	B	83-87	C	73-77	D	63-67		
		B-	80-82	C-	70-72	D-	60-62		

COMMUNICATION WITH STAFF

While teachers welcome and value the opportunity to meet and talk with parents, it is difficult for them to speak with parents when class is beginning or ending or while it is in session. Please communicate with the teacher via email or call (414) 312-8755 between 8:00 AM and 3:30 PM to schedule an appointment.

Communication about your child's progress can be discussed during a scheduled meeting with the teacher. Please check Gradelink for assignments to ensure you are updated on your child's progress and follow-up with the teacher with any concerns.

CONFERENCES AND MEETINGS

Parent conferences are held twice per year, at the end of the first and third quarters, and Report Cards are distributed four times per year. Conferences may also be initiated by the parents or the teacher at any time during the year.

GENERAL INFORMATION

Calendar: Please see the school calendar for vacation days as well as Parent-Teacher Conference and Report Card days.

No School Announcements: School may be canceled or delayed if the weather is exceptionally bad or for some other emergency. The administration at Guidance Academy will contact parents by telephone, email, and/or text message in the event school is canceled. If conditions are almost safe, but the Department of Public Works needs extra time to plow the roads or salt the streets, the school day may be shortened. If the School District of South Milwaukee cancels school due to weather, Guidance Academy may close or switch to virtual learning. Families will be updated. Announcements specific to GA that are not weather-related will be made via SMS/Text message and/or email.

Afterschool Tutoring Policies

After School tutoring is offered as an intervention to ensure that students receive essential focused assistance in acquiring foundational skills and knowledge, reaching grade-level expectations, and help with homework as allowed. Tutoring is offered in Reading, Math, Qur'an, and Arabic.

Students are recommended for tutoring by their teachers or the principal based on Map scores and classroom performance. Parents may request that their child(ren) be enrolled in tutoring by sending an email to the principal and the office. Allowing or denying the request is at the discretion of the principal.

Students that do not meet grade level standards (Meeting or Advanced) on the Wisconsin Forward Exam will be required to attend after school tutoring as intensive intervention.

ATTENDANCE POLICY

Students must be in school and on time in order to best benefit from the educational program provided at Guidance Academy. Parents should make every effort to ensure regular and punctual attendance. Students will be excused from attendance for the part of the day for which they present a written excuse from a doctor or dentist. Students should not be kept out of school for the entire day for such appointments unless the appointment lasts the entire day. Student absences will also be excused in cases of illness and family emergencies if the family notifies the office at office@guidanceacademy.org or (414) 312-8755. Failure to notify the

office of the reason for a student's absence will result in an unexcused absence and subject to Wisconsin's Truancy Laws.

If a child is going to be absent, parents must call the school at (414) 312-8755 and leave a message or email the office at office@guidanceacademy.org by 10:00 AM. Students are expected to be at school by 7:50 AM each school day. Students arriving after 8:00 AM (8:10 AM for Elementary building) will be marked tardy and the parents must come into the school to sign them into school. Students arriving after 8:05 AM will be required to wait in the lobby until the next class period.

Students will have one unexcused absence recorded for every three times they are marked tardy. Students who are ill or injured for more than two days must have a doctor's excuse on returning to school. Middle school and high school students that are absent for all or part of a test and presentation day must have a doctor's excuse on return to school. Failing to bring a required doctor's excuse will result in an **unexcused absence and the student will not be allowed to make up any missed assignments or tests.** Students having multiple unexcused absences will be recorded as truant from school and may be subject to the State of Wisconsin Truancy Laws. **In addition, all students will have one unexcused absence for every three times they leave school early (early dismissal) for which they do not have a personal medical excuse.**

If a student has to leave school early for some reason, please send in a note to the teacher/front office **in advance** by 8:00 AM alerting them to the time of pick-up, who will be picking him/her up, etc. The child will be accompanied to the front office at the appointed time and should be met there and signed out.

Parents Taking Students on a Non-Emergency Family Travel (or Vacation):

Parents should be advised that taking their child/children for NON-emergency family travel (or vacation) will be counted as "unexcused" absence. Students having multiple unexcused absences will be recorded as truant from school and may be subject to the State of Wisconsin Truancy Laws. **Any unavoidable trip during the school period will be evaluated by the administration and the final decision will be communicated to the parents.**

Students that miss more than fifteen days of school during the school year may be retained and not promoted to the next grade. Partial attendance days accumulate to full days of school.

Early Dismissal by Parent- students are expected to be in school for the entire school day. Early dismissal requires a doctor's note.

ARRIVAL AND DISMISSAL PROCEDURES

Grades 5 to 12

All students should be dropped off at the main Guidance Academy entrance no earlier than 7:45 AM and should go directly to their classrooms. Students enrolled in Wraparound care who arrive between 7:30 and 7:50 AM must be taken to the Child Care room. If for any reason you arrive at school after 8:00 AM, the door will be locked and you will need to ring the bell for the main office in order to enter the main entrance.

Dismissal for students in grades 5 to 12 is at 3:40 PM. Children should be picked up from the main Guidance Academy door by 3:55 PM.

Students not picked up by 4:00 PM will be taken to GA Child Care. Parents must then sign in at the office and we will have the child sent down from Child Care. Parents will be charged a late pick-up fee of **\$10** for each half-hour they arrive after 3:40 PM.

Grades K4 to Four

All students in grades K4 to four should be dropped off at the Guidance Academy Elementary Building entrance no earlier than 7:45 AM and should go directly to their classrooms. Students enrolled in Wraparound care who arrive between 7:30 and 8:00 AM must be taken to the Resource room. If for any reason you arrive at school after 8:00 AM, the door will be locked and you will need to ring the bell for the main office in order to enter the main entrance.

Dismissal for the elementary building is at 3:30 PM. Children should be picked up from the main elementary door by 3:45 PM.

We ask that every effort be made to be **prompt at arrival and dismissal** times as a courtesy to all children and teachers. Elementary Students not picked up by 4:00 PM will be taken to GA Child Care. Parents must park their cars and come into the building to pick up their children. Parents will be charged a late pick-up fee of **\$10** for each half-hour they arrive after 3:30 PM.

Parents needing care between 7:30 and 8:00 AM or between 3:30 and 5:30 PM may enroll their children in wraparound care. For more information please call or email the office.

Please be punctual in picking up your children. Students that are left at school after 5:30 PM without notice may be reported to local authorities.

Release Authorization Notes

If your child is to be picked up by **any person** not already authorized to do so, you must send a note with your child or contact the office directly. The note should be dated, include the name of the person picking up the child, and must be signed by a parent/guardian. Please inform the person picking up your child that the teachers/office staff will ask for identification.

If your child is going to visit a classmate directly from school, you must send a dated and signed note containing all details of this change.

SAFETY AND EMERGENCY PLAN

Please note that during inclement weather, if you want to pick up your child early, you are encouraged to do so. Parents must come to the school office to sign out their child early, and they **may not** go directly to the classroom.

It is very important for parents to keep the school informed of any changes to phone numbers (work, home, cell phones, emergency contacts), address, daycare schedules, etc. During an emergency situation, time is crucial so current data is essential to make sure your child arrives home safely.

DRESS CODE

Though there is no uniform requirement for Guidance Academy for grades K4 to 5, the following guidelines must be followed.

All Students:

No hoods, holes in clothing, no jewelry, no nail polish, no make-up, no decorative pins are allowed, and no faces on clothing. All clothing must be clean and in good condition. No “sagging” pants or “skinny” pants are permitted. No inappropriate writing is permitted on clothing. Propriety is at the discretion of the administration. All students must wear rubber-soled shoes that cover the entire foot. Crocs, sandals, slides, and slippers are not permitted.

Boys:

Kufis, thobes, and traditional Islamic clothing is strongly encouraged. Boys may wear pants (no shorts please) and shirts (no tank tops please) whose bottom edge falls well below the waistband of the pants. Only kufis may be worn on the head. No other head covering is permitted for boys.

Girls:

Girls in grades **K-3 to 3** are encouraged to wear scarves (hijabs), abayas, and traditional Islamic clothing. They may wear pants (no shorts please) and blouses (no tank tops or sleeveless tops please, no cap sleeves, the entire underarm must be covered) whose bottom edge falls well below the waistband of the pants- preferably at least to the mid-thigh. If dresses and skirts are worn, leggings (not tights) must also be worn.

Girls in grades four and five must wear full length garments (abaya, jilbab, or long dress) that fully cover the body except for face and hands. Girls must wear pants or leggings under their dresses. Clothing must be loose and opaque (not see through) and must not have belts or slits. If a girl chooses to wear another garment over her abaya or dress, the bottom edge must fall at mid thigh. Loose flannel, shirts, and jackets may be worn left open (not buttoned or zipped) over an abaya. Headscarves must be opaque, pinned and must cover the entire head, including hair and neck, and drape from the shoulders. Socks must cover the entire ankle.

Jumu'ah is special at Guidance Academy. In recognition of our weekly Eid, students are encouraged to wear Islamically appropriate cultural clothing. Dress-Up Jumu'ah is optional.

Parents must provide students in K3 to First Grade with a change of clothing to be kept at school in case of an accident. Please put all clothing in a large zip bag clearly labeled with your child's name.

All parents are asked to provide a smock or old t-shirt to protect their child's clothing during those messier projects and art.

UNIFORM FOR MIDDLE AND HIGH SCHOOL

Girls' Uniform

Jilbab: Plain black jilbab with no decorations or accessories.

- Must be loose and without belts, slits, or embellishments.
- Pants are required to be worn under the jilbab.
- Leggings are not permitted
- Jilbab must not have splits or snaps.

Headscarf (Hijab):

- It must be opaque, securely pinned, and cover the entire head, including hair and neck, and drape from the shoulders.
- Head scarves must be neutral solid colors (black, navy, gray, or cream).

Outer Garment (optional coat, jacket, sweater): If worn over the jilbab/abaya, the bottom edge must fall at mid-thigh.

Socks: Must cover the entire ankle.

Boys' Uniform

Pants: Black pants only; no other color is permitted.

Shirts: Light, neutral, solid colors (white, light blue, cream) provide full coverage and fall well below the waist. No images nor decoration is permitted. Small logos (one inch or less) will be excused.

Thobes of any color are permitted and highly recommended.

Boys' Headwear: Kufis and male head scarves (ghutrah/keffiyeh/shemagh) are permitted.

Gym Clothing/Shoes

All students must have additional and separate sneakers/rubber soled shoes for gym. In addition, students in grades 6- 12 may bring gym clothes to wear during physical education classes.

Events and Activities

Students must follow the school dress code policy for all school events in school and outside of school. This includes field trips, activities, and graduations. Students who arrive at school events or functions inappropriately dressed per our dress code policy will be prevented from participating in the events.

SNACKS AND LUNCH

Elementary school parents may send their children to school with a healthy lunch, in a separate lunch box, or purchase lunch from the lunch program for \$5.00 per lunch.

Guidance Academy does not offer free lunch. If a student forgets his or her lunch, we will provide a healthy snack or meal and bill the parents for the cost.

All students in preschool to third grade should also come with one healthy snack. It is critical that parents inform the classroom teachers and administration of **any allergies or other medical conditions** that restrict your child's diet.

Birthday celebrations are not allowed at Guidance Academy. Please do not send treats to school with your child.

Please do not send gum, candy, cupcakes, donuts, or soda with your children to school. We may give "treats" for special occasions in school.

BACKPACK

Your child should have a backpack to transport books, notices, art projects, and snacks. The backpack should be user friendly and the appropriate size for the child. The backpack and snack containers should be appropriate for the child to learn to manage independently. Please check your child's backpack daily since we will be communicating with you through written notices. Also please be sure to remove any food from your child's backpack each day.

Please do not allow your child to bring playing cards, toys, phones, iPads, etc. to school. If they bring an item for "Show and Tell," it must remain in their backpacks until needed. Any such items will be confiscated and parents will be required to come to school to retrieve the item. Students may not give their toys to classmates.

STUDENT DISCIPLINE

The goal of discipline is to assist and guide the children in the development of self-control. Simple and understandable rules are established so that expectations and limitations are clearly defined. Please see the GA Discipline Policy for more details.

Students may be issued red flags for repeated Level 1 infractions. Students will be issued red flags for Level 2 and Level 3 infractions. For repeated Level 2 or Level 3 infractions, students may be issued an in-school suspension or an out of school suspension. Any student receiving

three out of school suspensions will be expelled from Guidance Academy. Students will be prevented from participating in outside activities for Level 3 infractions.

Students must only be in assigned areas when in school. Students may not go into classes or other spaces to which they are not assigned. In addition, students should not enter the classroom until the teacher is present.

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 notice by the principal 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 parent must send a letter of appeal via email to the School Board of Guidance Academy at board@guidanceacademy.org within seven days of the notice of suspension or expulsion. The Board will review the application and give a response within five (5) business days. The decision of the School Board is final.

THIRD TO FOURTH GRADE PROMOTION POLICY

In accordance with 2023 Wisconsin Act 20, Guidance Academy has adopted a [comprehensive policy](#) to govern promotion from third to fourth grade. Students not meeting grade level standards on the Wisconsin Forward Exam must receive intensive intervention and may be retained in the third grade. Please review the policy for more details.

CELL PHONE POLICY

Cell phones are not allowed for students in Guidance Academy. Any student that is found to have a phone in school will have the phone confiscated and parents will be called to retrieve the phone. If a student is found to have a cell phone at Guidance Academy for a second time, the school will confiscate the cell phone for the remainder of the school year. Students are also not allowed to wear smartwatches and wireless earbuds.

RANDOM SEARCHES

Students' belongings and persons will be subject to random searches for cell phones, smartwatches, wireless earbuds, and other prohibited items. Any of these items found with the student will be confiscated and parents will be called to retrieve them. Students will also receive a red flag and be subject to the consequences of the disciplinary system.

CHROMEBOOK USE POLICY UPDATE Technology Use

Each student is responsible for the Chromebook that has been issued to him/her. In the event that the device is lost (not returned, missing, etc.), the parent/guardian is responsible to pay \$250 for the replacement cost. Chromebooks are considered the same as other instructional materials such as textbooks.

Except for Seniors, Chromebooks are not allowed to be taken home. Students found to have taken Chromebooks home will receive a disciplinary infraction. In addition, the use of Chromebooks and all GA account logins are governed by our school discipline policy.

All students and families are required to read and sign Guidance Academy's Acceptable Use Policy for Technology.

PHOTO AND VIDEO POLICY

In order to ensure the safety and privacy of all staff, families, and students, it is prohibited for parents and volunteers to take photos or videos of the school premises, staff, or students on school grounds without the written permission of the administration. Violation of this policy may result in the family being expelled from the school.

SCHOOL HEALTH

Please make sure that your child's immunization records are up to date and that Guidance Academy has the most up to date copy.

ILLNESS POLICY

Here are some guidelines that might be helpful in keeping your child as healthy as possible. Young children can be in very close contact with each other while they play. This information will assist you in making decisions about when to send your child to school if he/she is not feeling well.

- ◆ A Fresh Cold - Continuous nasal discharge, cough, watery eyes which has developed within the past 24-48 hours is considered contagious and **the child should be kept at home**.
- ◆ Fever - Must be fever free for 24 hours before returning to school
- ◆ Vomiting/Diarrhea - Keep at home for 24 hours after symptoms have resolved and the child can keep food and fluids down. If your child is vomiting in the morning, please do not send him or her to school.
- ◆ Strep Throat – Parents must notify the school and must wait 24 hours after antibiotics have begun before returning to school.
- ◆ Conjunctivitis (Pink Eye) - If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should not return to school for 24 hours.
- ◆ Head Lice - Until treated.

If a child appears ill at school, the administration will call you to come pick up your child as soon as possible.

MEDICATION

Please do not send medication to school with your child. If your child must take prescription or over-the-counter medication during school hours, parents must bring the medication to the office and complete the form with instructions on administering the medication. Teachers may not administer medicine to students. Parents may authorize the office to dispense medication.

In cases of excused absence, students will be allowed to make up any assignments missed.

We can't prevent all illnesses, but if we work together we can minimize the spread of germs. It is very important to keep the school aware and up to date on any medical conditions, and/or medications your child is taking. Please contact the main office at (414) 312-8755 or office@guidanceacademy.org with any updates.

If your child is absent for more than two days due to illness, please provide a doctor's excuse upon return to school.

PARENT INVOLVEMENT

Guidance Academy recognizes the important and valuable role of parents in the learning process. We welcome and encourage you to take an active role in your child's education.

If you have any questions or concerns about your child at GA, please email his or her teacher directly.

Please feel free to contact the office at (414) 312-8755 or email office@guidanceacademy.org with any questions or concerns.

Parents are encouraged to help to serve the school community through involvement in the Parent Teacher Organization (PTO). Details on how to join the PTO will be provided at the parent orientation each school year.

Parents may not gather signatures or solicit support of Guidance Academy staff, students, or parents, unless it is part of an organized school function or group.

Parents may only give gifts to all staff members as part of an organized group effort through the PTO. Such gifts are from the entire PTO to the entire staff. Gifts and treats from individual parents to individual staff members or for the entire staff are not allowed.

VISITORS

For safety purposes, **any non-school personnel – including parents – must report to the front office upon arrival at the school.** If you have a scheduled appointment with a staff member or

are volunteering in the school, you are required to sign in and get a nametag or a visitor's badge. If you have an important message or something to deliver to your child during the school day, please leave it in the main office. We will make sure that the child gets whatever is needed in a timely manner. This policy is meant to keep disruptions to children's learning to a minimum as well as for safety.

Please be advised that these policies are subject to change. Insha'Allah we will keep families updated with the latest information and post it on our website.

STUDENT DRIVER POLICY

Students who wish to drive to Guidance Academy must come to the office to request a parking permit. Students will be required to provide a copy of their valid driver's license, a copy of their current auto insurance card, and car license plate number.

Students will be issued a parking permit to display in their car.

Parking is at the family's risk and Guidance Academy is not responsible for the student's vehicle or personal property.

6/2026