Ilm Academy

Fostering Excellence and Faith

POLICIES & PROCEDURES HANDBOOK

A Nonpublic (Private) School Operating in the State of Minnesota

www.[Ilm Academy website]

Effective Date: _____ School Year: _____

This handbook must be read, acknowledged, and signed by a parent or legal guardian of every enrolled student as a condition of enrollment. See the Acknowledgment & Signature page at the end of this document.

1. Introduction, Mission & How to Use This Handbook

Ilm Academy is dedicated to providing a safe, nurturing, and spiritually enriching environment where academic excellence meets faith-based values. This Policies & Procedures Handbook expands on the Ilm Academy Code of Conduct and sets out, in one place, how the school is run day to day — enrollment, health and safety, discipline, records, and the rights and responsibilities of students, parents, and staff.

Ilm Academy operates as a nonpublic (private) school under Minnesota law. Minnesota does not require nonpublic schools to be state-licensed, registered, or accredited in order to operate; however, nonpublic schools and the families they serve remain subject to a number of specific state and federal requirements. Those requirements are identified throughout this handbook in shaded notes, and Ilm Academy commits to meeting or exceeding each of them.

> *Reference: Minn. Stat. §§ 120A.22, 123B.445 — Minnesota does not require state registration, licensing, or approval of nonpublic schools, but does impose the specific instructional, reporting, and health requirements described below.*

This handbook is a living document. It will be reviewed at least annually and updated as Minnesota Department of Education (MDE) guidance, state statutes, or federal requirements change. Families will be notified of material changes and may be asked to sign an updated acknowledgment.

2. Nondiscrimination Policy

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

> *Reference: Title VI of the Civil Rights Act of 1964; Minn. Stat. § 123B.41 — nonpublic and home schools in Minnesota must meet Title VI requirements as a condition of qualifying as a school under state law.*

As a faith-based institution, Ilm Academy reserves the rights afforded to religious schools under applicable law, including with respect to religious instruction, religious practice, and mission-based admissions and employment criteria consistent with its stated Islamic values.

3. Enrollment, Registration & Compulsory Instruction Reporting

3.1 Family Enrollment Requirements

To enroll a student, a parent or legal guardian must complete the Ilm Academy enrollment application, provide proof of the student's age and residence, submit immunization records (see Section 6), and sign the Acknowledgment & Signature page of this handbook.

3.2 School Reporting to the Resident District

Minnesota's compulsory instruction law requires every child age 7 through 17 to receive instruction, and requires nonpublic schools that are not accredited by a Minnesota state-recognized accrediting agency to report each enrolled student's name, birth date, and address, along with instructor qualifications, to the student's resident public school district superintendent by October 1 of each school year. Ilm Academy will complete this reporting on behalf of enrolled families each year and will notify the family once it has been submitted.

> *Reference: Minn. Stat. §§ 120A.22, 120A.24, 120A.26; Minnesota Nonpublic Education Division guidance — annual reporting to the resident superintendent is required unless the school is accredited by a state-recognized agency.*

3.3 Instructor Qualifications

Every individual providing instruction at Ilm Academy will meet at least one of the qualification standards required under Minnesota law: hold a valid Minnesota teaching license for the grade level and subject taught; be directly supervised by a person holding such a license; successfully pass a teacher competency examination; or hold a four-year college degree and provide instruction under the supervision of a person meeting one of the above standards, consistent with Minn. Stat. § 120A.22, subd. 10.

4. Curriculum & Instructional Standards

Ilm Academy's curriculum satisfies Minnesota's compulsory instruction content areas: basic communication skills (reading, writing, literature, and the fine arts); mathematics and science; social studies (including history, geography, and government); and health and physical education. Islamic studies, Qur'an, and Arabic language instruction are provided in addition to, and integrated alongside, these required secular subject areas.

> *Reference: Minn. Stat. § 120A.22, subd. 9 — required subject areas for compulsory instruction in Minnesota.*

Minnesota does not mandate a specific standardized curriculum, minimum number of school days, or state accreditation for nonpublic schools of this type. Where Ilm Academy and a student's resident superintendent agree on a nationally normed achievement test, the school will administer that test annually and retain documentation of subjects taught, instructional materials used, and test results, as required for nonpublic schools that report under Section 3.2.

5. Health, Immunization & Medical Records

5.1 Immunization Requirement

Every student enrolling in and remaining at Ilm Academy must submit a record of immunization consistent with the schedule set by the Minnesota Department of Health, or a legally recognized exemption, before the first day of attendance. Students with incomplete records and no valid exemption on file may not begin attendance until the requirement is met.

> *Reference: Minn. Stat. § 121A.15; Minn. R. ch. 4604 — immunization and exemption requirements for Minnesota elementary and secondary schools.*

5.2 Exemptions

A parent or guardian may submit a signed medical exemption statement from a physician, or a notarized statement declining immunization for reasons of conscientiously held belief, in lieu of an immunization record. Ilm Academy will keep any such statement on file with the student's health record.

5.3 Recordkeeping

Ilm Academy will maintain immunization records on file for each student for at least five years after the student reaches the age of majority, and will assist with transferring a student's immunization file to a new school within 30 days of a transfer request, consistent with state law.

5.4 Medication & Emergency Medical Information

Parents must disclose any medical conditions, allergies, or medications a student may need to have administered during the school day. Prescription and over-the-counter medication will only be administered with written parental authorization and, where required, a physician's instructions, and will be stored securely and out of student reach.

6. Mandatory Reporting: Child Abuse, Neglect & Chemical Abuse

All Ilm Academy staff members who work with children are mandated reporters under Minnesota law. Any staff member who has reason to believe a child has been subjected to abuse or neglect, or who observes physical or emotional injury consistent with abuse or neglect, is required to immediately report the information to local law enforcement or the county social services agency.

> *Reference: Minn. Stat. § 626.556 — Reporting of Maltreatment of Minors Act; applies to professionals working with children in both public and nonpublic school settings.*

Consistent with Minn. Stat. §§ 121A.26 and 121A.29, Ilm Academy staff have a duty to report incidents of chemical abuse that occur on school property or at school-related activities, and the school may participate in local district chemical abuse prevention programs.

7. Student Rights & Responsibilities

Every student at Ilm Academy has the right to learn in an environment that is emotionally, physically, and spiritually safe, and free from bullying or harassment. Students are responsible for their own conduct, including following staff directions, respecting school property, and treating peers, staff, and visitors with kindness and respect (Adab).

Ilm Academy maintains a zero-tolerance policy toward bullying, harassment, and physical violence. While Minnesota's Safe and Supportive Minnesota Schools Act formally applies to public school districts, Ilm Academy voluntarily adopts equivalent practices: a clear reporting channel for students and parents, prompt investigation of reports, and corrective action proportionate to the conduct involved.

> *Reference: Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act — public school standard, adopted here as best practice).*

8. Dress Code & Islamic Modesty Standards

Ilm Academy maintains a dress code that reflects the school's dedication to faith-based values and modesty. Students must wear clean, neat, and well-maintained uniforms daily. Clothing must be modest in cut — not tight-fitting or transparent — consistent with Islamic standards of dress. Specific requirements for head coverings, garment length, and approved uniform vendors are set out in the Parent Handbook / Uniform Guide distributed at enrollment. Footwear must be safe and appropriate for both indoor and outdoor activities.

Families requesting an accommodation to the dress code for a documented medical or disability-related reason should contact the school office; requests will be handled under the accommodation procedure in Section 11.

9. Behavior Expectations, Safety & Emergency Procedures

9.1 General Conduct

Students are expected to walk safely in hallways, use appropriate indoor voices, and resolve conflicts through peaceful dialogue and mediation, consistent with Minnesota school safety norms.

9.2 Fire Safety & Drills

Ilm Academy's facility will be operated and maintained in compliance with the Minnesota State Fire Code, and the school will conduct fire and emergency drills on a regular schedule.

> *Reference: Minn. Stat. § 299F.391 — all schools, public and nonpublic, must operate in compliance with the State Fire Code.*

9.3 Emergency Response

Ilm Academy maintains written emergency procedures for fire, severe weather, lockdown, and medical emergencies, and will conduct staff training and student drills for each. Emergency contact information for every family must be kept current with the school office.

10. Disciplinary Actions & Due Process

Disciplinary actions are designed to be corrective and educational rather than purely punitive. Measures range from verbal warnings and parent conferences to suspension, depending on the severity and frequency of the conduct at issue. Before a final disciplinary decision resulting in suspension or dismissal, the student and parent will be given an opportunity to be heard by school leadership.

Ilm Academy will apply discipline consistently and will document each disciplinary action in the student's file. Parents may request a copy of the disciplinary record maintained for their child at any time.

11. Special Education, Section 504 & Disability Accommodations

Students attending Ilm Academy who reside in Minnesota remain eligible, under state and federal law, for a child find evaluation and for equitable special education services arranged through their resident public school district, even though they are enrolled in a nonpublic school. Ilm Academy will cooperate with a family's resident district in facilitating evaluations, individualized service plans, and the provision of services on an equitable-services basis.

> *Reference: Minn. Stat. §§ 120A.22, subd. 5, 125A.18; 20 U.S.C. § 1412(a)(10) (IDEA "child find" and equitable participation for parentally placed private school children with disabilities).*

Ilm Academy will make reasonable accommodations for students with documented disabilities to the extent required by applicable law and consistent with the school's religious character and mission. Parents seeking an accommodation should submit a written request, along with any relevant documentation, to school leadership.

12. Attendance Policy

Minnesota law requires all resident children between the ages of 7 and 17 to receive instruction unless a statutory exemption applies. Ilm Academy tracks daily attendance for every enrolled student and will contact a family

after any unexplained absence. Excessive or chronic absenteeism will be addressed through a parent conference and, where necessary, a written attendance improvement plan.

> *Reference: Minn. Stat. §§ 120A.22, 120A.26 — Minnesota compulsory instruction law and educational neglect provisions.*

13. Student Records & Privacy

Ilm Academy maintains accurate academic, health, immunization, and disciplinary records for each student and safeguards them from unauthorized access or disclosure. Although the Family Educational Rights and Privacy Act (FERPA) applies directly only to schools that receive certain federal funds, Ilm Academy voluntarily follows FERPA-aligned practices: parents and legal guardians may inspect and request copies of their child's education records, and the school will not release personally identifiable student records to a third party without written parental consent, except where disclosure is required or permitted by law (for example, health and safety emergencies or immunization-related reporting under Minn. Stat. ch. 13.32).

Upon a student's withdrawal or transfer, Ilm Academy will provide the family with a copy of the student's academic and immunization records within a reasonable time, and will assist in the transfer of the immunization file to the new school within 30 days as required by state law.

14. Transportation & Pick-Up/Drop-Off Safety

Where Ilm Academy arranges or contracts for student transportation, drivers and vehicles will meet applicable Minnesota pupil transportation safety standards. Parents dropping off or picking up students must follow the school's posted arrival and dismissal procedures, and students may only be released to individuals authorized in writing by a parent or guardian.

15. Family Communication & Grievance Procedure

Ilm Academy is committed to open communication with families. Day-to-day questions should be directed to the classroom teacher; policy or administrative concerns should be directed to school leadership in writing. A parent who is not satisfied with the response to a concern may request a meeting with the school's governing board.

This grievance procedure applies to concerns about the application of this handbook. It does not limit any right a parent has to contact the Minnesota Department of Education, local law enforcement, or county social services directly, including with respect to health, safety, or suspected maltreatment concerns.

16. Amendment of This Handbook

Ilm Academy's governing board may amend this Policies & Procedures Handbook at any time to reflect changes in school practice, Minnesota law, or federal law. Families will be notified in writing of material changes and, where a change affects a signed acknowledgment, may be asked to sign an updated copy.

17. Acknowledgment & Signature

By signing below, I acknowledge that I have received, read, and understood the Ilm Academy Policies & Procedures Handbook and the Ilm Academy Code of Conduct. I agree, on behalf of myself and my student(s), to abide by the policies described in these documents as a condition of enrollment at Ilm Academy for the school year indicated on the cover page.

I understand that this handbook may be amended as described in Section 16, and that I will be notified of and may be asked to sign any material updates.

Student Name(s): _____

Parent / Legal Guardian Signature: _____ Date: _____

Parent / Legal Guardian Printed Name: _____ Date: _____

Second Parent / Legal Guardian (if applicable): _____
Date: _____

Received by Ilm Academy (staff signature): _____ Date: _____