Ilm Academy

Fostering Excellence and Faith

STAFF HANDBOOK

This handbook sets out qualification, training, and conduct expectations for all instructional staff at Ilm Academy. It accompanies the Ilm Academy Code of Conduct and Policies & Procedures Handbook.

1. Purpose

Ilm Academy is committed to hiring qualified, capable instructors who can deliver a strong academic program while upholding the Islamic character and mission of the school. This handbook sets out the minimum qualifications, training requirements, and conduct expectations for all teaching staff, consistent with Minnesota law, applicable federal standards, and the school's own religious educational mission.

2. Minnesota State Requirements for Instructors

As a nonpublic school, Ilm Academy follows Minnesota's statutory requirements for nonpublic school instructors. Under Minnesota law, an instructor at a nonpublic school must meet at least one of the following:

- Hold a valid Minnesota teaching license for the grade level they will teach; or
- Be directly supervised by an individual who holds a valid Minnesota teaching license; or
- Meet another qualifying standard recognized under Minnesota law for nonpublic school instructors, such as holding a baccalaureate degree, successfully completing a teacher competency examination, or teaching within a school accredited by an accrediting agency recognized by the Commissioner of Education.

> ***Reference:*** *Minnesota State Regulation of Private and Home Schools (U.S. Department of Education summary of Minnesota law); Minn. Stat. § 122A.15.*

Ilm Academy will verify and document how each instructor satisfies one of these standards before they begin teaching, and will keep that documentation on file.

3. Federal Standards

There is no single federal teaching certification requirement that applies to private school teachers; federal law leaves teacher qualification standards for private schools to the states. Ilm Academy follows the Minnesota state standards in Section 2 above as its governing legal requirement, and applies the additional school-specific qualifications in Section 4 on top of that baseline.

4. Ilm Academy Qualifications for Islamic Studies Instructors

In addition to meeting the Minnesota state requirement in Section 2, instructors teaching Islamic Studies or Quran recitation at Ilm Academy must meet the following school-specific qualifications:

4.1 Islamic Studies Foundation

Instructors must have a solid, well-rounded foundation in Islamic Studies, reflecting sound knowledge of Islamic beliefs, practice, and character appropriate for teaching children in a school setting.

4.2 Quran Recitation and the Al-Miftah Curriculum

Instructors responsible for teaching Quran recitation must be able to teach recitation following the Al-Miftah curriculum, the curriculum adopted by Ilm Academy for this purpose. All instructional staff teaching Quran recitation will complete training in the Al-Miftah curriculum and its teaching guidelines as part of onboarding, prior to independently teaching recitation, and will continue to follow those guidelines throughout their employment.

5. Hiring & Documentation

For every instructional hire, Ilm Academy will document which Minnesota qualification standard the individual satisfies, confirm their Islamic Studies foundation, and record their completion of Al-Miftah curriculum training. This documentation will be kept in the staff member's personnel file.

6. Ongoing Training

Ilm Academy may periodically offer or require additional training for instructional staff, including refreshers on the Al-Miftah curriculum, classroom management, and school policy updates. Staff will be notified of any required training in advance.