

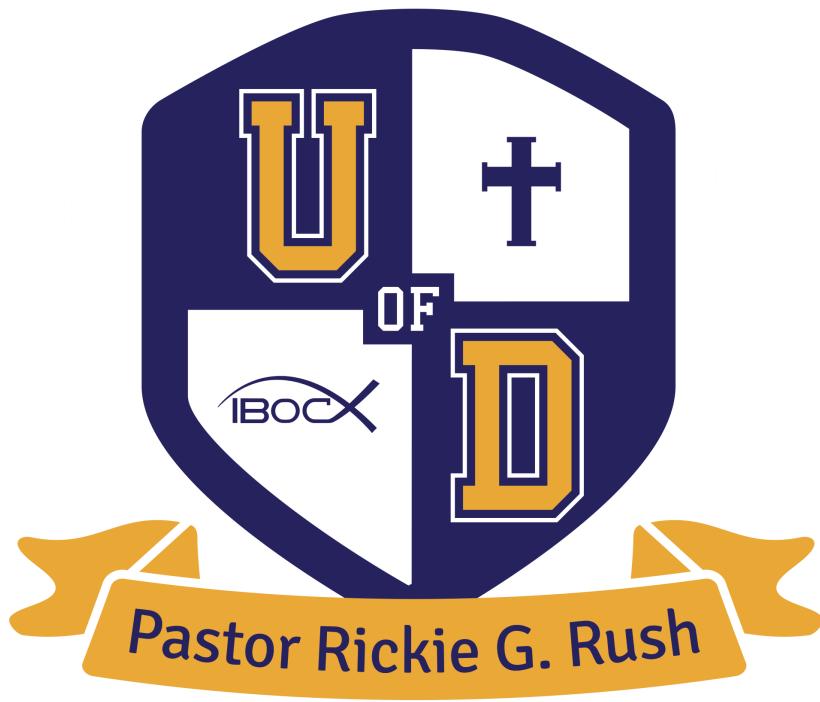
# University of Dreams at IBOC

Leadership & Performing Arts Christian Academy  
1st - 5th Grades

## M.E.D.I.A. Middle School

Motivation Education Dedication Inspiration Appreciation

6th - 7th Grades



2024-2025

## PARENT-SCHOLAR HANDBOOK

Sherrye Vaden, M.Ed - Director of Education

David Bowens, M.Ed - Administrator

Pastor Rickie G. Rush, D.D. - Founder & Visionary

7710 S. Westmoreland Rd | Dallas, Texas 75237 | [universityofdreams.org](http://universityofdreams.org)

# **IBOC Church Creed**

The greatest tragedy next to dying without God and without hope is to stand at the Judgment Day, empty-handed, having lived in a world full of sinners without winning one person to Christ.

## **Daily Confession**

This is the Word of God. This is my Word from God.

Obedience to this Word is the only weapon that I have. If I read this Word and do exactly as it says, according to the Book of Joshua—I will prosper! I will prosper in every area of my life.

I can be what this Word says I can be—I can do what this Word says I can do.

Thank You, Father! Thank You Father—for revealing Your Word to me today.

## **Vision Statement**

“Inspiring dreamers to excellence and enlightenment through a holistic and Christ-centered approach to education.”

## **Scholar Declaration**

“Dreamers” – that’s what we are -- for God has plans for our lives!!

Do You Believe It? Will You Achieve It?

We are a team of believers in Jesus Christ and with God – all things are possible.

Since our attitudes determine our altitudes, our minds are renewed with joy, our hearts are open to new possibilities, our work ethics represent effort and strength. With great unity, we can and we will overcome great challenges together. As scholars, we show the utmost respect for our teachers, administrators, and peers. Our speech is kind!

Our actions are Christ-like. Our conduct reflects our knowledge of the Word of God.

The University of Dreams at IBOC “Mighty Eagles” represent Faith, Leadership, Etiquette, Character, & Service, and this is done all for God’s glory!

## **U of D Colors**

Royal Blue, Gold & Gray

## **U of D Mascot**

Mighty Eagle—“F.L.E.C.S.”

# What We Believe

**We believe** there is one God who exists in three persons: Father, Son (Jesus) and the Holy Spirit.

**We believe** that the Bible is the inerrant Word of God and is our authority, our light, our guide and is applicable to our everyday lives.

**We believe** that sin has separated each of us from God and His purpose for our lives. Because of Adam's sin, we now live in a fallen world and are flawed humans and are therefore in need of the supernatural Savior, Jesus Christ. We believe we are made in the image and likeness of God, the Father, Son and Holy Spirit and are valuable to God.

**We believe** to be absent from the body is to be present with the Lord. We believe in the Rapture of the Church, which according to the Word of God means the dead in Christ will rise first and those of us who remain will be caught up in the air to meet Jesus. We believe that Heaven and Hell are real and that Heaven was designed for us to live with God forever after physical death. Whereas, we also believe Hell was not designed for humans but that given our free will, however, some humans decide to not accept Jesus Christ as Savior and are therefore choosing to live in eternal Hell after physical death.

**We believe** that in the right to ask God for forgiveness of sin through Jesus Christ. We believe in Jesus Christ's shed blood on the Cross that has saved us from sin. According to Romans 10:9-10, if we confess with our mouths the Lord Jesus and believe in our hearts that God raised Jesus Christ from the dead – we shall be saved. We are saved by grace through faith in Jesus Christ. We have the right to repent of our sins (to turn away from sin) as often as we need to and daily submit our lives to God.

**We believe** in baptism by immersion in water and understand this is an outward symbol of our inward commitment to Jesus Christ. We also believe in being filled with the power of the Holy Spirit by asking to be filled – after accepting Jesus Christ as Savior. The Holy Spirit is our power, our teacher and more who enables us to use spiritual gifts, including speaking in tongues.

**We believe** in the power and significance of the Church on earth as the bride of Christ and believe in the importance of assembling together to be equipped in the Word of God as instructed in Hebrews 10:25.

**We believe** that God has breathed the breath of life in each of us to live successfully and achieve His purpose for our lives – which is to worship God, actively commit to our role in His Church and serve our community with compassion.

**We believe** that God wants us all healed and does not want any of us to have sicknesses, illnesses, diseases or disorders. We believe that by the work of Jesus Christ on the Cross, the stripes He received, we are healed—according to 1st Peter 2:24 and Isaiah 53:4-5. We believe we are to only suffer persecution for righteousness sake—but not suffer with sicknesses and pains. We believe sicknesses are spirits of infirmity sent from Satan and should be sent back to Hell where it came—using the power in the Name of Jesus.

**We believe** that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).

**We believe** that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our What We Believe statements are not an exhaustive list of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The U of D Board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

# Schoolwide Rules

"I am a proud University of Dreams at IBOC Scholar. I reverence my Savior, Jesus Christ, respect myself and honor all others in Christ's love. I want to please God; therefore, I will do what God says I can do through Christ who strengthens me." ~Philippians 4:13

## As A U of D Mighty Eagle Scholar, I Will:

### 1. Model the Fruit of the Spirit with my school peers and adults.

I will let my light shine for Jesus Christ. I will follow Galatians 5:22-23 that states, "But the fruit that the Holy Spirit produces is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."

### 2. Follow directions the first time given by adults in our school; listening with respect.

I will listen to instructions carefully and respond courteously to teachers, school leaders and staff.

### 3. Use polite language at all times that honors Christ.

I will choose respectful, kind words in my conversations with teachers, school leaders, staff and peers. Insulting others, name-calling, indecent language, crude jokes, rude teasing or arguments are not acceptable.

### 4. Develop a strong work ethic and approach to learning.

I will work hard to reach my academic and spiritual goals, ask questions when I need assistance and understand that learning is a growth process. Success requires my positive mindset and commitment to the highest work ethic.

### 5. Show respect for everyone and their personal property.

I will display respect for myself and give respect to my peers, their personal space and belongings.

### 6. Demonstrate a life of leadership and zeal for learning.

I will contribute positively to classroom learning, be an excellent team member, have supplies needed and complete assignments to the best of my God-given abilities.

### 7. Keep my hands, feet, objects and rude remarks to myself.

I will demonstrate Christian character, conduct and conversations, choosing to allow the light of Christ to shine through me, according to Matthew 5:14. I will resolve conflicts with the assistance of my school leaders and classroom teachers that reflect patience, respect and forgiveness.

***Pastor Rickie G. Rush, D.D.***

**“Inspiration From Our Founder & Visionary”**  
**2024-2025**

To Our Blessed U of D Parents, Guardians and Scholars:

We're Back! Here we GROW again - for the 2024-2025 School Year! We are standing strong in the Lord, and it is marvelous!!! If you haven't heard our amazing theme this school year from your scholar - you will!

**“Where We Dare To Believe Courageously, Pray Boldly and Dream Endlessly!”**

As you all well know, we have extremely capable and successful Directors, Administrators, Classroom Educators and Staff who lead well and manage all the daily operations of our school system with the highest level of class, honor and integrity. I KNOW you are constantly inspired by the spiritual guidance and demonstration of Christ's love found at U of D in regard to your children.

As a parent, guardian and committed supporter of U of D, let's remain united and vigilant in our quest to successfully reach twelfth grade graduation! We cannot accomplish this enormous task without your help. I want to remind you just how vital you are to your child's academic and spiritual education.

Our safe, secure learning environment is of the highest quality instructional programs that promote challenging real-world learning tasks that bring out the best in your child. Never forget... it is important at the University of Dreams at IBOC—that ALL scholars shine; not just a few. Your child is an ever-evolving powerful leader of faith, leadership, etiquette, character and service to mankind.

Please take a moment to peruse this school handbook as an introduction to address questions concerning activities, programs, policies and procedures for a flourishing operation of our private Christian school system.

We humbly thank you for your loving support and look forward to an amazing 2024-2025 school year. God has great plans for you, your child(ren) and the University of Dreams at IBOC.

**WE ARE THE SCHOOL THAT FAITH BUILT!**

Giving God All The Glory,

***Pastor Rickie G. Rush, D.D.***  
Founder & Visionary  
Inspiring Body of Christ Church  
University of Dreams at IBOC



# *Campus School Leadership*

## **2024-2025**

**“Where We Dare To Believe Courageously, Pray Boldly and Dream Endlessly!”**

Phenomenal U of D Parents & Guardians:

**WELCOME BACK to the University of Dreams at IBOC—School Year 2024-2025**

You will find our U of D school system to be one of quality, distinction and class. We offer each scholar an impeccably strong academic and spiritual educational experience using sound curriculum and resources, knowledgeable and caring staff. We humbly say that we are not novices to the field of Education and have rich histories of being capable, called and committed Christian educational leaders. Please know that we are more than proud to be your

**U of D School Leaders!**

The Vision of U of D is strong, and we are moving ahead rapidly to 12<sup>th</sup> grade. Accreditation is on the horizon! We need each of YOU, parents and guardians, to continue connecting with our School Leadership to participate in our school continuous improvement plans. Share with us your best suggestions that fit our system. We certainly realize that the best advertisement for the University of Dreams School System is best articulated through your personal testimonies and experiences at U of D. Thank you for sharing great news about U of D on your social media pages and in your every day conversations. You are our blessings!

We have the grand opportunity to create the school system of our dreams—a school system that cannot be duplicated in its purpose, vision and goals anywhere in this city, state, nation or world. Not everyone has that opportunity in life.

We are a unified team and stand ready to operate under His anointing and Holy Spirit. Let's work together to build a foundation that will last your child a lifetime. With the utmost gratitude...



**Sis. Sherrye Vaden, M.Ed—Director of Education & Schools**

**Deacon David Bowens, M.Ed—Administrator**

**Sis. Shunta Hunter, M.A.—Children’s College Director, Regulations & Enrollment**

**Sis. Penelope Williams—Children’s College Director, Instruction & Parent Engagement**

## School Hours



**School Business Telephone**

**972.572.4262**

### School Messenger System

\*All U of D Parents are connected to our internal messaging system to assist with important school notifications. When your phone number changes, please update U of D School Leaders.

Text "Yes" to 64779  
to sign up for School Messenger System

### Breakfast In Mighty Eagle Café

**7:15am-7:45am**

**Leadership & Performing Arts Christian  
Academy  
1st—5th Grades**

**Class Begins 8:00am  
Class Ends 3:00pm  
\*Tardy 8:15am**

**M.E.D.I.A. Middle School  
Motivation Education Dedication Inspiration Appreciation  
6th — 7th Grades**

**All Scholars Latest Pick-Up  
3:30pm Daily**

# Academic & Christian Curriculum Excellence

The University of Dreams at IBOC school system utilizes the Abeka, ACSI, Envision & TEKS. We offer excellence in Physical Education, Technology, Leadership Classes that include F.L.E.C.S. Instruction, Excellence In Public Speaking, Media Interview Skills, Audio-Visual Instruction with specific knowledge of production, editing, sound, lights, and more. Our extension activities and field trips upgrade our scholars' academic opportunities. Our 1<sup>st</sup>– 7<sup>th</sup> Grade educators offer excellence in content delivery, rigorous activities, research-based instructional strategies, higher order thinking questions, scholar engagement strategies and an impeccable classroom culture/climate.

## CURRICULUM EXPERTISE: ABEKA, ACSI, ENVISION & TEKS Standards of Texas

Historically, our IBOC school system has chosen to utilize the ABeka Curriculum that contains day-by-day lesson plans for an entire year that highlight a Christian perspective, that is, based on the Word of God. The Abeka curriculum lays an excellent foundation in cursive writing, language arts and reading skills (especially phonics) for our scholars. U of D believes more than one resource must be utilized to appropriately meet and exceed the academic and spiritual needs of all scholars.

We have, therefore, selected to use additional highly acclaimed, research-based materials; specifically, ACSI Reading Literature as well as Envision Math and Experience Science.

Character Training in the Christian School is one of the supreme goals of Christian Education. The Word of God says, "Train up a child in the way he should go: and when he is old, he will not depart from it." (Proverbs 22:6). Children must be trained to be faith-filled; and at U of D, we consistently model and demonstrate faith, leadership, etiquette, character and service. Excellence in training includes Christian Leadership classes—not merely a "character lesson" taught periodically. We provide orderly, organized classrooms where the culture is based on a growth mindset of effort and strength. We celebrate our scholars' perseverance and consider it an honor to guide them as they stay the course through difficulties—an accepted standard of the University of Dreams at IBOC Leadership & Performing Arts Christian Academy.

### A few of our key campus features:

1. School Culture (safe and secure learning environment, community relationships, invested administration, leadership and faculty, small class sizes for individual attention and instruction)
2. Academic Snapshot (high-quality, consistent instruction, standards-based aligned curriculum, measurable achievement and progress)
3. Christian Values and Perspective (nurturing of the God-given talents and abilities of individuals and appreciating the same of their peers, classroom teachers and school leaders, biblical values seamlessly integrated into every subject)
4. Scholar Development (strategic service project opportunities, technology, videography/editing, as well as public speaking and leadership cultivation)
5. Exceptional Campus Facilities (full-size Gymnasium, E-Sports Laboratory, Movie Theatre, Bowling Lanes, Chapel, and Commercial Kitchen and Mighty Eagle Café)

# Admissions Policy

The admissions process involves submitting the following: an interview application, records from previous schools (if applicable), recommendations from current English teacher, math teacher, and principal and an admission assessment. Following the testing and when the applicant file is complete, parents are invited for a personal interview with an administrative team. University of Dreams at IBOC Schools (Mary L Rush Children's College, Leadership and Performing Arts Christian Academy and M.E.D.I.A. Middle School) does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines. Provisional Acceptance: School records or admissions data that indicate a significant academic or behavioral problem may result in the student being admitted provisionally. If the student shows the ability to be successful at U OF D, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

## Anti-Harassment Policy

It is important to the culture and climate of the University of Dreams at IBOC that all scholars develop appropriate social skills and respect for others as navigate school relationships without fear, intimidation or humiliation as a result of unwanted or unacceptable behavior from others. Specifically, we do not condone verbal or physical conduct that disparages one's character or shows hostility or dislike toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the essence of who we are and whose we are (children of God) that all scholars, educators and staff members be treated with the utmost respect for rights, individuality and personal dignity. Harassment of any kind is addressed by the classroom teacher(s) and U of D School Leaders. Consequences for this type of behavior will require a parent conference and a minimum of one day suspension. After a thorough investigation, harassment can lead to school removal (suspension) permanently. It is of the utmost importance that classroom educators remain alert and School Leaders vigilant to ensure respect, order, security and safety are in place at all times.

## Attendance

Regular and punctual attendance is essential for the optimum growth and development of scholars. The Texas State Compulsory School attendance law supports this claim. We must work together to minimize absenteeism and tardiness. Scholars who are absent must provide a written explanation within 3 days of return, so that work can be made up and the excused absence can be recorded. If a scholar knows s/he will be absent for an extended period time, her/his parents may opt to make arrangements with the teacher to have work sent home. For absences, scholars are given one make-up day for each school day missed. How much make-up work required is left to the discretion of each teacher.

**Arriving Late:** Any scholars arriving after 8:15am is tardy to school, and this will be reflected in PowerSchool. It is important that all Elementary and Middle School Scholars arrive to school at the start time or before.

**Excessive Absenteeism & Tardiness:** Excessive negative attendance during the school year may place a scholar's promotion in jeopardy. Cases are dealt with on an individual basis by the Directors in charge. All Parents are asked to contact the Directors when a scholar is absent, especially if the absence spans more than 3 days.

**Leaving School Early:** Scholars leaving early must check out through the receptionist office. If a parent knows ahead of time that the scholar will be leaving early, the Directors and classroom teacher must be notified. After security announces your arrival on campus, the receptionist will call the scholar out of class when the parent arrives.

Scholars returning from a medical appointment must bring a note from the doctor/dentist to the Director's office when they return to school.

*When possible, we ask that all scholar dental and medical appointments be made on non-school days or after the school day ends at 3:00pm.* If there's a need for early departure, please notify the Directors. A valid picture identification will be requested prior to a child's release – if it's the adult's first-time picking up your scholar.

# Birthday Recognitions

Birthday Recognitions (not birthday parties) can be celebrated starting at 2:45pm with the Homeroom Teacher and peers. Birthdays snacks must be individually wrapped. An example of birthday snacks allowed would be: Little Debbie snack cakes, Oatmeal cakes (individually-wrapped), etc. No outside sugary drinks of any kind are allowed. Thank you for allowing U of D to share in this blessed and festive occasion. **\*We ask that the Director(s) and Classroom Teacher be notified 24-48 hours prior.**

## Bullying Policy

When scholars engage in negative behaviors, as delineated below, these behaviors will be addressed in a fair and balanced manner. What Is Bullying is unacceptable at the University of Dreams at IBOC. Bullying is characterized by an individual (or group of children) behaving in a certain way, whether physically, verbally, or through cyber means, to gain power or control over another person(s). Once the school is made aware of any such behavior, the situation is evaluated as to the seriousness of the behavior by using the guidelines below:

**Childish Behavior** The Scholar has no intent to be unkind. They can exhibit annoying behaviors that cause uneasiness. The scholar demonstrates thoughtless actions that may cause upset to others or issues with their property. Childish Behaviors will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require loss of privileges and redirection.

**Unfriendly Behavior** The Scholar's intent is to be unkind. The behavior is not frequent and the behavior intensity level is low. This behavior can include impulsivity and is infrequent. The unfriendly behavior's duration is short. Unfriendly Behaviors will be addressed by the classroom teacher and U of D School Leaders. Consequences for this type of behavior will include a parent conference.

**Bullying Behavior** The Scholar's behavior is considered bullying, which is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The Bullying Behavior is repetitive. In order to be considered bullying, the behavior must be aggressive and include:

**1. An Imbalance of Power** – Scholars who bully use their power (such as physical strength, access to embarrassing information, or popularity) to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

**2. Repetition:** Bullying behaviors happen more than once; consistently over a period of time.

Bullying Behavior is determined and addressed by the classroom teacher(s) and U of D School Leaders. Consequences for this type of behavior will require a parent conference and a minimum of one day suspension. After a thorough investigation, bullying can lead to the bully being removed (suspended) from the school environment permanently. Though scholars are taught from a biblical viewpoint, conflicts can arise. It is of the utmost importance that classroom educators remain alert and School Leaders vigilant to ensure respect, order, security and safety are in place at all times.

## Chapel Worship Service

Chapel Worship Service is held on scheduled Wednesdays in our Mighty Eagle Sanctuary from 8:30 a.m. until 9:00 a.m. We invite our Mighty Eagle Parents to Chapel via our schoolwide communication system and personal invitations to the parents of the class presenting scriptural, engaging, exciting and encouraging bible lessons (with help from their awesome teachers). WEFLECS! That is, we teach and demonstrate Faith, Leadership, Etiquette, Character and Service. Come see how Jesus Christ's mission is seen through the eyes and hearts of scholars singing praise songs to the Lord, reciting scriptures and presenting dramatic bible stories.

# Cell Phone Policy (Scholars)

It is the policy of the University of Dreams at IBOC that scholars learn responsible use of technology and are therefore allowed to have cell phones on the school grounds. 1st-7th Grade Scholars are asked, however, to keep their cell phones in the OFF position and locked in their assigned school locker. With cell phones in the classroom and in the ON position, scholars could be tempted with distractions (games, texts, social media, etc), tempted to cheat easily on exams, or tempted with privacy issues (unauthorized photo-taking, unauthorized recordings audio/video and other transgressions that can violate policy of the school).

Scholars are allowed to turn their phones to the ON position if it is a requirement for teacher-directed academic or biblical engagement activities and projects. We understand that cell phones can be positively utilized to access apps, resources, school assignments, and used to collaborate on projects and receive real-time teacher feedback.

We also unfortunately know and understand that cell phones are important devices for parents and children to remain connected as a sense of security nowadays. In the event of an active school emergency that could evolve into life-threatening (fire, gas leak, serious injury or intruder), scholar cell phones would remain in the OFF position until we arrive at our off-site safe second location if warranted. An active emergency is one that can include a life-threatening incident for the scholar. In various cases on school campuses, if an active shooter were in a building, for instance, cell phones have been known to alert the intruder due to text alerts and notifications; thereby, placing the school staff and scholars in more dangerous encounters. We thank you for trusting us to make the safest decisions should any emergencies arise.

An additional note: Though scholars enjoy interacting and socializing via their cell phones and tablets, even when off-campus, after school and on weekends, we are respectfully asking that parents be vigilant in routinely and actively monitoring their children's devices to curtail cyber-bullying on all levels as often as possible. Oftentimes, weekend texts, chats and facetime conversations can lead to on-campus disagreements. Our school climate and culture is one of Christ-like behavior at all times in our character, conduct, conversation, chemistry and competency. Please encourage your child(ren) to always treat their U of D classmates and scholars in all grades with the utmost respect in their words, actions and deeds.

## Child Abuse & Neglect

The educators and staff of the Leadership and Performing Arts Christian Academy and M.E.D.I.A. Middle School receive annual training to recognize the signs and symptoms of abuse and neglect. In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it. Professional reporters are required to report allegations within 48 hours of first suspecting abuse or neglect. By law, professionals may not delegate the duty of reporting abuse or neglect to another person or entity or rely on another person or entity to make the report. How do you report abuse or neglect? **In Texas, you have two ways to report child abuse or neglect: 1-800-252-5400 [www.txabusehotline.org](http://www.txabusehotline.org)**

## Clinic Needs

If a scholar becomes ill or injured, he/she will be sent to the clinic to visit with the Directors. After observation of the illness or injury, Directors will contact a parent for notification purposes. Parents may be asked to pick up their child at that time by the Director(s), if needed.

Scholars are not to bring medicine(s) to school unless a doctor prescribes the medication. The Director(s) can administer physician prescribed medicine when it is in the original bottle and labeled correctly with the names of the physician and the scholar. All parents should bring scholar medications to the school upon arrival and complete the appropriate documentation form.

If a scholar experiences a serious illness or injury of an emergency nature and parents or alternate sources of contact can't be reached, the child will be taken to the hospital for treatment. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury. There are some scholars who have special health conditions. The Directors should be advised of those scholars who require immediate or special attention for conditions such as asthma, heart conditions, diabetes, epilepsy or any other physical condition. It is imperative that these scholars have an up-to-date and accurate enrollment form on file at all times.

## Dress / Respect Code For Parents

We ask that all parents help our school system model respect and dignity to all our scholars. It is important that your attire reflects grace, dignity and modesty whether you are dropping off or picking up your scholar(s) when on the school grounds. We appreciate your adherence to this policy as you assist us in raising your kings and queens.

Please, we ask that parents NOT wear the following into the building:

Revealing clothing such as sheer blouses that reveal underwear, no tight shapewear leggings, no spaghetti straps, no daisy duke shorts, no pajama tops, no pajama bottoms, and no t-shirts categorized as underwear or sagging pants/shorts that reveal your underwear, sagging pants/shorts that reveal your underwear.

# Dress Code For Scholars

The University of Dreams at IBOC scholar dress code is established to instill pride, uniformity and respect for themselves and their peers.

## Monday— My Heart Belongs To The Blue and Gold Tshirt

Girls: Navy or Khaki Pants, Skirt OR Skort OR Jumper

Boys: Navy or Khaki Pants

## Tuesday— Gold Polo Shirt

Girls: Navy or Khaki Pants, Skirt OR Skort OR Jumper

Boys: Navy or Khaki Pants

## Wednesday — Chapel Attire (Mandatory) (frenchtoast.com)

GIRLS: White button down shirt (short or long-sleeved)

“Clear Blue Plaid” Cross Tie

“Clear Blue Plaid” ONLY Skirt OR Skort OR Jumper (no pants please)

BOYS: White button down shirt (short or long-sleeved)

“Clear Blue Plaid” Traditional Tie

Navy or Khaki Pants

## Thursday — Blue Polo Shirt

Girls: Navy or Khaki Pants, Skirt OR Skort OR Jumper

Boys: Navy or Khaki Pants

## Friday — NEW Dare To Be Mighty Spirit Tshirt

Girls: Navy or Khaki Pants, Skirt OR Skort OR Jumper

Boys: Navy or Khaki Pants

### SHOES – STYLE

- rubber soles, please
- sneakers are acceptable
- dress shoes, when applicable, during special school events
- closed-toe and closed-heel shoes must be worn daily
- no crocs-style footwear, no slippers, no house shoes, no sandals (not appropriate footwear at school)

## Dress Code For Scholars (cont'd)

### SLACKS and PANTS ONLY NO SHORTS, PLEASE

- full length
- fastened at the waist
- belt must be worn with pants that have belt loops

### SKIRTS, JUMPERS (Girls)

- knee-length or longer

### ACCEPTABLE MATERIALS

- cotton
- polyester
- linen
- twill
- corduroy
- canvas

### COLORS FOR UNIFORM PANTS, SLACK AND JUMPERS

- solid khaki
- solid navy
- solid black

\*NO SHORTS, PLEASE.

### SHIRTS

- polo-style (with logo)
- tucked into pants or skirt

### COLOR FOR UNIFORM SHIRTS AND BLOUSES

- royal blue
- gold

### JACKETS, SWEATERS/HOODIES/ PULL-OVER SWEATSHIRT

- Sweaters should complement the school colors
- Lightweight, classroom use jackets and sweaters
- Winter wear can include jackets and coats without logos
- School-logo branded sweatshirt/hoodie

### JACKETS, SWEATERS (School-Approved Color Schemes)

- solid royal blue
- solid black
- solid gray
- solid gold

## Drop-Off & Pick-Up

Scholars are dropped off safely at our Main Entrance by their parents, guardians and/or trusted adults. We do not offer Transportation to U of D. Scholar Attendance (Tardies and Absences) are recorded in PowerSchool. The only adults authorized to pick up a 1st-7th Grade scholar from the University of Dreams at IBOC Campus are those designated on the most current school year's Enrollment Parent Pick-Up List. Parents/guardians are the only persons authorized to change this list. The Leadership and Performing Arts Christian Academy and M.E.D.I.A. Middle School cannot legally deny access to a parent or guardian unless there is an active restraining order on file or a specific schedule of court-ordered visitation rights that prohibits this. If the situation is unclear, we request that the family go back to court to resolve their differences. Our Campus School Leaders will act in a way that ensures the safety of all children and faculty. If someone other than the parent or guardian has been designated to pick up the 1st—7th Grade Scholar from our campus, parents must alert School Leaders. Upon their arrival, our front office Receptionist will ask for the visiting pick-up person's Driver License, make a copy and place the copy in the Scholar's Records Folder.

## Elevator Usage

Scholars must have a statement from a doctor or note from a parent explaining an adequate reason to use the elevator. Elevator use, in general, is always available to scholars when accompanied by a school employee.

## Emergencies

From the simplest scrape on the knee to a situation requiring CPR, our staff is trained to cover the widest range of possible accidents. In this Handbook, you will see a copy of our emergency preparedness plan. This is our plan of action in the event of a larger-scale local emergency. Our facility is inspected regularly and our scholars, staff, and teachers are drilled frequently in order to help ensure we are best prepared for any type of emergency that may occur. We ask that you please keep your contact information updated in the event of any emergency or incident that involves your child. This includes updating those persons listed on your child's pickup list. In the event that your child becomes ill or injured while in our care, we will fill out an incident/illness report to keep on file at the school. If you would like a copy of this report, it is available upon request.

## Emergency Contacts

It may become necessary for the school to contact you regarding your child. It is very important that we have the correct phone number, email address and updated emergency contacts for you and your child. Please keep the school posted of any changes that may occur in your contact information by contacting your School Directors.

## Emergency Operations

We train our faculty and staff on our campus Emergency Operations regarding evacuation processes, obstructed and unobstructed fire drills, shelter in place drills, lockdown drills, intruder drills and severe weather/tornado drills (duck and cover). We ensure our scholars safety and security as well with caring staff members. U of D also armed security guards onsite. (Please see the Emergency Preparedness Plan at the back of this Handbook.)

## Enrollment

It is the policy of the University of Dreams at IBOC to administer its educational programs, including admissions, without regard to race, color, religion, sex, national or ethnic origin or disability. Our school divisions welcome the opportunity to enroll new Mighty Eagle Scholars. We offer an informational form on our website: [www.universityofdreams.org](http://www.universityofdreams.org) that alerts the School Directors via email. An introductory phone interview ensues and the parent is asked if they would like to continue by receiving our Pre-Admissions Interview Application and sending initial school records to the Director of Education (this is not official enrollment). Once all Pre-Admissions Paperwork is received (including initial school records), an Interview date is decided upon. A grade-level specific paper-based assessment is administered the same day by one of our Staff Members the same day as the Parent-Scholar Interview. Our team of School Leaders and Educators conduct the interviews and make a decision within two weeks. The parent(s) are notified via email of the decision with an official letter. If the offer to enroll is accepted by the parent, orientation is scheduled to complete Enrollment Paperwork and decide upon the first date of attendance.

## Excessive Aggressive Behaviors

Excessive, aggressive behaviors will not be tolerated at the University of Dreams at IBOC. Such behaviors include physical acts such as but not limited to: roughhousing, punching, biting, slapping, kicking; verbal acts such as using profane language, yelling, insults, rude remarks intending to cause harm or distress; and relational acts such as bullying. These behaviors will be immediately addressed with all scholars involved including parent contact/conference and a minimum one-day suspension after appropriate investigations.

## Faculty

All members of the University of Dreams at IBOC faculty and staff are committed to Christian Character, Conduct, Conversations, Competency and Chemistry. We are a Body of Believers in Jesus Christ who understand the nurturing and development of the whole child. We believe our core content and extra-curricular activities are best taught to children in accordance with consistent Biblical truths and in a compassionate, growth mindset environment. U of D hires loving, dedicated, Holy Spirit-filled Christian teachers who are passionate about demonstrating the Word of God in action and lifelong learners fully committed to helping your scholar meet their God-given potential.

## Fees & Field Trips

We believe engaging field trip experiences boost scholars' lifelong success. U of D fully recognizes that children are visual learners! What better way to absorb more about life than having the grand opportunity to experience field trips that allow your scholar to: experience real world learning, gain access to tools and environments not available at school, develop social-emotional growth with regard to empathy and compassion, strong academic impacts in several content areas and extension activities related to biblical instruction and knowledge. Fees include school uniforms, spirit shirts, field trips, class activities, school pictures, etc.

# Financial Responsibility Of Parents

Please refer to <https://universityofdreams.org/pay-tuition-online/>

**TUITION is due on the 1st of each month and is considered late on the 15<sup>th</sup> of each month.**

**\*If tuition is not paid, your scholar will not be allowed to return to school until unpaid you have spoken with our Tuition Dept and paid in full.** If by chance, you need to withdraw a scholar from the University of Dreams at IBOC, we ask that you follow all procedures in place. We understand that life circumstances may occur and with that said, if you need to withdraw your scholar from U of D— whether at the request of the parent or school, the parent's financial responsibility includes that whole month. **The scholar's attendance for any part of the month is considered the same as the entire month.** When a scholar withdraws and your balance is zero, the school will provide or send school records to the receiving school (when requested). The parent can request a copy of the records, if needed. Monies owed at the end of the school year and not paid will result in scholar records being held and not released. Non-payment of tuition will also place your scholars' enrollment for the upcoming school year on permanent hold until payments are received in full.

## Grading Policy

Report Cards are a reflection of your scholar's consistent attendance, completion of homework, excellent instruction, research-based strategies, projects, paired/group/individual work and are issued each nine weeks to demonstrate scholar progress. Our Grading Weights:

### Grades 1st thru 7th

Classwork/Homework	50%
Informal Checks/Quizzes	20%
Projects (class & individual)	20%
Nine Weeks Test(s)	10%

\*1<sup>st</sup> – 7<sup>th</sup> Grade parents can access their child's grades, attendance and assignments through the PowerSchool App. Each scholar annually receives a Power School letter with their username and password.

## Grading Policy (cont'd)

U of D believes in a growth mindset and the power of “yet”. With effort and strength—scholars can and scholars will be successful in every content area taught.

Paper-based and/or electronic Grade Books, in our case Power School, should reflect an accurate record of scholar grades. (P.E. and Leadership Specials Classes are required to enter grades as well.)

U of D 1st-7th Grade Educators will update Power School every Wednesday and Friday evening.

- U of D grades are based on a 100 point system.
- Grades must be provided for each content area taught.
- Each grade in Power School must correlate to a TEKS Student Expectation and be clearly labeled as such.
- Our Specials Classes are Tech, P.E. & Art will input participation grades in Power School, if applicable, following the TEKS (Texas Essential Knowledge and Skills). We believe technology enables teachers to reinforce and expand the content, prepare scholars for the future and is the perfect vehicle to engage and expand classroom learning.
- Teachers whose scholars have earned a grade of 69% or below on an assignment, quiz or test are obviously required to re-teach the skills/lesson and allow the scholar an opportunity to improve their score, when applicable. If half of the teacher's class has earned a score of 50% or below on an assignment, quiz or test, the teacher is required to re-teach the skills/lesson and allow the scholars an opportunity to improve their scores.
- If the teacher has introduced a NEW skill for the first time, the teacher may opt to not immediately input grades. If a NEW skill is introduced and the teacher opts to record grades, he/she must follow the 69% or below policy. Specifically, teachers will work with the scholar on the skills needed and will allow him/her the opportunity to improve their score on a similar assignment or retest over the same Student Expectations recording the highest score in Power School.
- It is advisable to teachers to not offer the identical quiz or test questions if a scholar is re-testing, but if a teacher deems it valid and credible to do so, we will allow the same quiz or test to be utilized. We trust our U of D Educators as the “experts of their classrooms”.
- No grades of zero “0” will be recorded in Power School for any reason.
- Regarding scholar absences: The number of school days a 1st-7th Grade Scholar is absent is the same quantity of days the scholar has to complete and return all missed assignments. If a scholar is absent for 2 school days, they have 2 school days to make-up the missed work. If a scholar is absent for one (1) week, the scholar is given one (1) week to return all make-up work completed. If a scholar is absent beyond one week, parents must call and discuss a viable plan of action for the scholar. Classroom Educators and School Leaders will collaborate to employ a plan that helps the scholar to be successful. We believe consistent communication & collaboration are vital to our school and scholar success.

Nine weeks grades will be issued to scholars following the close of each nine-week period. Accurate records of all grades—daily grades and test grades – are to be kept by each classroom educator. Teachers may be called upon to justify a grade placed on a report card when necessary and will produce the appropriate documentation as needed.

There must be at least 2-3 grades per week recorded for each content area taught, comprising a minimum of 18-27 grades per nine week period for each content area. All grades are documented in Power School App readily available to our elementary and middle school parents.

# Health Services

Parents are asked to complete all medical forms for enrollment and re-enrollment annually and other required emergency and field trip waiver forms. If your child has specific health concerns, such as asthma, a (step-by-step) Plan of Action form/letter must be completed by your child's physician and submitted to Directors. Parents are encouraged to discuss any specific needs personally with the Directors. Any scholar with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during periods of healing.

The Directors reserve the right to make all final decisions necessary to enforce its major communicable disease policy in order to control the spread of such diseases within the school.

No child will be admitted to school on any day—if vaccinations aren't up-to-date. If a child has not received the vaccine by the appropriate time designated, the parent will be notified that the scholar cannot be permitted to attend school until he/she has received the vaccination(s).

## ACUTE ILLNESSES OR ACCIDENTS:

Parents should NOT send their scholar to school if they are:

- ⇒ Vomiting or have diarrhea
- ⇒ Have a temperature of 100 degrees or above
- ⇒ Is suspected to have a minor contagious condition, such as, impetigo, ringworm, pinkeye, flu, etc.
- ⇒ Not sufficiently recovered from an illness

If a child becomes acutely ill at school, parents will be notified to pick up their scholar from school. If parents cannot be reached, those individuals identified on the emergency medical data sheet will be contacted. Messages are left on voice mails as needed also, so please check your personal answering machines during the day. Please make sure that all cell phones and work numbers are listed on your Emergency Medical Data Sheet. If there is ever an incident when the scholar needs ambulance transportation, this will be requested by the Fire Department.

A scholar who has a temperature of 100 degrees or above is considered too ill to attend class, and the parent will be notified. He/she will be allowed to stay in the office until they are picked up. However, due to lack of facilities to care for a large number of scholars, we ask that the child stay for as short a time as possible.

Any sick child can return to school when 24 hours free of ill symptoms. If your child had a fever, they must be 24-hours fever-free without the use of any fever-reducing medications.

## Communicable Diseases: (this is not an exhaustive list)

Purulent conjunctivitis (pink eye) until on antibiotics for 24 hours

Impetigo until 48 hours after treatment

Strep throat until 48 hours after treatment

Head lice until after treatment and all nits are removed

Chicken pox until all lesions have dried and healed

## Higher Ground Retreat

The University of Dreams at IBOC is blessed to give scholars the opportunity to visit our own amazing 22-acre retreat. Higher Ground Retreat is “a place where people pray and play”. When there is appropriate weather, a class section of scholars may be scheduled to bring parent permission forms and spend time from 10am until 2pm at Higher Ground Retreat as Leadership involvement and grades, when applicable. Your scholar will participate in prayer at our outside Chapel, teambuilding activities, nature hike to the largest private owned treehouse onsite as well as a myriad of amazing features, such as Zip lining, rock climbing, Leap of faith bungee jump, outside challenges that require a team mindset, giant Jenga and giant Connect 4 games—just to name a few. Ten or more chaperones made up of background-checked teachers and staff of IBOC accompany and supervise all scholars at all times. Before leaving the site, all scholars participate in a delicious lunch.

## Homework

Homework at U of D is engaging, aligned and an extension of our high-quality academic and biblical instruction. Parents are encouraged to set aside a regular time each evening to discuss any work your child has brought home and an opportunity to talk about the day's events. When scholars are absent, parents may request all homework assignments. (see grading policy)

If the teacher is introducing new skills in your child's absence, they will only receive homework they can complete independently. Our amazing educators will be sure to help your scholar upon their return. All Homework for 1st-7th Grade Scholars are given Tuesday-Thursday to be due the following morning at 8AM. On Monday evenings from 7pm-8:30pm, U of D Scholars and Parents are encouraged to attend and/or view IBOC Church Monday School bible lesson—taking notes and preparing to participate in our Testimony Tuesday Morning Announcements featuring scholars answering questions from the IBOC Church Monday School Bible Lesson. We enjoy seeing parents and scholars at Monday School but understand if you must view online at <https://ibocmedia.thechurchonline.com/>, YouTube or the IBOC Facebook page.

## I-Station & IXL

*I-Station* is an award-winning, comprehensive e-learning program used by all K4 thru 7th Grade Scholars at U of D. This amazing adaptive program is available at school AND home and riding in the car for your scholar. U of D provides I-Station as an outstanding supplement to our ELAR (English, Language Arts, Reading) Program. It is no secret that our Abeka Curriculum paves the way starting with our 4-year old scholars to read by the end of their school year, but I-Station assists us with building a lasting legacy of passionate scholars who LOVE to read as an enjoyable treat in life—not a task to be completed for school. U of D also utilizes IXL, *the world's most popular subscription-based learning site for K-12* used by over 14 million students, IXL provides personalized, unlimited practice and learning in a myriad of content areas—based on TEKS.

## Lockers

1<sup>st</sup> – 7<sup>th</sup> Grade scholars may be assigned and provided lockers by the school. Scholars are not to share lockers or change lockers without prior permission from school personnel. At no time will a combination lock or lock of any kind be placed on a locker. At the end of the school year, scholars must clean out their assigned locker. Primarily for safety, security and aesthetic reasons – all textbooks, school supplies and backpacks must be kept in lockers when not in use and are not to be stored in hallways.

# Medications

We will administer medication to children with a signed Authorization form "Administering of Medication form" for any type of medicine to be administered by the health care assistant or directors. **All medication must be in its original container labeled with the child's full name and date when given to a School Leader.**

## Prescription Medication

Prescription medication requires a note signed by the parent/guardian and a written order from the child's physician (this can include the label on the medication). The medication must have a current pharmacist's label that includes your child's name, dosage, current day, times to be administered, and the name and telephone number of the physician.

## Non-Prescription Medication

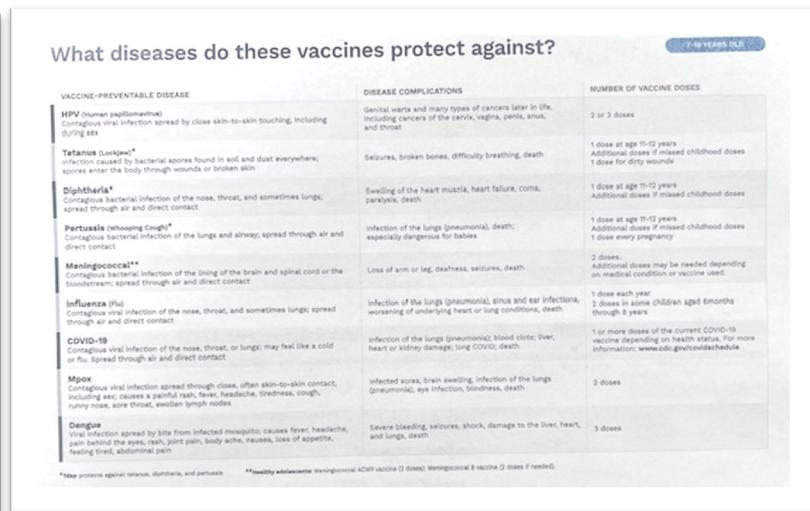
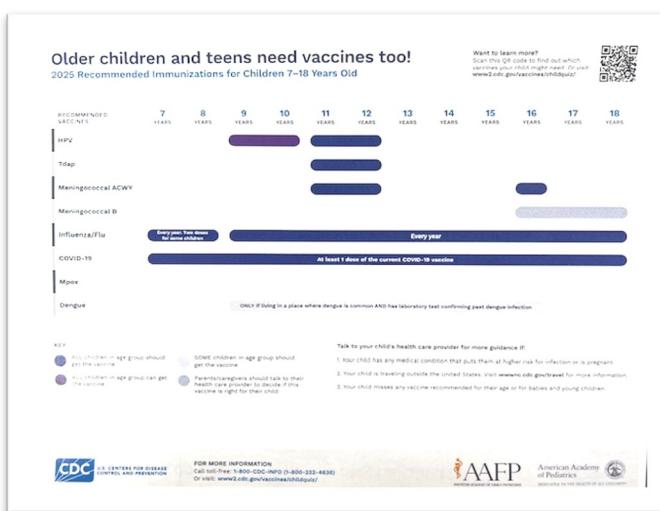
Non-prescription medication requires a note signed by the parent/guardian (not to exceed a three-day period) on the day that the medication is to be administered, specifying the dosage, time, and reason for administration. If the medication is not recommended for the age of the child and/or you are requesting that we administer a higher dosage than is recommended, we will need a written order from the physician.

## Non-Prescription Topical Ointments (Sunscreen)

A note signed by the parent/guardian specifying the time and dosage to be administered is required. The duration of administration is not to exceed one year for sunscreen and insect repellants. The duration of administration is not to exceed 90 days for all other non-prescription topical ointments.

## Scholar Vision and Hearing Screenings

Each school year, our 1st, 3rd, 5th and 7th Grade Scholars are administered a general vision and hearing screening on campus if they have not received a screening from their pediatrician.



# Non-Discrimination Policy

University of Dreams at IBOC admits students of any race, color, national or ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of its education, employment, admissions policies, tuition assistance, athletic and other school-administered programs.

## Nutrition

The University of Dreams at IBOC proudly offers healthy meals to all enrolled scholars as part of our participation in the National School Lunch Food Program. We provide nutritionally-balanced breakfast, lunch and p.m. snack. Menus are posted on our website [www.universityofdreams.org](http://www.universityofdreams.org) as well in classrooms and common school areas. Copies of our monthly school menus are also sent home with scholars. Our menus are planned to align with all federal and state school nutrition guidelines. It is important that you keep us informed of all food allergies (on your annual enrollment paperwork) and when there are updates. If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is to be modified for cultural or religious reason, the parent is asked to put the request in writing and may be asked to help provide supplemental foods. We do not serve food hotter than 110 degrees.

## Parent Conferences

Parent-Teacher conferences are exciting events the University of Dreams. Please feel free to schedule a conference with a Teacher/Director as needed when outside of our regularly scheduled dates. Teachers are not allowed to be interrupted during class instructional time or Morning Drop-Off for parent conferences. When parents have concerns or issues, we wish to address them promptly. Parents are encouraged to communicate regularly with classroom educators and school leaders via Class Dojo, parent conferences and face-to-face meetings. U of D teachers, administrators, and parents share common goals for creating the best learning experiences for scholars.

## Personal Items

Scholars should not bring toys, athletic items, electronic equipment, or any non-essential personal item onto school property – unless authorized by a staff member for a special school project or assignment. University of Dreams at IBOC is not responsible for lost, damaged or stolen items.

## Projects/Work Products

There is always fun on the horizon when a U of D scholar & family project comes home. Responsible adults at home are asked to help scholars plan their projects from beginning to end – materials and the critical thinking needed for a successful project. It's always amazing to teach our scholars the art of starting and completing a task with excellence. Thanks, Mighty Eagle Parents!

## Report Cards

Report cards are issued to scholars every nine weeks. 1st-7th Grade Parents, you will be able to check PowerSchool weekly for the latest up-to-date grades and assignments on your amazing scholar.

## School Closings (Weather Related)

The Pastor, Facility Manager, & Directors will make a determination as to whether or not school is closed for the day or on a delayed start schedule due to inclement weather. By 5:30am, you may view local TV stations as they will offer info regarding our school system plans. Information is disseminated via Channel 8 -WFAA, School Reach Communication, and the school website [www.universityofdreams.org](http://www.universityofdreams.org) website for weather-related closings.

## School Property

Scholars are expected to be responsible for all laptops, paper-based textbooks, e-textbooks info, library books, desks and any other school property issued to them. Parents are expected to communicate with School Leaders amicably if it is found they will need to pay for property loss or damages due to their scholar misconduct or lack of responsibility.

## Scholar Behavior Management Plan

We provide enriched academic and biblical experiences that inspire our scholars to creativity, self-management of behavior and present as positive Christian forces in this world.

- We view any misbehaviors as teachable moments and thrive on helping scholars learn skills necessary for success.
- We treat all scholars with dignity and respect at all times.
- We model excellent Character, Conduct, Conversations, Competency and Chemistry for our scholars.
- We steer clear of the use of sarcasm or any technique that may provoke a scholar to become defensive.
- We maintain positive contact and communications with all parents and guardians.
- We praise scholars in public and politely, respectfully correct as needed. We correct scholars—they are not “in trouble”.

U of D believes that managing scholar behavior is a constructive element to the educational process. We are a private, Christian educational institution and therefore aim to follow biblical principles as well as character education. We allow scholars to grow in a manner that does not infringe upon the rights of others. Our Directors work closely with our classroom educators to ensure each child is equipped to reach his/her full potential in Christ. ***The use of corporal punishment is prohibited in our school system.*** We are committed to providing orderly, organized classrooms where working hard with respectful behavior and boundaries are the standard. ***Therefore, if the administration deems it necessary, a child may be suspended from school for disrespectful, threatening behaviors.***

- 1) We will respectfully remind scholars of our behavior expectations / schoolwide rules.
- 2) We will redirect negative behaviors using positive statements; and
- 3) We will use brief, supervised and productive separation from the group, when needed.

# Scholar Behavior Management Plan (cont'd)

## U of D at IBOC Educators and Staff uphold the following standard regarding interactions with all scholars:

Always prohibit the use of corporal punishment in our school system. This includes no scholars being spanked, paddled or otherwise physically disciplined due to a violation of the Scholar Code of Conduct and/or Educator Code of Ethics.

Never pinch, shake, bite or hit any child with an instrument of any kind

Never berate or pose threats of harm toward any scholar

Never place any child in a locked dark room, bathroom or closet for any reason

Never withhold food as a means of managing scholar behavior for any reasons

At all times, U of D School Leadership, Faculty and Staff will teach scholars to:

Respect authority, Be an example, Seek excellence, Be honest, Practice appropriate speech & Reflect the life of Jesus Christ.

## Scholar Folders

All Elementary and Middle School U of D Scholars are given a Scholar Folder during the first 9 weeks to help with organizational skills. Please work with your child to help keep them informed of timelines for projects, assignments, and school events. \*\*If a scholar needs a 2nd folder or more, there will be a \$1 cost associated. Information generated from the teachers and administrators (i.e. flyers, parents' information, homework, projects, report cards, scholar classwork, etc.) will be placed in their folder. Our goal is to remain in constant, positive communication with all our Mighty Eagle parents. However, it is the parent's/guardian's responsibility to check your child's "Weekly Folder" for important information.

## Sexual Harassment

University of Dreams at IBOC is committed to providing an environment free from any form of sexual harassment.

Sexual harassment is a violation of both the law and U of D policy, and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. This is dealt with promptly by the school leaders. Employees, scholars, parents are to report any harassment immediately to a Director or Administrator.

### Prohibited conduct includes:

- Unwanted student-on-student flirtations or showing sexual or physical interest in someone when the person has made clear that the interest is not wanted.
- Any expression of sexual or romantic interest student-on-student.

Any scholar who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, Director and/or Administrator.

## Scholar Behavior Management Plan (cont'd)

- ⇒ All U of D Scholars are expected to make quality behavior choices in the Classroom, Hallways, Gymnasium, Playground, Restrooms, Mighty Eagle Café and when off-site on field trips/experiences.
- ⇒ Encouraging responsible behavior using F.L.E.C.S. (Faith, Leadership, Etiquette, Character and Service) Certificates and Awards as well as School Wide Specialty Treats and Celebrations

### Faculty and School Leadership Corrective and Responsive Measures:

- ⇒ Classroom Educators are highly capable of handling minor classroom disruptions, with respect, teaching scholars how to demonstrate compassion and empathy for others.
- ⇒ Scholars will not be placed outside of the classroom as a corrective measure. Instead, classroom educators will call for assistance as needed via our radio communication system and/or cell phone.
- ⇒ The entire class will not be given a negative consequence due to the disruptive behavior of a scholar.

### Our Behavior Consequences Continuum Steps:

STEP 1: Our Teachers and Staff will redirect off-task behaviors and give scholars an opportunity to improve their behavior.

STEP 2: Our Teachers and Staff will give the scholar a verbal warning and redirect the off-task behavior.

STEP 3: Our Teachers and Staff will remove one (1) activity from the scholar.

STEP 4: Our Teachers and Staff will ask for a conference between the scholar and School Leadership.

STEP 5: Our School Leaders will contact the parent(s) via a phone call, Class Dojo regarding the need for a conference.

STEP 6: Our School Leaders will collaborate with parents, and if needed, will suspend as needed.

Serious, ongoing disruptive behaviors will be addressed with a parent conference between the scholar, parent(s) and School Leadership to collaborate about our next course of action that is in the best interest of the school and scholar.

**Theft, Fighting and/or Threats of Violence against a peer, administrator, teacher or our school building is grounds for immediate suspension and potentially leading to dismissal from the University of Dreams at IBOC school system.**

## Staff Development Trainings

University of Dreams at IBOC is committed to ongoing professional development (PD) sessions for teachers to continue offering our highest level of instructional and overall school excellence.  
(Please check your U of D School Calendar for our PD dates.)

## Tardy Policy

The Leadership & Performing Arts Christian Academy AND M.E.D.I.A. Middle School Administration consistently work to establish a more efficient and accountable tardy policy for our parents and scholars. School instruction begins at 8:00 a.m. Scholars are tardy at 8:15AM and are expected to be in class ready for instruction at that time. All instructional time is precious and minutes can ultimately total to hours of time lost. The Administration will always be sympathetic to any extenuating circumstances that may cause any excused tardiness, however scholars and parents must remain accountable.

*Let all things be done decently and in order. 1Corinthians 14:40*

## Telephone Usage

Office telephones in the building are for school business only. Scholars are allowed to use a school telephone in limited circumstances after obtaining permission from their classroom teacher or School Leadership prior to using the phone. All Scholar cell phones must be turned off during the school day. Parents may contact the Main Office to leave a message for a scholar.

## Visitors

Visitors are welcomed at the University of Dreams at IBOC, by appointment only please. Upon arrival, you will be asked to sign IN and sign OUT of our VISITORS LOG located at the U of D Receptionist Area that includes your first and last name, date, arrival time, departure time and reason for visit. All Visitors must be given a VISITORS BADGE and offer your state-issued driver license (or other acceptable Texas credentials) for identification and security purposes. We use the RAPTOR system, and School Leadership does have the right to refuse admittance onto the campus if the Raptor System makes us aware of an issue with this quick check. Any personnel arriving on campus, such as speech therapists, will need to utilize the Visitors Log as well. For largely attended school events, however, parents may bypass using the log with School Leadership permission.

## Volunteers

U of D welcomes VOLUNTEERS by invitation only. We do ask that all volunteers complete a volunteer application, be willing to use our Visitors Log for sign in and sign out purposes, produce your state-issued identification (e.g. driver license, state i.d., passport, etc) and receive a Visitors Badge using our RAPTOR system. Please note that further background checks may be utilized. School Leadership asks that all visitors assist our Staff when, where and how we ask with EXCELLENCE in Christian Character, Conduct and Conversation. We appreciate your volunteer spirit and desire to help U of D in any area asked with respect, joy and compassion. U of D believes that volunteers are amazing resources for service, hospitality and knowledge. Thank you for your "DESIRE TO INSPIRE". We ask that all visitors follow our lead by handling all Faculty, Scholars and Parents with the utmost care, concern, respect and compassion. To God Be All The Glory!

# Emergency Preparedness Plan

	<b>Elementary &amp; Middle School</b>
Name of program	<b>University of Dreams at IBOC Leadership &amp; Performing Arts Christian Academy M.E.D.I.A. Middle School</b>
Street address	<b>7710 S. Westmoreland Rd.</b>
City	<b>Dallas</b>
State	<b>Texas</b>
Zip code	<b>75237</b>
Telephone number	<b>972-572-4262</b>
E-mail address	<b>s.hunter@universityofdreams.org sherrye.vaden@ibocchurch.org</b>
	<b>Primary and Secondary Emergency Contact at Elementary &amp; Middle School Campus</b>
Name	<b>Shunta Hunter</b>
	<b>Sherrye Vaden</b>
Telephone number	<b>214-725-5409</b>
	<b>214-725-8439</b>
Alternate telephone number	<b>972-572-4262</b>
	<b>972-572-4262</b>
E-mail address	<b>s.hunter@universityofdreams.org sherrye.vaden@ibocchurch.org</b>
Telephone number outside of area	
	<b>Emergency Contacts</b>
Emergency First Responders	<b>911</b>
Director (if not on site)	<b>Hunter 214.725.6409 Vaden 214.725.8439</b>
Nearby Hospital	<b>Charlton Methodist Hospital (214-947-7777)</b>
Poison Control	<b>1-800-222-1222</b>
Local Health Department	<b>214-819-2000</b>
Building Inspector	<b>214-670-5313</b>
Heating/Air Conditioning Repair	<b>Facility Manager: Charles Robinson (214-498-5825)</b>

# Emergency Preparedness Plan

Animal Control	214-670-6848	
Appliance Repair	Charles Robinson (214-498-5825)	
Insurance Company	The Philadelphia Insurance Company	
Office of Emergency Preparedness	City of Dallas Office of Emergency (214-670-4272)	
Electrician	Facility Manager: Charles Robinson (214-498-5825)	
Glass Company	Facility Manager: Charles Robinson (214-498-5825)	
Locksmith	Facility Manager: Charles Robinson (214-498-5825)	
Utilities	Facility Manager: Charles Robinson (214-498-5825)	
Plumber	Facility Manager: Charles Robinson (214-498-5825)	
Transportation Service	IBOC Buses and Vans/ Deacon David Bowens	
Water Department	311 or (214) 670-5111	
Other	Members of Our Emergency Planning Team	
Staff	Charles Robinson	
Staff	Vanessa Orr	
Staff	David Bowens	
Staff	Shunta Hunter, Sherrye Vaden	
Other	Name and Contact of Others to Coordinate this Plan With	
Neighbors		
Businesses		
Schools		
Churches		
Others		
	Roles and Responsibilities During and After an Emergency	

# Emergency Preparedness Plan

Responsible in the absence of the Director	<b>Sherrye Vaden</b>
Administering First Aid	<b>Teachers and Staff</b>
Calling for help	<b>Shunta Hunter, Director</b>
Facility inspection and repair	<b>Facility Manager: Charles Robinson (214-498-5825)</b>
Contacting families and employers	<b>Office Staff</b>
Obtaining equipment and supplies	<b>Teachers</b>
Setting up rooms	<b>Teachers</b>
Accessing records	<b>Shunta Hunter/ Office Staff</b>
Restoring meal and snack service	<b>Vanessa Orr/ Carolyn Campbell</b>
Obtaining building inspections and licensing approval	<b>Facility Manager: Charles Robinson (214-498-5825)</b> <b>Shunta Hunter</b>
Other:	
Other:	
Other:	
	<b>Contact for Help with Post-Disaster Clean-up</b>
Name	
Street address	
City/state/zip code	
Phone/Fax	
E-mail address	

# Emergency Preparedness Plan

Evacuation Plan	
Evacuation manager & alternate	<b>Charles Robinson Shunta Hunter</b>
Persons responsible for issuing decision to evacuate	<b>Rickie Rush/ Shunta Hunter/ Charles Robinson</b>
Persons responsible for the first aid kit, medications, and emergency information on each	<b>Teachers/Office Staff</b>
Persons responsible for ensuring the building is vacant	<b>Charles Robinson</b>
Evacuation site manager and alternate	<b>Charles Robinson/ David Bowens</b>
Responsibilities of evacuation site manager	<b>Unlock Doors/ Assist in Transporting Children</b>
Persons responsible for checking attendance	<b>Teachers/ Office Staff</b>
Dates evacuation warning system will be tested annually	<b>At Random Monthly</b>
Person who will locate, copy, and post building and site	<b>Charles Robinson</b>
Persons who will mark evacuation exits	<b>Charles Robinson</b>
Location of evacuation exits	<b>Main Entrance Front Door</b> <b>Children's "College" Entrance</b> <b>Back Door Emergency Exit (C Hallway)</b> <b>Side Door Emergency Exit (Activity Hallway)</b> <b>Sanctuary Front Entrance (Glenn Lyons)</b>
Dates evacuation procedures will be practiced annually	<b>At Random Monthly</b>
<b>Nearby Evacuation Site:</b> Location to which we will evacuate nearby (street address, phone number, contact person, e-mail, fax number)	<b>The Inspiring Body of Christ Church</b> <b>7701 S Westmoreland Rd.</b> <b>Dallas, TX</b>

# Emergency Preparedness Plan

<b>Nearby Evacuation Site:</b> Location to which we will evacuate nearby (street address, phone number, contact person, e-mail, fax number)	The Inspiring Body of Christ Church 7701 S Westmoreland Rd. Dallas, TX 972-572-4262
<b>Distant Evacuation Site:</b> Location to which we will evacuate out of the immediate area (street address, phone number, contact person, e-mail, fax number)	Head Start of Greater Dallas 3954 Gannon Ln Dallas, TX 75237 (972) 283-6400
<b>*To Be Updated*</b>	
<b>More Distant Evacuation Site:</b> Location to which we will evacuate at a far distance (street address, phone number, contact person, e-mail, fax number)	Reed Middle School <u>530 E Freeman St, Duncanville, TX</u> Duncanville, TX 75237
	<b>Shelter-in-Place Plan</b>
Program manager and alternate	<b>Shunta Hunter, Sherrye Vaden</b>
Program manager responsibilities	<b>Ensure that shelter in place plan is known by all staff members.</b> <b>Ensuring that everyone is accounted for.</b>
Person responsible for issuing all-clear:	<b>Charles Robinson</b>
Storm shelter location	<b>N/A</b>
“Seal the room” shelter locations	<b>Gym/ Sanctuary</b>
Person responsible for maintaining and refreshing emergency supplies	<b>Shunta Hunter/ Deacon Robinson</b>
Process for reminding staff to keep personal supplies needed	<b>Addressed in Monthly Staff Meetings</b>
Dates warning system will be tested for taking shelter in	<b>Every Three Months</b>
Dates plan to stay in place will be practiced	<b>Every Three Months</b>
	<b>Communications</b>
How we will communicate our emergency plans to the staff	<b>Monthly Drills &amp; Practices</b>

# Emergency Preparedness Plan

How we will communicate our emergency plans to the children	<b>Monthly Drills &amp; Practices</b>
In the event of a disaster how we will communicate with the staff	<b>Walkie-Talkie Radios</b>
	<b>Cyber Security</b>
How we will protect our computer hardware	<b>Bryan Qualls and Terrance Neal are Responsible for All Computer Hardware.</b>
How we will protect our computer software	<b>Bryan Qualls and Terrance Neal are Responsible for All Computer Software.</b>
If our computers are destroyed, where we will use back-up computers	<b>Inspiring Body of Christ Church 7701 S. Westmoreland Rd</b>
	<b>Back-Up of Records</b>
Person responsible for backing up critical records including children's records, payroll, accounts, etc.	<b>All Critical Records Are Accessible at 7701 Location Terrance Neal/ Bryan Qualls</b>
Where back-up records including a copy of insurance policies, facility plans, bank account records, and computer back-ups are stored onsite	<b>All Critical Records are Accessible at 7701 Location</b>
Offsite location of another set of back-up records	<b>The Inspiring Body of Christ Church 7701 S Westmoreland Rd.</b>
How the program will provide for continuity if the accounting and payroll records are destroyed	<b>All Critical Records Are Accessible at 7701 Location</b>
	<b>Emergency Contact Information Annual Review</b>
Date the emergency plan will be reviewed and updated	<b>August 2024</b>

# **PARENT ACKNOWLEDGEMENT FORM**

## **University of Dreams at IBOC Leadership & Performing Arts Christian Academy M.E.D.I.A. Middle School**

**“The School That Faith Built”**

**7710 S. Westmoreland Rd  
Dallas, Texas 75237**

**Phone: (972) 572-4262 Fax: (972) 709-3888**

**\*Please SIGN AND RETURN this page to your child's teacher or U of D Receptionist.**

I have read and understand the guidelines, policies, and procedures provided in the Parent/Scholar Handbook of University of Dreams at IBOC. I agree to adhere to all policies and procedures stated in this Parent/Scholar Handbook. I have received a copy online, and I will refer to it as needed.

**Scholar Name** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Printed Name:** \_\_\_\_\_

**Parent Email** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**2024-2025**

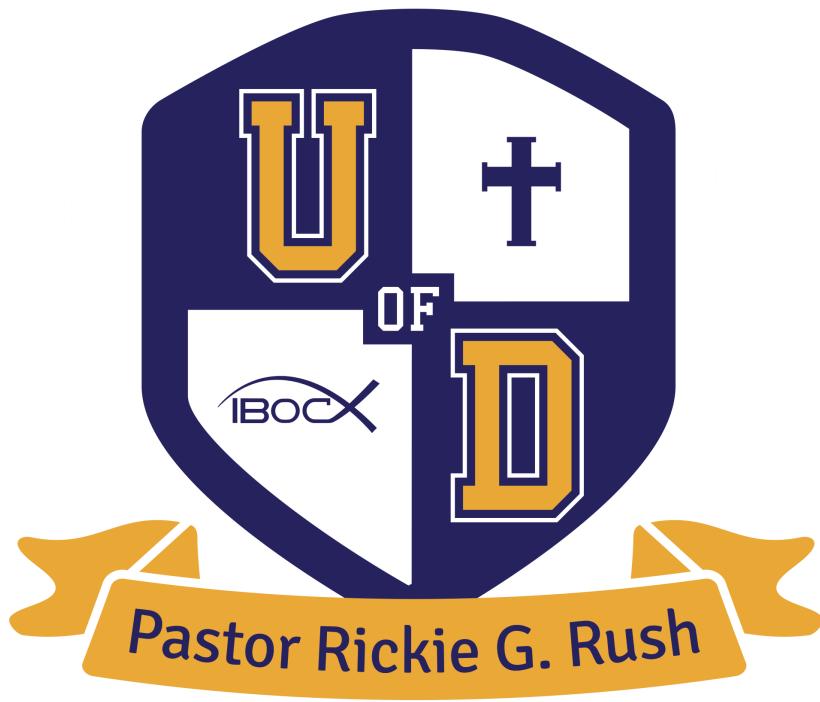
# University of Dreams at IBOC

Leadership & Performing Arts Christian Academy  
1st - 5th Grades

## M.E.D.I.A. Middle School

Motivation Education Dedication Inspiration Appreciation

6th - 7th Grades



2024-2025

## PARENT-SCHOLAR HANDBOOK

Sherrye Vaden, M.Ed - Director of Education

David Bowens, M.Ed - Administrator

Pastor Rickie G. Rush, D.D. - Founder & Visionary

7710 S. Westmoreland Rd | Dallas, Texas 75237 | [universityofdreams.org](http://universityofdreams.org)