

University of Dreams at IBCO

Leadership and Arts Christian Academy - 1st thru 6th Grades

Middle School - 7th Grade

2022-2023

Parent & Scholar Handbook

Where We Serve A
BIG GOD

Who Has
BIG VISION

And Answers
BIG PRAYERS



Sis. Sherrye Vaden, MEd—Director of Education
Sis. Shunta Hunter, M.A.—Children's College Director
Deacon David Bowens, MEd—Administrator

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

LEADERSHIP · FAITH · SERVICE · ETIQUETTE · CHARACTER

Table Of Contents

Creed, Confession, Vision, Declaration, Colors, Mascot.....	3
What We Believe.....	4
Message From Our Founder & Visionary.....	5
School Leadership Team.....	6
School Hours.....	7
Academic & Christian Curriculum Excellence.....	7-8
Admissions Policy, Attendance	9
Birthday Recognitions, Chapel, Child Abuse & Neglect, Clinic Needs.....	10
Covid-19 & other variants.....	11
Dress/Respect Code Parents & Scholars.....	12-13
Elevator, Emergency Contacts, Emergency Operations, Faculty, Federal Food Program.....	13-14
Fees & Field Trips, Financial Responsibility of Parents, Grading Policy.....	15
Grading Policy.....	15-16
Health Services.....	17
Higher Ground, Homework, I-Station, Lockers.....	18
Parent Conferences, Personal Items, Projects/Work Products, Report Cards, Staff Dev.....	19
School Closings, School Property, Scholar Behavior Management Plan.....	20
Scholar Behavior Management (cont'd).....	20-22
School Folders, Tardy Policy, Telephone, Visitors, Volunteers	23
Special Section: Emergency Preparedness Plan.....	24-29

Parent Signature/Scholar Name Page will be sent home as a hard copy to be returned by each scholar to their Homeroom Teacher—indicating you are in receipt of the Online Handbook.

University of Dreams at IBOC

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.”

University of Dreams at IBCO

What We Believe

We believe in the One True and Living God the Creator of all things who exists in three Persons: God the Father, God the Son and God the Holy Spirit. God IS Love.

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 house 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.

Pastor Rickie G. Rush, D.D.

**“Inspiration From Our Founder & Visionary”
2022—2023**

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

We’re Back! Here we GROW again - for the 2022-2023 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!

“We Serve A BIG God, Who Has BIG Vision and Answers BIG Prayers!”

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 thank you for reading this Handbook Online. We will send home a quick sheet for you to indicate that you have received and viewed the handbook online.

We humbly thank you for your loving support and look forward to an amazing 2022-2023 school year. God has great plans for you!

Giving God All The Glory,

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



University of Dreams at IBOC School Leadership Team

“We Serve A BIG God, Who Has BIG Vision and Answers BIG Prayers!”

Phenomenal U of D Parents & Guardians:

WELCOME BACK to the University of Dreams at IBOC—School Year 2022—2023!

Our God is so faithful! We have opened our MIDDLE SCHOOL division this year with our very first
7th Grader Class! Hallelujah!

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 12th grade.

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

Sis. Shunta Hunter, M.A.—Children's College Director

Deacon David Bowens, M.Ed— Administrator



University of Dreams at BOC

School Hours



Children's College Infants 6 weeks—Kindergarten 5	8:00am—3:00pm
Leadership & Arts Academy 1st—6th Grade	8:00am—3:00pm
U of D Middle School 7th Grade <small>*8th Grade (Opening Fall 2023)</small>	8:00am—3:00pm
Tardy Bell	8:15am
Early Drop Off & Latest Pick Up	7:00am / 5:30pm
Breakfast in Mighty Eagle Café Monday-Friday	7:15am-7:45am

Academic & Christian Curriculum Excellence

The University of Dreams at IBOC school system utilizes the Abeka Christian Curriculum, TEKS as our academic standards, Envision Math and Science just to name a few of our dynamic resources. 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. The University of Dreams Leadership and Arts Academy is setting higher standards for scholar academic achievement and organization of learning by following TEKS (Texas Essential Knowledge and Skills). Our 1st–7th Grade teachers are participating in job-embedded training sessions with our Directors regarding integrating Abeka and the state TEKS/Scholar Expectations for all core content: ELAR/Reading, Writing, Mathematics, Science and Social Studies. This approach includes excellence in content delivery, rigorous activities, research-based instructional strategies, higher order thinking questions, scholar engagement strategies and an impeccable classroom culture/climate.

ABEKA CHRISTIAN CURRICULUM

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.

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 & Arts Academy AND Middle School.

Our goal is to train up scholars to:

1. Respect authority figures in the home, school, church, community and world
2. Focus on the academic and biblical instruction while valuing and appreciating the gifts, talents & anointings of their classroom peers, teachers and administrators.
3. Respect their peers and teachers' opinions, perspectives and persons and property.
4. Apply themselves to the task at hand; never preventing the teacher from instructing or peers from learning.
5. Learn classroom / school wide rules and easily apply them to new situations.
6. Do their best at all times; for God has given us all the potential to soar.
7. Learn to work hard and think critically; Asking questions is welcomed.
8. Develop habits of orderliness, integrity, accomplishment, cooperation, consideration, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, endurance, helpfulness, neatness, patience, good judgement and respect.

University of Dreams at IBOC

Admissions Policy

Admission to the University of Dreams at IBOC 1st thru 7th Grades, is open to any young person regardless of race, color, religion, sex or national and ethnic origin or disability. The basic requirements for admissions is a mutual consent by scholar and parent to conform to the Christian standards set forth in this handbook, in order for our school system to provide an atmosphere that is safe and conducive to high-quality learning.

Acceptance - No enrollment can be completed until all documentation required has been completed in full and submitted along with the appropriate fees.

Re-enrollment - Scholars who are presently enrolled in the school are given first priority to re-enroll for the following school year. Re-enrollment must be done each year.

Current scholars are held to the same admissions standards stated above and eligibility will be evaluated each year.

Attendance

Absences:

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 must see the receptionist for a Tardy Card. 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.

University of Dreams at IBCO

Birthday Recognitions

Birthday Recognitions (not birthday parties) can be celebrated starting at 2:30pm 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.**

Chapel

Chapel Worship Service is held every "Worship-filled Wednesday" in our Mighty Eagle Sanctuary from 8:30 a.m. until 9:00 a.m. Parents are allowed in the building for Chapel Services. Our amazing scholars are featured as they present biblical lessons that are engaging, exciting and encouraging (with help from their awesome teachers). **WE FLE.C.S!** That is, we teach and demonstrate Faith, Leadership, Etiquette, Character and Service. Come watch your children as they enjoy singing praise songs to the Lord, learning more about Jesus Christ and how they can exhibit Christian character, conversation and conduct.

Child Abuse & Neglect

The teachers and staff of the Leadership and Arts Academy and U of D 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**

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.

University of Dreams at IBOC

Covid 19 and other variants

Our overall goal is to protect the health and safety of all individuals (on the campuses of Inspiring Body of Christ Church and University of Dreams at IBOC) from the threat of the COVID-19 virus and Delta Variant. We believe we are healed, according to 1st Peter 2:24 and Isaiah 53:4-5. We also believe that we are blessed in this world with physicians and other health organizations that guide us in making sound decisions for our church employees, church members, U of D faculty, staff, scholars and parents.

IBOC PARTNERSHIP WITH MCI DIAGNOSTICS

IBOC Church is blessed to be in partnership with MCI Diagnostics, located at 9728 Greenville Avenue, Dallas, Texas. Glory to God!

IBOC Church Is:

An Official COVID-19 Testing Center and CLIA-Certified Laboratory (Clinical Laboratory Improvement Amendments) located at 7701 South Westmoreland Road, Dallas, Texas.

An Official COVID-19 Vaccine Center and CLIA-Certified Laboratory (Clinical Laboratory Improvement Amendments) located at 7701 South Westmoreland Road, Dallas, Texas.

- ♦ We offer the Moderna, Pfizer and Johnson & Johnson vaccines for our employees, their families, U of D Parents and our Community as a whole. (We offer vaccinations for those who are 12 years old and older.)
- ♦ ALL U of D Faculty and Staff ARE VACCINATED against Covid-19 and maintain booster shots as they become available to the public; and we are grateful to God for the opportunity to remain healed and healthy in Jesus' Name.
- ♦ Many U of D parents have opted to take their child(ren) to the pediatrician to receive vaccinations as well.
- ♦ The University of Dreams School Leadership has placed face masks on the school supply lists and ask all parents to do what you believe will keep your child(ren) safe and mitigate the spread of Covid-19 and any associated variants.
- ♦ U of D regularly and consistently disinfects surfaces as a part of our normal routine as well as regular handwashing with soap and water, hand sanitizing stations among other health and safety precautions against all communicable diseases.
- ♦ Any Scholar or Faculty with a confirmed positive Covid-19 result (or if you feel symptoms of any sickness in general) should stay home for the designated time out of an abundance of caution and concern for the health and safety of themselves and others in the surrounding learning environment and community. Please direct all questions to your School Leadership Team.

IBOC CHURCH STATEMENT ABOUT COVID-19 VACCINES

"IBOC Church believes the COVID-19 Virus, Delta Variant and the like are a threat to public health and safety of our homes, community, city, state, nation and world. Therefore, we believe all employees should be vaccinated against the COVID-19 Virus. IBOC Church believes receiving the COVID-19 Vaccine (and any boosters recommended by the CDC, WHO, etc) is vital and considered sound scientific and medical advice. We view receiving the Vaccine as caring for humanity, a public duty AND an answer to prayer, rather than a political issue."

University of Dreams at IBOC

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).

We appreciate your adherence to this policy as you assist us in raising your kings and queens.

We know you may be in a hurry, but thank you for your cooperation.

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. Uniforms are to be worn Monday-Friday. **All uniform shirts, sweaters and blazers can be purchased at Levine's Dept. Store, 2550 W. Redbird Lane, Dallas, TX.**

We care about YOU parents and the cost of clothing items. Our more cost-effective line-up for the 2022-2023 School Year:

GIRLS—Gold U of D Polo collar shirt with our logo (Monday, Tuesday and Thursday)

BOYS—Royal Blue U of D Polo collar shirt with our logo (Monday, Tuesday and Thursday)

Wednesday Chapel Service—All Scholars wear a white button down shirt with our logo and a tie
(boys=traditional or bow; girls=criss cross)

Friday Spirit Day—All Scholars wear their "My Heart Belongs To the Blue & Gold) Spirit T-Shirt

***Additional Spirit T-Shirts can be purchased for \$5 each at the U of D reception area.**

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)

University of Dreams at IBCO

Dress Code For Scholars (cont'd)

SLACKS and PANTS ONLY NO SHORTS, PLEASE

(Girls and Boys)

- 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, BLOUSES-STYLE

- long or short sleeves
- polo-style
- tucked into pants or skirt

COLOR FOR UNIFORM SHIRTS AND BLOUSES

- royal blue
- gold
- white
- black

JACKETS, SWEATERS

- Logos are not required on Jackets.
- Sweaters should complement the school colors, when possible
- This includes lightweight, classroom use jackets and sweaters,
- Winter wear can include Jackets and Coats without logos.

JACKETS, SWEATERS (School-Approved Color Schemes)

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

University of Dreams at IBOC

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 is always available to scholars when accompanied by a school employee.

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, 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.)

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.

Federal Food Program

The University of Dreams at IBOC is proud to offer free, creditable meals [breakfast, lunch and P.M. snack] to all scholars under the Child Nutrition Program - National School Lunch Program, who features 'Education, Exercise and Eating Right'. One of the main goals of the program is to establish good eating habits for children by offering nutritious food during the school day. At U of D, while we do understand children often desire to enjoy sugary, salty, savory and even hot potato chips—our goal is to limit “outside snacks” being brought to school by scholars that compete for their appetites. [especially those considered unhealthy]. With that said, we ask that scholars consume “lesser healthy snacks” at 3pm and after (the close of the school day).

During breakfast, lunch and snack time, all U of D scholars are offered a delicious creditable meal prepared for that day. “Offered” means the food will be taken by the scholar to his/her designated table. Scholars are permitted to bring a lunch from home; however, we ask that any foods brought from home also offer the child more healthy options than not. We kindly appreciate your cooperation in assisting us with developing excellent healthy eating habits for our scholars.

University of Dreams at IBOC

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

All tuition payments are made online for Leadership and Arts Christian Academy and our Middle School.

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

TUITION is due on the 1st of each month and is "past due" if not paid by the 15th of each month.

We thank you, in advance, for entrusting your amazing child(ren) into our excellent care. If, however, the tuition becomes past due, we will use our discretion regarding your scholar's enrollment status. Once a tuition payment is in the "past due status", your scholar cannot return to school until you have spoken with our Tuition Dept (and other school leaders, when needed), made arrangements to pay the past due balance and followed through with full payment as outlined by our Tuition Dept.

We also reserve the right to require the next month's full tuition in advance to be considered "enrolled".

If two (2) tuition payments (whether non-payment is consecutive months or not) are in "past due status" (not paid by the 15th), we reserve the right to require tuition payments going forward to be due on the 1st of each month of the school year with no grace period.

No grace period means your tuition would be considered in "past due status" on the 2nd of the month.

Non-payment of tuition will also place your scholars' enrollment for the upcoming month, semester or school year on permanent hold until payments are received in full. Because our Tuition is divided over a 10-month period, the full month's tuition is due regardless of scholar time on or off the campus, such as for community athletic participation, bouts of illness and breaks in instructional time, etc. (For example: A full month's tuition is due in March though scholars are home one week for Spring Break. The same remains true for Christmas

Break—one full month's tuition is due in December.) If you have questions, please contact Sis Elayne Broussard.

We understand that life circumstances may occur and with that said, there may be the need to withdraw your scholar fully from U of D. Whether withdrawal is at the request of the parent or school, the parent's financial responsibility includes that month's tuition to be paid in full. **Your scholar's attendance for any part of the month is considered the same as the entire month, and a full month's tuition is due.**

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. Tuition owed to the University of Dreams at IBOC will result in scholar records being held and not released.

Grading Policy

Report Cards are issued each nine weeks to demonstrate scholar progress. Our Grading Weights:

Grades 1st thru 6th; 7th Grade

Classwork/Homework	50%
Weekly Checks/Quizzes	20%
Projects	20%
Nine Weeks Tests	10%

*1st – 7th 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.

University of Dreams at IBCO

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 Friday by 6:00PM.

- 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, P.E. & Leadership, will input participation grades in Power School, following the TEKS (Texas Essential Knowledge and Skills). Technology is another valuable SPECIALS we offer, but will not be a class that requires a grading scale. 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 65% 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 65% 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.
- Scholars who are absent 1-2 days are given 2 days from the date of returning to school to complete and return all make-up work. Parents of scholars who are absent 3-4 days are strongly encouraged to collaborate with the classroom teacher to obtain classwork missed, if possible. Scholars are given 3 days from the date of returning to school physically to return all completed make-up work to their teacher. 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 with School Leadership and the classroom teachers. We believe communication & collaboration are vital.

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 teacher. 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. Please note that the majority of grades shall be comprised of classwork/homework and possibly projects. There may not be more test grades than classwork grades.

University of Dreams at IBCO

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, ring worm, 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.

University of Dreams at IBOC

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”. Every Friday, given appropriate weather, a class section of scholars bring their parent permission forms and spend time from 10am until 2pm participating 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. This retreat is a blessing, and we look forward to many more Fun Fridays.

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. 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 Monday-Thursday to be due Friday morning at 8AM. If Monday homework is received, it is considered optional but will be utilized as an extra credit opportunity. Monday homework is related to taking notes and/or 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

I-Station is an award-winning, comprehensive e-learning program used by all K3 thru 7th Grade Scholars at U of D. This amazing adaptive program is available at school AND at home or 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.

Lockers

1st – 7th Grade scholars have been 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.

University of Dreams at IBOC

Parent Conferences

Parent-Teacher conferences are exciting events the University of Dreams. There are two (2) scheduled parent conferences during the school year. If the teacher feels an additional conference is necessary, the school will contact the parent. If for any reason a parent wishes to schedule a conference with the teacher, please contact the School Directors.

Teachers are not allowed to be interrupted during class instructional time or Morning Drop-Off for parent conferences.

When parents have concerns or issues, they are encouraged to discuss those matters with the classroom teacher, if at all possible, first. If the situation is not resolved, parents are encouraged to address the matter with Directors. U of D teachers, administrators, and parents share common goals for creating the best learning experiences for scholars.

Personal Items

Scholars should not bring cell phones, 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 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 thru 6th & 7th Grade Parents, you will be able to check PowerSchool weekly for the latest up-to-date grades and assignments on your amazing scholar.

Staff Development Trainings

University of Dreams at IBOC is committed to ongoing professional development sessions for teachers to continue offering our highest level of excellence.

University of Dreams at IBOC

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. As a rule, University of Dreams at IBOC follows the Dallas Independent School District closing decisions, most of the time. Information is disseminated via Channel 8 - WFAA, School Reach Communication, and the school website 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

Mission: To provide enriched academic and biblical experiences that inspire our scholars to creativity, self-management of behavior and conduct themselves as lifelong learners.

- 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 by Faculty and Staff.
- We model excellent Character, Conduct and Conversation through positive, Christian interactions with one another
- 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. It is our aim is to allow scholars to grow in a manner that does not infringe upon the rights of other persons. 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 is the standard. Therefore, if the administration deems it necessary, a child may be suspended from school for threatening behaviors.* We encourage Christian Character, Conduct and Conversations.

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

University of Dreams at IBOC

Scholar Behavior Management Plan (cont'd)

U of D Mighty Eagle Scholars Are Expected To:

- Follow directions the first time given by an adult in our school.
Scholars will listen to all instructions carefully and respond with respect to all teachers, administrators and peers.
 - Use polite language at all times – no profane language.
Scholars will use courteous language at all times to school faculty/staff and peers.
 - Think about consequences before speaking or acting.
Scholars will be polite and commit to resolving conflicts in a peaceful, age-appropriate manner.
 - Show respect for everyone and their personal property.
Scholars will demonstrate positive leadership and behave in a manner that is not disruptive.
 - Not hinder scholars from learning or prevent teachers from instructing.
Scholars will contribute to classroom learning and be prepared for class with all assignments and supplies.
 - Keep hands, feet, objects and rude and disrespectful remarks to themselves.
Scholars will demonstrate self-control and demonstrate Christian Character, Conduct and Conversations.
- ⇒ All U of D Scholars are expected to make quality behavior choices in the Hallways, Gymnasium, Playground, Restrooms, and Mighty Eagle Café.
- ⇒ 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, teachers will seek to understand and then to be understood.
- ⇒ The entire class will not be given a negative consequence due to the disruptive behavior of a scholar.

Teachers will follow our Behavior 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) recess from the scholar.
- STEP 4: Our Teachers and Staff will ask for a conference between the scholar and School Leadership.
- STEP 5: Our Teachers and Staff will contact the parent via a phone call, Class Dojo, etc

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.

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

University of Dreams at IBOC

Scholar Behavior Management Plan (cont'd)

U of D Mighty Eagle Scholars Are Expected To:

- #1 Follow directions the first time given by an adult in our school.
Scholars will listen to all instructions carefully and respond with respect to all teachers, administrators and peers.
- #2 Use polite language at all times – no profane language.
Scholars will use courteous language at all times to school faculty/staff and peers.
- #3 Think about consequences before speaking or acting.
Scholars will be polite and commit to resolving conflicts in a peaceful, age-appropriate manner.
- #4 Show respect for everyone and their personal property.
Scholars will demonstrate positive leadership and behave in a manner that is not disruptive.
- #5 Not hinder scholars from learning or prevent teachers from instructing.
Scholars will contribute to classroom learning and be prepared for class with all assignments and supplies.
- #6 Keep hands, feet, objects as well as rude and disrespectful remarks to themselves.
Scholars will demonstrate self-control and demonstrate Christian Character, Conduct and Conversations.

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.
- ⇒ Never berate or pose threats of harm toward any scholar
- ⇒ Never pinch, shake, bite or hit any child with an instrument of any kind
- ⇒ 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 Jesus.

**Parents may reference the Texas Educator Code of Ethics in addition to our Christian biblical beliefs and standards.

University of Dreams at IBOC

Scholar Folders

All Elementary and Middle School U of D Scholars are given a Scholar Folder and School Planner 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.

Tardy Policy

The University of Dreams Leadership and Arts Academy AND Middle School 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. I Corinthians 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 and in their backpacks. 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

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

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

Emergency Preparedness Plan

	Evacuation Plan
Evacuation manager & alternate	Charles Robinson Shunta Hunter
Persons responsible for issuing decision to evacuate	Rickie Rush/ Shunta Hunter/ Charles Robinson
Persons responsible for the first aid kit, medications, and emergency information on each child	Teachers/Office Staff
Persons responsible for ensuring the building is vacant	Charles Robinson
Evacuation site manager and alternate	Charles Robinson/ David Bowens
Responsibilities of evacuation site manager	Unlock Doors/ Assist in Transporting Children
Persons responsible for checking attendance	Teachers/ Office Staff
Dates evacuation warning system will be tested annually	At Random Monthly
Person who will locate, copy, and post building and site maps	Charles Robinson
Persons who will mark evacuation exits	Charles Robinson
Location of evacuation exits	Main Entrance Front Door Children's "College" Entrance Back Door Emergency Exit (C Hallway) Side Door Emergency Exit (Activity Hallway) Sanctuary Front Entrance (Glenn Lyons)
Dates evacuation procedures will be practiced annually	At Random Monthly
Nearby Evacuation Site: 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

Emergency Preparedness Plan

Nearby Evacuation Site: 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
Distant Evacuation Site: 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
To Be Updated	
More Distant Evacuation Site: 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
	Shelter-in-Place Plan
Program manager and alternate	Shunta Hunter, Sherrye Vaden
Program manager responsibilities	Ensure that shelter in place plan is known by all staff members. Ensuring that everyone is accounted for.
Person responsible for issuing all-clear:	Charles Robinson
Storm shelter location	N/A
"Seal the room" shelter locations	Gym/ Sanctuary
Person responsible for maintaining and refreshing emergency supplies	Shunta Hunter / Deacon Robinson
Process for reminding staff to keep personal supplies needed to remain in place	Addressed in Monthly Staff Meetings
Dates warning system will be tested for taking shelter in place	Every Three Months
Dates plan to stay in place will be practiced	Every Three Months
	Communications
How we will communicate our emergency plans to the staff	Monthly Drills & Practices

Emergency Preparedness Plan

How we will communicate our emergency plans to the children	Monthly Drills & Practices
In the event of a disaster how we will communicate with the staff	Walkie-Talkie Radios
	Cyber Security
How we will protect our computer hardware	Bryan Qualls and Terrance Neal are Responsible for All Computer Hardware.
How we will protect our computer software	Bryan Qualls and Terrance Neal are Responsible for All Computer Software.
If our computers are destroyed, where we will use back-up computers	Inspiring Body of Christ Church 7701 S. Westmoreland Rd
	Back-Up of Records
Person responsible for backing up critical records including children's records, payroll, accounts, etc.	All Critical Records Are Accessible at 7701 Location Terrance Neal/ Bryan Qualls
Where back-up records including a copy of insurance policies, facility plans, bank account records, and computer back-ups are stored onsite	All Critical Records are Accessible at 7701 Location
Offsite location of another set of back-up records	The Inspiring Body of Christ Church 7701 S Westmoreland Rd.
How the program will provide for continuity if the accounting and payroll records are destroyed	All Critical Records Are Accessible at 7701 Location
	Emergency Contact Information Annual Review
Date the emergency plan will be reviewed and updated	August 2023

University of Dreams at IBOC

Leadership and Arts Christian Academy - 1st thru 6th Grades

Middle School - 7th Grade

**THANK YOU
AMAZING PARENTS!**

Where We Serve A
BIG GOD

Who Has
BIG VISION

And Answers
BIG PRAYERS



Sis. Sherrye Vaden, MEd—Director of Education
Sis. Shunta Hunter, M.A.—Children's College Director
Deacon David Bowens, MEd—Administrator

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

LEADERSHIP · FAITH · SERVICE · ETIQUETTE · CHARACTER