



University of Dreams at IBOC

1st-7th Grades Parent/Scholar Handbook

2025-2026

Leadership & Performing Arts Christian Academy

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

universityofdreams.org

7710 S. Westmoreland Rd. Dallas, Texas 75237

University of Dreams admits scholars of any race, color and national or ethnic origin.



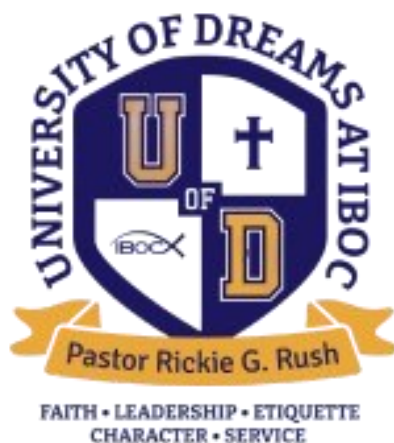
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UNIVERSITY OF DREAMS

THE SCHOOL THAT FAITH BUILT

Non-Discrimination Statement IRS Compliant

University of Dreams at IBOC is a Christ-centered educational institution that seeks to reflect God's love and truth in all we do. In accordance with the teachings of Scripture and applicable federal regulations, we admit scholars of any race, color, national or ethnic origin, sex, age or disability to all the rights, privileges, programs, and activities generally accorded or made available to scholars at the school. We do not discriminate on the basis of race, color, national or ethnic origin, sex, age or disability in the administration of our educational policies or admissions policies. While we do not currently offer certain programs such as scholarship or athletic programs, should these be established in the future, they will be administered in a nondiscriminatory manner.

IBOC Church/Schools Snapshot

1990 IBOC Church Established—Current

The Inspiring Body of Christ Church was established as a 501C3 in the year of 1990 by now Pastor Rickie G. Rush, D.D. as Senior Pastor and church Board consisting of nine (9) individuals. A Charter Member meeting was scheduled for September 1990 and on or around 75 members joined as the first official members, including the 9 board members. IBOC Church launched its first powerful church service on Sunday, October 7, 1990. We are on the Jesus Journey today continuing to build God's Kingdom.

1999-2000 Children's College Licensed

Pastor Rickie G. Rush, D.D. expressed a strong conviction for starting a private, Christian educational system consisting of early childhood children, Infants 6 weeks old to Kindergarten 5—with licensing permit established June 30, 2000. This proved to be a definite successful choice with high-quality, determined Directors and caregivers hired from IBOC Church showcasing children learning to read and write in cursive by age 4. This success continues. Additionally, our potty training process is a positive and supportive experience for children and parents. We have a proven and successful approach that develops independence and confidence during this important stage.

2000-2001 IBOC Christian Academy Started

Pastor Rush was fueled by his vision from God to begin educating children 1st Grade thru 3rd in order to lay a strong spiritual and academic foundation from the earliest years. Exceptional School Leaders and teachers were again hired from IBOC Church and became trailblazers, accomplishing great things from 1st Grade to 6th Grade with magnificent K5 and 6th Grade Graduations biblically and academically based—destined for greatness.

2017-Current University of Dreams at IBOC Established 1st Grades—8th Grades

New Campus Leadership and educators were hired from IBOC Church yet again and was established across our school system—all ages. Since that time, our current team of School Leaders have remained steadfast in carrying forward Pastor Rush's original vision, continuing to build on our strong academic and biblical foundation while advancing the mission with renewed energy and commitment. The vision continues—Accreditation is on the way!

U of D at IBOC General Info

Leadership & Performing Arts

Christian Academy

1st—5th Grades

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

Motivation Education Dedication Inspiration Appreciation

6th —7th Grades

Class Begins 8:00am

*Tardy 8:15am

Class Ends 3:30pm

*After School Enrichment

Only When Announced

School Business Telephone

972-572-4262

School Messenger System

*All U of D Parents are asked to Sign Up and Opt In to get and stay connected to our internal messaging system to assist with important U of D at IBOC notifications.

Breakfast In Mighty Eagle Café

7:15am—7:45am

My Daily Confession

This is the Word of God
 This is my Word from God
 Obedience to this Word
 Is the only weapon I have
 If I read this Word and do exactly as it says
 According to the Book of Joshua Chapter Number One
 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!

Why the University of Dreams at IBOC?

U of D at IBOC scholars are encouraged and empowered to be positive, Christian change agents. Our scholars are encouraged to engage as compassionate and empathetic people with regards to Faith, Leadership, Etiquette, Character and Service. We believe these qualities help lay the best foundation for our scholars to make a difference in the world on behalf of God the Father, the Son Jesus and the Holy Spirit.

A University of Dreams at IBOC Scholar is:

Academically Prepared, Brave, Compassionate, Conscientious, Dependable, Expressive, Focused, Honest, Inspiring, Optimistic, Respectful, Resilient, Trustworthy, Versatile, Welcoming

School Leadership Is Committed To:

- **Hiring, retaining, and developing** a remarkable team of educators and staff with excellence in Character, Conduct, Conversations, Chemistry and Competency.
- **Implementing** innovative, personalized academic instruction designed to address our scholars' holistic needs.
- **Promoting** equity to a high-quality education and a positive environment that easily addresses learning gaps and ensuring stakeholders are appreciated.
- **Building trust** by providing timely, accurate, transparent, and engaging communications and connections with our stakeholders and community.
- **Providing** excellent facilities that are immaculately maintained thereby creating a haven of learning and instruction.
- **Being** exceptional stewards (Matthew 6:21-24) of the resources entrusted into our hands that align with our established vision and mission.



U of D at IBOC Campus School Leadership

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

Extraordinary Excellence In Education 1st—7th Grades School Administration

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



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



*Deacon David Bowens, M.Ed
Administrator*



Vision, Mission, Core Values and Statement of Faith

Vision Statement

The University of Dreams at IBOC envisions a generation of young people who think critically, serve selflessly and walk in truth, fulfilling God's purpose in every season of their lives (*Matthew 5:16*). Believing in the power of early investment to build leaders who impact their homes, communities and the world for Christ (*Proverbs 9:10*), demonstrates our intentionality in raising a generation who exemplify *firm faith*, *Godly wisdom* and *influence* that inspires others to know Christ as Savior (*Philippians 2:15-16*).

Mission Statement

Our mission is to cultivate Christ-centered leaders where biblical truth and academic success walk hand-in-hand; shaping leaders of purposeful intelligence, high-level integrity, and infinite compassion.

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.

School Core Values

Faith, Leadership, Etiquette, Character and Service

Doctrinal Statement

We believe a Christian school must hold themselves to the highest standards of academic excellence and thorough instruction of biblical truths. U of D at IBOC is unwavering in our quest to provide excellent opportunities for all scholars entrusted into our capable hands. Our school leadership, teacher teams, staff and overall curriculum align to the principles of God's Holy Word— which we believe to be inerrant and for all people, all ages.

Statement of Faith / Doctrinal Beliefs

THE DEITY

We believe there is one God who exists in three persons: Father, Son (Jesus) and the Holy Spirit. God is infinite and eternal, omniscient (all knowing), omnipotent (all powerful) and omnipresent (everywhere at the same time), who has been manifested and revealed in Jesus Christ and still lives among us as the Holy Spirit.

(**John 10:30; I John 5:7**)

THE BIBLE

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. The Bible is the inspired Word of God written by fallible human beings who were under the inspiration of the Holy Spirit, and that it contains all things necessary for salvation.

(**Psalm 18:30; John 17:17**)

SIN AND SALVATION

We believe that sin has separated each of us from God and His purpose for our lives. Because of the original sin of Adam, we now live in a fallen world and are flawed humans; and therefore, are in need of the supernatural Savior, Jesus Christ. We are made in the image and likeness of God, the Father, Son and Holy Spirit and have the right to ask God for forgiveness of sin through Jesus Christ because of Jesus Christ's shed blood on the Cross that saved us. 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.

(**Romans 10:9-10; Ephesians 2:8-9; Genesis 1:17; Isaiah 59:2; Romans 8:7**)

ETERNAL LIFE AFTER DEATH

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.

(2 Corinthians 5:8; 1 Thessalonians 4:17; 2 Peter 3:9)

BAPTISM

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. The Holy Spirit fills, anoints, empowers and bestows gifts upon us to equip the saints for ministry, to edify the Body of Christ and set the captives free.

(Ephesians 5:16, Luke 4:18, Acts 1:6, 1 Corinthians 12:4-6; Ephesians 4:12; Luke 4:18)

THE CHURCH

We believe in the power and significance of the Church on earth as the bride of Christ and believe in the importance of assembling as a Church body of people. We firmly consider consistent church attendance as vital to our spiritual growth, our actual hearing of the taught Word of God, application of biblical principles to our lives and intentional fellowship with those in the Body of Christ. Our purpose is to worship God, bring others to Christ, disciple Believers and actively commit to serving others with compassion and patience, as Christ so demonstrated.

(Hebrews 10:25; 2 Corinthians 11:2-3; Ephesians 5:25-27; Genesis 2:7; John 9:4)

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HEALING

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. 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.

(Exodus 15:26; 1 Peter 2:24; Isaiah 53:4-5; Psalm 107:20)

BIBLICAL MARRIAGE

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. 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 2:18–25; Genesis 1:26–27)

Scholar Code of Conduct Agreement

U of D at IBOC is a ministry of Inspiring Body of Christ Church. It is our desire for every scholar to reflect a lifestyle of faith in Jesus Christ. There should be a testimony of the Word of God whether on or off campus. Therefore, I and my scholar(s) have read and agree to the following pertaining to scholar conduct before, during and after school.

“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 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.”

I 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.

I use polite language at all times that honors Jesus Christ.

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

I work to 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.

I 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.

I demonstrate a life of leadership and zeal for learning.

I will contribute positively to my classroom environment by encouraging my peers to persevere, doing my best with all classroom assignments and being willing to learn from my mistakes.

I will 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 accountability, patience, respect and forgiveness.

We make it an annual event to have scholars sign indicating their agreement to conduct themselves according to Faith, Leadership, Etiquette, Character and Service. The Scholar Code of Conduct requires scholars to honor the standards of excellent character, conduct and conversations on and off campus.

We challenge every scholar with the opportunity to demonstrate the utmost respect for others from sunrise to sunset. The team of educators at U of D have great expectations for scholars to self-correct and measure their choices and behaviors against our Code of Conduct and God’s Word. Our partnership with parents and guardians for consistent biblical instruction and church attendance fuels our success. If a parent and/or guardian does not agree, we ask the family to reconsider if U of D at IBOC is the best fit for their scholar.

Academic & Christian Curriculum

Historically, our IBOC Church Educational System has selected the Abeka Curriculum as our foundational Christian Curriculum, that is based on God's Word.

Every Homeroom classroom educator instructs scholars in a daily Bible lesson utilizing ACSI Purposeful Design high-quality lessons and Sunday Service / Monday School Notes from sermons taught weekly by Pastor Rush. During our Wednesday Chapel services, parents visit to participate in biblically-based lessons taught and performed by our scholars.

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. As a result of our commitment to excellence in Reading Instruction—our scholars begin reading at the conclusion of their Pre-K4 school year.

Our 1st-7th Grade Educators follow the Texas Essential of Knowledge and Skills (TEKS) as the official written standards we must reach holistically.

Your U of D Educators' Team demonstrate excellence in academic preparation as they prepare and follow our Curriculum Guide / Year At A Glance document which is a digital document detailing which academic standards and expectations will be taught weekly—from August to May.

Our curriculum and instructional strategies are also complemented with current digital resources: I-Station and IXL.

Excellence in training for U of D Scholars also includes weekly a Christian Leadership course—not consisting of merely character lessons but explicit and relatable instruction in the Word of God. We believe in a growth mindset of concerted effort and zeal for learning. We celebrate our scholars' perseverance and consider it an honor to guide each of them as they mature and stay the course.

U of D at IBOC Distinctive Qualities

1. School Culture & Climate

We offer a safe and secure learning environment, community relationships, invested administration, leadership and faculty, small class sizes for individual attention and personalized instruction.

2. Academic Snapshot

We consistently reach our classroom instructional goals of high-quality, rigorous Tier 1 instruction and intervention (on grade level instruction) using standards-based curriculum, and measurable achievement and progress. Consistency of Tier 2 instruction and intervention (small group skills for those who need more targeted support) as well as and Tier 3 instruction (intensive, individualized and specialized academic support for those not responding well to Tier 2 supports).

3. Christian Values and Perspective

Our intent is to nurture the God-given talents and abilities of our scholars, classroom teachers and school leaders, using biblical values seamlessly integrated into every subject and interaction.

4. Ignite! Scholar Development Experiences

We specialize in strategic service project opportunities, aquatics appreciation, technology integration, videography/editing, as well as public speaking and leadership skills cultivation adapted for every scholar, every age.

5. Exceptional Campus Facilities

Our facilities offer a full-size Gymnasium, E-Sports Laboratory, Movie Theatre, Cosmic Bowling Lanes, Chapel, Commercial Kitchen and Mighty Eagle Café.

Admissions

Our school welcomes families who value a Christ-centered education, strong academic foundations, and the development of character rooted in biblical values. We aim to partner with families who support our mission and seek to engage fully in the spiritual and academic growth of their children.

Admissions Process – General Guidelines (All Levels)

Step 1: Inquiry Interest Online Submission

Interested families are encouraged to submit our online “Start Your Child’s Journey” form via the school website (universityofdreams.org) - which alerts our school leaders via email of your interest.

Step 2: Initial Phone Inquiry and Tour Schedule

After speaking with the School Director to answer initial questions regarding our private, Christian school admissions and enrollment process, families are encouraged to continue the process by completing the Interview Application and schedule the Interview date and time.

Step 3: Complete Your Interview Application

Submit the interview application and all associated fees along and the interview scholar records that includes:

Step 4: The Family Interview

This interview is required for all new families, which allows for mutual discussion of spiritual alignment, educational goals and expectations.

Enrollment

The University of Dreams at IBOC is a Trailblazing School Of Excellence committed to delivering an educational environment of high expectations, academic excellence and future readiness to reach their fullest God-given potential academically, spiritually, physically and emotionally.

General Enrollment Overview

Enrollment is open to families who:

- Support our school’s Christian mission and philosophy.
- Are committed to active partnership with the school and staff.
- Demonstrate readiness to participate in a safe, respectful, and growth-minded learning community.

All applicants must complete the enrollment process, which will include an interview, scholar assessment, campus visit, and submission of previous academic or developmental records.

Elementary and Middle School Prospective Scholars are expected to:

- Demonstrate responsibility and respectful conduct
- Demonstrate consistent academic performance (recent report cards and standardized test scores)
- Show interest in contributing to school culture through academics, leadership, and service
- Participate in an entrance assessment and writing sample may be required
- Complete a scholar and parent interview
- Submit past discipline records (required if transferring from another school)

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 2 days** of return, so classwork 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.

Attendance

Arriving Late

Any scholar 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 anytime 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 the scholar will be leaving early, the Directors and classroom teacher must be notified. After security announces the parent's arrival on campus, the receptionist will call the scholar out of class.

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 3:30pm.

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 Home-room 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. *We ask that Director(s) and Classroom Teachers be notified 24-48 hours prior. U of D pays excellent attention to the dietary needs of all scholars, even during festivities, checking our updated Food Allergy lists and parent notifications of food intolerances.

Bullying Disallowance

When scholars engage in negative behaviors, as delineated below, these behaviors will be addressed in a fair and balanced manner. Bullying is unacceptable at the University of Dreams at IBOC. *What is bullying? It 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 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 U of D School Leaders along with classroom teacher(s). Consequences for this type of behavior will require a parent conference and an initial one day suspension. After a thorough investigation, the person(s) deemed as meeting the definition of bullying will be removed 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 Services

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 and Guests 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). WE F.L.E.C.S.! 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 Phones On Campus

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 a teacher-directed academic, biblical engagement activities and projects. We understand cell phones can be positively utilized to access apps, resources, school assignments, to collaborate on projects and receive real-time teacher feedback.

Child Abuse and 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**

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 all enrolled scholars have up-to-date and accurate enrollment information on file at all times.

Conflict Resolution

Our University of Dreams at IBOC school community is committed to fostering a safe, respectful, Christ-centered and values-driven environment where scholars, staff, and families work together in harmony. We recognize that conflicts may arise, and believe with guidance and mutual respect, conflicts can become opportunities for growth, learning, and restoration.

Our U of D Core Principles:

- **Respect:** All individuals are treated with dignity and respect.
- **Restoration:** We seek to restore relationships rather than assign blame.
- **Responsibility:** Scholars and staff are encouraged to take ownership of their actions and the impact they may have on others.

Resolution: Our goal is to resolve conflicts peacefully, with understanding and fairness.

U of D Conflict Resolution Process:

Step 1: Remain Calm & Reflect

When conflict arises, scholars or staff are encouraged to pause, take a moment to calm down, and reflect before responding. (*Proverbs 21:23 NIV*) *Those who guard their mouths and their tongues keep themselves from calamity.*

Step 2: Guided Discussion

School Leaders will facilitate a discussion regarding our 5 Pillars Of Success: Faith, Leadership, Etiquette, Character and Service. This will be a calm, respectful conversation using restorative questions that cause those involved to reflect on their own character, conduct, conversation and chemistry. (*James 1:5 NIV*) *If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.*

Conflict Resolution (continued)

Step 2: Guided Discussion

What happened?

What were you thinking at the time?

Who has been affected and how?

What needs to happen to make things right?

Step 3: Agreement & Resolution

Together, those involved create a plan to restore trust, rebuild relationships, and prevent future conflict. This may include apologies, behavior agreements, service tasks, or reflection time. A formal plan for behavioral support and accountability can be put in place.

Step 4: Follow-Up

School Leaders follow up to ensure the resolution is lasting and that relationships are improving. Parents/Guardians will remain informed.

When Conflicts Are More Serious:

For repeated, harmful, or serious conflicts (e.g., bullying, physical aggression), the conflict resolution process will include immediate intervention with a proper investigation (See Bullying).

Family Involvement:

We encourage open communication with families. If a conflict arises involving a scholar, we invite parents/guardians to work in partnership with school staff for a resolution that upholds our shared values and supports the child's growth.

Staff and Adult Conflicts:

All school personnel are expected to model respectful conflict resolution that demonstrates excellence in character, conduct, conversations, chemistry and competency. When misunderstandings or disagreements occur among staff or between staff and families, concerns should be addressed directly, privately and respectfully with School Leadership/Administration.

Dress (Parent Respect Code)

We ask that all parents help our school system model respect and dignity before all 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 we assist you 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 undergarments.

Dress Code (Scholars)

SHOES

- 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 sandals, no house shoes

JACKETS, SWEATERS/HOODIES/ PULL-OVER SWEATSHIRT

- Sweaters should complement the school colors (royal blue, gold, gray, white)
- Lightweight, classroom use jackets and sweaters (school branded preferred)
- Outerwear, winterwear can include jackets and/or coats without logos
- Innerwear, winterwear sweatshirt/hoodie, pullover sweaters (school branded preferred)

Dress Code (K4-7th Grades)

MONDAY — ROYAL BLUE & GOLD JESUS JOURNEY TSHIRT

Girls:

Uniform “Clear Blue Plaid” jumper dress or skirt

Uniform “Clear Blue Plaid” traditional tie / criss-cross tie

Uniform Pants (navy blue or khaki)

Boys: Uniform Pants (navy blue or khaki)

TUESDAY — GOLD LOGO POLO (all boys and all girls)

Girls:

Uniform “Clear Blue Plaid” jumper dress or skirt

Uniform “Clear Blue Plaid” traditional tie / criss-cross tie

Uniform Pants (navy blue or khaki)

Boys: Uniform Pants (navy blue or khaki)

WEDNESDAY — WHITE BUTTON-DOWN LOGO SHIRT (short and/or long sleeve)

Girls: (NO PANTS)

Uniform “Clear Blue Plaid” jumper dress or skirt ONLY

Uniform “Clear Blue Plaid” traditional tie / criss-cross tie

Boys: Uniform Pants (navy blue or khaki)

Uniform “Clear Blue Plaid” traditional tie

THURSDAY — ROYAL BLUE LOGO POLO (all boys and all girls)

Girls:

Uniform “Clear Blue Plaid” jumper dress or skirt

Uniform “Clear Blue Plaid” traditional tie / criss-cross tie

Uniform Pants (navy blue or khaki)

Boys: Uniform Pants (navy blue or khaki)

FRIDAY — RED DARE TO BE MIGHTY TSHIRT

Girls: Jeans (modest, not form-fitting)

*no skinny jeans, jeggings or leggings

Boys: Jeans (modest, not form-fitting)

Drop-Off / Pick-Up

Scholars are dropped off safely at our Main Entrance by their parents, guardians and/or trusted adults. 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 not a parent or guardian and not on the Parent Pick-Up list has been designated to pick up a 1st—7th Grade Scholar from our campus, parents must speak with School Leaders. Upon their arrival, our Receptionist will ask for the visiting pick-up person's Driver License for a copy to be made and placed in the Scholar's Records File.

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 available to scholars only 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 incidents. *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. 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.

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 update School Leaders.

Emergency Operations

We train our faculty and staff on 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 has armed security guards onsite. *(Please see the Emergency Preparedness Plan at the back of this Handbook.)*

Enrollment (Re-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 inquiry form on 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 schedule 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 with the possibility of removal from the campus.

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 a compassionate, growth mindset environment. U of D hires loving, dedicated, Holy Spirit-filled Christian teachers and staff who are passionate about demonstrating the Word of God in action, being lifelong learners fully committed to helping your scholar meet their God-given potential.

Fees and Field Trips

Fees include school uniforms, spirit shirts, field trips and experiences as well as school pictures. We believe engaging field trip experiences boost scholars' lifelong success. U of D fully recognizes that children need rich experiences that are extensions of classroom learning. What better way to be enriched than through real world learning, problem-solving gaining access to tools and environments not available at school.

Financial Responsibility

Please refer to <https://universityofdreams.org/pay-tuition-online/> — TUITION is due on the 1st of each month and is considered late on the 15th of each month. Please contact Sis Elayne Broussard with questions.

Financial Responsibility (cont'd)

*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. We understand that life's 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.

Report Cards

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

Grades 1st thru 7th

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

*1st – 7th Grade parents can access their child's grades, attendance and assignments through the PowerSchool App. Parents can expect weekly grade input (*two grades per content class per week*) updates every Tuesday by midnight and every Friday by midnight.

Grading Policy (1st-7th Grades)

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.

U of Ds 1st-7th Grade official electronic Grade Book is PowerSchool and should reflect an accurate record of scholar grades.

- U of D grades are based on a 100 point system.
- Grades must be provided for each content area
- Each grade in PowerSchool must correlate to a TEKS Student Expectation.
- 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).
- If a scholar has earned a grade of 69% or below on an assignment, quiz or test that is to be input into PowerSchool, a re-teach during Small Group Instruction of the skills/lesson is given so the scholar truly demonstrates their learning and ultimate mastery of the skill or concept; thereby giving them the opportunity to improve their score on a retest or redo. *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 as a Whole Group to ensure scholars can demonstrate their learning, ultimately master the skill or concept and thereby being given an opportunity to improve their score on a retest or redo.*

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.

Grading Policy (cont’d)

- 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 grade of zero “0” will be recorded in Power School for any reason.

· Scholar absences & make-up work:

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’s absences is believed to extend into one week, parents must call the School Director and discuss a viable plan of action for the scholar. 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 grades per week recorded for each content area taught**, comprising a minimum of 18 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 the scholar cannot be permitted to attend school until he/she has received the vaccination(s).

Acute Illnesses or Incidents

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

Health Services (cont'd)

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 voicemails as needed also, so please check your messages during the day. Please make sure all cell phones and work numbers are listed on your Enrollment and Emergency Contact paperwork. If there is ever an incident when the scholar needs ambulance transportation, this will be requested.

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 before they can return to the campus.

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 privately owned tree-house onsite as well as a myriad of amazing features: ziplining, 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 educators and staff of IBOC accompany and supervise all scholars at all times. Before leaving the site, all scholars participate in a delicious lunch, picture, leadership connection conversations and closing prayer.

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, taught by Pastor Rush. Our scholars enjoy taking notes and preparing to participate in our Testimony Tuesday Morning Announcements featuring our scholars.

To view online at <https://ibocmedia.thechurchoonline.com/>, YouTube or the IBOC Church Facebook page.

I-Station and IXL online learning

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 reading 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

1st – 7th Grade scholars are 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 without a second lock or the combination shared with the Director of Schools & Education. 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

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. You will be alerted if your child’s initial evaluation results present a deficit.

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. We do not serve food hotter than 110 degrees. Menus are posted on our website 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 *physician-documented 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 is to be modified for cultural, religious or body intolerance reasons, the parent is asked to put the request in writing and we will add it to our “Food Intolerance” List.

Parent Connection & Conferences

Parent-Teacher conferences are exciting events at the University of Dreams held in the Fall and Spring semesters. Please feel free to schedule a Parent Connect conference with a 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 school leaders and classroom educators via Class Dojo, parent conferences and face-to-face meetings. We are proud to say our U of D educators, 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 items onto school property - unless authorized by a School Leader 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 work together on a school project. Responsible adults at home are asked to help scholars plan a timeline for completion of their projects, materials needed and the critical thinking skills needed for a successful project. It's always amazing to teach our scholars the art of starting and completing a task with excellence.

Report Cards

Report cards are issued to scholars every nine weeks for all 1st-7th Grade Parents. You can check PowerSchool weekly for the latest up-to-date grades and assignments for your scholar.

Safe and Secure Campus

At the University of Dreams at IBOC, the safety and well-being of our scholars, staff, and families are a top priority. We are committed to maintaining a secure, nurturing, and orderly environment where learning and spiritual growth can flourish without unnecessary disruption or risk.

1. Facility Access & Visitor Protocol

- U of D Campus is safeguarded with armed security personnel daily.
- All campus doors remain locked during school hours and monitored by school staff.
- All Visitors and Parents are announced by our armed security guard via radio to the U of D Receptionist during the instructional day and during afternoon pick-up. Visitors enter through the main entrance, sign in at the front office, obtain an orange lanyard and wear a visitor badge at all times while on campus.

Safe and Secure Campus (cont'd)

- Parents/Guardians picking up scholars during the school day must show proper identification and be listed on the scholar's approved pickup list.
- All deliveries and maintenance personnel must enter through the armed security entrance, be announced by security and check in with the receptionist and/or administration and be directed to their appropriate area delivery.
- Parents/Guardians requesting a classroom visit with a scholar will always be escorted and accompanied to the classroom by a Director/School Leader. Class visits are no longer than 10 minutes to decrease the distractions for all scholars in the classroom.

2. Staff Supervision & Awareness

- Staff are trained to be vigilant and proactive in supervising all scholars, especially during arrival, recess, transitions, and dismissal.
- Educators are responsible for maintaining an accurate count of scholars in their care and for reporting any safety concerns immediately.

All classrooms and common areas must be kept orderly, clutter-free, and in compliance with fire safety regulations.

3. Emergency Preparedness

- U of D conducts regular drills for fire, lock-down, severe weather, and evacuation procedures.
- Emergency exits are clearly marked and remain unobstructed at all times.
- Each classroom is equipped with an emergency binder containing evacuation maps, class rosters, and safety procedures. Staff receive annual training on crisis response protocols and child protection policies.

Safe and Secure Campus (cont'd)

4. Health, Hygiene & Cleanliness

U of D is cleaned and sanitized daily, with special attention to high-touch surfaces & shared spaces.

- Handwashing and hygiene routines are practiced regularly in all classrooms.
- Sick scholars or staff members must remain home until they are fever-free for 24 hours without medication, or as advised by medical professionals.

5. Restricted Items & Prohibited Behaviors

- Weapons, look-alike weapons, drugs, tobacco, alcohol and any dangerous or disruptive items are strictly prohibited on U of D school grounds.
- Scholars and staff may not bring/use any device or item that compromises safety or learning.
- Violations of this policy will be addressed in accordance with the U of Ds discipline procedures and may result in suspension, expulsion, or legal action if necessary.

6. Partnering with Families

We believe safety is a shared responsibility. Families are expected to:

- Update emergency contact info regularly.
- Report known safety concerns or threats to school leadership immediately.

We ask that parents please support the school's procedures for arrival, dismissal, visitor access, and emergency drills.

Biblical Foundation

We believe in stewarding our scholars and facilities with care and vigilance, as Scripture teaches:

“Be watchful, stand firm in the faith, act like men, be strong.” — 1 Corinthians 16:13

Our commitment to safety reflects our calling to love, protect, and guide the children entrusted to us.

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, via our internal school messaging system and the school website www.universityofdreams.org website (if needed) 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

We view any misbehaviors as teachable moments and thrive on helping scholars learn skills necessary for success and decision-making.

- 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”.

Scholar Behavior Management (cont'd)

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.

We are committed to providing orderly, organized classrooms where hard work and respectful behaviors are standard.

Therefore, administration has the right to 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, if needed.

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

University of Dreams at IBOC always prohibits 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.

Scholar Behavior Management (cont'd)

- We never pinch, shake, bite or hit any child with an instrument of any kind.
- We never berate or pose threats of harm toward any scholar.
- We never place any child in a locked dark room, bathroom or closet for any reason.
- We 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:

Be an example.

Respect authority.

Seek excellence always.

Be accountable for actions.

Practice appropriate speech.

Reflect the life of Jesus Christ.

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

Scholar Behavior Management Plan

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.

We encourage responsible behavior using F.L.E.C.S. Faith, Leadership, Etiquette, Character and celebrate successes—large and small.

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.

Scholar Behavior Management Plan

Scholars will **not** be placed outside of the classroom as a corrective measure. Instead, classroom educators will call Directors/Administrator 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 single scholar.

Our Behavior Consequences Continuum Steps:

Step 1: Our Teachers and Staff will respectfully 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 respectfully 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 School Leaders will contact parent(s) via a phone call to schedule a conference.

Step 6: Our School Leaders will collaborate with parents, when needed, and decide on next steps for correcting disruptive and distracting behaviors. We also seek to understand how our U of D team can best support the scholar on campus, prior to suspensions.

It is important to note, however:

Serious, ongoing disruptive behaviors will be addressed with a parent conference between the scholar, parent(s) and School Leadership immediately.

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

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 and connection with all Mighty Eagle parents. However, it is the parent/guardian 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/Administrator.

Prohibited conduct includes:

- Unwanted scholar-on-scholar 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 scholar-on-scholar.

Sexual Harassment

All Educators and Staff are required to complete annual training on sexual harassment, pass the required quizzes and print out the certificates for their employee documentation file. Sexual harassment of any kind is strictly prohibited and is never acceptable, whether between educators/staff members or involving educators/staff & scholars.

Any scholar who believes that he or she has experienced prohibited conduct or believes that another has experienced prohibited conduct from anyone (whether from a child or from an adult with U of D) at anytime should immediately report the alleged acts to a U of D Director/Administrator.

Staff Development

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. Educators and Staff must complete annual compliance video trainings as well as Professional Development throughout the school year.

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.
I Corinthians 14:40 .*

Telephone Use (campus)

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 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 to assist in school safety, and School Leadership does have the right to refuse admittance onto the campus if the Raptor System makes us aware of an issue during this quick check. Any personnel arriving on campus, such as speech therapists, will need to utilize the Visitors Log and Badge system as well. For largely attended U of D school events, however, parents may bypass with School Leadership permission.

Tardy Policy

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, Conversation.

Emergency Preparedness Plan

	Elementary & Middle School
Name of program	University of Dreams at IBOC Leadership & Performing Arts Christian Academy M.E.D.I.A. 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 sherrye.vaden@ibocchurch.org
	Primary and Secondary Emergency Contact at Elementary & Middle School Campus
Name	Shunta Hunter Sherrye Vaden David Bowens
Telephone number	214-725-5409 214-725-8439 972-572-4262
Alternate telephone number	972-572-4262 972-572-4262
E-mail address	s.hunter@universityofdreams.org sherrye.vaden@ibocchurch.org
Telephone number outside of area	
	Emergency Contacts
Emergency First Responders	911
Director (if not on site)	Hunter 214.725.6409 Vaden 214.725.8439
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 972-572-4262
Distant Evacuation Site: Location to which we will evacuate out of the immediate area (street address, phone number, contact person, e-mail, fax number) *To Be Updated*	Head Start of Greater Dallas 3954 Gannon Ln Dallas, TX 75237 (972) 283-6400
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 2026

PARENT ACKNOWLEDEMENT 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

1st—7th Grade Scholars/Parents

Please sign and return this page to your child’s Homeroom Teacher or U of D Receptionist.
(One sheet, please, for each scholar who attends the University of Dreams at IBOC.)

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 understand this Handbook can be amended when School Leadership deems it necessary.

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 _____

2025-2026



University of Dreams at IBOC

1st-7th Grades Parent/Scholar Handbook

2025-2026

Leadership & Performing Arts Christian Academy
M.E.D.I.A. Middle School

universityofdreams.org

7710 S. Westmoreland Rd. Dallas, Texas 75237

University of Dreams admits scholars of any race, color and national or ethnic origin.