

Welcome to UME Preparatory Academy - Duncanville

Dear Parents,

Welcome to UME Prep. This letter is to inform parents about how to... and where to... find important information about UME.

Parents/Scholars – Frequently Asked Questions

The answers for this section are based on the information found on the UME website www.umeprep.org. Specific issues can be found in the Student Handbook found at www.umeprep.org/Parents/Policies & Handbook/Student Handbook

General Information:

- **Physical Address for Duncanville Campus:** 415 N. Cedar Ridge Dr, Duncanville, Texas 75116
- **Mailing address:** P.O. Box 543366, Grand Prairie, Texas 75054-3366
- **Phone Number:** (972) 296-0084 (reception desk), Fax: (972) 709-7951
- **Absences:** Please email us at dvilleabsent@umeprep.org by 10:00 am if your child will be absent. CCing their teachers can also help facilitate any make-up work that may need to be completed on your child's return to school.
- **Student Admissions:** admissions@umeprep.org or vicki.payne@umeprep.org

1. How is UME different?

- **Time:** The student schedule is the first notable difference.
 - **School hours:** K–8th Grade is 8:30am-1:50pm, High School 8:15am-1:35pm. This allows time for scholars to complete homework assignments at home under the influence and support of their parents.
 - **Classes:** Similar to a university, 6th-12th grade scholars have MWF classes & different T/Th classes. The elementary school 1st-5th grade scholars will have the same core classes every day.
 - **School Year:** UME Prep essentially provides parents with the time equivalent of 50 traditional school days back under the influence of parents when the shorter school days and school year are considered.
- **Opportunity:** The teachers communicate weekly with parents via assignment sheets, so that parents can serve as “learning coaches” in the at-home classroom environment.
- **Tools:** UME Prep provides a Parent Equipping Program aimed to encourage, support, and equip parents as you partner with UME Prep to prepare college-worthy, men and women of character for the next generation!

2. How do we connect with teachers? Teachers contact information is provided on the UME website (www.umeprep.org).

Emails are also listed on assignment sheets and in Skyward Family Access messages.

3. How do we connect with other parents? Via Skyward Family Access, you can personally opt in to the Family Directory where you can find contact info on other families. Please join us for “Parent Snack and Chats” hosted monthly. It’s a great chance to meet other parents.

4. What about Dress Code? This information can be found under “Student Life” and in Student Handbook. In brief, **Pants/Shorts/Skirts:** properly fitting khaki, navy, or black. **Shirts:** Navy, gray, red, white or black polo, oxford or button down. Parents, please assume the responsibility for making sure your child is in dress code before entering the building.

5. What about sports? Athletics programs/teams are available to 7th-12th grade students on the Dallas campus. See the UME Prep Athletics section for info on Baseball, Softball, Basketball, Soccer, Volleyball, Track and Field, Cheerleading and Football. Contact Athletic Director Todd Ignatz, todd.ignatz@umeprep.org or Coach Brent Davidson, brent.davidson@umeprep.org, for additional questions related to costs, uniform, and dates.

6. What are the Drop off/Pick up Procedures? Drop off starts at 7:45am. Tardy Bell Rings at 8:30 (K-5th). Pick Up Procedures: Pick-up will be between 1:50-2:20pm (K-5th). Please do not block entrance to parking lot by arriving earlier than stated times. If you arrive before 1:50, please park in the grass lot and walk to the gym’s back door to pick up your scholar.

7. What can I do with Skyward Family Access? Skyward Family Access is a tool for you to stay informed and engaged in your child's education.

- Monitor assignments and grades
- Add money to your child's lunch account
- Access and opt into the Family Directory
- Contact teachers
- Check calendar and events
- See homework Assignment Sheets
- Set up an automatic email notification when student assignments are below a designated level (example: Notification if a grade is below 80%).
- Contact Mrs. Stafford at Ginger.Stafford@umeprep.org for any questions or concerns regarding Family Access. Skyward has a mobile app that can be accessed on smartphones free through iTunes or Google Play. You can also gain access through the front page of the UME Prep website.

8. What are some other school programs?

ESL program: tori.fowler@umeprep.org

Special Education/Dyslexia: kim.sanford@umeprep.org

Music: cami.jerez@umeprep.org

Child Nutrition program: christina.boock@umeprep.org

Karate: tommy.stallard@umeprep.org

Parent Programs: brance.barker@umeprep.org

Spanish Speaking Contact: sarai.pinon@umeprep.org

9. How do I visit the school? Visitor Check in: All visitors MUST check in at the front office. Visitors will need their driver's license to check in.

10. How do I keep updated on school activities? **Eagle Update:** Expect a monthly email to notify the UME community of upcoming events and information for the following month. **UME Prep Website News and Announcements and Calendar sections** are both located on the lower half of the UME Prep main webpage. **Facebook** and **Twitter:** Follow us on Facebook and Twitter for updates on school happenings, important info, and highlights of the week. You can also find links to these accounts on the **UME Prep webpage**. Each grade level also has a Facebook page for parent-to-parent communication.

11. How can I volunteer? Volunteering is as easy as A – B – C:

1. **Apply:** Use the quick UME Prep **Volunteer Application** to sign up.
2. **Background Check:** To make it easier for you, just text a picture of your driver's license with your cell phone to **volunteer@umeprep.org**, if you have not already received confirmation of approval. You may instead make a copy of your driver's license at the front desk if you prefer. Put your name in the subject line. You will receive confirmation of approval.
3. **Contact** from one of the volunteer coordinators over your areas of interest should be expected within four weeks. You may also reach out to the appropriate PAC leader over your areas of interest if you prefer. If you have questions, please contact our volunteer coordinator at **amanda.appel@umeprep.org**. Thank you!

12. How do I apply for substitute teaching? You must have a High School Degree and a Background check (to include fingerprinting) contact School Reception Desk, **Amanda.appel@umeprep.org**

13. Who do I contact for grade specific information? A parent volunteer in each grade/room parents has been identified. Contact the volunteer coordinator for your grade/room parent volunteer (See Volunteer webpage).

14. Where can I find more information? See the Student Handbook: The student handbook is located under "Student Life." Please print and sign the last page of the handbook and turn it in to the school's front office. The handbook has information on all academic and student policies and procedures (Bad Weather Procedures, Classroom Observation Policy and Form, Homework Framework: Provides a guideline for reasonable homework amounts, Special Party Policies: Info on what can and cannot be brought on child's birthday, class parties, etc.) **Where can I go if I still have questions and I have consulted the Student Handbook?** Contact the main school phone number at (214) 445-6243 (reception desk).