

Elementary Program Parent Handbook

Summer 2022
Academic Year 2022-2023

**girls
inc.**

of Jacksonville Inspiring all girls to be STRONG, SMART, & BOLD.

www.girlsincjax.com

WELCOME

Welcome to the 2021- 2021 Girls Inc. Elementary Program! We are so happy that you and your child will be part of our Girls Inc. family. Each day will bring a new journey filled with new characters and life lessons. Our goal is to inspire your child to be Strong, Smart and Bold, or healthy, educated and independent. We look forward to working with and including you in all aspects of our programming as we know we are a partnership that helps achieve our goals for all our children. Please don't hesitate to contact the Girls Inc. of Jacksonville staff at any time to discuss your child. A staff directory is included in this handbook for your convenience. It's going to be a great year!

The Girls Bill of Rights Girls have the right to...

- express themselves with originality and enthusiasm
- take risks, to strive freely and to take pride in success
- accept and appreciate their bodies
- have confidence in themselves and to be safe in the world
- prepare for interesting work and economic independence

For further information about Girls Inc., please visit our websites:

National: www.girlsinc.org

Local: www.girlsincjax.org

Follow us on social media:

Facebook: www.facebook.com/girlsincjax/

Instagram and Twitter: [@GirlsIncJax](https://www.instagram.com/GirlsIncJax)

What is Girls Inc.?

Girls Incorporated was founded in 1864 to give confidence and provide resources to girls from lower socio-economic families. Nationally recognized since 1945, Girls Incorporated has focused its efforts on responding to the changing needs of girls in local communities and helping to break generational cycles of welfare, poverty and violence.

The mission of Girls Incorporated is to provide children grades K – 12 with the skills they need to be Strong, Smart and Bold in three key areas:

- Healthy Living (Strong)
- Academic Achievement (Smart)
- Life Skills (Bold)

Working in partnership with our local education system, foundations and donors, community businesses and stakeholders, and families, the Girls Incorporated experience focuses on the development of the “whole girl” through the delivery of age and developmentally appropriate research-based curricula by trained, mentoring professionals in a positive all-girl environment.

Academic achievement; reading literacy; the ability to manage stress and lead healthy and physically active lives; avoidance of risky behaviors; money and financial management; successful navigation of negative media gender messages and stereotypes; and discovery of an interest in science, technology, engineering, arts and math (STEAM) are all Girls Incorporated program priorities. We believe that Girls Incorporated helps break generational cycles of poverty by ensuring all children graduate from high school and are prepared to attend post-secondary education or successfully transition into the 21st century workplace.

Girls Inc. of Jacksonville

Girls Incorporated of Jacksonville is one of eighty-five affiliate organizations in the United States and Canada that has been serving any child that attends a Title 1 school in Duval County who identifies as a girl since 1970. Currently, we serve approximately 800 children in grades K—12 during the academic year and in summer camp programming. Program priorities have included reading literacy, teen pregnancy and substance abuse prevention, positive body image, and introduction to STEAM careers and opportunities.

We provide a pipeline of programs and services for children in grades K-12 to ensure children are educated, healthy, and self-sustaining, and can live independently.

One hundred percent of the children we currently serve in Duval County public elementary schools are from lower income communities and are eligible for the free or reduced-rate lunch plans at their schools.

A significant body of research strongly suggests that elementary school students who receive systematic and ongoing transition programming benefit both academically, socially, and emotionally, and have easier times navigating the middle school transition than students who receive no transition programming. The mission of Girls Incorporated is to develop the “whole child” through attention to the social, emotional, physical and cognitive spheres of normal youth development.



of Jacksonville

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CONTACT INFORMATION

Executive Staff

Alexis Howard
President and CEO
dvaughn@girlsincjax.org

Tammy Morgan
Director of Operations
tmorgan@girlsincjax.org

Juanita Forman-Lee
Director of Program Operations
formanj@girlsincjax.org

Julia Ramer
Community Relations
& Volunteer Coordinator
juliamer@girlsincjax.org

Program Management Staff

Felicity Price-Forehand
Elementary Program Manager
fprice-forehand@girlsincjax.org

Tiffney Funches
Middle School Program Manager
tfunches@girlsincjax.org

Brenda Phillips
High School Program Manager
phillipsb@girlsincjax.org

ADMINISTRATIVE OFFICE

Located in the WJCT Building

100 Festival Park Ave
Jacksonville FL 32202

Phone: 904-731-9933
Fax: 904-731-9934

PROGRAM DATES/TIMES/ SCHEDULE

Summer 2022 Program Hours:

Parkwood Heights Elementary: 8:00 AM- 3:00PM Monday through Friday

The daily schedule is as follows:

7:30 AM Early Drop Off (additional \$10 per week)
8:00 AM-3:00 PM Girls Inc. Programming
11:00 AM Lunch
2:45 PM Snack
3:00 PM Dismissal

Program Operation: June 14, 2022 through July 23, 2022

Days Closed: Girls Inc. will be closed on
June 19, 2022 in observance of Juneteenth
July 1, 2022 in observance of Independence Day

After School Program Hours:

Parkwood Heights Elementary: 3:00 PM- 6:00PM Monday through Friday
Spring Park Elementary School 3:00 PM- 6:00PM Monday through Friday
Early Release Wednesdays 12:45 PM- 6:00 PM

The daily schedule is as follows:

3:00 PM Welcome & Snack
3:15 PM Academic Assistance
4:15 PM Girls Inc. Programming
5:00 Meal Service
5:30 PM Girls Inc. Programming
6:00 PM Dismissal

Program Operation: August 29, 2022 and ends Jun 2, 2023

Days Closed: Girls Inc. follows the DCPS calendar for all inclement weather closures, holidays, and in-service training days.

LATE PICK-UP/REMOVAL FROM PROGRAM

Summer Late Pickups:

You must pick your child up by 5:30 PM each evening. There will be a dollar a minute charge for every minute after 5:30 PM. (Example: Student is picked up at 6:10 PM- Late Fee will be \$10.00.) ***After three late pickups she will be removed from the program and put on a waiting list.*** If you are running late, please call us to notify of the situation. Calling does not cancel the late fee but will put your child and the staff's mind at ease. **Girls Inc. contact number is:**

Spring Park Elementary: 904-755-2949

Parkwood Heights Elementary: 904-229-6971

School Year Late Pickups:

You must pick your child up by 6:00 PM each evening. There will be a dollar a minute charge for every minute after 6 PM. (Example: Student is picked up at 6:10 PM- Late Fee will be \$10.00.) ***After three late pickups she will be removed from the program and put on a waiting list.*** If you are running late, please call us to notify of the situation. Calling does not cancel the late fee but will put your child and the staff's mind at ease. **Girls Inc. contact number is:**

Spring Park Elementary: 904-755-2949

Parkwood Heights Elementary: 904-229-6971

In the event staff cannot get in contact with an approved pick up person after 30 mins of being late. Staff is **REQUIRED to CALL the non-emergency police number (904) 630-0500.** Staff must report that contact with the parent has not happened and an officer must come and retrieve the child. **In the event the parent arrives before the police officer they must wait until the officer arrives.**

Removal from Program

If you choose to remove your child from Girls Inc. programming please notify us by calling our office at (904) 731-9933.

Meals/ Snacks

The DCPS food service contracted food service provider will provide a snack and hot meal each day. Although, we have no control over what is served, a menu is posted in the cafeteria and will be send home with your child each month, should

you wish to provide an alternative. Unfortunately, food that requires heating is not permitted as Girls Inc does not have access to refrigerated space and students and staff do not have access to microwaves or oven to heat food items.

Special Occasions

If your child is celebrating a birthday and you would like to provide cupcakes/ snack items and drinks we welcome you to do so. Please notify Girls Inc. staff ahead of time to ensure that you have enough food for each child. If you want to provide special holiday snacks you may do so as well. All food and drink items must be pre-packaged and without a broken seal. Home baked goods and unsealed items are not permitted per Duval County School regulations.

SIGN OUT PROCEDURES/PICK UP

Sign Out:

When you or another authorized person comes to pick up your child, you must sign them out and note the time of pick up.

Only those you placed on the application are authorized to pick your child up each day. You and/or other authorized persons will be asked to present proper identification when picking up your child. Only valid state or federal picture ID's will be accepted. (Driver's license, passport, military ID, etc...) Changes to authorized persons must be made in writing to Girls Inc Site Staff.

If an emergency arises and a person not listed on your application will be picking your child up, we ask that you call the Girls Inc site cell phone to inform us immediately. This person must be **18 years of age** and present identification or a staff member may call you to verify that the proper person is picking them up. An email must also be sent to the Program Director indicating the change in approved pick up persons. The email must include the new approved pick up person's name, the name and phone number of the parent or guardian, and the child's name and grade. Please email Alexis Howard at ahoward@girlsincjax.org

Please know that these guidelines are set in place for the safety of your student.

Pick Up:

Unless otherwise informed students must be picked up in front of the car circle at the respected release time for that day. Due to COVID 19 restricts, parents must wait inside their vehicle to sign out their child each day. A Girls Inc. A staff member will be waiting in the pickup area to call for your child via radio and will escort your child to you your vehicle.

If you choose to pick up your child early (Before 5:00) you must give Girls Inc 24 hours' notice prior to the date of early pick up. In case of an emergency please call the site cell phone prior to pick up. **We ask that parents do not pick up before 5:00pm.** We want to maximize the impact our curriculum will have on your student. Picking you child up early disrupts your child's progress. Students that are consistently picked up before 5:00pm will be dismissed from the program to allow another student to fully benefit from our services.

Reminder that after **THREE** late pickups she will be removed from the program.

Attendance:

Your child is expected to attend every day for a minimum of 2 hours each day unless a doctor's note is presented in order to maintain their spot in the program. Inconsistent attendance or excesses absences without notification from parent **will** result in your child being removed from the program regardless of payment.

PROGRAM FEES

Registration Fee:

A non-refundable \$25.00 registration fee is due at the time of enrollment. No child will be accepted into the program without a completed application, paid registration and first payment of \$25.00. Parents may register and pay online at www.girlsincjax.org.

Monthly Fee:

A non-refundable monthly fee of \$10.00 is due each month no later than the 5th of each month. A late fee of \$1.00 a day up to five days will be added each day. To minimize the risk of spreading COVID 19, payments must be made online at www.girlsincjax.org. Payments will not be collected on site at the school site. Online payments may be credit or debit. **No seat will be held without the first initial**

\$25.00 registration fee. The \$10.00 monthly fee is due before the first day your student attends the program.

Scholarships:

Scholarships are available to families that qualify. Please contact your Site Leader or Program Manager. Scholarship awards are limited.

PERSONAL ITEMS

Girls Inc. will not be responsible for any personal items that are lost or stolen.

It is your child's responsibility to keep up with their book bag, books, jackets and other personal items each day including **electronic devices** such as an iPad, laptops, cell phones etc. **Girls Inc programming takes place in Duval County Public Schools and we adhere to the DCPS student code of conduct regarding electronic devices**

1.09 (ZZZ) Unauthorized Use of Wireless Communication Devices or Cell Phone – Possession of a wireless communication device is not an infraction of the Code of Student Conduct. However, it is an infraction of the Code of Student Conduct when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication devices to capture images or recordings without permission during school hours and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay). NOTE: If students possess a wireless communication device, it must be turned off and kept out-of-sight inside a pocket, book bag, purse, or similar container, unless authorized by the Principal/designee or teacher. It is the expectation that parents/guardians should only contact students through the school office during school hours. Violation of this policy will result in confiscation, and the device will only be released to the parent/guardian or student based on discipline matrix. Progressive discipline will apply for repeated infractions. School Board employees or agents will not be held liable for wireless communication devices that are lost, stolen, or confiscated. Florida Statute 1006.07 (2)(e) requires school districts to notify parents/guardians that students who use wireless communication devices in the commission of a criminal act may face school disciplinary action and/or criminal penalties. During district and state assessments, students may not have any electronic or recording devices, including but not limited to, smartphones, tablets, personal computers, tablets, cell phones, or electronic games, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of

any electronic device that reproduces, transmits, records, or calculates (except for the state approved calculator), will result in the student's test being invalidated.

VISITORS/ VOLUNTEERS/ DONATIONS

Visitors:

Your child may not bring any school-age visitors to Girls Inc. All children who attend Girls Inc must be enrolled in the program and have permission from a guardian.

Volunteers:

Please contact Julia Ramer at (904) 731-9933. All volunteers must have an application on file, a clear local background screening, have registered on the DCPS website as a volunteer and provide proof of doing so and complete an affidavit of good moral character, before they may begin volunteering. All volunteers are required to sign in and out recording hours served each day. No volunteer may exceed 10 hours per month without completing and passing a level two background screening.

Donations:

At times throughout the summer, staff may ask for donations for special occasions for the girls. Such as cupcakes and drinks for holiday parties. We appreciate any donations families can make towards our program. Donations are not considered payment for monthly fees.

MISC. INFORMATION

Food Allergies:

If your child has a food allergy, please provide a list of allergies to be included in your child's file.

Illness:

If your child is ill we request that you don't have your child attend Girls Inc. for the safety and well-being of all involved. If your child is displaying symptoms of COVID 19 (such as flu-like symptoms or a high temperature) your child will not be permitted to attend Girls Inc programming and will be sent to the front office for isolation and parent-pickup. Your child will not be permitted to return to Girls Inc. without a doctor's note or a negative COVID 19 test result. **We support and**

implement all practices of Duval County Public Schools as it relates to COVID 19

Injuries:

In the event of an emergency- Girls Incorporated, staff will make every effort to contact you. However, if we cannot reach you or your designee and medical attention is needed immediately, your child will be transported to the nearest medical facility. **IT IS VERY IMPORTANT THAT WE HAVE CURRENT CONTACT NUMBERS** (work, home, cell and addresses).

Medical Conditions:

Please inform staff in writing of any medical conditions, allergies or health concerns your student may have. We want to be informed so we can provide the best possible care to your student.

Medication:

It is against company policy to administer medications to students for any reasons.

Report Cards:

Report cards for each student in the program attending school are required as proof of qualification for the reduced price of \$10.00 a month. The information on the report cards will be kept confidential and will be used for the sole purpose of showing proof of qualification and collecting/ verifying student ID numbers for data entry.

IReady and Achieve 3,000:

Students will have time to login and work on IReady and Achieve 3000 during the academic block. Staff will have access to their scores to track your students' progress over the course of the summer. If you do not wish for our staff to have access to this information please provide a written statement to your site leader. Students in the program that use technology will adhere to the DCPS policy as outlined in the student code of conduct

2.26 (ZZZ) Inappropriate Use of Instructional Technology or an Electronic Device ·

Students will only use computers with permission and must abide by the district's Acceptable Use Policy (AUP). · Students will not share logins, usernames, or passwords with anyone. Students are responsible for any activity that occurs under their account. Students have no expectation of privacy while utilizing the DCPS network, computers, or any device that is attached to it. · Students will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites. If the website

is blocked, do not attempt to bypass the block by any means. · Students will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the DCPS network including student shares. This may protect students against a claim of intentional infraction <https://dcps.duvalschools.org/cms/lib/FL01903657/Centricity/Domain/11313/2018-2019%20Secondary%20Code%20of%20Conduct.pdf> of this policy. 17 · Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Promptly disclose to a teacher any messages received that are inappropriate or make you feel uncomfortable. · The use of the DCPS network or computers is a privilege that may be restricted or removed by school based administration, automated content control systems, or the Office of Information Security. When a student's privileges are removed, the district will ensure that he or she maintains access to electronic curriculum for instruction and learning. · Students will not make any attempt to bypass a firewall, intrusion detection/prevention system or any security system designed to secure the network. Students will not use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor the network or other user's activity. · Students will not download or store unauthorized music, videos, movies, software, or games on the DCPS network. · Students will not use technology for personal gain, profit, or any illegal conduct, such as fraud, copyright infringement, hacking, cheating, or distributing viruses or malware that result in minor disruptions. · Students using a personal device will only access the filtered internet through the DCPS BYOD (Bring Your Own Device) Network while authenticated with their own username and password. · Students will not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, or use the Internet or websites at school to encourage illegal behavior, or threaten school safety. NOTE: Infractions, which constitute any major disruption of an educational or business process, may result in a Level or IV Offense

INCIDENT REPORTS/ BEHAVIOR ISSUES:

Staff MUST present parents with a copy of all incident reports the day of the incident. If you do not receive a written incident report please email the Program Director, Alexis Howard at ahoward@girlsincjax.org. Parents are required to sign off on the receipt of all incident reports regardless if they agree with the consequences of poor behavior.

All girls involved in Girls Incorporated of Jacksonville after school and summer programs are required to take the anti-bullying pledge. As a participant of Girls Incorporated, we believe that you have a positive role to play in ensuring that Girls Inc. is a safe, healthy, equitable, and harassment free environment for everyone. As a community of parents/guardians, girls, staff, and volunteers we have the responsibility of making sure that no one is made to feel less strong, smart, or bold because of others' actions or lack of action.

EXPECTATIONS OF BEHAVIOR

Girls Inc has clear expectations of classroom behavior. The expectations are explained to your child frequently, and we ask that you go over them with your child often.

- 1) Be respectful
- 2) Follow directions
- 3) Stay with assigned group
- 4) Use appropriate behavior/words
- 5) Keep hands to yourself

Girls Inc staff and Girls Inc. reserve the right to use our best judgement regarding behavior.

Consequences:

1st Incident- Verbal warning (Accompanied by written conversation log)

2nd Incident- Written Warning (Incident report including written conversation log)

3rd Incident- Parent Call or Conversation (Accompanied by Incident Report and written conversation log)

4th Incident- Suspension/ Removal from the program (Accompanied by an Incident Report and written conversation log)

5th- Removal from the program (Accompanied by an Incident Report and written conversation log)

STUDENT ANTI-BULLYING PLEDGE

All girls involved in Girls Incorporated of Jacksonville after school and summer programs are required to take the anti-bullying pledge. As a participant of Girls Incorporated, we believe that you have a positive role to play in ensuring that Girls Inc. is a safe, healthy, equitable, and harassment free environment for everyone. As a community of

parents/guardians, girls, staff, and volunteers we have the responsibility of making sure that no one is made to feel less strong, smart, or bold because of others' actions or lack of action

Bullying occurs in many different forms, with varying levels of severity including but not limited to:

- Physical Bullying- poking, pushing, hitting, kicking, beating up
- Verbal Bullying- yelling, teasing, name-calling, insulting, threatening to harm
- Indirect Bullying- ignoring, excluding, spreading rumors, telling lies, getting others to hurt someone

Girls Inc participants agree to join together to stamp out bullying at our Girls Inc. center. I believe that everyone should enjoy Girls Inc. equally, and feel safe, secure, and accepted. **I can make a difference, I can be the difference! I am Strong, Smart, and Bold!**

As part of the program, Girls Inc girls will agree to:

- Treat others the way they want to be treated
- Act with respect and kindness
- Accept the differences of others
- Report bullying to an adult as soon as possible
- Not engage in bullying or I may be subject to disciplinary action up to and including expulsion.

COVID 19 POLICY

On March 11, 2020 the World Health Organization (W.H.O) declared the novel coronavirus, COVID19, a global pandemic. Family members, school employees, and all in-school and after-school staff play a crucial role in keeping everyone in programming safe by reducing the risk of exposure by following the practices outlined below.

Girls Inc of Jacksonville participants must comply with the requirements of the Duval County Public Schools and Girls Inc of Jacksonville with regard to COVID, including the requirement to wear masks at all times, except when eating or drinking. Your child will not be permitted to attend Girls Inc. of Jacksonville ("Girls Inc."), programming and should stay home if they have any of the following symptoms:

- o Fever or chills
- o Cough
- o Shortness of breath or difficulty breathing

- o Fatigue
- o Sore throat
- o Muscle or body aches
- o Headache
- o New loss of taste or smell
- o Congestion or runny nose
- o Nausea, vomiting and/or diarrhea

Your child will not come to Girls Inc. programming if they or a member of your household has tested positive for COVID-19 or is under investigation for COVID-19.

If your child becomes sick or develops symptoms during the Girls Inc. programming, you will be contacted and must pick up your child within one hour of notification. The sick child will be isolated from the other children.

Girls Inc. and all its employees intend to comply with the guidelines set forth by the Centers for Disease Control ("CDC"), Florida Department of Health, the City of Jacksonville, and the Duval County Public Schools and are taking precautions to ensure the health and safety of every child, including:

- Requiring employees to take everyday precautions to prevent the spread of respiratory illness such as COVID-19, such as washing hands often, cleaning and disinfecting frequently touched surfaces, avoiding close contact, covering coughs and sneezes and covering mouth and nose with face masks.
- Requiring sick children, employees, and staff to stay home.
- Implementing social distancing strategies.
- Screening employees upon arrival.
- Intensifying cleaning and disinfecting efforts.

In order to control your child's exposure in the community, Girls Inc families will comply with any and all state, county or local stay-at-home orders, and CDC recommendations.

Families will immediately notify the Girls Inc. Site Lead/Program Manager at my child's school if they become aware of any person with whom their child may have

had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

Families will understand that while present at Girls Inc. programming my child will be in contact with children, families and other employees who are also at risk of community exposure. Families will understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. Families understand that they play a crucial role in keeping everyone in the programming safe and reducing the risk of exposure by following the practices outlined herein.

Families further understand that to the extent that they cannot follow or will not be able to follow the above described procedures, or any and all other procedures or policies imposed by Girls Inc. in response to the COVID-19 Public Health Emergency, Girls Inc. reserves the right to take reasonable actions to ensure the safety of the students and employees, including, but not limited to, requiring my child to not attend programming for a determined period of time, or, in extreme cases, removing my child from enrollment in the programming.

GREIVANCE POLICY

It is the policy of Girls Inc. of Jacksonville to provide services to girls and families without discrimination on the basis of race, color, national origin, age, gender, religion, disability, political affiliation belief or any other unlawful category.

As a participant of Girls Inc programming, you have the right to file a grievance if you feel you have been treated unfairly in any way. You will suffer no repercussions in program delivery as a result of filing a grievance. All grievances will be addressed in a confidential manner.

If you have a grievance or recommendation, you should first discuss it with the Program Manager you are working with. If this is not successful, or you feel this is not an option, you should proceed with the following steps:

1. A written statement should be prepared (including the date and time of the grievance). Please request a Grievance Reporting Form from the Director

Operations director or the administrative office of Girls Inc of Jacksonville at (904) 731-9933.

2. Submit the grievance to the Director of Operations within 10 working days. If your grievance is with the Director of Operations, your form should be submitted to the Chief Executive Officer, c/o Girls Inc of Jacksonville, 100 Festival Park Ave. An appointment will be scheduled to meet with the Director of Operations or the Chief Executive Officer.

3. If a resolution has not occurred in 10 working days, your grievance will be referred to the CEO. An appointment will be scheduled with you. If the problem is not resolved at this level within 10 working days, a team comprised of the CEO and Chairman of Girls Inc Board of Directors will listen to the information about the incident and will mediate the grievance.