



Parent & Student Handbook

Welcome to Girls 4 Science

Girls 4 Science (G4S) is a nonprofit organization in Chicago, Illinois founded in 2009. Through Jackie Lomax's daughter's expressed interest in science; Girls 4 Science was founded. The lack of available science programs for minority girls under 12 years of age was a challenge she hoped to solve. Jackie surveyed the community and a plan of action was created to develop a science club exclusively for girls. The organization would work to provide hands on experience and professional mentorships to girls of minority decent. No longer would girls be left behind in the fields of science and technology due to money or resources.

The mission of G4S is to promote STEM education and to increase science literacy among girls 10-18 through a collaboration of external partnerships.

The program is offered on Saturdays every quarter for 6 weeks for free at Olive Harvey, Malcolm X Community Colleges and University of St. Francis from 10:00 a.m. to 12:00 p.m. on a first come first serve basis.

We fulfill our mission in several ways that have proven successful in retaining girls' interest in STEM subjects:

- Science Exploration in small groups to conduct experiments and study, which fosters self-confidence and collegial networks.
- Field Trips to museums, zoos, businesses, nature preserves and other sites to augment and go beyond laboratory assignments.
- Mentorships to introduce girls to women pioneers in science and technology, as well as to professionals and college students who can offer guidance and a friendly ear.
- Scholarships to 12th graders who have completed at least 2 years of continuous enrollment in the G4S program and seek to apply for undergraduate study in science, technology, engineering or math.

G4S Pledge

- I promise to promote the advancement of women in science, technology, engineering and math.
- I promise to enforce everything that I learn by going to college and majoring in science, technology, engineering or math.
- I promise to maintain a “C” average or better in school.
- I promise to believe in myself and embrace my dreams

Locations

Olive Harvey Community College

Address: 10001 S. Woodlawn Avenue Chicago, IL 60628

Program Coordinator(s): Tieranny Baker **Email** - tbakergirls4science.org

Deneen Robinson **Email** - [drobinson@girls4science.org](mailto:drobenson@girls4science.org)

Malcolm X Community College

Address: 1900 W. VanBuren Chicago, IL 60612

Program Coordinator(s): Nicole Walls **Email** – nwalls@girls4science.org

Beatrice Hardy **Email** – bhardy@girls4science.org

University of St. Francis

Address: 500 Wilcox Street Joliet, IL 60435

Program Coordinator(s): Christine Moskalik **Email** – cmoskalik@girls4science.org

Scholarship Eligibility

The G4S scholarship is only open to participants who have been a member of the organization for a minimum of 2 years consecutively and with good attendance.

- Acceptance letter from a 2 or 4 year college
- Minimum 2.0 grade point average
- Scholarship Application Form
- An official Transcript (in a sealed envelope)
- Letter of recommendation (from a teacher, counselor or other school official)
- An essay of 250 words, explaining your career goals and how you would change the influence of women in science, technology, engineering and math (double spaced)
- Presentation of a science experiment of your choice at Girls 4 Science meeting
- Interview with a Girls 4 Science team member

Selection Criteria & Process

Recipients are selected on the merit of their application, essay, recommendation and extra curricular activities, science presentation.

Once completed applications are received they are reviewed by Girls 4 Science staff.

Decisions will be made and recipients will be announced at Girls 4 Science;

Summer Science Recognition Reception.

Send entries to: Girls 4 Science P. O. Box 288958 Chicago, IL 60628

*Scholarships will be awarded based upon available funds and may be decreased depending on availability.

*Scholarships are non renewable

*Participants related to board members or officers of Girls 4 Science applications will be reviewed by Girls 4 Science staff/non relative and will be judged upon the merit of their application as set forth by the eligibility process.



"Leading by Example"

Scholarship Application

NAME _____

HOME ADDRESS _____

CITY/STATE/ZIP _____

HOME PHONE _____

BIRTHDATE _____ AGE _____

E-Mail _____

EDUCATIONAL INFORMATION

HIGH SCHOOL _____

ADDRESS _____

CITY/STATE/ZIP _____ PHONE _____

CURRENT GPA (4.0 SCALE) _____

HIGHEST SAT SCORE: Verbal/Reading _____ Math _____

HIGHEST SAT SCORE: Writing _____

HIGHEST ACT SCORE: Composite _____

HONORS/AWARDS/ACTIVITIES (Include years & positions held)_____

PARENT/GUARDIAN NAME_____

HOME ADDRESS_____

CITY/STATE/ZIP_____

HOME PHONE_____

E-Mail_____

COLLEGES APPLIED TO:

(1)_____ ACCEPTED DENIED PENDING

(2)_____ ACCEPTED DENIED PENDING

(3)_____ ACCEPTED DENIED PENDING

(4)_____ ACCEPTED DENIED PENDING

WHICH SCHOOL WILL YOU ATTEND?_____

PLANNED DATE OF ENROLLMENT:_____

INTENDED MAJOR:_____

APPLICANT CERTIFICATION

I certify that this application information is true, complete and accurate. If selected as a scholarship recipient, I grant permission for my information, name and/or picture to be used in Girls 4 Science press or other media outlets identifying me as a recipient of the Girls 4 Science Scholarship Award.

_____ Print Applicant's Name

_____ Applicant's Signature

_____ Print Parent/Guardian's Name

_____ Parent/Guardian's Signature

Check List

Please check each of the following required elements before submitting your application:

Completed and signed application

Official Transcripts

250 Word essay

One letter of recommendation

Mandated Report

All G4S staff are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have believe that a child who is under 18 years of age has been physically,sexually harmed.

All personnel are mandated to call DCFSHotline at (800) 25-ABUSE

Sign-In/Sign-Out

Attendance

- Parents will sign-in and sign-out their daughter for class attendance.
- Participants will be released only to those authorized by the guardian listed on the student's application.
- All persons signing the student out must display a photo id issued by the state of Illinois.
- If a student arrives to class after 10:10 am she will not be admitted to attend the scheduled session.
- Participants who miss the first 2 of classes per quarter will be excluded from the remaining session dates and encouraged to register for the next quarterly session.
- Participants should notify Program Coordinators if there is a planned absence.

Inclement Weather

In the event of inclement weather such as snow, flooding and class is cancelled an email, text and voice message will be issued.

Dress Code

- All participants are to wear closed toe shoes on all field trips and inside of the science laboratory.
- Tank tops, shorts, cut t-shirts and open toe shoes are not allowed on field trips and in the lab.
- Girls 4 Science will issue each new participant a free t-shirt each quarter.
- Replacement t-shirts are \$10.00 each.
- Lab coats, gloves, and goggles will be provided during each lab assignment for safety

Cell Phones and Electronic Devices

- Electronic devices should not be used in the lab or during field trips
- At no time should cameras be used for sharing of class activities via social media
- G4S is not responsible for lost or stolen electronic devices
- At the end of class students are allowed to call their guardian

Field Trips

- G4S uses email, text and a voice messaging service weekly for communication updates.
- Parents are asked to RSVP on Wednesday at 5:00 p.m. in advance for scheduled field trips via email or phone.
- All students must wear the G4S t-shirt on all field trips.
- Eating on the school bus is not allowed (USF excluded; participants who do not clean up after themselves will be written up)
- Students should eat breakfast before every class
- Students will be notified in advance if a bag lunch can be brought on the trip
- Each student will wear an emergency identification badge on all field trips
- All students must ride the school bus in order to go on field trips
- Parents are not allowed to follow the bus during field trips
- Participants should arrive to all field trips on time and with a note pad and pen/pencil.
- Parents are to pick up their child promptly unless otherwise noted. Parents will be charged \$10.00 for every 15 minutes they are late.
- (All money collected will be used towards Girls 4 Science activities).
- Repeated tardiness of 2 times with picking up your child will result in exclusion from the program.

Transportation

Girls 4 Science provides transportation to and from field trips. All field trips will pick up and drop off at Olive Harvey Community College, Malcolm X Community College or University of St. Francis.

Transportation Waiver

For students who take public transportation a waiver must be signed.

I give my daughter _____

Permission to take public transportation and/or take their own transportation to and from Girls 4 Science Saturday Science Academy classes.

at Malcolm X College, Olive Harvey, or USF (**please circle one**)

I (guardian signature) _____

(Printed name) _____

Authorize my daughter to sign herself in and out for attendance and dismissal purposes.

I agree to not hold Girls 4 Science staff, volunteers, board members or any other affiliated parties responsible or liable during my daughter's commute to and from Girls 4 Science Saturday Science Academy classes using public transportation.

Date _____

Anti-Bullying
Zero Tolerance

(Automatic Expulsion)

“Bullying” mean any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- 1.) Placing the student in reasonable fear of harm to the student’s person or property
- 2.) Causing a substantially detrimental effect on the student’s physical or mental health.
- 3.) Substantially interfering with the student’s performance
- 4.) Substantially interfering with the student’s ability to participate in or benefit from the service, activities, or privileges provided by G4S.

*Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, and sexual violence.

(If a student is issued 2 verbal warnings and 1 written warning the student will be excluded from G4S immediately and unable to apply in the future).

Complaint Policy

G4S is a 501c3 non-profit organization that is governed by Board of Directors. Our board serves as volunteers and do not bebenefit from their service.

In the event you have a complaint you should submit it in writing to Jackie Lomax at jlomax@girls4science.org.

The complaint will be shared with the G4S Board of Directors and a final decision will be made with a resolution.

Parent Volunteer Committee

Parents are encouraged to participate on the parent volunteer committee. A G4S board member is the Chairperson over this committee.

Applications can be completed at www.girls4science.org under the Register tab

Health and Safety

- Prescription and “over-the-counter” medications will not be dispensed by staff members.
- If your child has an allergy, please inform the staff and list it on your registration form.
- If your child has a mental or physical disability a parent/guardian will be asked to attend all G4S classes with your daughter.
- Please keep your child home if she has the following illness or communicable health

Problems:

- ☞ Conjunctivitis (pink eye)
- ☞ A chronic runny nose with colored discharge
- ☞ A chronic cough
- ☞ A fever
- ☞ Vomiting or upset stomach
- ☞ Signs of general fatigue or discomfort
- ☞ An open rash
- ☞ Head lice

Accidents/Emergencies

In the event of a medical emergency the staff will call 911 and the participant will be taken to the nearest hospital for any necessary treatment. The parent/guardian will be contacted and a staff person will accompany the student to the hospital.

The incident will be recorded in G4S incident report. G4S does not incur the cost of medical treatment.

Science Lab Safety

1. Exercise caution and good judgment.
2. Follow all instructions given by group leader.
3. Do only the experiments assigned and in the manner prescribed. Unauthorized experiments are prohibited.
4. Never engage in horseplay or practical jokes.
5. Consider all chemicals dangerous and avoid inhaling chemical fumes.
6. Know the locations of safety equipment and where to get help fast, as well as procedures to follow in the event of an emergency.
7. Do not touch any equipment, chemicals, or other materials until you are instructed to do so.
8. Students are not permitted to enter storage areas unless authorized to do so by group leader.
9. Wear proper eye protection **at all appropriate times** during laboratory activity. Consult with your group leader about your use of contact lenses. Know the location of eyewash equipment.
10. Confine or securely tie hair that reaches to shoulders when working with open flames or hot plates.
11. Do not eat or drink in the laboratory when chemicals are present. Dangerous chemicals may get into your mouth.
12. No chemicals, supplies, or equipment are ever to be taken from the laboratory.
13. Footwear that completely covers the foot is highly recommended.
14. The group leader is to be notified immediately regarding any accident or unsafe areas, even if it appears trivial.
15. Laboratory areas should be kept clean and neat at all times.
16. Wash your hands after completing any laboratory work.
17. Handle all organisms in the laboratory in a humane manner.
18. Never leave a lit burner unattended and never point the open end of a test tube being heated at yourself or others.
19. Do not place hot glassware directly on the lab desk or in cold water. If you must pick up a hot item, use a pot holder, gloves, or tongs.
20. When using knives or other sharp instruments, always carry with points and tips pointed down and away. Always cut away from your body and never try to catch falling, sharp instruments. Grasp sharp instruments only by the handles.
21. Experiments involving electricity require special caution on the part of all lab participants:
 - a. Only electrical plugs are to be placed into an electrical outlet.
 - b. Disconnect electrical circuits immediately when you are finished.
 - c. Keep all electrical cords, wires, and appliances away from water.