



Beautiful and Dedicated Divas, Inc

PARENT/STUDENT HANDBOOK

Dear Beautiful and Dedicated Diva,

Congratulations! You are to be commended for taking the first steps toward equipping yourself with the skills to become a successful young woman and become a part of a sisterhood that will be there for you for life. Sometimes the smallest step in the right direction ends up being the biggest step of your life.

The Beautiful and Dedicated Divas (B.A.D.D) manual provides information regarding the program rules and student expectations. It is your responsibility to read the handbook and to familiarize yourself with the rules and expectations of the program. Review the manual carefully in order to gain a full understanding of the program's philosophy and goals. Any questions and concerns not addressed in the manual can be clarified with a staff member. Always ask if you have a question, we are here to help and provide any information needed about the program.

While becoming a diva, you will quickly learn that it is going to take effort and commitment to complete this 6-week program. Your B.A.D.D. experience will give you a better understanding of certain life skills you will need to succeed in life and to protect yourself in all aspects. Through classroom instruction, workshops, campus visits and other activities, you will gain knowledge regarding financial literacy, self-worth, safe dating, personal defense, professional etiquette, and much more. A divas' experience is one that will remain with her throughout her entire life. Active participants will graduate from the program with greater confidence in themselves, maturity, and skills to be successful in life.

The Beautiful and Dedicated Divas Staff wishes all future divas success in their quest for obtaining the life skills needed to be successful and for continued self-improvement. Our job is to empower young women everywhere, your time is now!

Sincerely,
Beautiful and Dedicated Divas Staff

Table of Content

Purpose of Handbook.....	3
Program Purpose.....	4
Program Eligibility.....	5
Program Services.....	5
Participating Schools/Exceptions.....	6
Staff Contact.....	6
Behavioral Expectations.....	7
Participant Academic Goals.....	8
Saturday Expectations.....	9
Field Trips.....	10
Scholarships.....	11
Conduct Disciplinary Procedures.....	12
Drug and Alcohol Policy.....	13
Weapons/Vandalism.....	14
Dress Code.....	15
Gang Related Activity.....	16
Physical Confrontation.....	16

Purpose of Handbook

The Parent/Student Handbook sets out for parents, guardians, and future divas the values, expectations, and policies for our program. The handbook is part of our ongoing efforts to develop and maintain a healthy partnership with parents, based upon our mutual interest in the personal development of your daughter while they go through the program. This handbook describes our partnership in terms of what parents can expect from our program as well as what we expect from all future divas who participate.

Mission

Our mission at Beautiful and Dedicated Divas is to equip teenage girls between the ages of 16 and 18 with the tools and skills they need to succeed in life beyond high school. We believe that behind every successful woman is a tribe of other women who have her back. This is a sisterhood that will always be there once you become a member. Sometimes the smallest step in the right direction ends up being the biggest step of your life.

Vision

Our vision is to educate and provide as many young women as we can with the skills they need to be successful in life after high school.

Beautiful and Dedicated Divas Program

Purpose:

Beautiful and Dedicated Divas is an innovative program aimed at providing educational services in life skills and adulthood. Our services include RAD training (defense against rape and abduction), Sex Education, Credit Education, Self-Worth Teachings, Professional Etiquette, Budgeting, and Student loan education.

The target audience is teenage girls between the ages of 16 and 18 years old. Specifically, we are seeking girls that want to educate and equip themselves for their future after high school, whether that be going to college or moving out and living on their own.

Our goal through this program is to decrease the number of rapes and abductions, sexually transmitted disease spread and unexpected pregnancies, financial irresponsibility, and suicides. We want to educate young women on all these subjects and give them a fair shot at being successful in their adult life.

Program Eligibility

To be eligible for the Beautiful and Dedicated Divas program, participants must meet the following criteria:

- Must be no younger than 16 and no older than 18 by the month of the program; only exceptions, if you turn 16 during the 6-week period of the program you are applying for OR if your 19th birthday is after the start day of the 6-week period of the program you are applying for.
- Must be a female.
- Must be enrolled in a secondary school or first year college.
- Must be passing all classes and have a good attendance record.
- Must be committed to completing the necessary steps to graduate from the program, including completing community service hours, attending each class, being on time, completing any work assigned and participating in all activities and trips.

Program Services

Beautiful and Dedicated Divas provides the following services to eligible, motivated participants to ensure these divas get the knowledge and skills they may need for an opportunity at being successful in their adulthood that they may not have received otherwise. To be considered an active participant, divas are expected to take full advantage of B.A.D.D. provided services:

1. 5 Classes on 8 different subjects
2. Activities and real-life scenario training
3. Community Services Hours that can be used towards high school hours as well
4. College tours
5. Cultural enrichment field trips
6. One-on-one advising and mentoring offered
7. Scholarships

Participating Schools

Midland:

- Midland Senior High School
- L.E.E. High School
- Coleman High School
- Young Women's Leadership Academy
- Midland College
- Midland Christian School
- Trinity School of Midland

*exceptions may be made for homeschoolers or any other high schools in Midland or surrounding areas.

Staff Contact

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B.A.D.D. Behavioral Expectations

STUDENTS ARE EXPECTED TO:

1. DISPLAY A POSITIVE ATTITUDE
2. Maintain an open mind to new things.
3. Take responsibility for their own actions and to be held accountable.
4. Display a grateful attitude and show appreciation to those who help and support you.
5. Show respect to the Beautiful and Dedicated Divas staff, volunteers, and fellow students.
6. Take responsibility for the care of program property.
7. Arrive to activities dressed in an appropriate manner.
8. Inform parents/guardians of activities, meetings, and commitments to B.A.D.D. goals.

STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES

Participant Goals

1. To attend Beautiful and Dedicated Divas classes and sponsored activities AND actively participate by listening and asking questions.
2. To be prepared for classes by bringing a pen or pencil, paper, and being ready to gain new knowledge.
3. To openly communicate with advisors on a regular basis about their academic progress and/or personal challenges.
4. To seek appropriate assistance from teachers and parents.
5. To take full advantage of Beautiful and Dedicated Divas sponsored career opportunities, research and awareness, college tours, and any educational trainings or workshops offered.

Saturday Expectations

Every Saturday, participants will meet for class, attendance is **MANDATORY**.

Divas are expected to adhere to the following guidelines during Saturday Classes:

1. Attend each week. If a diva cannot attend, she is responsible for informing a B.A.D.D. staff member at least 1 hour before class starts if its an emergency, otherwise by Wednesday of that week that you will miss.
2. Be respectful and courteous to teachers, staff, and other students.
3. Arrive **on time** for all classes.
4. Cooperate fully and take an active, positive interest in class discussions and lectures.
5. Be alert and awake during class time.
6. Supplies are provided at the beginning of the program. Students are responsible for taking these items to class every Saturday.
7. Instructors have the right to ask divas to leave the classroom for inappropriate behavior.

Electronic Device Expectations

1. Electronics are not permitted during class.
2. All cell phones must be on silent and put away during all B.A.D.D. classes, college tours, and activities unless instructed by B.A.D.D. staff.
3. A Beautiful and Dedicated Divas staff member may require the student to turn over the device for the duration of the activity.

Field Trips

Field trips to college campuses and other outside of the classroom educational experiences are an integral part of the Beautiful And Dedicated Divas program. To be eligible to attend a field trip, students must be in good standing in the program. Good standing is determined by active participation, good attendance status, positive attitude and the motivation to succeed.

In the event of an emergency and parents need to contact their child during a Beautiful And Dedicated Divas field trip, parents should contact the program director or secretary on the cell phone or call the student directly.

Scholarships

Students will have the opportunity to earn a \$500 scholarship for completing the program. Scholarships will be distributed in the form of a check and will be given out at the end of each program during the graduation. These scholarships may be used towards college expenses or living expenses if the diva will not be attending college.

Conduct Disciplinary Procedures

While preparing divas to become successful young women, the Beautiful And Dedicated Divas staff has firm expectations of its future divas. These expectations stress the importance of respectful behaviors that are necessary for a diva's future achievements. In the event that a B.A.D.D participant acts in a manner that is disrespectful to others or disruptive of the learning process, a verbal warning will be given to the student. If the future diva does not modify her behavior, the following steps will be taken:

STEP 1: WRITTEN WARNING

Divas will be given a written warning for any violation of the Beautiful And Dedicated Divas rules as stated in this handbook. The diva's parents or guardians will be informed of the violation by phone. A copy of the written warning will be placed in the diva's file.

STEP 2: PARENT CONFERENCE, PROBATION, AND DISCIPLINARY CONTRACT

Upon the second offense or rule violation, the diva and her parent must attend a conference to be held with the Beautiful And Dedicated Divas' Founder and Co-founder. Based on the divas' behavior at the time of the conference, the diva will be placed on probation. Additionally, the student will be required to complete a Disciplinary Contract that defines the conditions that she must follow to remain in the B.A.D.D program.

STEP 3: DISMISSAL FROM THE PROGRAM

On the third offense or rule violation, the staff will review the Student Disciplinary Contract and the diva's past motivation and behavior. Based upon staff review, a diva will either be placed on extended probation or dismissed from the program.

Be advised, due to the short length of the program, if a diva gets to a third offense, more than likely she will be dismissed from the program unless there are extenuating circumstances that are causing the behavior

Drug and Alcohol Policy

A diva's safety is the top priority at all times. No Beautiful And Dedicated Divas participant shall possess, transmit, or be under the influence of any of the following substances at any time:

1. Any controlled substance or illegal drug as defined by law.
2. Alcohol.
3. Abusable glue, aerosol paint, or any other chemical substance for inhalation and consumption.
4. Drug paraphernalia of any kind.
5. Tobacco of any kind, including but not limited to cigarettes, e-cigarettes, cigars, pipes, snuff or chewing tobacco.

In the event a coordinator or instructor suspects a diva may be under the influence, a coordinator may conduct a search of the diva's possessions for the safety of the diva and other program participants.

Students caught in possession or under the influence of any illegal substances will be immediately dismissed from the B.A.D.D. program and will forfeit their scholarship.

Weapons/Vandalism

Weapons

A student in possession of any type of weapon will be permanently dismissed from the B.A.D.D. program.

Vandalism

Divas should not vandalize or otherwise damage or deface any property, including furniture and/or other equipment.

Parents or guardians shall be liable for any damages caused by their student's action. Divas who vandalize any property face immediate dismissal from the B.A.D.D. program.

This also applies to any college visits or cultural events. Any type of vandalism will not be tolerated.

Dress Code

Divas must remember that they represent Beautiful And Dedicated Divas while they are at any program related activity. Clothing, jewelry, patches, and tattoos must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, or gang affiliation.

1. The official Beautiful And Dedicated Divas t-shirt must be worn to program sponsored fieldtrips unless B.A.D.D. staff approves different clothing for a particular event.
2. Shorts are permitted, but the length of shorts must be no shorter than fingertip length.
3. For class, you will wear a Beautiful And Dedicated Divas top and bottoms of your choice, shorts must be a reasonable length.

It is at the staff or chaperone's discretion to determine whether or not a diva's apparel is appropriate or not- not the student. If a staff member deems a student's outfit does not follow the B.A.D.D. guidelines, divas are at risk of being sent home and loss of field trip privileges.

Gang Related Activity

Gang related activity affects the safety of all Beautiful And Dedicated Divas participants. Therefore, any diva involvement in gangs or gang-related activities will result in permanent dismissal.

Physical Confrontations

Intimidation and assault of any participants and/or staff is strictly prohibited on our property or at any Beautiful And Dedicated Divas related activity. This includes but is not limited to:

1. Intentionally, knowingly, or recklessly causing or threatening bodily injury to another person.
2. Intentionally or knowingly causing or threatening to cause physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
3. Participants who physically intimidate or assault another student or staff member will be permanently dismissed from the program.