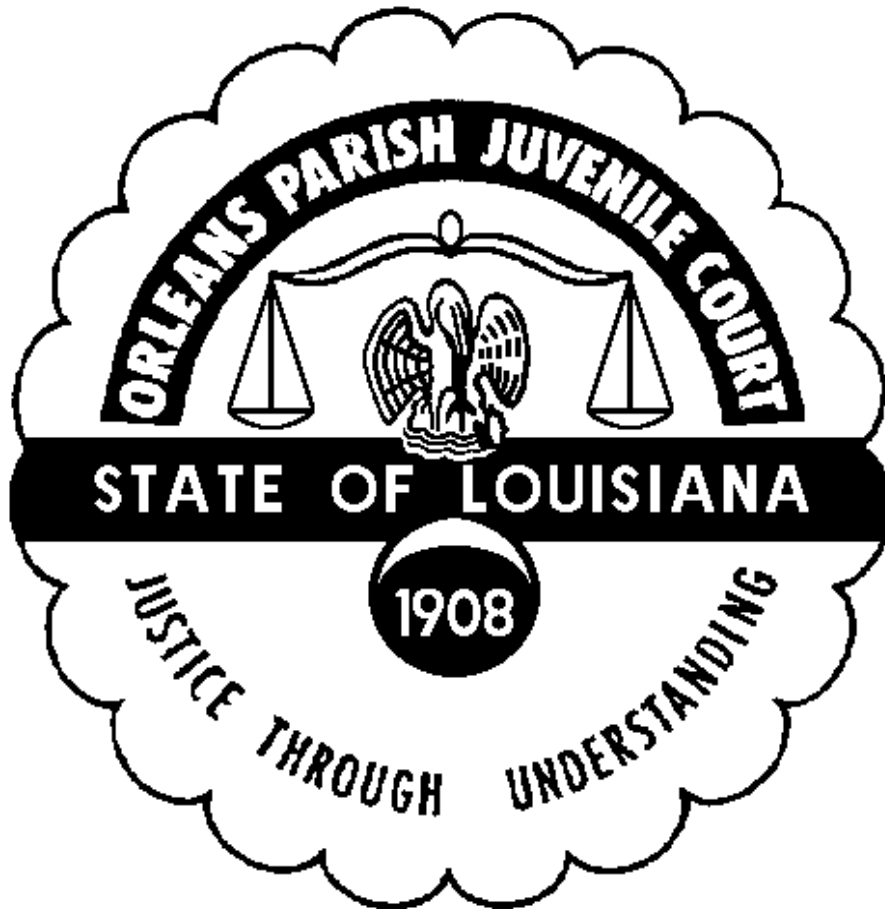


**ORLEANS PARISH JUVENILE COURT**  
**GIRLS REACHING OUT WORKS WONDERS**

**G.R.O.W.W.**  
**HANDBOOK**



**Orleans Parish Juvenile Court**  
**1100-B Milton Street**  
**New Orleans, LA 70122**

# **ORLEANS PARISH JUVENILE COURT**

## **G. R. O. W. W.**

### **INTRODUCTION**

Welcome to the GROWW Program. GROWW is, pre-adjudicatory program designed to act as an alternative to secure detention for youth.

The mission of the GROWW Program is to provide additional support to at-risk youth who are involved in delinquent and/or high-risk behaviors. The overall goal of the GROWW Program is to provide a safe and structured environment for youth after school and until bed time hours, which is normally the peak hours in which youth participate in delinquent activities.

The GROWW Program has a strong belief that individuals have the ability to control their own actions and behaviors. It is also the belief of the GROWW Program that with some guidance from the GROWW Counselors, youth will learn to make more positive and rational decisions through the use of the skills learned while participating in GROWW.

As a participant in the program, youth will be assigned a counselor who will work with him/her each day of attendance. That counselor will be available to the youth and family, as is the GROWW Supervisor, during the duration of the program. Some of the activities youth will be expected to participate in include, but are not limited to: academic activities, tutoring, social skills groups, and life skills featuring guest speakers.

### **ROLES AND RESPONSIBILITIES**

The GROWW Coordinator will oversee the operations of the program. He/She will ensure that the counselors are working with each youth to his/her fullest potential and providing guidance and leadership at all times. The Supervisor will also be available for any questions or concerns youth and families may have while participating in the program. The GROWW Supervisor and the Counselors will review cases on a weekly basis for program compliance and progress.

Youth will participate in the GROWW Program for a minimum of thirty (30) business days. He/she will participate in all the activities and adhere to all the rules of the program and all staff while participating in on and off-site activities.

Parent/Guardian will inform the GROWW Supervisor and/or Counselors if a youth will not be in attendance for the day. Parent will keep the GROWW staff abreast of changes to telephone numbers, addresses, and school placements.

## **ATTENDANCE POLICY**

Youth are to attend the GROWW Program Tuesday and Thursday from 4:00pm – 6:00pm, with the exception of State Holidays. Any unexcused absences will be documented in the youth's files and will be reported to the presiding Judge. If two consecutive days are missed, a request for a conference with the youth, parents, and GROWW Coordinator may be requested. If five or more consecutive days are missed, a report may be forwarded to the Judge and a request to terminate from the program may be submitted.

## **G. R. O. W. W. RULES**

1. Youth will not bring any contraband (drugs, drug paraphernalia, tobacco, alcohol, lighters, sharp objects, or weapons) to the GROWW Program.
2. Youth will submit to random searches while participating in the GROWW Program, if believed to be warranted by GROWW Staff.
3. Youth will behave in a respectful manner at all times, refraining from using profanity, aggressive behaviors (fighting/horseplaying), displaying gang-affiliated gestures or hand signs. No clothing with gang signs. At no time should a youth place his/her hand on another youth without permission.
4. Youth will be respectful to all staff at all times. All staff will be addressed appropriately, using Miss and Mister before the first or last name. Youth will be treated with respect; no profanity by staff.
5. Youth should leave all cell phones, cd players/radios, and laptops at home or in a book bag while participating in GROWW activities.
6. Youth will remain in the view of a GROWW staff member at all times. At no time is a youth allowed to roam the campus of GROWW unsupervised.
7. Youth will respect the property of other program participants, the GROWW Program, and any other facilities that the participants may visit while participating in the GROWW Program.
8. Youth will not discuss their pending charges with other program participants. Youth will not ask other participants about their pending charges. If youth are co-defendants, the pending charge(s) are not to be discussed in the presence of others.

## **G. R. O. W. W. TRANSPORTATION RULES**

1. Youth will be respectful while riding in the vans, refraining from the use of profanity or speaking loudly and no horseplay.
2. You will not adjust the radio or windows without permission.
3. Youth will sit in the seats and wear seatbelts while in the vans.
4. Youth will not bring open food or drinks into the vans.

## **G. R. O. W. W. DRESS CODE**

1. Youth will not wear clothing with offensive language or messages, drug or alcohol advertisements, racial or sexual connotations, or with gang affiliations, Belly shirts, hip huggers, shorts, tube tops, cut-off sleeves, tank tops, pajamas, sagging pants, jeans are prohibited.
2. Youth will not wear hats, hairnets, bandanas, or beanies to the program.
3. Youth will wear closed-toe shoes when offsite recreational/educational activities are scheduled. No house shoes/slippers are allowed.

**ORLEANS PARISH JUVENILE COURT  
G. R. O. W. W.**

**ABUSE AND SEXUAL HARASSMENT POLICY & PROCEDURE**

**POLICY**

The G.R.O.W.W. staff is committed to creating and maintaining the safest possible environment for all G.R.O.W.W. participants. It is the duty of all G.R.O.W.W. staff to safeguard (to the best of their ability) the welfare of G.R.O.W.W. participants and to prevent any form of abuse.

**DEFINITION**

Harassment: The act or an instance of disturbing, pestering, or troubling repeatedly; persecution.

Sexual Harassment: Unwelcomed sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic status.
- B) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

Examples of Sexual Harassment: Sexual harassment may include but is not limited to:

- A) Sexual comments or inappropriate references to gender.
- B) Unwanted touching, patting, hugging, brushing against a person's body, or staring.
- C) Inquiries and commentaries about sexual activity, experience, or orientation.
- D) Displays of inappropriate sexually oriented materials in a location where others can view them.

I have read and understand all of the above policies and procedures for participating in the GROWW Program.

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# **GIRLS REACHING OUT WORK WONDERS (GROWW)**

## **PROGRAM DESCRIPTION**

### **G.R.O.W.W.**

The G.R.O.W.W. Program will provide an educational, inspirational and supervised environment for low to medium risk young women currently involved with the Orleans Parish Juvenile court. The program may serve as an alternative to detention for pre-adjudicated teen girls, status offenders and post adjudication probation girls. These youth otherwise may be detained, or removed from the home because of their supervisory needs. The program is designed to keep low to medium risk youth from re-offense or failure to appear to court hearing. The program may also serve as a post adjudication condition of probation.

G.R.O.W.W. provides youth with supervision in a safe, structured setting and is intended to address the specific needs of young women involved in the juvenile justice system and divert them from delinquent activity during times known for peak delinquent activity. The program provides a structured, supervised, environment during out of school hours, from the end of the school day. The G.R.O.W.W. program includes pre and post assessment, homework assistance, tailored life skills sessions featuring guest speakers. The program provides and incorporates the most effective methods for monitoring female youth involved in the juvenile justice system, while holding them accountable as they continue to be engaged with school and relationships with their families and communities.

The Program will also provide weekly group counseling. Within 30 days of enrollment into the GROWW Program, each participant will receive a minimum of 2 individual counseling sessions with a Licensed Professional Counselor (LPC).

### **ELIGIBLE YOUTH** - Ages 10 – 17

Pre/Post Adjudication

Require intensive after school supervision

### **ELIGIBILITY DETERMINATION** - Intake Judge FINS

Tuesday/Thursday 4 – 6:00p.m.

**Ms. Carshanda Goffner – (504) 658-9585**

## G.R.O.W.W. – Admission Process

### INTAKE

1. Female youth administered Risk Assessment Instrument (RAI).
2. RAI evaluated for eligibility for Alternative to Detention (ATDs).
3. Female youth with RAI scores between 5-13 are eligible for participation in the GROWW program.
4. Referral form completed.
5. Youth's name and information is placed on GROWW participant spreadsheet.
6. Daily participant sheet should be forwarded to each section of court (Case Manager, Judicial Administration, GROWW Coordinator and JDAI Coordinator and Data Analyst.
7. Referral form forwarded to GROWW Coordinator via email.
8. GROWW Coordinator will contact family within 24 hours of referral, with program information and requirements.
9. All youth will be administered pre-program assessment.
10. GROWW Program Coordinator completes evaluation of assessments to determine most prominent areas of need.
11. GROWW Coordinator will develop program plan for each youth.
12. Upon completion of case plan requirements, a certificate of completion will be provided to the youth by the court.

## GROWW REFERRAL FORM

Date: \_\_\_\_\_

Court Section: \_\_\_\_\_

This form is to be completed and brought to the Drug Court Program Office immediately upon leaving court.

The following name youth has been referred by the Court for GROWW Program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Case No. \_\_\_\_\_ BROWN FOLDER NO. \_\_\_\_\_

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ PARENT/GUARDIAN \_\_\_\_\_



## PROGRESS REPORT

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Date

**ORLEANS PARISH JUVENILE COURT  
GROWW PROGRAM**

**ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_, received the GROWW Handbook on \_\_\_\_\_ (date) and have read it in its entirety or had someone else to read it to me. I understand the rules of the program and the dress code and will adhere to those rules while participating in the GROWW Program.

I, \_\_\_\_\_, the parent/guardian of the above-named youth have received the GROWW Handbook on \_\_\_\_\_ (date) and have read it in its entirety or had someone else to read it to me. I understand the rules and the dress code for the GROWW Program and will assist my child in adhering to those rules while she participates in the GROWW Program.

\_\_\_\_\_  
GROWW Representative  
Reviewing the Handbook with Family

\_\_\_\_\_  
Date

**ORLEANS PARISH JUVENILE COURT  
GROWW**

**INTAKE QUESTIONNAIRE**

**YOUTH**

NAME:

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Last	First	Middle
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Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

ADDRESS:

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Street	City	State	Zip Code
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Telephone Numbers: \_\_\_\_\_(H) \_\_\_\_\_(C)

Current School: \_\_\_\_\_

Grade: \_\_\_\_\_ Time youth is released from school: \_\_\_\_\_

Favorite Subjects: \_\_\_\_\_

Least Favorite Subjects: \_\_\_\_\_

If not enrolled, last school attended: \_\_\_\_\_

Last Grade Completed: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Allergies: \_\_\_\_\_

**ORLEANS PARISH JUVENILE COURT  
GROWW**

**INTAKE QUESTIONNAIRE CONTINUED**

**PARENT/GUARDIAN**

NAME:

Last	First	Middle
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ADDRESS: (If different from youth):

Street	City	State	Zip Code
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Telephone Numbers: \_\_\_\_\_(H)\_\_\_\_\_(C)

**COURT INFORMATION:**

Open Case Number(s): \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Brown Folder Number(s): \_\_\_\_\_

Lawyer's Name: \_\_\_\_\_

Lawyer's Telephone Numbers: \_\_\_\_\_(O)\_\_\_\_\_(C)

**ORLEANS PARISH JUVENILE COURT  
GROWW**

**PERMISSION TO PARTICIPATE**

I, \_\_\_\_\_, parent/guardian of  
(Parent/Guardian's Name)

\_\_\_\_\_, give permission for her to  
(Youth's Name)

Participate in all activities including field trips supervised by the GROWW Program.

To the best of my knowledge, my child is physically fit to engage in such activities and is not suffering from any disease or injury.

I give permission for my child to be transported to participate in any or all scheduled activities supervised by the GROWW Program.

In case of emergency, I give permission for my child to be taken to a hospital/physician for treatment.

I hereby agree to waive and release any and all claims against the GROWW Program and any employee or person engaged in the program and Orleans Parish Juvenile Court. I agree to hold GROWW and Orleans Parish Juvenile Court Staff harmless from any personal injury or illness that may be suffered or any loss of property that may occur to my child.

**It is understood that no child will be allowed to participate in the program until this form is signed by the child and the parent/guardian.**

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GROWW Representative's Signature

\_\_\_\_\_  
Date

**ORLEANS PARISH JUVENILE COURT  
GROWW**

**PHOTOGRAPH CONSENT**

I, \_\_\_\_\_, parent/guardian of  
(Parent/Guardian's Name)

\_\_\_\_\_, give permission to  
(Youth's Name)

the OPJC/GROWW Program to publish, display, and/or use for any positive purposes, photographs and videos in which I or my child may appear.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GROWW Representative Signature

\_\_\_\_\_  
Date

**ORLEANS PARISH JUVENILE COURT  
GROWW**

**SCHOOL CONSENT FORM**

I, \_\_\_\_\_, parent/guardian of  
(Parent/Guardian's Name)

\_\_\_\_\_, give the OPJC/GROW  
(Youth's Name)

Staff permission to speak with my child's teacher(s). I give permission  
for the OPJC/GROWW Staff to obtain my child's grades and  
attendance.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GROWW Representative's Signature

\_\_\_\_\_  
Date

**ORLEANS PARISH JUVENILE COURT  
GROWW**

**CONSENT FOR EMERGENCY MEDICAL TREATMENT**

I hereby assign to the staff of the Evening Reporting Center Program the authority to consent to any emergency treatment while participating in the program.

Name of Client	DOB	Age	Gender
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If appropriate, I prefer to have the treatment provided by:

Name of Doctor/Clinic	Address	Phone Number
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If emergency treatment is required, use the medical facility in the vicinity. Also, I authorize the program to secure copies of medical reports, including immunization status, disabilities, known allergies to drugs/food and other substances.

Name of Doctor/Clinic	Address	Phone Number
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Parent/Guardian's Signature Giving Consent	Phone Number
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Family Medical Insurance Carrier	Policy Number
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GROWW Representative	Position/Title	Date
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I am refusing to give the GROWW program consent for medical treatment due to religious beliefs.

Parent/Guardian's Signature	Date
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GROWW Representative	Position/Title	Date
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NOTE: OPJC/GROWW does not administer medication or medical treatment.