

# PARENT AND STUDENT HANDBOOK

UC San Diego

SALLY RIDE SCIENCE

[sallyridescience.ucsd.edu](http://sallyridescience.ucsd.edu)

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## OUR MISSION

The Sally Ride Science Academy offers fascinating and fun learning experiences in science, technology, engineering, arts and math (STEAM) designed for students entering K-12th grade during the school year. During classes and workshops, students take on the roles of space explorer, marine biologist or computer engineer as they immerse themselves in hands-on projects.

Top-notch STEAM instructors lead these classes and workshops, serving as both teachers and role models. Their examples inspire students and help make STEAM careers more accessible.

# MEET THE TEAM



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## FUN FACT

Sally Ride became the first American woman and also the youngest American in space on June 18, 1983.



# THE BASICS

## DRESS CODE

Students are expected to exercise sound judgment, safety, good taste and modesty regarding their dress and grooming.

- Stomach must be covered and shirts must touch the tops of pants.
- Undergarments may not be exposed.
- No strapless shirts, completely bare shoulders or sheer clothing.
- No sagging pants.
- The bottom of a student's shorts/skirt must reach or extend beyond the fingertips when the student's arms are at their side.
- Wallet chains are not permitted.
- Footwear (sandals or shoes) must be worn at all times.
- Sleepwear, blankets and pajamas are not permitted.
- Hats and hoods are not to be worn indoors.

## SUPPLIES

In the event that your virtual or asynchronous workshop requires supplies, you will find a list on the website upon enrollment. It is your responsibility to purchase supplies in advance of the course start date. If your workshop is in person, all supplies will be provided.



## STUDENT SERVICES

If you have questions regarding which workshop(s) you are enrolled in, or to add/drop workshops, please contact our Student Services team at [unex-reg@ucsd.edu](mailto:unex-reg@ucsd.edu) or (858) 534-3400. Student Services can also assist you with payment questions and requests for receipts.

## COURSE FORMAT

Courses will be held in-person, live-online and asynchronously online. Please see details below regarding scheduling arrangement:

### IN-PERSON AM SESSIONS

All Grade Levels: Kindergarten through High School  
9:00AM-3:00PM

Lunch

11:30AM-12:30PM

Lunch is not provided. Students must bring their own lunch

### LIVE ONLINE

Middle School and High School  
9:00AM-12:00PM

# OUR CULTURE

## CODE OF CONDUCT

Good behavior is encouraged in a positive manner. The staff will work cooperatively with parents and guardians, keeping them informed of behavior concerns and methods used to teach and guide students toward socially acceptable behavior, which includes:

- **Strive to do the best work possible.**
- **Tolerate and respect individuals of different races, cultures, religions, genders, sexual orientations, disabilities and national origins.**
- **Behave in a friendly, cooperative and responsible manner toward all persons in the program and in the community.**





## IF A BEHAVIORAL INCIDENT DOES OCCUR, THE FOLLOWING PROTOCOL WILL BE USED:

1. A Sally Ride Science Academy staff member and the student will discuss the student's behavior and collaboratively work on a positive plan for moving forward. The staff member will document the incident, conversation and plan.
2. If a second behavioral incident occurs, a staff member and the student will discuss the student's behavior and contact a parent or guardian immediately. The staff member will inform the parent or guardian of the incident.
3. If there is a third incident, the student will be removed from the Sally Ride Science Academy. A staff member and the student will discuss the student's behavior and contact a parent or guardian immediately. The parent or guardian will be notified immediately that the student will be dropped from the workshop without a refund.

## HARASSMENT POLICY

Sally Ride Science is committed to providing a positive learning experience. All students and staff have the right to an environment free of harassment or violence of any type. Because of this, the following will not be tolerated:

- **Sexual harassment includes**, but is not limited to, unwelcome sexual advances; requests for sexual favors; or other verbal, visual, written or physical conduct of a sexual nature, which creates an intimidating, hostile or offensive educational/ social environment for students, faculty or staff. Sexual harassment affects an individual's self-esteem and can have a negative impact on performance. It can make an individual feel angry, powerless and fearful. If an incident occurs, a victim should inform a Sally Ride Science instructor or staff member immediately.
- **Bullying harassment includes**, but is not limited to, any kind of comment, threat or action that creates an intimidating or hostile atmosphere. Every student has the right to pursue an education without being concerned about physical, verbal or emotional abuse.
- **Physical harassment includes**, but is not limited to, any kind of physical violence, intimidation, threat or harassment directed toward any Sally Ride Science participant, instructor, staff member or any other individual. Any allegation of harassment at UC San Diego or at any Sally Ride Science-related activity during the program will be investigated, and disciplinary action will be taken if allegations prove to be factual.



## REQUIRED FORMS

In order for your student to be eligible to participate in the Sally Ride Science Academy, you must complete a digital authorization form once enrollment is completed. Failure to complete the digital authorization form within 72-hours of completing enrollment will result in your student being dropped from the workshop(s) without a refund. The authorization form is currently posted on the Sally Ride Science Academy webpage. [Click here to view the webpage.](#) Please follow the link and complete the form within 72 hours. Failure to do so may result in your student being dropped from the program with no refund.



