Welcome to the 2021 Summer Academy to Inspire Learning (SAIL) programs!

SAIL is dedicated to providing every student an unforgettable and safe learning experience while participating in the program, which this year takes place both virtually and on the University of Oregon campus. Please take time to read through this handbook with your student. Included are many important details, including what to bring, transportation details, SAIL Code of Conduct, schedules, and more. If you have any questions, don’t hesitate to contact us. We’ll see your student at SAIL!

SAIL Contact Information

First point of contact:
SAIL Office
Office: 541-346-4668
sailstaff@uoregon.edu

Megan Faulkner, Program Manager
mfaulk@uoregon.edu
Cell: 208-315-5315

Lara Fernandez, Executive Director
laraf@uoregon.edu
Cell: 541-225-8394

Christina Turchetto, Office Coordinator
turchet@uoregon.edu
Office: 541-346-4688

Follow Us!
Website: https://sail.uoregon.edu

Instagram: @uo.sail (https://www.instagram.com/uo.sail/)

YouTube: UO SAIL (https://www.youtube.com/channel/UCKA8uhzahdqkFJYytfOe5g)

Facebook: https://www.facebook.com/uosailprogram
SAIL Mission Statement
The Summer Academy to Inspire Learning (SAIL) is a unique University of Oregon pre-college program. SAIL is led by UO faculty who volunteer their time to inspire middle and high school students from low socioeconomic backgrounds, first generation and/or underrepresented backgrounds, to access, pursue, enroll, and succeed in higher education. We seek to provide students with an overview of college offerings and opportunities through firsthand experiences and connections to campus resources. A key focus is creating a sense of belonging through an inclusive, safe and enriching experience. Our core belief is that all students should have the opportunity to pursue higher education, regardless of their background or circumstances.

Benefits for students to participate
- Programs are FREE!
- Connect with university professors, college students, and new friends
- Leadership, college and career skill development
- Looks great on resumes, college and scholarship applications
- Scholarship opportunities
- High school credit from participating schools

Our SAIL Staff
In addition to our directors and administrative staff, SAIL takes prides in the quality of our staff. SAIL staff are positive, diverse, and highly motivated college students, and/or recent SAIL alumni. Our staff brings enthusiasm and diverse life experiences to the SAIL programs. SAIL staff play an active part in each student’s life as positive role models. They create an energetic and open atmosphere that helps each student feel comfortable.

All SAIL staff are selected from a competitive field of applicants and have cleared criminal background checks. SAIL Lead staff are CPR/First Aid certified and all SAIL staff complete a thorough, 30+ hour training program covering camp philosophy, developmental needs of campers, risk and behavior management, game facilitation, and emergency procedures. Most importantly, SAIL staff make it their mission to create a fun, safe, inclusive and memorable experience for every SAIL student!

SAIL Program Schedules
The schedule changes daily. Throughout the week, your student will engage in whole group learning sessions, such as: pre-college workshops, leadership development, personal and cultural awareness, faculty presentations, classroom and lab visitations, campus tours, and games. Positive mentoring and role modeling happen through blending faculty, community members, teachers, undergraduate and graduate college students and high school participants. Feel free to contact us anytime to find out the specific activities your student will participate in.
Visitors

Virtual Programs
Students are welcome to invite visitors to join during our fun and engaging virtual cultural events, including cooking demonstrations, dance and music performances, and a keynote speech by author Kim Johnson. To register for these events, please visit: https://sail.uoregon.edu/summer-2021/

Friday In-Person Programs
In-person programs are reserved for student participants only. Check out our Instagram @uo.sail for updates throughout the day!

Virtual Program Links
Virtual program links and program schedules will be emailed to students and parent/guardians two weeks prior to the beginning of the SAIL program. If you need any assistance with the Zoom links or tech troubleshooting, please contact us at sailstaff@uoregon.edu

SAIL Dress Code
All Programs
Having a student dress code contributes to the success of our learning environment. Wear clean, properly fitting clothes free of holes, stains, or controversial/offensive designs. Any tattoos that are not program appropriate should be covered.

In-Person Programs
Students need comfortable clothing that is functional for warm days and possibly cool classrooms. Comfortable walking shoes are important since we will walk around UO campus a great deal. Closed-toe shoes are recommended. Sandals and flip-flops are not recommended for daily walking shoe. Bring a mask in case required for indoor activity.

Physiology participants only: Bring closed toed shoes, long sleeves, and long pants to change into prior to entering the lab.

Virtual Programs
Students should have access to a Zoom-compatible device and reliable internet for the duration of the program. Please contact the SAIL team at sailstaff@uoregon.edu if you need assistance with technology.

In-Person Programs
Please see “What to Bring” list in the On-Campus Programs section below.
Friday On-Campus Programs

Program Overview
Friday is an immersive on-campus experience. Students will be in small cohorts of 25 or fewer. Sessions will primarily be held outdoors and will include campus walking tours, limited in-classroom experiences, and individually boxed picnic lunches.

Lunches, water, and all program supplies will be provided.

Covid-19 Policies
Current COVID protocol for UO youth programs include:

- Masks required during indoor activities, until further notice.
- Masks are not required for outdoor activities.
- Social distancing is no longer required on UO campus.
- Every SAIL student will receive a mask and individual hand sanitizer at check-in to use as needed.
- SAIL staff will carry larger sanitizer bottles.
- SAIL students will be in small, stable cohorts of 25-30 students and staff.
- Programs will be hosted in large classrooms and throughout UO campus.
- SAIL will limit shared items (i.e., pens, or passing balls during games).
- Lunches are individually pre-packaged, delivered from UO catering.

Parking & Transportation Information
If traveling from outside of the Eugene area, please make certain our Office Coordinator, Christina Turchetto, is aware of your travel plans. Christina can be reached at cturchet@uoregon.edu

A campus visitor parking map is included in this packet and can also be viewed here.

If arriving by car, drive slowly on UO Campus and follow parking directions since the UO campus ticket patrol checks parking regularly and will issue tickets. Metered parking spots are available on University Street and will accept cash, cards, or payment through the Parkmobile app/website. Please make sure you have ample time on your meter and park only in marked stalls when dropping off or picking up your student.

Detailed campus hourly parking info here: https://transportation.uoregon.edu/parking#envelope-468

Drop-Off Procedures
- SAIL staff will meet participants outside the University of Oregon Duck Store located on 13th and Kincaid St. Look for our lime green SAIL polo shirts!
- At check-in, SAIL staff will collect any medications and confirm medical and accommodation information. Medications must be in original containers and clearly labeled (see “Medications” section below).
- Parents/guardians will not be allowed to stay after check-in is complete.

Pick-Up Procedures
- Students are required to sign out with SAIL staff prior to leaving the program.
- Pick-up will be located at the University of Oregon Duck Store located on 13th and Kincaid St.
What to Bring:
Packing Checklist (Please make certain you label personal items)

If there are items on this list that you do not have access to, please let us know, and we can accommodate you!

- Lunch is provided by SAIL, unless you choose to bring your own
- All medications need to be in original container with instructions, labeled and turned into staff at time of check-in
- 1 pair of comfortable walking shoes (science labs will require closed-toe shoes)
- Water bottle (optional, water/water bottles will be provided)
- Cell phone (for use before/after program only, see “Cell Phone Policy” below)
- Sunscreen
- Small amount of spending money for souvenirs
- Mask, in case needed for COVID requirements

What Not to Bring:
- Electronic devices, mp3 players, electronic games, or other electronics
- Jewelry or other valuable items due to safety and security issues
- Fireworks, matches, lighters, pipes, candles, hot plates
- Drugs, cigarettes, vapes, marijuana, alcohol or drugs of any kind
- Knives, utility tools, weapons of any kind
- Pets
- No hoverboards, bikes, skateboards
- UO is smoke free campus with limited smoking areas. Students will not have access during SAIL.

Meals & Snacks
Boxed lunch and snacks are provided for Friday programs. Students have pre-ordered their lunch during the SAIL registration process. If you have questions about your lunch choice or food during the program, please contact us at sailstaff@uoregon.edu

Medication
All medications MUST be turned into our SAIL Staff during check-in. Provide written permission to administer the medication, including dosing instructions. All medication must be in the original container with the student’s name, the dose, the expiration date and the medication name. Over the counter medicines can be administered under the same conditions. Medications will be stored with SAIL staff. Only exceptions to turning in medications will be inhalers and EpiPens. All others will need to have prior authorization from the SAIL director.
**Insulin Shots:** For medical and safety reasons, SAIL staff will not administer insulin shots or medications requiring similar procedures unless student is unresponsive. We will work with you and your student’s medical providers to explore other reasonable accommodations.

**Allergies**
Please provide SAIL staff with written instructions stating what the allergy is, what level of exposure prompts a reaction, and which symptoms prompt which response, including the plan of action if your student is exposed to the allergen. SAIL staff go over this with you prior to the first day of SAIL.

**Illness and Injury**
If your student falls ill or severely injured at SAIL, a SAIL staff member will make every attempt to contact a parent/guardian and/or emergency contact. We will take all necessary precautions to ensure your student receives proper medical attention, including hospital transportation via ambulance if necessary. In the event of non-emergency medical treatment, our staff are first on the scene trained in First Aid/CPR and can administer minor first aid. In the event of a more serious injury or illness, the student will be taken to a local clinic or hospital, and a parent, or guardian will be contacted immediately. In the event of an illness or injury where the student will not be able to stay at SAIL, a parent or guardian will be called to plan for pickup.

**NO Cell Phone Policy**
Cell phone usage will not be permitted during SAIL programs. Due to the level of engagement we foster at SAIL, and out of respect for faculty and staff volunteering their time, we will not allow the distraction of phones. Cell phone use can not only be a distraction, but it can also lead to unwarranted cyber-bullying or exposure. We respect the fact that this may be a difficult challenge for both parent and student, however, we firmly believe in the benefits of a no cell phone policy. We would like our SAIL students to focus on building relationships with new peers rather than isolating themselves on electronic devices. A student may request to call home at any time. Parents, and/or guardians are welcome to contact our SAIL office staff at 541-346-4668 at any point to connect with your student.

**Emergency Contact and/or Contacting your Student During SAIL**
At any time during our SAIL program, students, and/or parents/guardians may contact each other. Students can let their assigned staff know if they would like to call home at any point.

Parents/guardians please call numbers listed below:

- During office hours: 8:00 AM – 5:00 PM, contact the SAIL office at 541-346-4668
- We are also available by email at sailstaff@uoregon.edu
The Summer Academy to Inspire Learning (SAIL) is committed to ensuring that you, the student, feel safe during your experience at SAIL. The program has developed behavior expectations that will be upheld throughout the program, which will allow SAIL to provide you with the best experience possible.

- Be respectful, polite, and kind to other students, faculty, and staff at all times
- NEVER bully/cyberbully, tease, or put down others (see definition below*)
- Respect privacy, diversity, and opinions that differ from your own
- Use academic language — no swearing or foul language
- Be on-time to sessions — faculty are volunteering their time to be with you
- Give full attention to the instructor(s) who volunteer their time
- Turn cameras ON — this is time to be engaged
- Remain muted until the appropriate discussion time, use chat feature if you have questions
- Do NOT interrupt when others are talking — raise hand or use chat to get faculty or staff attention
- Wear your nametag — first name and pronouns, if you choose
- Be appreciative — say thank you to faculty volunteering time to be with you
- No weapons, drugs, smoking allowed (includes no virtual references in background)
- Have a quiet, distraction-free background. Virtual backgrounds, if used, should not detract from YOU as the main feature!
- Dress for success! Wear clean, properly fitting clothes free of holes, stains, or controversial designs. Any tattoos that are not program appropriate should be covered.
- Do not multi-task — don’t use cell phone, play video games, etc while in meeting
- Stay focused on the topics being taught and discussed
- Report any conflicts or issues to SAIL staff or instructors
- Follow COVID-19 precautions at all times
- Have a BLAST!

*Cyberbullying (also known as "digital disrespect") defined:

The National Crime Prevention Council (2010) defines cyberbullying as "when the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person." StopCyberbullying.org defines cyberbullying as "a situation when a child, tween, or teen is repeatedly 'tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted' by another child or teenager using text messaging, e-mail, instant messaging, or any other type of digital technology."
La Academia de Verano para Inspirar el Aprendizaje (SAIL) se compromete a garantizar que usted, el estudiante, se sienta seguro durante su experiencia en SAIL. El programa ha desarrollado expectativas de comportamiento que se mantendrán a lo largo del programa, lo que le permitirá a SAIL proporcionarle la mejor experiencia posible.

- Sea respetuoso, educado y amable con otros estudiantes, profesores y personal en todo momento
- Nunca intimidar/ciberacoso, burlarse o poner otros (ver definición a continuación*)
- Respete la privacidad, la diversidad y las opiniones que difieren de su propia
- Use el lenguaje académico – sin insultos o lenguaje obsceno
- Llegue a tiempo para las sesiones - los profesores son voluntarios y están ofreciendo su tiempo para estar con usted
- Prestar toda la atención a los instructores que ofrecen voluntariamente su tiempo
- Mantengan sus cámaras prendidas– este es tiempo para aprender
- Permanezca silenciado hasta el momento adecuado, utilice la función de chat si tiene preguntas
- No interrumpa cuando otros estén hablando – levante la mano o use el chat para llamar la atención de la facultad o el personal
- Use su gafete- nombre y pronombres, si lo desea
- Sea agradecido – decir gracias a la facultad de voluntariado por su tiempo para estar con usted
- No se permiten armas, drogas, fumar (no incluye referencias virtuales en segundo plano)
- Tenga un fondo tranquilo y sin distracciones. Los fondos virtuales, si se utilizan, no deben restar importancia a usted como la característica principal!
- ¡Vístete para el éxito! Use ropa limpia y adecuada, libre de agujeros, manchas o diseños controvertidos. Los tatuajes que no sean apropiados para el programa deben ser cubiertos.
- No multitarea : no use el teléfono celular, juegue videojuegos, etc. mientras esté en reunión
- Manténgase enfocado en los temas que se enseñan y discuten
- Informe de cualquier conflicto o problema al personal o instructores de SAIL
- Siga las precauciones del COVID-19 en todo momento
- ¡Diviértete!

*Cyberbullying (también conocido como "falta de respeto digital") definido:

El Consejo Nacional de Prevención del Delito (2010) define el ciberacoso como "cuando Internet, teléfonos celulares u otros dispositivos se utilizan para enviar o publicar texto o imágenes destinadas a herir o avergonzar a otra persona". StopCyberbullying.org define el ciberacoso como "una situación en la que un niño, preadolescente o adolescente es repetidamente ‘atormentado, amenazado, acosado, humillado, avergonzado o atacado de otra manera’ por otro niño o adolescente que usa mensajes de texto, correo electrónico, mensajería instantánea o cualquier otro tipo de tecnología digital".