Welcome to the 2022 Summer Academy to Inspire Learning (SAIL) programs!
Day Program and Day + Residential Program Handbook

Residential Summer Program Dates for 2022:
Choose ONE week.
- Sunday, July 31st – Friday, August 5th
- Sunday, August 7th – Friday, August 12th

SAIL provides every student an incredible and safe learning experience while participating in The Summer Academy to Inspire Learning (SAIL) program, hosted on the University of Oregon’s beautiful campus. Please take time to read through the program handbook with your student. If you have any questions, don’t hesitate to contact us. We’ll see your student at SAIL!

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<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
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Follow Us!

Website: sail.uoregon.edu
Office Number: (541) 346 - 4668
Instagram: @uo.sail | Facebook: UO SAIL | YouTube: UO SAIL
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
- SAIL Scholarship opportunities
- High school credit from participating schools

Our SAIL Staff

In addition to our Directors and Administrative staff, SAIL prides ourselves with our college staff. SAIL staff are positive, diverse, and highly motivated undergraduate students, and/or recent SAIL alumni, who bring enthusiasm and a breadth of life experiences to the SAIL programs. College staff play an active part in each student’s life as positive role models. All college staff are selected from a competitive field of applicants and have cleared criminal background checks. College staff are CPR and First Aid certified and complete a thorough training program covering program philosophy, developmental needs of campers, risk and behavior management, game and sport facilitation, and emergency procedures. Most importantly, college staff make it their mission to create a fun, safe, inclusive and memorable experience for every SAIL student!

COVID-19 Regulations:

Current COVID protocol for UO youth programs include:

- The UO supports the personal choice to wear a face covering as an effective strategy for individuals seeking to protect themselves from COVID-19.
- Face coverings are welcome though optional in most indoor spaces on UO campuses.
- Face coverings are required in some places on campus including health care settings.
- Masks are no longer required for outdoor activities.
- Social distancing is no longer required on UO campus.
- 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.
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 541-346-4668 and cturchet@uoregon.edu

A campus visitor parking map showing hourly parking can be viewed here. If arriving by car, drive slowly on UO Campus and follow parking directions. The UO campus ticket patrol checks parking regularly and will issue tickets. The university has hourly pay-to-park areas located around campus at a rate of $2.00 per hour. Payment can be made at conveniently located kiosks which accept Visa, MasterCard, AMEX, Discover, U.S. bills, and quarters. Payment can also be made with a mobile device 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

Program Overview

Day Program:

Drop off 8:30 – 9:00 AM located at the UO Duck store on corner of Kincaid St and East 13th Ave. SAIL staff will meet your students outside of the Duck store. Programming starts promptly at 9AM, so please do your best to arrive on time! If you have to drop off your student late, please call the SAIL office at 541-346-4668 so we can get them connected with their group.

Day Program Meals Include: Morning snack, lunch and afternoon snack.

Pick-up is at 4:00 PM in front of the UO Duck Store at corner of Kincaid St and East 13th Ave.

Residential Program:

Drop off Sunday between 3:00 – 5:00PM in front of the UO Student Recreation Center on University St. and East 15th Ave. The closest hourly parking is on University Street in front of McArthur Court. See hourly parking map here.

Day + Residential Program Meals Include: Breakfast, lunch, dinner, and snacks.

Pick up on Friday 4:00 PM at the same location.

If you ever have trouble finding the location, please call our office main phone number: 541-346-4668.
SAIL Program Schedules:
The schedules of all SAIL programs vary daily. Positive mentoring and role modeling happen through blending faculty, community members and teachers, undergraduate and graduate college students, and high school participants. Throughout the week, your student can expect to engage in whole group learning sessions, such as:

- Personal and cultural awareness
- College and career readiness
- Faculty presentations
- Classroom and lab visitations
- Campus tours
- Dining hall experiences
- Games and spirit activities.

Other activities may include:

- Initiative games
- Rock climbing
- Cultural immersion activities
- Campus tours
- Field trips
- Scavenger hunts
- Interactive presentations
- Physical fitness activities
- Arts
- Special events

Contact us anytime to find out the specific activities your student will participate in.

Packing Checklist -- Day + Residential Program Participants

Each student will receive a room key and be assigned a roommate. Two overnight staff will be on duty and living in each hall, as well as additional chaperones in hallways. Students will be assigned to gender specific sections of the residence hall floors.

**Important Note:** Dorms will include sheets, pillows, light blanket, and bath towel.

- Personal items: toothbrush, soap, washcloth, shampoos/conditioners, toiletries, etc.
  - Label all personal items.
- Any required medications
  - During Sunday check-in, SAIL staff will collect and safely house student medications. – Please review medication specifics below for more info.
- Any special bedding
- Clothes for 5 days (include active wear, socks, underwear, long pants, long sleeves, and closed-toed shoes)
  - One professional/business outfit for a Career Networking evening event
- 1 pair of comfortable walking shoes (science labs will require closed-toe shoes)
- Pajamas/sleepwear
- Flip flops for shower, “if desired”
- Reusable water bottle
- Mini Room Fan (optional)
- Water bottle (optional, water/water bottles will be provided)
• Cell phone & charger (for use before/after program only, see “Cell Phone Policy” below)
• Sunscreen
• Small amount of spending money for souvenirs
• Masks or additional safety precautions in accordance with current UO COVID protocol

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
• 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.

SAIL Dress Code
Student dress adds to the success of our student learning environment. Students need comfortable clothing that is functional for warm days, and possibly cool classrooms. Comfortable walking shoes are important as we walk around UO campus a great deal. Sandals and flip-flops are not recommended.

Clothing not permitted include:
• See-through garments
• Tops that expose cleavage or torso
• Shorts and skirts must cover undergarments
• No clothing or accessories that could be considered offensive or degrading

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.

Emergency Contact and/or Contacting your Student During SAIL
During our SAIL program, students, and/or parents/guardians may contact each other through appropriate channels. Students can let their assigned staff know if they would like to call home at any point.
Parents/guardians please call:

- The SAIL Main Office at 541-346-4668
  - Afterhours the call will be forwarded to Brandi Hoffman, SAIL Program Manager
- We are also available by email 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 becomes ill or severely injured at SAIL, a SAIL staff member will make every attempt to contact a parent/guardian or emergency contact. We will take all necessary precautions to ensure your student receives proper medical attention, including hospital transportation via ambulance if necessary.

Homesickness

Our goal is for every student to feel safe and welcome and to enjoy their time at SAIL. Every session at SAIL will have both new and returning attendees. We have built our reputation on fostering a strong, supportive and caring environment for our students by paying careful attention to each young person’s emotional experience. Our “family” philosophy brings students from diverse backgrounds together and facilitates lasting friendships.

Homesickness is always possible. It is our goal to work through homesickness by keeping students involved and supported. Homesickness typically fades quickly, but if it persists, our staff may decide to call you to consult about what course of action you would like us to pursue. In most cases, talking with family intensifies these feelings and hinders student growth towards independence. We will always do our best to overcome homesickness with empathy and attention.
Visitors

We do not allow drop-in visitors at SAIL. The only exception is during the Friday afternoon performance specified times when we invite parents/guardians to attend. We will give you advance notice of such occurrences. If you would like to visit your student during program hours, please plan arrangements with our Executive Director.

Lost & Found:

Missing something? Please call the SAIL office at 541-346-4668 and see if we have found it. SAIL is not responsible for items which are lost, stolen, or damaged. Please do not bring items that cannot be easily replaced or that you consider to be expensive.

Student Rules & Behavior Policies

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.

- Respect other students, staff, facilities, and equipment.
- Teasing, put-downs, and bullying are not tolerated at SAIL.
- Stay with your group at all times.
- Respect privacy, diversity, and opinions that differ from your own
- Use academic language – no swearing or foul language
- Be on-time, give your full attention in sessions, and express gratitude for presenters – our UO faculty are volunteering their time to be with you
- Help keep our campus clean. Picking up trash and equipment is everyone's responsibility.
- No electronic games, iPods, or cell phones are to be used during program hours
- 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.
- Always follow COVID-19 precautions
- Have a BLAST!

Disciplinary Protocol

The SAIL program is committed to ensuring each student has a positive and enjoyable experience at SAIL. The misbehavior of one student, or a group of students, should not be allowed to impact negatively on the experience of others. Please discuss the importance of good behavior with your student before they arrive at SAIL. The following progressive discipline steps will be followed in most situations:

1. If a SAIL staff feels that a student has broken a program rule, our staff will discuss this behavior with the student and give the student an opportunity to reflect and change.
2. If a second warning is given, the warning will be documented, and the Executive Director will be notified.

3. If a third warning is given, the Executive Director and the SAIL staff will speak with the student, the student’s parents will be notified, a formal “incident report” will be documented and disciplinary action will be taken.

4. If a student’s behavior is extreme, creates safety issues or continues to be inappropriate, the Executive Director reserves the right to terminate the student’s involvement in the camp at any time.

5. If a student damages property, they will be responsible for repair and/or replacement costs.

6. The SAIL program has a NO TOLERANCE policy on violence and bullying. Threats against instructors, staff or other students will be taken seriously and may result in dismissal from camp.

7. In the event of dismissal for a student coming from long distances, it will be the parent, or guardians’ responsibility to collect their student, and pay for any fines incurred.

While most disruptive behavior often progresses through the above stages, some behavior results in immediate classification of Level 3 or 4.

Examples include, but are not limited to:

- Anything that endangers the health and safety of students and/or staff
- Possession or use of illegal drugs, alcohol, or cigarettes
- Possession of firearms, weapons, explosives, etc.
- Intentional destruction of property or theft
- Leaving established program boundaries or UO property without permission
- Engaging in physical altercations

MAKE CERTAIN TO COMPLETE CHECKLIST:

☐ Completed Student Application
☐ All Parent/Guardian Signatures
☐ Complete Health & Medical Forms
☐ Complete Special Accommodations
☐ Complete Waivers (if required for your program)
☐ If traveling, inform our SAIL office coordinator, Christina Turchetto, at 541-346-4668, or cturchet@uoregon.edu, of your transportation plans by Monday, July 18, 2022.

SAIL Office physical address:
1585 E 13th Ave,
108 Oregon Hall
Eugene, OR 97403-5217