

ATTACHMENT “A”

SAFETY AND RESPONSIBILITY GUIDELINES FOR A STUDY OFF-CAMPUS PROGRAM

Because the health and safety of our study off-campus participants are primary concerns at LVC, these guidelines have been developed to provide useful and practical guidance to institutional representatives, participants (including students, faculty and staff), and parents/guardians/families. No set guidelines can guarantee the health and safety needs of each individual involved in a study off-campus program, but the following address issues that merit general attention and thoughtful consideration by everyone involved. It is not possible to account for all situations, so those involved must also rely upon their collective experience and thoughtful judgment while considering the unique circumstances of each situation. Please keep in mind that while LVC’s off-campus programs vary in design, LVC is committed to uphold these guidelines for all sponsored programs. It is your responsibility to read these guidelines carefully.

Responsibilities of LVC Study Abroad Office

The following responsibilities of the Study Abroad Office apply only to study off-campus programs sponsored by LVC:

1. Conduct regular assessments of health and safety conditions for LVC programs, including program-sponsored accommodation, events, excursions and other activities, prior to program. Monitor possible changes to living conditions, and provide information and advice to students and parents regarding any changes to living conditions. Develop and maintain emergency preparedness processes and a crisis response plan. Take appropriate action to maintain the integrity of LVC sponsored study off-campus programs.
2. Provide health and safety information for prospective participants so that students and their parents/guardians/families can make informed decisions concerning preparation, participation, and behavior while on the program.
 - a. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study off-campus program.
 - b. Provide information concerning aspects of home campus services and conditions that cannot be replicated at off-campus locations.
3. Discuss with students, after their acceptance but prior to their participation in a study off-campus program, individual health and disciplinary history issues that may impact the safety of the individual or the group.
4. Provide orientations to participants and parents, prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

5. Provide students with information on the role of, and assistance provided by, the host institution.
6. Require that participants be insured by parental medical coverage and/or LVC global medical (including emergency evacuation and repatriation) and travel assistance insurance.
7. Provide information for participants and parents regarding available on-site medical and professional services, and help participants obtain the services they may need.
8. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
9. Communicate applicable codes of conduct and the consequences of noncompliance to participants. Provide the Dean of Students at LVC with accurate information when participants are alleged to be in violation of conduct codes, and confirm that appropriate action is taken by the appropriate LVC representative.
10. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication with the host institution, participants and parents, and others who need to know.
11. Provide these guidelines to participants and their parents regarding when and where the responsibility of the LVC Study Abroad Office ends and the range of aspects of participants' off-campus experiences that are beyond the control of the Study Abroad Office. In particular, the Study Abroad Office generally:
 - a. *Cannot* guarantee or assure the safety and/or security of participants or eliminate all risks from the study off-campus environments;
 - b. *Cannot* monitor or control all of the daily personal decisions, choices, and activities of participants;
 - c. *Cannot* prevent participants from engaging in illegal, dangerous, or unwise activities;
 - d. *Cannot* assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants;
 - e. *Cannot* assure that home-country cultural values and norms will apply in the host country;
 - f. *Cannot* assume responsibility for actions of persons not employed or otherwise engaged by the Study Abroad Office, for events that are not part of the program, or that are beyond the control of the Study Abroad Office and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

Responsibilities of Participants

When studying at an off-campus location, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors. As a participant, you should:

1. Consider your physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and assume responsibility for these circumstances after acceptance.
2. Make available to the Study Abroad Office accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study off-campus experience. Failure to report accurate information could limit LVC's ability to accommodate your needs.
3. Assume responsibility for all the elements necessary for your personal preparation for the program, and participate fully in orientations before departure and on-site.
4. Read and carefully consider all materials issued by the Study Abroad Office and host institution that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country. You should also conduct your own research on the country(ies) you plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
5. Obtain and maintain appropriate health insurance coverage and abide by any conditions imposed by the carriers.
6. Inform parents/guardians/families and any others who may need to know about your participation in the study off-campus program, provide them with emergency contact information, and keep them informed on an ongoing basis.
7. Understand and comply with the terms of participation, LVC and host institution rules of academic and social conduct, and emergency procedures of the program.
8. Once on site, be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
9. Obey host-country laws.
10. Be respectful of the rights and well being of others, and encourage others to behave in a similar manner.
11. Abstain from possession and use of illegal drugs and the excessive use, irresponsible, or illegal consumption of alcohol.
12. Follow the program policies for keeping program staff informed of your whereabouts and well being.

13. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host county.
14. Accept responsibility for your own decisions and actions.

Recommendations to Parents/Guardians/Families

Parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior while studying off-campus. Parents/guardians/families should:

1. Through the Study Abroad Office and other student participants, obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.
2. Be informed about and involved in the decision of the participant to enroll in a particular program.
3. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
4. Discuss with the participant any of his/her travel plans and activities that may be independent of the study off-campus program.
5. Be responsive to requests from the Study Abroad Office for information regarding the participant. Alternatively, communicate any concerns regarding the health and safety of the participant to the Study Abroad Office before, during or after the study off-campus program.
6. Maintain routine communications with the participant.