



Health and Safety Matters: Information for Students

inlingua cares about the health, safety, and well-being of our students and is committed to helping each of you have the most rewarding experience, both inside and outside the classroom, throughout the duration of your program of study. No company can eliminate every possible risk associated with providing services to its clients (or the potential for emergency situations); however, as an indication of sound business practices, there need to be policies in place to mitigate those risks and procedures for how to handle emergencies when they arise. inlingua's administrators and instructors are here to ensure your safety while you are in an inlingua classroom or common area. Additionally, they are prepared to handle the additional risks that are associated with school-sponsored activities at both on-site and off-site locations.

As a student at inlingua, please be aware that you will only be under our direct supervision while you are in our facilities or participating in school-sponsored activities. You are solely responsible for your actions during the time spent outside of inlingua. Many students come from abroad (or another area of the country) and are unaware of what to expect while studying at one of our campuses in Florida; as a result, we have prepared this general guide about health and safety matters to help you stay safe at all times during your program.

Please note that inlingua has no parental authority or responsibility over minor students (those less than 18 years old). Additionally, inlingua will be in no way responsible for any student who is arrested for violating any federal, state, or local law or ordinance.

Special Information for Tour Leaders

If you are a tour leader for a group of students studying with inlingua, then you must sign the acknowledgement of responsibilities agreement upon arrival at inlingua, which is usually done during the new student orientation.

General Guidelines for Protecting Yourself and Personal Property

The following advice is useful when you are residing in a new country or city:

- 1) Always know where you are going. You can do this by reading guidebooks, maps, and public transportation routes or calling for directions before heading to your destination.
- 2) Avoid unlit/dark places and walking alone. Stick to well-traveled streets and walk in groups at night. Be especially cautious when you are new to a city and know little about what parts of town may be less safe.
- 3) Leave expensive or expensive-looking jewelry and accessories at home and do not flaunt wallets, purses, cell phones or cameras.
- 4) Do not carry valuables on you to school or around town, even in a backpack or locked luggage. If you must carry cameras, music players, laptops, tablets, etc. do not leave them unattended.

- 5) Pay attention to and follow local, state, and national laws. Although there are many important laws to obey, students need to know that the following are strictly enforced in the United States:
 - a) You must be **18 or older** to purchase and/or use tobacco products.
 - b) You must be **21 or older** to purchase and/or consume alcoholic beverages.
- 6) Know how to receive help in case of an emergency.
 - a) From any phone in the USA, **DIAL 911** for medical, fire, and safety emergencies.

ilingua Facilities and Classrooms

All inglua students are expected to be responsible members of the inglua community by complying with federal, state, and local laws as well as by adhering to inglua's Student Code of Conduct while inside any inglua classroom or common area. At all times, students are expected to avoid behavior and actions that threaten the safety and/or welfare of themselves and other inglua students, instructors, center staff, and visitors.

Center administrators will make sure that the inglua center is clean, in good repair, and free of any potential health hazards. All centers have current occupancy licenses and are operated in compliance with local and state building safety and fire codes. We cannot predict when or what type of an emergency will occur, but we have the following plans in place:

- A. In the event of a power failure, fire, or other reason to evacuate the center, all exits are clearly marked with emergency lights. Students should follow the safest path in order to exit the building and pay attention to instructions provided by instructors or staff. inglua center administrators will do everything reasonably possible to ensure that all individuals are safely evacuated and will notify them when it is safe to re-enter the center. Any damage to personal property as the result of a fire or efforts to extinguish a fire are covered under the insurance policy of inglua and you should speak to an administrator for more information.
- B. In the event of a medical emergency in the center, an inglua instructor or inglua administrator will assess the situation and contact local emergency medical services if necessary. Any student who is injured or falls seriously ill while in an inglua classroom or common area is fully responsible for any resulting medical expenses and will not hold inglua liable for any actions taken to provide access to emergency medical care.
- C. In the event of a situation that threatens the safety and welfare of individuals in the inglua center (i.e. ceiling collapse, natural disaster, or physical violence, etc.), although this is very unlikely, all students, instructors, and center staff should do whatever they find reasonable to secure their own safety. Administrators will do their best to control the situation and contact local authorities for help if necessary.

ilingua Sponsored Activities, Field Trips, and Excursions

Although inglua will do everything that is reasonably possible to keep students safe during school sponsored activities, field trips, and excursions, the individual participant agrees to participate voluntarily and assumes all risks associated with the activity. Therefore, before participation in any inglua sponsored activity, you must sign a liability waiver. The waiver of liability includes all activities with at

least one inlingua instructor or administrator and one inlingua student. If you are not at least 18 years old, you must have a legal guardian sign the liability waiver for you before you will be allowed to participate in these activities.

There are three kinds of school-sponsored activities, field trips, and excursions:

- Complimentary (no additional fees or costs to participate)
- Fee Free (no additional fees to participate, but individual activity related expenses may be incurred such as food, drinks, transportation, etc.)
- Fee Required (payment of a fee in advance is required to participate, and individual activity related expenses may be incurred such as food, drinks, transportation, etc.)

Please be sure to check the center's information board for additional information about available activities and associated fees and costs or speak with a center administrator.

While participating in school sponsored activities, each student is responsible for:

- 1) Following the safety instructions of the activity/field trip/excursion leader(s).
- 2) Following posted rules and regulations of the activity/field trip/excursion destination.
- 3) Acting in a manner that is safe for yourself and your co-participants.
- 4) Informing the activity/field trip/excursion leader(s) of any personal dietary needs, health risks, or physical disabilities that may limit your full participation or affect the health and safety of your co-participants.

Tropical Weather Conditions and Potential Class Disruptions

Weather conditions (such as a tropical depression, tropical storm, or hurricane) in Florida have a potential for disrupting class schedules. The hurricane season in Florida is from June 1st to November 30th and it is very unlikely that a storm will develop out of the regular season. If you plan to study with inlingua during this part of the year, you should be aware that there is a chance that your center could be affected.

If you come from an area of the world that is not located in the tropics, then you may not understand how to prepare for such an event. inlingua will help you get the information necessary to be prepared and stay safe in the event of a tropical weather condition. inlingua administrators will provide important updates about class schedules; however, you should also watch the local news or check local weather reports on your own.

There are three main types of public announcements issued by the National Weather Service:

1. **Tropical Storm/Hurricane Watch:** This means that conditions are possible for the specified area within 48 hours. You should begin preparing for a possible storm.
2. **Tropical Storm/Hurricane Warning:** This means that conditions are expected for the specified area within 36 hours. You should finish preparing for the approaching storm.
3. **Extreme Wind Warning:** This means that very high and damaging winds (>115 mph or 185 kph) are expected for the specified area within 1 hour. You should be in a safe building already.

Tropical Storm Watches and Warnings are quite frequent in Florida and are usually short term with little major damage caused. Classes will continue in the event of a tropical storm watch or warning, but you should protect yourself as needed.

If there is a Hurricane Watch, classes will continue while inlingua closely monitors the situation. However, as soon as a Hurricane Warning is officially issued, all classes will be cancelled. This type of cancellation will be considered “no-fault” with no penalty for private and semi-private tutorials. Group English classes will be cancelled and not rescheduled, and such cancellations will have no effect on your attendance record.

After a Hurricane Warning has been issued and inlingua classes have been cancelled, you should begin to pay attention to public announcements about transportation shut downs, evacuation areas, and curfews because inlingua will not be responsible for you during the storm, regardless of your accommodation type.

Classes will resume as soon as possible after the storm passes and as allowed by the local government. You should contact the center to find out whether it has reopened.

Rental Equipment

Some inlingua centers have bicycles and bicycle equipment available for students to rent. Please contact your center director to check availability of this student service and applicable fees. You must sign a rental agreement that includes a liability waiver. The renter assumes all risks and agrees to enter into the agreement voluntarily.