

Field Trips, Activities or Events: All Rules Apply While Travelling

This activity may include travelling together; sharing lodging, meals and other activities; interacting; and spending time in a group and with other students. It is your responsibility to act appropriately at all times. It is your responsibility to be aware of and follow all safety rules; the Linn-Benton Community College Students' Rights Responsibilities and Conduct guide; the rules for drugs, alcohol, sexual harassment policies; and to report any unsafe, aggressive, threatening, hostile or inappropriate behavior or activities to the LBCC Director of Safety & Loss Prevention, appropriate faculty, advisors, drivers, appointed supervisors, or assistants accompanying the group or authorities if and as appropriate. Participation in this activity is subject to all policies, procedures and Administrative Rules of Linn-Benton Community College.

All Participants, including Drivers and Employees:

"I understand that at all times while participating in traveling for an LBCC activity, field trip or event, I must follow the LBCC conduct code, including the following:

- I must comply with the State Administrative Rule governing "Student Conduct on Field Trips and in Other Official Off-Campus Activities," LBCC AR 7030-04
- I may not possess or drink alcohol at any time during this trip or activity, regardless of my age or legal right to consume alcohol except as in accordance with LBCC AR 5045-01;
- I may not possess or use any illegal (in accordance with federal law, including marijuana, and state laws) drugs or prescription medications not specifically prescribed for me;
- I must follow the LBCC Student Conduct Code and otherwise published rules for the college or this event²;
- I must follow any lawful directions of any LBCC employee or person designated "in charge" for this event;
- I must wear a seatbelt unless I am able to produce proof that I have an approved medical exemption card, per DMV;
- I understand the purpose of this field trip or event and that my behavior must be consistent with that purpose. I further understand that any behavior that is deemed to be disruptive or distracts from the purpose of the event shall be considered a violation of the Student Conduct Code and appropriately will be reported to the Associate Dean, Student Affairs, for discipline. I understand college discipline sometimes includes consequences of suspension or expulsion;
- I understand that I have a duty to report to LBCC faculty, staff members, van drivers or any other persons supervising this event any behaviors that I witness that I believe may violate this agreement and to cooperate fully with any information gathering necessary;
- I understand that no student may retaliate against any person providing information to the College in a disciplinary or information gathering process;
- I understand that LBCC is an equal opportunity employer and educator which accommodate qualified individuals with a disability. I understand that I may request disability accommodations through the Center for Accessibility Resources, RCH-105, 541-917-4832, and should provide them adequate notice of my request for accommodations for this activity or event to allow reasonable time to plan and arrange accommodations according to the documentation and information about my disability that I provide.

Name Printed & Signature/Date:

_____ **Date** _____

This form must be kept on file for six years by the department sponsoring the field trip. Club files may be kept by the Advisor or submitted to the Student Life office for archiving.

Additional Commitments for Drivers and Others Supervising Students:

- I understand that I must abide by all items noted above, plus those noted below.
- I understand that I have a duty to know and enforce all laws (state and federal) and all rules of the College while performing the responsibilities of a driver for an LBCC event or activity. I will inform the advisor immediately if I become aware of behavior that violates either the law or the LBCC conduct code.
- While traveling, I will either make certain that the advisor reports illegal behavior or I will report that behavior to appropriate legal authorities, local police or sheriff myself.
 - Upon return to the College, I will notify the Vice-President of Student Affairs and the Director of Safety & Loss Prevention, of any behavior that I believe violated the law or the student conduct code and will cooperate fully with any investigation or information gathering process.
- I understand that when driving on behalf of the college any tickets received or accident that occurs will be reflected on my personal motor vehicle record and must be reported to the Director of Safety & Loss Prevention.

Additional Commitments for Employees and Advisors:

- Prior to leaving for an event, I will notify the Director of Safety & Loss Prevention of any overnight stays involved with the event and will provide:
 - Date and times of travel and date/s student will be staying overnight
 - Address/es of lodging used
 - Event sponsor and associated group/department attending
 - Name of supervising staff
- I understand that as instructor or advisor, I am responsible for the proper application of college policies, or regulations. I understand that it is a prime responsibility of the instructor/advisor to notify students in a timely fashion of the policies, rules, and regulations relating to the excursion or event.
- I understand that I have a duty to enforce all laws and all rules of the College while supervising this event.
- While traveling, I will report any illegal behavior to the appropriate legal authorities, local police or sheriff and the LBCC Director of Safety & Loss Prevention.
- Upon return to the College, I will immediately provide written notice to the Student Conduct and Retention Manager and the Director of Safety & Loss Prevention, of any behavior that I believe violated the law or LBCC Student Conduct Code and will cooperate fully with any investigation or information gathering process.

1 Administrative Rule 7030-04 is available at the LBCC Web page at:
<https://www.linnbenton.edu/about/bp-ar/7030-04.php>

2 Student Rights' Responsibilities and Conduct Code is available at:
<https://www.linnbenton.edu/about/bp-ar/7030-01.php>

Name Printed & Signature/Date:

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