



Saint Martin's
UNIVERSITY

Student Travel Policy and Procedures

Travel Policy Checklist

- Fill out and turn in the **“Student Travel Procedures: Trip Proposal”** at least **six** weeks before the intended trip to Laurel Dube, Director of Campus Life.
- Once the trip is approved, a meeting with the club/organization advisor, president, and treasurer must be schedule with Laurel Dube to turn in all travel forms (listed below).
- Read and follow all travel protocol listed in the **“Requirements for Student, Club, and Organization Travel”** document.
- Read the **“Student Conduct on University Sponsored Trips,” “Sexual Assault and Harassment Policies & Procedures for Students & Staff on University-Sponsored Trips,”** and **“Response to Suicide and Self-Harm For Students & Staff on University-Sponsored Trips.”**
- All participants must fill out the **“Program Agreement/Travel Waiver and Emergency Contact”** form. One copy of each form must be turned in to Laurel Dube at least two weeks prior to the trip. The group advisor should keep a copy of each form with them throughout the duration of the trip.
- The group advisor/chaperone must fill out the **“Activity Travel Agenda and Roster”** form and turn it in to Laurel Dube at least two weeks prior to the trip. The group advisor must also keep a copy of this document throughout the duration of the trip.
- If the group intends to use a University van, mini bus, or bus, the request can be found on the Public Safety webpage- <https://www.stmartin.edu/security/> under “Forms” then **“Transportation Request.”**
 - If the group plans to provide their own driver, they must follow the **“Saint Martin’s University Vehicle Operator Policy”** found on the Public Safety webpage - <https://www.stmartin.edu/security/> under “Forms.”
- Clubs and organizations intending to request ASSMU funds for the approved trip must submit a request to the ASSMU Treasurer at least four weeks prior to the trip.
- Keep the number for the **Office of Public Safety, (360)438-4555**, with you at ALL TIMES during the trip. In case of emergency, call 911 and then call Public Safety immediately after to inform the University of the issue.



Student Travel Procedures: Trip Proposal

Name: _____

Department/Organization: _____

Phone: _____

Advisor: _____

Email: _____

Date: _____

PROPOSED TRIP DESTINATION: _____ PROPOSED DATES: _____

UNIVERSITY COMPONENT:

- 1) Does this trip involve a Club or Student Organization? YES NO
- 2) Does this trip involve a class? YES NO
- 3) Will the group be requesting ASSMU Funds? YES NO

4) Name of the advisor who will be leading the trip _____

5) Name of the students who will be participating in the trip:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

6) A brief description of the proposed trip

7) Anticipated learning outcomes of the trip

8) Students Projects (Presentations, written assignments and/or others)

PRE-TRIP ACTIVITIES:

Please list any mandatory pre-trip activities:

1) _____

2) _____

3) _____

4) _____

5) _____

COST OF THE TRIP (estimate only)

1) Airfare.....	\$US _____
2) Ground transportation.....	\$US _____
3) Lodging	\$US _____
4) Meals.....	\$US _____
5) Activities.....	\$US _____
6) Program fee.....	\$US _____
7) Miscellaneous.....	\$US _____

Will you be requesting ASSMU funds for this trip: yes no

Please obtain the following signatures before turning in the proposal to Laurel Dube, Director of Campus Life in the Trautman Union Building.

Club/Organization Advisor

Date

Club/Organization President

Date

Club/Organization Treasurer

Date

Provost/VPAA

Date

(If faculty or academics staff are Advisors or accompanying students.)



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Requirements for Student, Club, and Organization Travel

- When traveling as representatives of Saint Martin's University, students are expected to exhibit behaviors that reflect the standards set forth in the **Saint Martin's Student Handbook Code of Conduct**.

When traveling as representatives of Saint Martin's University, university employees are expected to exhibit behaviors that reflect the standards set forth in the **Saint Martin's Employee Handbook**.

- A **"Program Agreement/Travel Waiver and Emergency Contract"** form is **required** to be completed by each individual participating in the trip. All forms must be completed at least two weeks prior to the trip and turned in to Laurel Dube, Director of Campus Life.
- An **"Activity Travel Agenda and Roster"** form is required to be completed by the group advisor and turned in to Laurel Dube at least two weeks prior to the trip. The group advisor must also keep a copy of this document throughout the duration of the trip.
- All students traveling as representatives of a University club/organization must be registered as a full time student in credit bearing courses at Saint Martin's University during the semester they are traveling.

An advisor is required to attend all student club/organization trips and must be present throughout the entire duration of the trip. When an overnight is part of the conference/activity the advisor must stay in the same facility as the club/organization members. The advisor should provide guidance, make decisions in emergencies, and monitor activities as a representative of the university. The advisors and students may not invite their spouse, friends or children to attend without written permission from the Office of Campus Life, unless they too are students at the university. The advisor should check-in with students during the day and evening, and provide contact information so that the students can reach the advisor at all times during the event.

- **Student: Advisor Ratio:** The University recommends at least a 10:1 student to advisor ratio for travel, but the advisor reserves the right to request additional advisors as deemed necessary for the specific event or activity.
- Student transportation, lodging, and meal subsidy may be provided from club funds, as per the established ASSMU Finance Code and University guidelines.
 - **Travel advances** for lodging may be available depending on the nature, location, and length of trip/event/activity. You must check with the ASSMU Treasurer to determine which, if any, expenses justify a travel advance.
 - **Travel reimbursements** are obtained after the travel by completing an ASSMU Financial Transaction Form **within two weeks** after the travel. You must keep your receipts and have prior approval in order to be reimbursed. The ASSMU Treasurer can inform you what expenses are eligible for reimbursement (e.g. admission fees, parking, etc), and answer any questions about completing the form. However, you must complete and turn in the form within the required time frame.

- In the case of an issue or emergency during the trip, call the **Office of Public Safety** at **(360)438-4555** and ask for the on-call staff. Depending on the severity of the issue, call 911 first and then contact Public Safety.



Student Conduct on University-Sponsored Trips

As outlined in Article II (“Jurisdiction”) of the university’s Student Code of Conduct, all students taking part in university-sponsored activities or trips are responsible for adhering to the policies and procedures included in the Student Handbook and other official documents and publications. Specific behavioral expectations of students traveling and/or studying abroad or domestically are outlined in the Code of Conduct, but can be summarized by reiterating its bottom line: “At Saint Martin’s University, it is expected that students will behave in a manner that is most conducive to the greatest possible development, growth, and well-being of the individual and of the academic community. Actions detrimental to the mission of the university and to the legitimate activities of the academic community are in violation of the Code of Conduct and will be subject to the disciplinary process (2013-2014 *Student Handbook*, page 3).”

Although cultures, customs, values, policies, and laws may differ in foreign countries or in different communities, the expectations of Saint Martin’s students do not. As representatives of our Catholic, Benedictine community and role models to their peers, our students are rightly held to a higher standard of behavior than required by other universities, institutions, or even state or local law. Should the expectations of the host country, institution, or agency be more stringent than those of Saint Martin’s University, however, SMU students must abide by them, as well. In short, Saint Martin’s students are responsible for behaving in a manner that reflects positively on the university whether at home or abroad, and those who fail to do so may be held accountable through SMU’s student conduct process, that of a host institution, the Office of International Programs and Development, local law enforcement agencies, or a combination of the four.

Students whose behavior significantly detracts from the educational purposes of the trip or has the potential to threaten the physical or emotional wellbeing of other participants may be sent home at the request of the host institution or agency or at the discretion of the group chaperone(s), the leadership of the sponsoring office, the Dean of Student Affairs, or the Coordinator of Student Conduct, potentially at the student’s expense. As participation in off-campus programs is a privilege and not a right, determinations of this nature may be made in advance of a conduct hearing if there is sufficient evidence for a reasonable person to conclude that a student’s continued participation would put themselves or others at risk or threaten the integrity of the program or university.

While it is impossible to provide students with an all-inclusive list of inappropriate and/or prohibited behavior, Article III (“Proscribed Conduct”) of the Student Code of Conduct offers a framework for those participating in university-sponsored trips and the following guidelines should serve to further elucidate the university’s expectations. Egregious disregard for any of the following expectations may be grounds for disciplinary action, including the student’s exclusion from the remainder of the trip or activity.

Attendance and Free Time: All students participating in university-sponsored trips are expected to attend all functions associated with the program, including, but not limited to, meetings, meals, social gatherings, classes, and tours. Those who are routinely absent from or late to such activities may be sent home, held accountable through the university’s disciplinary process, and/or required to reimburse the university for fees, fares, meals, hotel costs, etc. Students are encouraged to use their free time to safely and responsibly explore their surroundings, but such activities should not limit the students’ availability

or adversely affect the program itinerary. In addition, all students are expected to adhere to their group leaders' expectations with regard to curfews, meeting times, transportation, group excursions, and the like.

Alcohol and Other Drugs: While domestic and international laws do vary with respect to alcohol and other drugs (marijuana, in particular), students must adhere to both local laws and their group leaders' expectations when and where use of alcohol or other drugs is permitted. Regardless of whether the use of controlled substances is allowed by law, drug use (including misuse of prescription drugs and use of medicinal marijuana and/or marijuana byproducts) is prohibited and Saint Martin's students are to practice moderation when drinking and behave in a manner consistent with the values of their home institution. Students who abuse alcohol and/or other drugs, encourage others to do so, provide them to others unlawfully, or who behave inappropriately due to intoxication may be documented and held accountable through the student conduct process. Those whose behavior puts themselves or others in jeopardy or reflects a conscious disregard of the university's expectations may be sent home at their own expense.

Sexual Assault and Harassment: Guided by the recent reauthorization of the federal government's Violence Against Women Act, Saint Martin's University will not tolerate sexual assault, harassment, stalking, domestic violence, or dating violence at home or abroad and will take swift and decisive action in responding to allegations of this nature. Students who believe they have experienced sexual assault, harassment, stalking, domestic violence, or dating violence are encouraged to report such behavior immediately to group leaders who will follow guidelines included in the university's sexual assault and harassment policy as printed in the Student Handbook. In consultation with the Dean of Student Affairs, Title IX Coordinator, or Coordinator of Student Conduct, group leaders will assist students in documenting the incident, ensuring their safety, exploring their options for resolving the complaint, and seeking out medical attention or counseling services.

Harassment and Bullying: As defined in the Student Code of Conduct, harassment may be direct and explicit or indirect and subtle. Words, gestures, graphics, and online activity may be construed as harassing if they target a particular individual or create a hostile or offensive environment for a group of people. Conduct that could reasonably be perceived as demeaning, offensive, intimidating, or threatening may require immediate staff intervention and be referred to the university for review through the disciplinary process.

Disorderly Conduct, Theft, and Vandalism: Students traveling or studying outside of Saint Martin's University should behave as though they were on campus and treat their surroundings and others' belongings accordingly. Consistent with our Benedictine values, SMU students are to practice respect for persons and serve as responsible stewards of facilities and property. Students who disrupt the learning environment, disturb others, steal, or vandalize property while on a university-sponsored trip will be held accountable through the university conduct process and may be required to pay restitution to those affected by their behavior.

Compliance: Traveling abroad or domestically can be challenging, stressful, confusing, and at times, even dangerous. Consequently, to ensure the safety and wellbeing of all participants, group leaders and chaperones will establish their own guidelines and expectations for the students for whom they are responsible. These may differ depending on the circumstances and may include curfews, travel restrictions, buddy systems, rules related to alcohol consumption, room assignments, and the like. Participants are expected to follow their group leaders' directions and adhere to their expectations

without question or complaint, regardless of the permissiveness of local laws or university policy. Those who ignore or challenge their chaperones' instructions may be found responsible for refusal to comply with reasonable requests of university officials (*Student Handbook*, Article III, Section 11).

Sensitivity to Cultural Differences: As discussed elsewhere, values and customs differ across cultures and SMU students are expected to make a good faith effort to understand, appreciate, and even embrace these differences. While acknowledging that some students will be challenged by new experiences, the university maintains that students who willingly take advantage of travel opportunities should participate in expressions and demonstrations of the host's culture and traditions to a reasonable extent. This may include taking part in song, dance, cuisine, service, or conversation, and students should be mindful of the hosts' hospitality and cautious not to offend them by refusing their generosity. Students with phobias, dietary restrictions, disabilities, or other conditions that may inhibit their interactions should discuss these with their group leaders prior to departure.



Sexual Assault and Harassment Policies & Procedures for Students & Staff on University-Sponsored Trip

University Policy

Whether at home or abroad, Saint Martin's University is committed to fostering living and learning environments free of sexual assault, harassment, and discrimination. The community of Saint Martin's University is characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Consequently, Saint Martin's University will not tolerate unlawful discrimination or harassment of any kind, and consistent with federal requirements outlined in the Title IX and the "Violence Against Women Act [VAWA], this includes prohibitions not only on sexual assault and harassment, but also domestic violence, dating violence, and stalking on campus and at university-sponsored events and programs, including service trips and study abroad tours. Definitions and policy statements related to these matters are provided in the university's *Employee Handbook*, available at <http://www.stmartin.edu/hr/EmployeeHandbook.aspx> and student handbooks and in the Student Code of Conduct, available at <http://www.stmartin.edu/StudentServices/pdf/StudentHandbook.pdf>. All Saint Martin's University students are responsible for adhering to the behavioral expectations outlined in the Code of Conduct and will be held accountable for them through the institution's disciplinary procedures. Likewise, faculty and staff are responsible for the same policies with respect to assault, harassment, and discrimination, and may consult Saint Martin's University Employee Handbook for grievance and complaint resolution procedures.

Reporting and Confidentiality

As federally and institutionally mandated reporters, faculty, staff, and designated group leaders (student leaders included) are required to immediately notify the home institution of any complaints of sexual assault and harassment, dating and domestic violence, and stalking. Upon receiving a complaint, group leaders should contact the Title IX Coordinator or Dean of Students during business hours or call the Office of Public Safety at (360) 438-4555 for immediate assistance after hours. Trained representatives from the offices of Counseling, Public Safety, Housing and Residence Life, Human Resources, and/or Student Affairs will be available to assist in managing the incident and/or providing resources to the victim. They may also serve as liaisons to the Office of International Programs and Development and other constituents, including family members, host agencies or institutions, local law enforcement authorities, support groups, and the U.S. embassy. After addressing the immediate needs of the student or students involved, group leaders must file a formal report with the Title IX Coordinator or Student Conduct Coordinator using the Study Tour Incident Report Form provided to all chaperones. The report must be written objectively, including a full account of the incident, author observations, witness statements, and a review of any actions taken.

While the university will exercise caution in maintaining complainant confidentiality when requested, all complaints of sexual assault, sexual harassment, domestic violence, dating violence, and stalking must be reported immediately to the university through channels indicated above. Saint Martin's University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information, and complaints will be treated confidentially to the extent permitted by the policy's reporting requirements and the university's need to investigate and resolve the reported problem. While disciplinary action usually cannot be taken without informing the respondent of the victim's identity, the university does have an obligation to minimize risk to other community members by

responding to any complaints of discrimination, harassment, or sexual misconduct. Consequently, it may initiate disciplinary action or impose interim sanctions or restrictions at the discretion of the Dean of Student Affairs or designee, even if the complainant does not request it.

Procedures for Responding to Sexual Assault, Harassment, Domestic/Dating Violence, or Stalking

Sexual assault is one of the most traumatic types of criminal victimization, and harassment, domestic/dating violence, and stalking can be equally distressing. Whereas most crime victims find it difficult to discuss their victimization, sexual assault, harassment, and domestic violence victims find it especially painful. Reasons for this include the fact that it is difficult to talk about sex and that the trauma is not limited to the humiliation of their physical violation, but also to the fear of being severely injured or killed. If alcohol was involved, victims are often fearful about coming forward because they feel that they may get in trouble or not be believed. False accusations of sexual assault are estimated to occur at the low rate of 2%, similar to the rate of false accusations for other violent crimes.

Responding to and supporting a student who has experienced domestic violence or sexual assault can be very emotional for the supporter. Remember, it is okay if you don't know exactly what to say, but be prepared for any type of emotional response by the victim. Be unconditionally supportive and permit them to express their emotions, which may range from no emotion to intense crying, outbursts of anger, or guilt. Validate their feelings and remind them that it is not their fault.

While each individual and situation may be different, the following guidelines provide a framework for group leaders' response to all reports of sexual assault, harassment, domestic/dating violence, and stalking:

1. **Respond to all reports as though they are truthful.** Individuals are no more likely to make false reports of sexual assault or harassment than any other violent crime.
2. If the student is not in imminent danger and medical attention or law enforcement intervention is not required, **report the incident immediately to the university.** During business hours, you may call the Dean of Students or Title IX Coordinator to inform them of the incident and consult with them about medical and mental health resources, the victim's rights and options, contacting guardians, disciplinary procedures, interim sanctions and/or restrictions, and more. After hours and on weekends, you may contact an on-call Public Safety or Housing and Residence Life professional at (360) 438-4555 (Public Safety) or (360) 507-2520 (Residence Life).
3. If there is a **medical necessity**, accompany the student to the hospital or call the emergency number in your country if he/she needs immediate transportation.
4. **Create safety** by giving the student a private space. Minimize distraction and exclude any parties that are unnecessary or unwelcome.
5. **Provide support and give control of decisions to the victim.** Ask the student who he/she would like to be present now or who he/she would like to be contacted. Follow the student's lead.

6. Ask if the student wishes to go to the hospital. Medical attention is important to make sure the student is physically okay. The hospital can provide a multitude of services, including medical care, testing, emotional support, and evidence collection.
7. Secure any evidence and clothing in a paper bag and ask (but do not insist) that the student not shower, bathe, or douche before going to the hospital if he/she chooses to do so.
8. After consulting with Public Safety or other on-campus offices, inform the student of his/her options with respect to local authorities. Understand that laws and law enforcement responses to sexual assault differ in other counties and that some may require reporting, hospitalization, and/or the arrest of the offending party. Others, on the other hand, may be less sensitive to the victim. Advise the student of his/her options, allowing the student to make an informed decision with respect to law enforcement intervention.
9. If another student is the alleged offender, provide immediate distance, instruct him/her to make no contact with the victim, and investigate alternative lodging accommodations, if necessary. After consulting with on-campus resources, impose additional interim restrictions as instructed to eliminate the threat of retaliation or intimidation. **Mediation between the alleged perpetrator and the victim is not an option at this time.**
10. If needed, consult with a 24/7 crisis line in the country that you are in. Public Safety will provide the number.

Follow-Up

Following up with a victim of sexual assault, harassment, or domestic violence is essential, as it is common for victims of these types of offenses to re-experience the trauma weeks or months after the initial incident. Consequently, it is important to routinely check in to see if the student is exhibiting signs of post-traumatic stress disorder, depression, anxiety, self-harm, or other concerning behaviors such as substance abuse, dietary changes, or sleeplessness. Group leaders should be mindful of the need to provide continual support to the student and reassure him/her that they are available and willing to assist in any way they can. Students must be reminded of the resources available to them and kept abreast of any new developments with respect to the student conduct process or other university actions. Always validate the student's feelings and make inquiries as to their needs with respect to safety, academic support, mental health, and coping strategies. If group leaders have concerns about a student's emotional or physical wellbeing, they must report their observations and consult with university resources as necessary.



Even under the best of circumstances, foreign or domestic travel can be exceptionally stressful for students and non-students. Consequently, it is important for group leaders to recognize that homesickness, culture shock, fatigue, anxiety, and frustration can contribute to unexpected behavioral changes in students and staff alike. While most travel-induced emotional responses are natural and short-lived, these conditions may exacerbate existing mental health conditions or be significant enough to trigger new ones, if only temporarily. Group leaders, therefore, must pay close attention to their students' mannerisms and personalities both before and during a trip and be increasingly cognizant of their students' emotional wellbeing. With access to psychiatric medication and mental health resource sometimes limited, quick and decisive action may be required of group leaders if participants exhibit signs of depression, engage in self-harm, or express a desire to do so. While each individual and situation may be different, the following guidelines provide a framework for group leaders' response to all reports of suicidal ideation or self-harm:

1. If there is a **medical necessity**, accompany the student to the hospital or call the emergency number in your country if he/she needs immediate transportation.
2. **Ask directly** if the student can be safe.
3. **Always stay with a student who is suicidal.**
4. **Remove any lethal means** by asking if the student has anything that could harm him/her.
5. If the student is not in imminent danger and medical attention is not required, **report the incident immediately to the university**. During business hours, you may call the Dean of Students or Counseling and Wellness Center to inform them of the incident and consult with them about medical and mental health resources, contacting guardians, and more. After hours and on weekends, you may contact an on-call Public Safety or Housing and Residence Life professional at (360) 438-4555 (Public Safety) or (360) 507-2520 (Residence Life).
 - **Ask the student the following questions in preparation for your consult with SMU:**
 - Are they currently on medications?
 - Do they have a family history of suicide?
 - Have they ever tried to commit suicide before?
6. If needed, consult with 24/7 crisis line in the country that you are in. Public Safety will provide the number.

TRANSPORTATION

Mode of travel (check all that apply): Van Bus Airplane Other _____

Number of rental vehicles used (i.e. bus, van, car) _____

Rental/bus company name _____ Company phone number _____

Number of personal vehicles used _____ Number of student/staff/faculty drivers _____

Name of staff/student driver	Model & Make of car	License Plate #	State

List all flights

Airline	Flight #	Departure city	Departure time	Arrival city	Arrival Time

Signature of Faculty/Staff member overseeing and attending trip:

_____ date _____

TRIP ORGANIZER MUST HAVE A COPY OF THIS FORM ON TRIP



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**Program Agreement/Travel waiver
and Emergency contact Form**

Event Title

Participant's Name _____ Telephone () ____-____ Date of Birth ____/____/____

I, _____, have been granted permission to attend and participate in the **Event Title** in **Event location** from **Event date**, sponsored by Saint Martin's University.

I understand that the very nature of the activities for this program involves a certain amount of risk. I recognize that Saint Martin's University has taken careful measures to minimize the risks involved to the participants. Ignoring instructions provided by faculty and staff chaperones may result in unintended injury. ***I understand that under no circumstance am I allowed to separate from the group or leave the event title without expressed permission by a faculty or staff chaperone. I also understand that all Saint Martin's University policy as stated in the Student Handbook (2014-2015) apply to this trip and that failure to abide by Saint Martin's University policies will result in disciplinary action through the student conduct process.*** Thus, it is my responsibility to follow instructions and university policy not only for my safety, but the safety and enjoyment of everyone involved. I understand that failure to abide by these measures is at my own risk, and could result in physical injury or even death.

In exchange for the privilege of participating in **event title**, I, individually and on behalf of my heirs, successors, assignees, and personal representatives, hereby waive any legal claim whatsoever against Saint Martin's University and those associated with the **event title** for damages, losses, or injuries (including death) that I may sustain to my person or property, arising out of, resulting from, or occurring during my participation in the **event title**. I hereby give my consent, in the case of injury, to have a medical doctor, nurse, hospital, or clinic, or other authorized medical practitioner to provide me with medical assistance and/ or treatment, and agree to be financially responsible for the reasonable cost of such assistance and/ or treatment.

I hereby give my consent, in the case of injury, to have a medical doctor, nurse, hospital, or clinic, or other authorized medical practitioner to provide me with medical assistance and/ or treatment, and agree to be financially responsible for the reasonable cost of such assistance and/ or treatment.

Informed Consent for Release of Information: By signing below, I grant permission for Saint Martin's University to use my name; any photos, film, or videos of me or my likeness.

Signature of Student

Date

Signature of Parent/Guardian (if student is under the age of 18)

Date

Emergency Contact:

Parent/Guardian: _____

Daytime Phone: () _____ Evening Phone: () _____

In an emergency when family/guardian cannot be reached, please contact:

Name: _____ Relationship: _____

Daytime Phone: () _____ Evening Phone: () _____

Health

Allergies: _____ Medical Conditions: _____

Current Medications: _____

Saint Martin's University Travel Procedure Incident Report

Reported By (name)	
Incident Date/Time	
Incident Location	
Report Date (if different than incident date)	
Incident type (Medical Emergency, Behavioral issues, harassment/sexual assault emergency, Mental Health Concern, etc.)	

Person(s) involved in Incident:

Name (First, Last)	SMU ID #	Date of Birth	Trip Location
Student A			
Student B			

Description of Incident:

Directions for writing a report

Any time an emergency or policy violation occurs on a trip, an advisor must complete an incident report. Ideally, incident reports should be submitted *immediately after an incident is addressed, but never later than 8 hours after the incident occurred.*

When writing an incident report, it is important to include as many relevant details as possible. Be specific, and paint a picture of the incident, surroundings, and students involved. Understand that the accused student has the right to read your report and other readers (e.g. hearing officers) will have virtually no context in reviewing the report and may be unfamiliar with the students, locations, behaviors, etc. Below is a list of general guidelines to follow for incident report writing:

- Write in a third person narrative. This will read more objectively to third parties.
- Use objective, non-biased language and provide observations, not judgment. If you are making assumptions or allegations (intoxication, rudeness, noncompliance, etc.), support them with facts (slurred speech, odor, posture, quotes, gestures, behaviors, etc.)
- Be factual, not opinionated.
- Include names, details, descriptions, and times.