

POLICY ON TRAVEL WITH STUDENTS

Definitions:

“College Officials” means faculty, staff, trustees, volunteers, or other non-student members of the Holy Cross community acting in their official capacity with the College.

“Student Travel” means any travel undertaken off-campus by students and/or student organizations where such travel is either sponsored in whole or in part by the College or where the College or a College Official provides some organizational support to that student or student organization. It includes travel within the City of Worcester and at the Joyce Contemplative Center.

Examples of “Student Travel” include, but are not limited to:

1. Travel related to coursework and internships, whether or not such travel is required.
2. Travel related to research activities such as Scholarship in Action, Research Associates, and the Summer Research Program.
3. Travel undertaken by a registered student organization.
4. Trips such as those organized by the Office of the College Chaplains.
5. Travel undertaken by student athletes.
6. Travel undertaken by a student when that student is representing the College.
7. Civic engagement experiences such as Student Programs for Urban Development (SPUD), Community Based Learning (CBL), or community based work-study.

Background and Purpose:

When done safely, student travel can be an integral component of a student’s experience at the College. Faculty, staff, and other College Officials who accompany students on their travels have the opportunity to further enhance that travel through the exchange of information, the opportunity for educational enhancement, and the development of meaningful relationships.

At the same time, members of the campus community share the responsibility of creating a safe environment for our students traveling outside of College property. We do so through the development of policies, procedures, and other documents that promote a safe travel experience. We do so again here through the development of this Policy, which defines appropriate boundaries for College Officials and their students when traveling together.

The purpose of this policy is two-fold. First, the College seeks to chart for its College Officials the boundaries that exist between them and students to promote healthy and appropriate relationships between these groups. Equally importantly, the College seeks this opportunity to educate and socialize its students as to the boundaries and behavior they should expect when engaging with College Officials off-campus. This is our responsibility as their educators, mentors, and supervisors.

The College recognizes that some individuals may feel that this policy will undermine or limit our ability to create meaningful experiences and/or relationships for and with students. We are mindful that this policy may prohibit activities that were previously allowed. This policy is part of a broad effort to introduce new norms at the College. At the same time, we want to make sure that we are not implementing measures that prevent us from carrying out the mission of the College. Therefore, in two years after the implementation of this policy, a subcommittee consisting of the Chief Risk and Compliance Officer, the Director of Title IX and Equal Opportunity, the Speaker of the Faculty, a Dean of Faculty, the Associate Dean for Student Engagement, the Athletic Director or designee, and the Director of the Chaplains' Office will undertake a review of the efficacy and need for this policy and make revisions as necessary.

Members of the community who have questions or comments regarding this policy or concerns regarding another member's adherence to it may use one of the following resources:

- Contact the [Chief Risk and Compliance Officer](#)
- Contact the [Director of Title IX and Equal Opportunity](#)
- Make an anonymous report through [Ethicspoint](#)

Policy Statements:

1. The College supports Student Travel, when such travel furthers a student's academic, athletic, spiritual, or personal development.
2. The College permits College Officials to accompany students on such travel whenever it is necessary and appropriate, provided such travel follows the guidelines set forth in this policy.
3. College Officials traveling with students are subject to the following rules:
 - A. College Officials may not share beds, bedrooms, or personal bathrooms with any students.
 - B. College Officials may not permit students to enter their personal accommodations, including, but not limited to, their hotel rooms, nor may College Officials enter students' personal accommodations unless necessary for safety reasons or to enforce College policies, including but not limited to the Alcohol and Drug Policy.
 - C. College Officials are prohibited from providing or making available to students alcohol or other illicit drugs.
 - D. College Officials must limit any 1:1 contact in which the College Official will be alone and unaccompanied with a student outside of public view. In order to limit 1:1 contact with students, College Officials may select travel options that are more expensive than other alternatives.
4. Exceptions.

- A. The College further recognizes that there may be extraordinary circumstances that warrant an exception to these policy statements. In these situations, the College Official may seek advance permission to do so from their Provost, Vice President, or Athletic Director in consultation with the Chief Risk and Compliance Officer. When evaluating this request, the Provost or VP overseeing the College Official in their division and Chief Risk and Compliance Officer will weigh the benefits of such travel against the risks, taking into consideration the location, duration, and nature of such travel.
 - B. In the event an administrator, faculty, or staff member must take action to protect the health or safety of a student, but such action may violate this policy, that individual should prioritize student safety and then notify the Chief Risk and Compliance Officer of these actions as soon as possible.
 - C. The prohibition of one-on-one contact with a student does not apply to members of the Department of Transportation who are responsible for transporting students.
5. Failure to comply with these policies will result in disciplinary review by the Provost or VP overseeing the College Official in their division. In the event of a report of a violation of this Policy, the Provost or respective Vice President will undertake an investigation, which may include but may not be limited to interviews with the impacted parties and other witnesses, review of documentation and other evidence, and other investigatory means. If the Provost or Vice President determines that, based on the information collected during the investigation, it is more likely than not that the individual violated this policy, the Provost or Vice President will assign sanctions, which may include but are not limited to one or more of the following: reprimand, warning, restitution, training and/or counseling, no-contact order, removal from an administrative appointment, removal of one or more job responsibilities with a corresponding salary reduction, removal from a committee, removal from a leadership position, reassignment of advisees, prohibition against new advisees, limitation or loss of rights or privileges, loss of awards and/or honors, and/or community service, suspension (without pay), non-renewal of an employment contract, or dismissal from employment.

Examples:

1. A faculty member is attending an off-campus conference, which one or more students are also attending. Although there is an open bar, the faculty member may not obtain or provide alcohol to the student. The faculty member is not prohibited from drinking alcohol around or in the presence of the student, even if the student has purchased their own alcohol. However, we strongly encourage all employees to exercise caution in the presence of alcohol, as alcohol can impact both people's behavior and people's *perceptions* of others' behavior. Multiple studies - and our own internal data - show a correlation between the consumption of alcohol and subsequent Title IX reports (between all demographics).
2. An administrator would like to invite a student employee who has worked in that office for several years to their house to celebrate a holiday. The administrator may not invite

the student to their house, unless another student accompanies them. If one of the students has to leave early, the administrator must take steps to facilitate the other student's departure. This is the case even if there will be additional people or family members at the party.

3. A coach and student athlete are traveling to a competitive event several states away. The coach and the student athlete may not share a personal vehicle to the airport unless there is another member of the Holy Cross community in the vehicle. At the event, the coach and the student may not enter into each other's accommodations. If possible, the coach should try to arrange accommodations on a separate floor to reinforce boundaries.
4. During the summer, a faculty member is traveling to a remote location to undertake research at a third party research facility. A student has also been approved and has received money to participate in this research. Accommodations are limited, such that the faculty member and the student may be asked to share a room, or, at the least, be required to share common spaces, including a bathroom. There are no other accommodations available. In this case, the faculty member should contact the Chief Risk and Compliance Officer, who will work with the faculty member to explore all available options, including but not limited to exploring alternative lodging options, pre-departure training for the faculty member and student, and regular check-ins with the student.
5. The Chaplain's Office is hosting a retreat at the Joyce Contemplative Center. A Chaplain and student leader would like to drive over a day early and help set up. The Chaplain may not go with the student to the Joyce Contemplative Center a day early unless there is another student leader (or employee) accompanying them.

Applies to: This Policy applies to all trustees, administrators, faculty, staff, and volunteers of the College.

Policy Owner: Chief Risk and Compliance Officer

Related Documents: None.