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## **INTERNATIONAL TRAVEL BY STAFF AND VOLUNTEERS**

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### **1.11 INTERNATIONAL TRAVEL BY STAFF AND VOLUNTEERS**

While the Commission on Secondary Schools strives, at all times, to be responsive to its member institutions, including those in international locations, there are times when international travel requires additional levels of review and/or accommodation. The United States Department of State regularly issues Travel Warnings to locations where Americans are advised to avoid travel and Public Announcements which describe short-term issues posing security or health threats and/or locations where Americans may be perceived to be a potential target.

#### **1.11.1. Travel to Locations Under Travel Warning**

If the United States Department of State issues a Travel Warning to a particular destination, additional care must be taken to ensure the safety and protection of CSS staff and volunteers. All travel to locations under Travel Warning must be approved by the Executive Director and a member of the Executive Committee. Together, they should determine whether travel plans should be postponed. In reaching their decision, the following possible accommodations should be considered:

- additional security precautions onsite and en route
- additional inoculations or health precautions
- consultation with Center for Disease Control authorities
- disclosure by staff or volunteers of status of personal health
- additional insurance coverage for the traveler
- signature of waiver of responsibility by the traveler
- using team members who hold passports from countries not considered to be threatened or endangered.

Staff and/or volunteers may be asked to sign a statement indicating that they know of the Travel Warning, that they are not compelled to go and that travel is voluntary, and that CSS is not providing security personnel for them.

The Commission on Secondary Schools Executive Director or the CSS Executive Committee may require additional consents or requirements.

#### **1.11.2. Travel to Locations Under Public Announcement**

If the United States Department of State issues a Public Announcement on a particular destination, travel to the location must be approved by the Executive Director.

#### **1.11.3. Alternative Accommodations When Travel Is Postponed**

Whenever possible, visits shall be conducted by alternative means such as videoconferencing, conference calls, or meetings in another location. The determination

on whether alternative means can be used to conduct a visit shall be made by the Executive Director.

1.11.4. Status of Institution When Travel is Postponed

Member institutions shall not be penalized when dangerous situations prevent staff and/or volunteer travel. CSS will do whatever it can to minimize the effects of the decision not to travel. Candidate and/or accredited institutions may be given an extension for a specified period that is appropriate to the specific circumstances so that the situation can be reexamined at the end of the specified period. Such extensions shall not exceed two years, without the approval of the Executive Committee or the Commission. All paper submissions due during that period should be submitted as usual.

If a required site visit can not be conducted within a reasonable period of time, the Membership and Accreditation Committee may determine that the status of the institution be terminated or suspended for a stated period of time. The Commission shall take formal action on such a recommendation and it will be recorded in the institution's public records.

*Policy # 1.11\_\_\_\_\_*

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