

No. 302

SECTION: Employees

TITLE: Tour Policies

ADOPTED: May 3, 1974

REVISED: April 8, 2002

REVISED: November 10, 2005

SEC. NAME: September 10, 2024

# CATASAUQUA AREA SCHOOL DISTRICT

<b>302 – TOUR POLICIES</b>		1
<b>Purpose</b>	To define a “tour” and to establish a procedure for individuals to follow if they want to participate in a tour.	2 3 4 5 6
<b>Authority</b> School Code § 511	<p>Tours are defined as any excursion taken that is <u>not</u> approved in writing by resolution of the Catasauqua Area School District Board of School Directors or the Superintendent of the Catasauqua Area School District. The Catasauqua Area School District assumes no responsibility or liability for any tour, as defined. This includes travel arrangements, financial responsibility, physical harm to students, teachers or any other persons involved with the tour or any other aspect of the tour.</p> <p>The excusing of an employee, with or without pay, from his or her duties or classes, to be a member of a tour does not constitute approval of the tour.</p> <p>No employee or students will be excused from duties or classes to participate in a tour unless:</p> <ol style="list-style-type: none"> <li>1. The school district administration has been notified of the nature of the tour and the date of the proposed tour 60 days prior to the date of the proposed tour.</li> <li>2. The proposed tour includes not more than five days of scheduled school time,</li> </ol> <p>Solicitation and/or planning a tour may not be done during teacher’s class time or without the consent of the Superintendent.</p> <p>The Catasauqua Area School District Board of School Directors reserves the absolute right to refuse to excuse any employee from teaching duties or classes to participate in a tour.</p>	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38