1. The District School Board of Niagara (DSBN) supports out of school programs as a valuable means of enriching the curriculum and reinforcing learning.

2. An out of school program should include classroom preparation and follow-up, and should challenge students in a manner consistent with curriculum expectations.

3. Prior to any commitment being made, the following information must be submitted to, and approved by, the appropriate Superintendent of Education:
   a) Money being expended by the school.
   b) Fundraising taking place.
   c) Details regarding travel and accommodation arrangements for overnight trips.

   Every effort should be made to keep the cost per student as reasonable as possible.

4. The School Administrator(s) of a school whose curriculum involves out of school programs should ensure the following are considered when such events are being planned:
   (a) Rationale for, and objectives of, out of school program.
   (b) Designation of a person who will be in charge of the program.
   (c) Plan for safety, insurance and medical arrangements and/or coverage.
   (d) Provision of supervision to ensure the safety and well-being of students based on the type of activity, the age, special needs and skills of the students and/or any special conditions regarding a specific site(s).
   (e) Provision of details regarding trip to parents/guardians.
   (f) Plan for the arrangement of transportation for students to and from the event.
   (g) Plan for obtaining parent/guardian consent to participate.
   (h) Completion of form authorizing volunteer drivers.
   (i) Plan to obtain parent/guardian consent regarding use of volunteer drivers.
   (j) Statement of expectations regarding student behaviour.
   (k) Plan for students who cannot return with the main group.
   (l) Provision of an alternate program for students not participating in the out of school program.

References
Policy G-01: School Volunteers
Administrative Procedure 3-13: Anaphylaxis (Severe Allergies, Food Allergies, Insect Bites, etc.)
Administrative Procedure 3-16: Out of School Programs
Administrative Procedure 3-17: Guidelines for Water and Small Boat Safety Related to Out of School Programs
Administrative Procedure 3-18: Guidelines for Bus and Other Vehicle Safety Procedures Related to Out of School Programs
Administrative Procedure 3-19: Volunteer Driver Acknowledgement
Administrative Procedure 3-25: Guidelines for Snowsports and Skating Related to Out of School Programs
Administrative Procedure 3-27: Concussions