

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-14
TOPIC:	OUT OF SCHOOL PROGRAMS/EVENTS	PAGE:	Page 1 of 2
		DATE:	June 2015
REVIEW	June 2020	REVISED:	

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