

The primary purpose and use of Division-leased or owned buildings is the education of students.

Administration believes that the consumption of alcoholic beverages on Division property is inconsistent with the Board's mission statement and beliefs, and therefore, prohibits the consumption of alcoholic beverages on Division property and at off-site, Division-sponsored student functions. Administration has directed that public funds shall not be used for the purchase of alcohol of any kind under any circumstances.

Based in its beliefs regarding education and graduation ceremonies, as well as good risk management practices, the Board insists on strict segregation of its staff and resources from any activities involved in the planning, staging or supervising of graduation activities where consumption of alcohol is involved.

### **Staff**

Staff Social Events where alcohol is served shall be held pursuant to Administrative Procedure 30-10 and Form 3-10.

### **Students**

Student activities, regardless of their location, are to be alcohol free.

### **Community Use**

The Barrhead Elementary School Gymnasium functions as a Community Hall and is the only site approved for events with alcohol. All other facilities would require prior Superintendent or designate approval.

Functions that involve consumption of alcohol are subject to appropriate licensing and insurance requirements being met as outlined in Form 3-24-A - Facility User Agreement and Form 3-24-C - Facility User Group– additional insurance coverage.

### **Community-based Year End Celebratio**

1. The Community-based Year End Celebration organizers must NOT:
  - a. Use the word "Graduation" in any communication or advertisement, and must indicate that the event is planned by a community group
  - b. Use the name of the school in the Community organizing group name
  - c. Hold the banquet in the same hall as the School Graduation Ceremony, where possible
  - d. Hold planning meeting on school board premises.
  
2. The Community-based Year End Celebration organizers MUST:
  - a. Take full responsibility for compliance with the liability and ensure the School and School Board names do not appear on any forms or agreements
  - b. Obtain insurance coverage independent of the school.

3. Students will not be permitted to use school time to plan, fundraise or decorate for any year end function, other than the School Graduation ceremony.
4. The School Administration will ensure that:
  - a. Information about the Community-based Year End Celebration is not distributed through the school newsletter, Graduation Handbooks or any other communication mediums or methods involving the School or School Board.
5. The Community-based Year End Celebration organizers should take all reasonable actions to avoid a “reasonable person” from concluding that the event is a school sponsored event, rather than a Community based event.
6. With respect to graduation activities where consumption of alcohol is involved, actions in which school division employees may not involve themselves may include, but are not limited to:
  - Hosting planning meetings
  - Allowing planning meetings on any school property
  - Publicizing meetings
  - Providing resources or office support for meetings
  - Providing verbal or written support for such activities
  - Providing resources or support for such activities

## Reference

<a href="#"><u>School Act</u></a>	Section 195
<a href="#"><u>Policy 1</u></a>	<a href="#"><u>Pembina Hills Public Schools Foundation Statements</u></a>
<a href="#"><u>AP 30-10</u></a>	<a href="#"><u>Host Liquor Liability Insurance for Staff Social Events</u></a>
<a href="#"><u>AP 40-04</u></a>	<a href="#"><u>Qualifications and Roles – Certificated Staff</u></a>
<a href="#"><u>Form 3-10</u></a>	<a href="#"><u>Host Liquor Liability Insurance for Staff Social Events</u></a>
<a href="#"><u>Form 3-24-A</u></a>	<a href="#"><u>Facility User Agreement</u></a>
<a href="#"><u>Form 3-24-C</u></a>	<a href="#"><u>Facility User Group Application – additional insurance coverage</u></a>
<a href="#"><u>Exhibit</u></a>	<a href="#"><u>Facility User Group Program Risk Schedule</u></a>