

Administrative Procedure 121

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ALCOHOL CONSUMPTION ON DIVISION PREMISES OR DURING SCHOOL OR DIVISION ACTIVITIES

Background

Since school facilities are occasionally used for division-wide or community social functions, it is necessary to establish procedures relating to the consumption of alcoholic beverages on school premises and/or during school or division activities. This administrative procedure must reflect societal values as well as ensure that the school's primary mandate of providing quality education to students is not compromised.

The consumption of alcohol on division property is not permitted except at division/school functions where prior Superintendent approval has been granted.

Hospitality may be extended in an economical manner, as a matter of courtesy or protocol.

Procedures

1. No alcoholic beverages may be served, sold or consumed on division property **during normal operational hours.**
2. The Superintendent of Schools may approve the consumption of alcoholic beverages on division or school property for division staff occasions, such as a wine and cheese or a staff celebration. For approval, the following procedures will apply:
 - 2.1 The Principal will request approval in writing for the consumption of alcohol on school premises. The request will include a description of the staff occasion, including the date and time.
 - 2.2 The Principal will ensure that all liability issues are addressed including the purchase of Private Non-Sale Special Event License if required and that the requirements of Alberta Gaming and Liquor Commission (AGLC) for Private Functions with liquor services are satisfied. (Please refer to www.aqlc.gov.ab.ca)
 - 2.3 The Principal will ensure that no public funds or school generated funds are used to purchase alcohol.
 - 2.4 The Superintendent of Schools will advise the principal in writing of the decision.

3. The Superintendent of Schools may approve the consumption of alcoholic beverages for the purpose of hospitality.
 - 3.1 Hospitality is the provision of food, beverage (alcohol) and other amenities at public expense for the work of the division or school.
 - 3.2 Hospitality is generally provided when the event involves participants from outside the division.
 - 3.3 Hospitality may be extended in an economical and consistent manner when:
 - 3.3.1 It facilitates division business with members of government, community or the private sector.
 - 3.3.2 It is considered desirable as a matter of courtesy or protocol.
 - 3.3.3 It honours staff for long service.
 - 3.4 Prior written approval from the Superintendent of Schools or designate is required for all hospitality events where alcohol is served.
 - 3.5 If alcohol is provided at a hospitality event, it should be provided in a responsible manner, e.g. food must always be served when alcohol is available.
 - 3.6 Hospitality events shall not be funded through school generated funds.
4. The Superintendent of Schools may approve the consumption of alcoholic beverages for the purpose of fundraising by school societies under the following procedures:
 - 4.1 The Chair of the School Society, or designate, will request approval in writing for the consumption of alcohol on school premises. The request will include a description of the event and the intent of the fundraiser.
 - 4.2 The Chair of the School Society, or designate, will ensure that all liability issues are addressed including the purchase of Private Non-Sale Special Event License if required and that the requirements of Alberta Gaming and Liquor Commission (AGLC) for Private Functions with liquor services are satisfied. (Please refer to www.aglc.gov.ab.ca)
 - 4.3 The Superintendent of Schools will advise the Chair of the School Society, or designate, in writing of the decision.
5. The Superintendent of Schools may approve the consumption of alcohol beverages off Division premises for Division-related activities. "Division-Related Activity" is defined as any activity that is planned, organized, or supervised by Division staff or related organizations (School Councils, school supporting societies, etc.) in those situations where the participation of Division staff or students, or the use of the school name or the Division name, may cause others to believe that the event is Division sponsored or supported. Examples could range from School Council sponsored activities to fundraisers. Consideration of social host liability issues is a responsibility of all staff when planning an off-Division premises event that may involve alcohol, regardless of the location.

- It also extends to events planned by other related bodies, outside organizations or individuals where there is participation by Division staff that may support the perception that this is a Division-sponsored event.
- 5.1 The Principal or organizer of the Division-related event will request approval in writing for the consumption of alcohol. The request will include a description of the event, time, date and purpose.
 - 5.2 The Principal or organizer of the Division-related event will ensure that all liability issues are addressed including the purchase of Private Non-Sale Special Event License if required and that the requirements of Alberta Gaming and Liquor Commission (AGLC) for Private Functions with liquor services are satisfied. (Please refer to www.aglc.gov.ab.ca)
 - 5.3 The Principal or organizer of the Division-related event will ensure that no public funds or school generated funds are used to purchase alcohol.
 - 5.4 The Superintendent of Schools will advise the principal or organizer of the Division-related event, in writing of the decision.
6. Students, whether of age or not, are not permitted to bring or consume alcohol at any school or division activity.
 7. Staff, parents, or adult volunteers are not permitted to consume alcohol while supervising students during school related field trips.
 8. Notwithstanding the above, the use of sacramental wine as part of the celebration of the Eucharist on school or division property is approved.

References: *The School Act*, Sections 20, 60, 61, 96, 113, 116, 117