

Administrative Procedure 380

GRADUATION/FAREWELL CELEBRATIONS (Or ACTIVITIES)

Background

The Division believes that Graduation/Farewell/Prom/Safe Grad activities (activities which may involve the use of alcohol or controlled substances) are not supported by the Division or any school. Due to the nature of the activities and potential legal ramifications for the Division and employees of the Division, no such activities shall be organized, promoted, or supported on school property or by Division staff.

This Administrative Procedure applies fully to all Division employees, including those who are parents/guardians.

Procedures

1. After-grad activities that may be organized by parents and/or students are not Board sanctioned. Staff are not to participate in such activities, either as planners, participants, supervisors or volunteers, when alcohol is involved.
2. Staff who disregard this advice and chose to attend the event are participating as private citizens and not as representatives of Battle River School Division. As private citizens they take full responsibility and liability for any and all actions.
3. No Battle River School Division Facilities are to be used for graduation/farewell/events/**etc** events that include alcohol, including for planning, organizing and implementing the event.
4. The Division will not consider requests for the use of Board-owned school buses for the transport of participants to and/or from graduation/farewell/etc events or activities that may be planned by the students and/or parents of Division schools.

Reference: Section 52, 53, 222 Education Act
[ARMIC Safe Grads: Administrative Procedures](#) (for School Administrators)

Appendix: Community-Based Year End Celebration (Appendix 380)

COMMUNITY-BASED YEAR END CELEBRATION

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 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 Division employees may not involve themselves include, but are not limited to:
 - a. Hosting planning meetings;
 - b. Allowing planning meetings on any school property;
 - c. Publicizing meetings;
 - d. Providing resources or office support for meetings;
 - e. Providing verbal or written support for such activities;
 - f. Providing resources or support for such activities.