

**CLASSIFICATION:** Business and Noninstructional  
Operations

**ADOPTED:** 5/31/11  
**REVISED:**  
**REVIEWED:** 10/27/15

**SUBJECT:** Possession, Consumption, and Sale  
of Alcoholic Beverages at Outdoor  
School Sites Used as Retreat Facilities

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Facilities owned by the County Board of Education and operated by the County Superintendent of Schools as the Outdoor School Program may be used as retreat facilities, when not in use for the Outdoor School Program, in accordance with a duly executed contractual agreement.

Outdoor Education Program management is responsible for ensuring that an *Outdoor Education Program Permit for Use and Occupancy of Premises and Facilities (Use Permit)* has been signed by the authorized representative of the permitted group or individual (Permittee) and is on file with the County Superintendent of Schools prior to use of the facilities. The Permittee's signature on the *Use Permit* shall constitute acceptance of the terms and conditions under which the facilities are to be used.

State law specifies conditions under which alcoholic beverages may be lawfully possessed, consumed, or sold at overnight retreat facilities operated by the County Superintendent of Schools. "Alcoholic beverages" includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, as defined in Business and Professions Code section 23004.

Outdoor Education Program management shall establish and maintain procedures that ensure that all Permittees understand and agree to the conditions under which alcoholic beverages may be possessed, consumed, or sold at Outdoor School sites as follows:

1. Students participating in any SDCOE-operated program shall not be present on the grounds at the time of the event.
2. Alcoholic beverages shall be possessed, consumed, or sold pursuant to a license, permit, or authorization issued to the Permittee under the Alcoholic Beverage Control Act.
3. The Permittee shall provide proof of the required insurance coverage, including liquor liability insurance, as specified in the *Use Permit*.

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**ADMINISTRATIVE  
REGULATION NO. 3513.4**

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In accordance with Board Policy and Administrative Regulation 4001, Drug- and Alcohol- Free Workplace, and state and federal law, employees of the County Superintendent of Schools, while employed on the job, are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of alcohol in any workplace or facility operated by the County Superintendent of Schools. This prohibition applies to employees, while employed on the job, at Outdoor School sites during events at which alcoholic beverages are possessed, consumed, or sold. Violators shall be subject to disciplinary action up to and including dismissal.

**Derivation:** Adopted 3/31/11. Technical Revision 10/27/15.

**Administrative Regulation No.:** 4001  
**Board Policy No.:** 3513.4, 4001

**Legal Reference:** Business and Professions Code  
23000 - 25762 *Alcoholic Beverage Control Act*  
Education Code  
8760 et seq.  
Health and Safety Code  
18897 - 18897.7