

D-4(c)

*Policy on Alcohol and Illegal Drugs*  
(Secondary Schools) (March 2000)  
(Department of Catholic Schools)

# FINAL

## Policy on Alcohol and Illegal Drugs

In consideration of Section 4123 of the Archdiocese of San Francisco *Administrative Handbook* which provides that “disciplinary action up to and including dismissal may result from...unfitness for service (e.g., working under the influence of intoxicants or drugs)...or any conduct tending to reflect discredit upon the school or the Archdiocese or tending to impair teacher’s usefulness as a teacher”, therefore, at all times, both on and off campus, ALL employees and volunteers are expected to conduct themselves in a professional manner.

With specific regard to alcohol at the school, employees and volunteers of \_\_\_\_\_ school shall not use, possess, or be under the influence of alcohol during the school day, within the employee’s or volunteer’s normal duties either on or off campus, at school sponsored activities that are student related, or on school time. It is understood that employees and volunteers may be present at some parent-related events where alcohol is served. The standard of conduct in a professional manner shall apply to all employees and volunteers at such events.

In addition, it is the policy of the Archdiocese of San Francisco to prohibit the unlawful possession, manufacture, purchase, sale, use or distribution of alcohol and illicit drugs by employees and volunteers. Given the gravity of harm posed not only to employees and students, but also to the school and society as a whole, \_\_\_\_\_ school will, in addition to imposing sanctions up to and including termination of employment, refer for prosecution any individual violating these standards concerning illicit drugs and alcohol.