No. 4620
SECTION: PERSONNEL
TITLE: DISCIPLINARY ACTION

ADOPTED: 5/15/06
READOPTED: 1/29/14;11/15/16;8/20/19;
5/18/21;9/16/25
REVISED: 6/21/10

OXFORD AREA SCHOOL DISTRICT

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees.

All employees of the Oxford Area School District are expected to follow the rules of the district as well as department rules and procedures. Any employee who violates an Oxford Area School District policy and/or procedure or engages in actions that could be considered inappropriate could be subject to Disciplinary Action, up to and including, immediate termination. Violations of district policy include, but are not limited to:

- Any theft of money, materials, supplies or time
- Violations of the dress code
- Violations of the attendance policy
- Smoking, drinking, gambling or use of/possession of illegal drugs on school property
- Fighting on school property
- Not maintaining confidentiality
- Engaging in harassing or inappropriate behavior of any kind
- Violation of any district policy

The district shall use discretion on all disciplinary actions. Generally an employee will be subjected to progressive discipline depending on the violation(s) and/or behavior. Some examples of progressive penalties that can be imposed when appropriate include suspension without pay, demotion or transfer of employee or potential termination.

It is understood that the district shall apply more strict discipline action, up to and including immediate termination without use of progressive discipline depending on the circumstances and/or severity of the behavior, and also reserves the right to apply immediate termination for severe and/or extremely offensive behavior/violation of policy and/or rules. Nothing in this policy shall be deemed to prohibit the District from exercising management rights as provided by Federal and State Law.