

DISCIPLINE NON-INSTRUCTIONAL/SUPPORT PERSONNEL

The Superintendent and the employee's supervisors shall possess the authority to discipline employees when an employee's behavior warrants such action. Principals shall have the authority to discipline all employees at the school in which he/she is employed.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent's authority or, in the case of certain employees, the Board's authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, performance, and disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered *confidential* and treated in accordance with statutory provisions and Board policy.

SUSPENSION

The Superintendent shall have the authority to suspend tenured bus operators and persons employed on performance contracts, with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the bus operator or contract appointee shall be reimbursed for any loss of compensation.

The Superintendent shall have the authority to suspend any non-tenured/non-contract employee, with or without pay, when circumstances warrant such action.

Bus Operators

1. A minimum five (5) day suspension, without pay, will be given for willful neglect to keep his/her equipment in safe, comfortable and practical operating condition.
2. A minimum five (5) day suspension, without pay, will be given for willful neglect to stop for stop signs, red lights, going over the speed limit in any speed zone, and not stopping for railroad tracks.
3. A minimum twenty (20) day suspension, without pay, pending a hearing before the Board for consideration of dismissal for willful neglect of duty, incompetence, immorality, or consumption of any alcoholic beverage between 12:01 a.m., and the completion of the duties for the day, or physical disability to perform his/her duties.

4. A minimum one (1) day suspension, without pay, will be given for unauthorized use of cellular telephones during the operation of a bus or while students are on the bus. A minimum three (3) day suspension, without pay, with a possible administrative hearing, will be given for the second offense for unauthorized use of cellular telephones. The use of cellular telephones by school bus operators shall be authorized only under the following conditions:
 - A. An emergency situation exists, such as mechanical problem, accident, illness of operator or passenger, and the bus is pulled safely out of traffic (if possible) and motor is turned off.

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Ref: La. Rev. Stat. Ann. §§17:81, 17:81.8, 17:443; Reed v. Orleans Parish School Board, April 30, 1945, 21 So.2d 895; Frazier v. East Baton Rouge Parish School Board, App. 1 Cir. 1961, 128 So.2d 250; Board minutes, 2-21-06, 11-20-12, Forethought wd. revisions 1-30-18.