Duncanville ISD

STAFF HANDBOOK

2026-2027

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. The Duncanville ISD Staff Handbook is neither a contract nor a substitute for the official district policy manual, nor is it intended to alter the at-will status of noncontract staff members in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, staff members may refer to the policy codes that are associated with handbook topics, confer with their supervisors, or call the appropriate district office. District policies can be accessed online at www.duncanvilleisd.org.

Suggestions for additions and improvements to this handbook are welcome and may be sent to Pamela Brown, Chief Human Resources Officer.

District Information

Description of the District

Covering approximately 30 square miles, the Duncanville Independent School District is home to more than 60,000 residents and encompasses portions of the city of Dallas, small portions of DeSoto and Cedar Hill, and all of the city of Duncanville. The district offers many attractive features to families as a culturally rich environment with rigorous coursework, numerous enrichment programs, nationally recognized career and technology programs and an educational setting focused on preparing children to succeed in an ever-changing world. The district is in the southwest region of Dallas County, Texas and employs nearly 1,700 dedicated staff, including 750 teachers, making the district one of the largest employers in the area. Duncanville ISD educates approximately 13,000 students at 18 campuses. These include 11 elementary schools, three middle schools, one comprehensive high school, a Collegiate Academy at Duncanville High School, STEAM Academy at Kennemer Middle School, and two alternative campuses. Grade levels are divided into elementary, serving students in grades Pre-K through fifth; middle school for students in grades six through and eight; and high school for students in ninth through twelfth grades.

Mission Statement

Policy AE

Duncanville ISD: We engage, equip, and empower all scholars to achieve their unique potential.

Vision Statement

Duncanville ISD: Where dreams are inspired and excellence is achieved.

Motto

Writing Success Stories, One Student at a Time

Strategic Plan

The Duncanville Independent School District established a clear direction for the district through the development of the strategic plan. The plan was developed by a planning committee that included teachers, principals, parents, students, community and school board members. The strategic plan provides a roadmap for the district from 2021-2026 with a focus on the mission, vision, and values of Duncanville ISD.

Core Values

Professionalism
Accountability
Nurturing, safe environments
Transparent communication
Honesty, integrity, and ethics
Everyone contributing to student success
Relationships, equity, and inclusion
Students as our top priority

Duncanville ISD Strategic Priorities and Goals

1. Student Academic Success
2. Students, Families, and Community Connections
3. Personnel and Professional Growth
4. Financial Stewardship and Facilities

Board of Trustees
Policies BA, BB series, BD series, and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Duncanville trustees are elected at-large and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board Meetings
The Duncanville ISD School Board meets monthly at the Duncanville Education Plaza, located at 710 S. Cedar Ridge Drive, Duncanville, TX 75137. Board meetings begin with a briefing session at 6:30 pm. The regular portion of the Board meeting begins at 7:00 pm. Individuals wishing to address the Board may do so during the Public Forum/Communications from the Public agenda item. Those wishing to speak during this time must complete a Public Forum Card, available near the Board Room entrance. Cards must be placed in the Forum box located in the same area. The Board may not address comments made during Public Forum.

Board meeting agendas are published online at www.duncanvilleisd.org and are posted at the Education Plaza (710 S. Cedar Ridge Dr.) three business days prior to the scheduled meeting date and time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including staff member complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation. Board meetings are taped and on the district's website at: www.duncanvilleisd.org.

2026-2027 Meeting Schedule (Dates Subject to Change)

August 17, 2026	December 14, 2026	April 19, 2027
September 21, 2026	January 19, 2027	May 17, 2027
October 19, 2026	February 16, 2027	June 21, 2027
November 16, 2026	March 22, 2027	

Administration
The role of Duncanville ISD Administration is to support and serve district schools. Off campus administrators are at the Duncanville ISD Education Plaza & the Teaching & Learning Center which is located at 710 S. Cedar Ridge Dr. and 9240 County View Rd. respectively, where the offices of the Chief of Staff, Chief of Schools, Curriculum & Instruction, Budget & Finance, Human Resources, Student Services & Campus Support, Communications & Marketing, Special Education, Professional Development, Federal Programs, and Bilingual/ESL are housed. The Office of Superintendent is located at the Education Plaza.

School Calendar
See the Duncanville ISD website for 2026-2027 calendar: https://www.duncanvilleisd.org/quicklinks/calendar

Helpful Contacts
From time to time, staff members have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, staff members are encouraged to contact the appropriate department listed below.

Departments

Education Plaza	972-708-2000	Media Center	972-708-3570	PEIMS	972-708-2000
Athletics	972-708-2150	Warehouse	972-708-2272	Transportation	972-708-2280
Child Nutrition Services	972-708-2328	Safety & Security	972-708-2270	Teaching/Learning Center	972-708- 2000
Maintenance/Custodial	972-708-2260	Technology	972-708-2300		

Campuses

Duncanville High School	972-708-3700	Charles Acton Leadership Academy	972-708-2400
PACE High School	972-708-2900	Bilhartz Elementary	972-708-6600
SUMMIT Education Center	972-708-2573	Brandenburg Elementary	972-708-3100
Byrd Middle School	972-708-3400	Central Fine Arts Academy	972-708-2600
Kennemer Middle School	972-708-3600	Daniel Elementary	972-708-3200
Reed Middle School	972-708-3500	Fairmeadows Elementary	972-708-2700
Hardin Elementary	972-708-3300	Hastings Elementary	972-708-2800
Hyman Elementary	972-708-6700	Smith Early Learning Center	972-708-3000

Employment

Diversity Action Plan: Equal Employment Opportunity
Policies DAA, DIA

It has been and continues to be the policy of the Duncanville Independent School District as an *Equal Opportunity Employer* that all persons will receive equal employment opportunities in accordance with their job-related qualifications, without regard to race, creed, color, sex (including pregnancy, sexual orientation, or gender identity), disability, veteran status, religion, genetic information, age or national origin. Additionally, the District does not discriminate against a staff member or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Equal employment opportunities include, but are not limited to recruitment, selection, placement, training, promotion, transfer, demotion, rate of pay, benefits, layoffs, terminations, social and recreational programs, and other conditions, obligations and benefits of employment. The Board of Trustees, the superintendent and all persons associated with the Duncanville Independent School District are committed to the spirit and letter of the District policy.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The objective of the Duncanville Independent School District has always been to base employment decisions solely upon job-related criteria and requirements and an individual's related qualifications and abilities. The Duncanville Independent School District continuously looks for ways to identify and develop a broad range of applicant sources in its employment activities. To achieve its objectives, the Duncanville Independent School District emphasizes to applicants, staff members, students, parents, the community, and others that opportunities in the Duncanville Independent School District are made available on a nondiscriminatory basis.

Equal Employment Policy - Should any staff member or other individual have questions concerning the Duncanville Independent School District's equal employment opportunity policies or practices, that person is encouraged to discuss these matters with the Chief of Staff, the Human Resources Department, or the Superintendent.

Staff members with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, military status or disability should contact the Coordinator of Investigations and the District Title IX/ADA Coordinator at 710 S. Cedar Ridge Dr., Duncanville, TX 75137, 972-708-2000.

Staff members with questions or concerns about discrimination on the basis of a disability should contact the Chief Academic Officer and the Section 504 Coordinator at 710 S. Cedar Ridge Dr., Duncanville, TX 75137, 972-708-2000.

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Chief of Staff at 710 S. Cedar Ridge Dr., Duncanville, TX 75137, 972-708-2000.

Job Vacancy Announcements
Policy DC

Announcements of job vacancies by position and location are posted on a regular basis on the district's website. Vacancy notices will be posted on the Duncanville ISD website. The notice will include a basic description of the job and essential credentials.

Job Posting Requirement

- Applies to all positions for which a certificate or license is required as provided by Section 21.003; this therefore includes classroom teachers.

- Prior to filling a vacancy, requires a ten-day posting period for all jobs that do not affect the safety of the students;
- Posting of the position:
  - The district's website; and
  - The district must provide staff members a "reasonable opportunity" to apply for the position.

Exceptions to the Ten-Day Posting Requirement

- A position that affects the safety and security of a student, as determined by the board of trustees; or
- If, during the school year, the district must fill a vacant position held by a teacher, as defined by Section 21.201, in less than 10 school days.

Professional personnel seeking employment must file an application with complete college and certification credentials. After the screening process, selected applicants may be invited for an interview by the appropriate administrator. Prior to making a recommendation for employment, a thorough investigation is made of the applicant. Qualifications considered desirable are academic competence, success, and the personal qualities necessary for working in close association with students, parents, and the community.

The superintendent has sole authority to make recommendations to the board regarding selection of contractual personnel. The board retains final authority to hire central administration contractual personnel and principals but delegates to the superintendent final authority to hire all contractual personnel below the level of campus principal. The board delegates to the superintendent final authority to employ and dismiss non-contractual staff members on an at-will basis. *DC (LOCAL)*

When a job vacancy occurs among auxiliary or support staff, all current applications are considered and screened. Consideration is given to each applicant based on leadership potential, ability to perform the job, attendance record and dependability, past evaluations, experience, and other criteria.

Reduction in Force

A reduction in force (RIF) may take place when the Board determines that financial exigency or program change requires the discharge or non-renewal of one or more staff members. Such a determination constitutes sufficient cause for discharge or non-renewal of a staff member's contract and services. *DFF (LOCAL)*

Employment Status

The District adheres to state law that mandates the following categories of full-time certified professional staff: certified central office and campus administrators, teachers, librarians, full-time registered nurses, and counselors under a term contract as defined in Texas Education Code 5.001(2), and these staff members do not have a contractual property interest beyond its term. Staff in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Contract and Non-Contract Employment

Policy DC series

State law requires the district to employ all full-time professional staff in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Staff in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts

A probationary contract will be issued to a person who is employed by the Duncanville Independent School District for the first time or who has not been employed by the District for two consecutive years. Nurses and full-time professional staff new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former staff members who are hired after a two-year lapse in district employment or staff members who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts A probationary contract may be renewed for two additional one-year periods, for a maximum of three school years with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given. *DCA (LEGAL)*

Per the Duncanville ISD District of Innovation Plan, staff who are hired under the 5 of 8 rule may be placed on a probationary contract for up to 3 years.

Term Contract

A term contract will be issued after a contractual staff member has successfully completed his/her probationary period as prescribed under Chapter 21 of the Texas Education Code (DCB LEGAL). A term contract will be in writing and include the terms of employment as prescribed under Chapter 21, Subchapter E; the Board may include other provisions in a term contract that are

consistent with this subchapter.
Each term contract is subject to the approval of the Board and there is no property interest in a term contract beyond its term.
The Board shall provide each staff member employed under a term contract with a copy of the staff member's contract. District *Employment-Related Policies* are shown on page 13 of this handbook and are also available on the District website.

Non-Certified Professional and Administrative Staff Contracts
Staff members in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by one-year contracts that are not subject to the procedures for non-renewal under the Texas Education Code.

Paraprofessional and Auxiliary Staff
All paraprofessional and auxiliary staff, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the staff member or the district.

Certification and Licenses
Professional staff whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Staff members must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

A certified staff member's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resource Department if you have any questions regarding certification or licensure requirements.

All professional personnel shall hold valid Texas Certificates, out-of-state certification, or shall provide evidence of eligibility for certification and/or appropriate license. The State Board of Educator Certification is charged with regulating and overseeing the State's certification of professional staff. Questions concerning certification should be directed to the District's Human Resources Office.

Each person who holds a Texas Standard certificate is responsible for renewing the certificate and paying a fee for late renewal. *Failure to receive notice of the renewal requirement or deadline does not excuse the individual's obligation to renew or pay applicable fees.*

To be eligible for certificate renewal, an individual must:

- Successfully complete a criminal history review;
- Not be in default on a student loan or in arrears of child support;
- Complete the appropriate clock hours of continuing professional education (CPE); and
- Pay the renewal fee.

Any person who fails to satisfy all of the certificate renewal requirements will be moved to inactive status and will be ineligible for employment in a Texas public school district. For more information, contact SBEC at http://tea.texas.gov/ or call 888-863-5880.

Recertification of Employment Authorization
Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Employment-Related Policies
The following Board policies may be of interest to our staff and are readily available to district personnel by visiting the Duncanville ISD website and selecting Board of Trustees, Board Policies. All Duncanville ISD Policies can be found at: http://pol.tasb.org/Home/Index/363.

DAA Equal Employment Opportunity
DBD Conflict of Interest
DBF Non-school Employment DC Employment Practices DCB Term Contracts
DEA Salaries, Wages, Stipends DEC Leaves and Absences DFD Hearings before Hearing DFE Resignation
DFF Reduction in Force
DGBA Employee Complaints/Grievances
DH Standards of Conduct
DHE Searches and Alcohol/Drug Testing
DI Welfare
DIA Freedom from Harassment DFAC Return to Probationary Status DK Assignment and Schedules DFBA Termination during Contract DN Performance Appraisal
DFBB non-renewal
DNA Evaluation of Teachers
DNB Evaluation of Other Professional Examiner Employees

Schedules

Working hours for Duncanville ISD Central Office personnel:

Monday-Thursday | 8:00 am - 4:30 pm; Friday | 8:00 am - 4:00 pm

Working Hours for Campus Paraprofessional Personnel

Elementary |Monday-Friday | 8:00 am - 4:00 pm

Middle School | Monday-Friday | 8:45 am - 4:45pm

High School | Monday-Friday | 7:15 am - 3:15 pm

Working Hours for Campus Professional Personnel

Elementary | Monday – Friday | 7:45 am - 4:15 pm

Middle School | Monday – Friday | 8:30 am - 5:00 pm

High School | Monday – Friday | 7:00 am - 3:30 pm

NOTE: Schedules may vary based on needs – check with your Campus Administrator for your schedule. Summer hours of operation may be modified with the approval of the superintendent.

Assignments

Teachers shall be assigned in areas or subjects for which they have completed an approved program of teacher education and certification. Campus assignments and reassignments will be made by the principal and shall be consistent with District policy and equal opportunity employment.

All personnel are employed subject to assignment and reassignment by the superintendent or an officially designated representative at any time. Assignments and / or additional duties shall be based on the overall needs of the District. Any staff member may request assignment to another position within the District for which he or she is qualified.

Staff Member ID Cards and Time Management System

Duncanville ISD uses a district-wide timekeeping system that is to be used by all hourly staff members in an effort to provide consistent timekeeping.

All staff members are required to wear ID cards and paraprofessionals, and auxiliary are required to swipe their card through time clock. Staff members are not to "swipe in" or "swipe out" for co-workers at any time or under any circumstances.

All staff will have access to a time clock to check in and check out as needed. Each ID card will have the staff member's picture. Failure to adhere to procedures and policies associated with the timekeeping system will be automatic grounds for being placed on probation, suspension, and even termination.

Full-time Teachers/Librarians

1. Each full-time teacher, including a teacher who directs extracurricular activities, must teach an average of four hours a day.
2. Planning and preparation time for teachers is at least 450 minutes each two-week period in increments of not less than 45 minutes.
3. The district must provide full-time teachers and Librarians with a duty-free lunch period of at least 30 minutes. Exception: If necessary, because of a personnel shortage, extreme economic conditions, or unavoidable or unforeseen circumstances, the District may require a classroom teacher or Librarian entitled to a duty-free lunch to supervise students during lunch.
4. Itinerant teachers may be assigned duty at the home school, but not at both schools.

Half-time Teachers

1. A half-time teacher may be assigned no more than three class periods, which must be consecutive. At the secondary level, a half-time teacher may be assigned two classes and a homeroom period but may not have a homeroom period assigned with three classes.
2. Half-time teachers with three classes may not be assigned duty.

Duties

Teachers should become familiar with the provisions of the District and campus handbooks that constitute an expression of the administrative procedures for the guidance of the teacher in the Duncanville ISD workplace.

Faculty Meetings

Principals may call faculty meetings whenever it would be in the best interest of their campus. These meetings may be held within the working day or beyond the normal working hours, if needed. Faculty meetings may be scheduled or called with reasonable advance notice.

Staff Member Arrests and Convictions

A staff member must report to the principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or a plea of guilty, or other adjudication of any felony, any offense involving moral turpitude, and any of the offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude. Moral turpitude includes, but is not limited to, the following:
  - Dishonesty
  - Fraud
  - Deceit
  - Theft
  - Acts constituting abuse under the Texas Family Code

- Misrepresentation
- Deliberate violence
- Drug or alcohol related offenses
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

Searches and Alcohol and Drug Testing
Policy DHE

Non-investigatory searches in the workplace, including accessing a staff member's desk, file cabinets, or work area to obtain information needed for usual business purposes, may occur when a staff member is unavailable. Therefore, staff members are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the staff member, the staff member's personal items, and work areas including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if a staff member refuses to submit testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License
Any staff member whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other staff members who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when a staff member returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if a staff member who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All staff members required to hold a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Staff members with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation.

Health Safety Training
Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director of Nursing's Designee by the beginning of the school year.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Chief of Athletics Designee by the beginning of the sport's season.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers
Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes.

Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Staff members who object to a reassignment may follow the district process for staff complaints as outlined in this handbook and district policy. *DGBA (LOCAL)*

A staff member with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the staff member and the staff member's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request in the time frame specified each year by the Human Resources Department. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor.

Breaks for Expression of Milk
Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires a staff member to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The staff member must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Human Resources.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Human Resources to begin the interactive process.

Workload and Work Schedules
Policies DEA, DK, DL

Professional Staff - Professional staff members and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Staff - Support staff members are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary staff members must be compensated for overtime and are not authorized to work in excess of their assignment without prior approval from their supervisor. See Overtime Compensation on page 25 for additional information.

ADA Accommodations
Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Human Resources and identifying an adjustment or change at work that is needed because of a disability.

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Notification to Parents Regarding Qualifications
Policies DK, DBA

In schools receiving Title I funds, the district is required by Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Staff members who have questions about their certification status can call the Human Resources Department.

Outside Employment and Tutoring
Policy DBD

Staff members are required to disclose in writing to their immediate supervisor any outside employment that may create a potential *conflict of interest* with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact Chief of Staff for more information.

Performance Evaluation
Policy DN, DPB series

Evaluation of a staff member's job performance is a continuous process that focuses on improvement. Performance evaluation is based on a staff member's assigned job duties and other job-related criteria. All staff will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All staff will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Staff Involvement
Policies BQA, BQB

At both the campus and district levels, Duncanville ISD offers opportunities for input in matters that affect staff and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, staff members are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

Staff Development
Policy DMA

Staff development activities are organized to meet the needs of staff members and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued staff skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training
Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Termination of Employment

Resignations
Policy DFE, DHB

Contract Staff - Contract staff members may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Chief Human Resources Officer. Supervisors who have not been designated by the board to accept resignations shall instruct the staff member to submit the resignation to the hrinbox@duncanvilleisd.org for the approval or denial of the Superintendent.

Contract staff members may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

Non-Contract Staff - Noncontract staff members may resign their position at any time. A written notice of resignation should be submitted to their supervisor at least two weeks prior to the effective date. Staff members are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor

- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

Dismissal or Non-Renewal of Contract Staff

Policy DF Series, DHB, DPA, DPB

Staff members on probationary and term contracts can be dismissed during the school year according to the procedures outlined in district policies. Staff members on probationary or term contracts can be non-renewed at the end of the contract term. Contract staff dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to a staff member.

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

Dismissal of Non-Contract Staff

Policy DCD, DHC, DPA, DPB

Noncontract staff members are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any staff member for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract staff members who are dismissed have the right to grieve the termination. The dismissed staff member must follow the district process outlined in this handbook when pursuing the grievance (see *Complaints and Grievances*, page 34).

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Staff.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures
Policies DC and CY

Exit interview forms will be provided for all staff leaving the District. Information on the continuation of benefits will be mailed to the separating staff member. Separating staff members are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. All District issued keys, books, property including intellectual property and equipment must be returned upon separation from employment. The District may withhold the cost of any unreturned items from the final paycheck.

Reports Concerning Court-Ordered Withholding
The district is required to report the termination of staff members who are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210,158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment, not later than the seventh day after the date of termination
- Staff member's last known address
- Name and address of the staff member's new employer, if known

Renewal/non-renewal
Term contract staff whose contracts are about to expire shall be notified by the Board not later than the tenth day before the last day of instruction whether the Board intends to renew or not renew the contract. Term contract staff members may be terminated at any time for: (1) good cause as determined by the Superintendent; or (2) a financial exigency that requires a reduction in personnel.

Employment After Retirement
Important changes to TRS Employment after Retirement are effective immediately.

Senate Bill 1669, passed by the Texas Legislature and signed by the Governor, changes the Employment after Retirement limits for **TRS Service Retirees**. For members who retire **after** January 1, 2011, Full-Time employment now requires a 12 consecutive month break in service after retirement or the retiree forfeits the monthly annuity for each month in which that work occurs. For those who retired **before** January 1, 2011, a service retiree may work in any capacity without loss of annuity after one month break in service. **TRS Service Retirees** who retired **before 1/1/2011** no longer have limitations on working in public education after retirement. This means that these retirees will not be subject to forfeiture of their monthly TRS annuity payments.

Please be aware that the surcharges still apply to the employment of any retiree who retired after **9/1/2005.**

Retirees who retired **after 1/1/2011** may work under the following conditions without loss of their TRS monthly annuity:

1. As a substitute (taking the place of a current staff member)
2. Half-time or less
3. Substitute and half-time in the same calendar month for no more than half the number of workdays in the calendar month
4. Full-time after a 12 consecutive month break in service

Retirees who retired **after** 1/1/2011 **will lose** their monthly annuity if they:

1. Work greater than half-time without a 12 consecutive month break in service
2. Work more than half the number of workdays in the calendar month when combining substitute and half - time employment in the same calendar month
3. Work full-time (greater than half-time) without a 12 consecutive month break in service

All full-time exceptions are GONE. The Six Month, Acute Shortage Area, Principal/Assistant Principal, Bus Driver, and Nursing Faculty Exceptions **no longer exist** per Senate Bill 1669.

Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Staff members may contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.texas.gov).

Individuals receiving retirement benefits from the Texas Retirement System (TRS) may be employed in part-time positions without affecting their benefits (see Senate Bill 1669 information above). The amount of time a retiree may be employed without losing benefits is governed by TRS rules and laws. Service retirees who retire before May 31 may begin working in a Texas public school one full calendar month after the retirement date under strict conditions. Retiring staff members should consult with TRS officials about conditions and restrictions on employment after retirement.

Retirees may work in the following capacities:

- As a substitute at no more than the daily substitute pay rate. Individuals receiving disability retirements benefits may not work for more than 90 days in a school year.
- On a half-time basis or less during any month, provided they are not also employed as a substitute in that month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month. For bus drivers, half-day employment is limited to the lesser of one-half the number of workdays or 12 days per calendar month. Work by a bus driver for any part of the day counts as a full day.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the year following their retirement.
- As a principal or assistant principal on a full-time basis, if certified as a principal and following a 12- month break in service. Retirees who retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid disruption of benefits. Working any part of the month counts as a full month.

Staff members can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov).

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Staff members are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional staff and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other staff are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation, page 25)

All staff members will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, librarians, full-time nurses, full-time speech pathologists and full-time counselors will be paid no less than the minimum state salary schedule. Contract staff members who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Staff members should contact the Director of Human Resources for more information about the district's pay schedules or their own pay.

Annualized Compensation

Policy DEA

Generally, all professional and paraprofessional staff are paid on the 25th of each month. The District's pay calendar is included in this Staff Handbook.

The Duncanville ISD compensation plan provides that professional and paraprofessional staff shall be paid their wages for the school year once a month throughout a 12-month cycle. This plan applies to all staff members, whether they work 10 months, 11 months or 12 months. The plan ensures that active staff members receive regular paychecks throughout the year and facilitates payroll deductions through the summer months for items such as benefit premiums, child support, credit union deductions and organizational dues.

Hourly staff will be paid on a bi-weekly schedule as provided to their respective transportation, custodial, cafeteria, and operations departments.

Verification of Pay

The Payroll office makes every effort to ensure that each staff members pay, leave, and other information are correct. Unfortunately, however, mistakes can occur. It is the staff member's responsibility to review their payroll information in the electronic employee management system (Skyward) each month for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions.

Staff members are required to submit verification letters of previous employment for salary purposes within 180 days of the date of hire. Applicable adjustments to salary are limited to the current fiscal year.

Pay for Salary Errors in Prior Years
District employees have access to view their salary and stipend, if any, in the electronic employee management system (Skyward). Therefore, it is the staff member's responsibility to review their salary annually and to immediately point out questions or concerns in writing to Human Resources, which will be addressed in a timely manner. It is the practice of the District for any correction to be limited to the current fiscal year, which is from July 1 through June 30.

Staff Classifications
Exempt staff are those whose pay is based on a specified salary regardless of the number of hours worked and are exempt from overtime provisions of the Fair Labor Standards Act.

Non-exempt staff members are defined as those whose pay is based on an hourly rate and are subject to the stipulations of the Federal Labor Standards Act (FLSA). Non-exempt staff must be paid at least the federal minimum wage for each hour worked and given overtime pay/comp time of not less than one and a half times their hourly rate for hours worked beyond 40 each week.

Processing IRS W-4 forms
Duncanville ISD is not required to verify the accuracy of the information on a staff member's W -4; however, the Payroll Office cannot knowingly accept an invalid form. A form is invalid if it is altered (e.g., sections are crossed out or information other than the requested entries has been added) or if the staff member indicates that it contains false information.

The Payroll Office will request a new form if they become aware that a W-4 is invalid. If a corrected copy is not submitted to the Payroll Office, withholding will be based on the most recent correct W-4 on file. If forms are received illegible or incomplete, then withholdings will be made as if the staff member is single and has no other allowances. Those staff members wishing to amend their withholding status can do so at any time by submitting a new W-4 in person with photo ID at the Plaza.

Extra Duty Compensation
Nonexempt and Exempt staff members who perform duties outside their assignment schedule and not related to their primary job assignment will be paid extra duty. Time worked will be recorded on a Payroll Payment Request Form and approved by their supervisor. These additional duties will be compensated at the approved predetermined rate in the compensation manual or the staff member's regular hourly rate of pay up to 40 hours and 1.5 times the regular rate for hours physically worked over 40 within the work week. In addition, non-exempt staff members may not volunteer in positions similar to their assignment (i.e., teacher aide helps with reading group after school). Comp Time cannot be offered in lieu of extra duty compensation.

Compensatory or "Comp" Time
Policies DEAB, DEC

All Duncanville ISD nonexempt paraprofessional staff are required to complete "Time and Attendance Agreement for Nonexempt Personnel" form prior to employment. This form states that at the District's option, nonexempt staff members may receive compensatory time off, rather than overtime pay, for overtime work.

Compensatory time earned by nonexempt staff members may not accrue beyond a maximum of 60 hours. If a staff member has a balance of more than 60 hours of overtime, the staff member will be required to use compensatory time, or at the District's option, the District will pay the staff member for the compensatory time.

A staff member shall use compensatory time within the duty year in which it was earned. Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction. A staff member may be required to use comp time before using available paid leave (e.g., sick, personal, vacation). If a staff member has any unused compensatory time remaining at the end of the fiscal year, the District will pay the staff member for the compensatory time.

Automatic Payroll Deposit
All staff members (including substitutes) have their payroll electronically deposited into a designated account. Contact the Payroll for more information about automatic payroll deposit. The Direct Deposit agreement authorizes the District to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to the staff member's bank account. The staff member will be notified of any deposit made in error to his/her account.

Payroll Deadlines
Payroll Deadlines are located on the Pay Schedule under Departments, Financial Services, and Payroll Documents. The two deadlines are for Payroll Payment Request Forms and Last Timesheet Updated deadlines are listed.
The following two (2) information items should be included on all correspondence with the Payroll office:

1. Staff member's name as it appears on his/her payroll (no nicknames)
2. Staff member's ID number

Payroll Delivery

The benefits of Direct Deposit include automatic posting of payroll to individual bank accounts which prevents the possibility of lost checks. If a paper check is issued, then it will be mailed to the address on file. If a direct deposit change was not received in a reasonable time frame, which resulted in a deposit being sent to an invalid account, the Payroll Office will wait until the money is sent back to Duncanville ISD's bank, which can take several business days, before reissuing payment. If a paper check was issued and it was lost or not delivered by USPS, the Payroll Office will wait 7 days before reissuing a new check. At this time, Direct Deposit information must be submitted for the next paycheck.

A staff member's payroll check information contains detailed information including deductions, withholding information. Staff members may access their payroll information, including a review of their compensation and the amount of leave accumulated, in the *Employee Access section of SKYWARD*. Staff members are responsible for regularly reviewing the accuracy of their pay statement.

Pay Upon Separation from the District

Staff members who are paid on a monthly pay schedule and leave Duncanville ISD before completing their calendar year assignment will be paid a final check in the month following their resignation. Staff members paid on the bi-weekly pay schedule who leave during the school year will receive a final paycheck on the next scheduled pay date.

Final salary payments will be electronically deposited into the staff member's designated account.

Payroll Schedule

All professional and salaried staff are paid monthly through automatic payroll deposit. Hourly staff are paid every two weeks through automatic payroll deposit. Substitute staff members are paid monthly, on the 25th of each month, and are paid through automatic payroll deposit.

2026-2027 Pay Schedule

2026-2027 Monthly Pay Schedule				
Personal Leave Processing Start Date	Personal Leave Processing End Date	Payroll Payment Request Due	Last Timesheet Updated	Check Date
8/11/2026	9/10/2026	9/4/2026	9/13/2026	9/25/2026
9/11/2026	10/10/2026	10/2/2026	10/11/2026	10/23/2026
10/11/2026	11/10/2026	11/6/2026	11/8/2026	11/20/2026
11/11/2026	12/10/2026	12/4/2026	12/6/2026	12/18/2026
12/11/2026	1/10/2027	1/8/2027	1/10/2027	1/25/2027
1/11/2027	2/10/2027	2/5/2027	2/14/2027	2/25/2027
2/11/2027	3/10/2027	3/5/2027	3/14/2027	3/25/2027
3/11/2027	4/10/2027	4/2/2027	4/11/2027	4/23/2027
4/11/2027	5/10/2027	5/7/2027	5/9/2027	5/25/2027
5/11/2027	6/10/2027	6/4/2027	6/13/2027	6/25/2027
6/11/2027	7/10/2027	7/2/2027	7/11/2027	7/23/2027
7/11/2027	8/10/2027	8/6/2027	8/15/2027	8/25/2027

2026-2027 Biweekly Pay Schedule			
Pay Period Start Date	Pay Period End Date	Payroll Payment Request Due	Check Date
8/16/2026	8/29/2026	9/4/2026	9/11/2026
8/30/2026	9/12/2026	9/18/2026	9/25/2026
9/13/2026	9/26/2026	10/2/2026	10/9/2026
9/27/2026	10/10/2026	10/16/2026	10/23/2026
10/11/2026	10/24/2026	10/30/2026	11/6/2026 *
10/25/2026	11/7/2026	11/13/2026	11/20/2026
11/8/2026	11/21/2026	11/27/2026	12/4/2026
11/22/2026	12/5/2026	12/11/2026	12/18/2026 *
12/6/2026	12/19/2026	12/24/2026	12/31/2026 ^
12/20/2026	1/2/2027	1/8/2027	1/15/2027 * ~
1/3/2027	1/16/2027	1/22/2027	1/29/2027
1/17/2027	1/30/2027	2/5/2027	2/12/2027
1/31/2027	2/13/2027	2/19/2027	2/26/2027
2/14/2027	2/27/2027	3/5/2027	3/12/2027
2/28/2027	3/13/2027	3/19/2027	3/26/2027
3/14/2027	3/27/2027	4/2/2027	4/9/2027 *
3/28/2027	4/10/2027	4/16/2027	4/23/2027
4/11/2027	4/24/2027	4/30/2027	5/7/2027
4/25/2027	5/8/2027	5/14/2027	5/21/2027
5/9/2027	5/22/2027	5/28/2027	6/4/2027
5/23/2027	6/5/2027	6/10/2027	6/17/2027 ^
6/6/2027	6/19/2027	6/25/2027	7/2/2027
6/20/2027	7/3/2027	7/9/2027	7/16/2027
7/4/2027	7/17/2027	7/23/2027	7/30/2027 ~
7/18/2027	7/31/2027	8/6/2027	8/13/2027
8/1/2027	8/14/2027	8/20/2027	8/27/2027

*For some auxiliary employees, this paycheck may only total 5 **workdays only** due to the Holidays.
~Benefit deductions will not be taken. Only voluntary and legal deductions will be taken.

Payroll Deductions
Policy CFEA

Required Deductions:

- *Federal Withholding* - Figured automatically by the annual income tax withholding percentage method according to the number of exemptions claimed on the W-4 Form.
- *Medicare* - 1.45% of the gross salary will be deducted each pay period for any person hired after March 31, 1986.
- *Teacher Retirement* – 8.25% of total gross salary deducted each pay period. Deductions are on a pre-tax basis.
- *TRS Retirement Insurance* - .65% of total gross salary deducted each pay period.
- *FICA Alternative Plan* – Substitute Staff - Effective 8/1/04, 7.5% of total gross salary deducted each pay period on a pre-tax basis. Applicable only to those staff members who are not eligible for Teacher Retirement System (TRS) membership. The staff member will contribute into their own personal retirement savings account.
- *Social Security* – Effective 8/1/04, contributions to social security will cease. Alternatively, staff members who are ineligible for TRS membership will contribute into their own personal retirement savings account. This plan is called the "FICA Alternative Plan" mentioned above.
- *Child Support and spousal maintenance,* if applicable
- *Delinquent federal education loan payments,* if applicable
- Salary deductions are automatically made for unauthorized or unpaid leave.

Optional Deductions (Included but not limited to):

- *Additional Federal Withholding* - An amount decided by the staff member to be withheld in addition to the required amount each month. This amount has to be indicated on the staff member's W-4 form.
- *403(b)* – These amounts are deducted each check on a pre-tax basis and serve as an additional retirement savings method for the staff member. Contributions are strictly voluntary and the amount is calculated by the staff member's agent on the basis of salary.
- *457 Voluntary Plan* – These amounts are deducted each check on a pre-tax basis and serve as an additional retirement savings method for the staff member. The amount is calculated by the staff member's agent on the basis of salary.
- *Health Insurance* - These deductions are based upon the type of plan requested and are available on a pre-tax basis. Premiums are set annually.
- *Life Insurance- Employee & Dependents* – This voluntary coverage is available to eligible staff. Premiums are set annually.
- *Vision Insurance* – This voluntary coverage is available on a pre-tax basis to eligible staff. Premiums are set annually (Sept–Aug). Co-pays and plan maximums are on a calendar year basis.
- *Disability Insurance* – This voluntary coverage is available to eligible staff members through a monthly deduction, in an amount determined by the plan requested. Premiums are set annually. Co-pays and plan maximums are on a calendar year basis.
- *Dental Insurance* – This voluntary coverage is available on a pre-tax basis to eligible staff. Premiums are set annually.
- *Professional Dues* – These charges are deducted for ten (10) months, unless otherwise specified by written request. Upon written request, the staff member can stop this deduction at any time. The remainder of the balance for professional dues will be deducted upon termination, unless requested otherwise.
- *Credit Union* – Staff member must contact Financial Services to begin, stop, or change deductions.

Overpayments. Staff members are not entitled to any funds the district overpays. An agreement between a staff member and the district shall be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district will be in place in order to deduct any overpayment.

Overtime Compensation
Policies DEAB (LEGAL), DEAB (LOCAL), DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Under the Fair Labor Standards Act, paraprofessionals and auxiliary staff are classified as non-exempt and eligible for overtime compensation. Overtime is legally defined as all hours physically worked in excess of 40 hours weekly and is not measured by the day or by the staff member's work schedule. Staff members must work more than 40 hours in a week to earn overtime compensation, For the purpose of calculating overtime, the District has designated a workweek as beginning at 12:00 am Sunday and ending at 11:59 pm Saturday.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.
The following applies to all nonexempt staff members:

- Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours.
- A staff member shall use compensatory time within the duty year in which it is earned.
- If a staff member has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.
- Earned compensatory time shall be used before any available paid state and local leave.

Authorization for Overtime
Policy DEA

Authorization to work beyond a staff member's regular work schedule must be obtained in advance by the staff member's supervisor. Non-exempt staff are not permitted to simply clock in early or clock out late without supervisory approval.

The district compensates overtime for nonexempt staff in accordance with federal wage and hour laws. Only nonexempt staff (hourly and paraprofessional staff) are entitled to overtime compensation. Nonexempt staff members are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

All overtime worked must be approved by the supervisor in advance. Supervisors are responsible for preventing unauthorized overtime and for obtaining conclusive permission for the requested overtime from the Chiefs of Schools, Chief Financial Officer, or designee. Staff members who work unauthorized overtime may be subject to disciplinary action.

Travel Expense Reimbursement
Policy DEE

Before any travel expenses are incurred by a staff member, the staff member's supervisor and Finance Services must give approval. For approved travel, staff members will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Staff members must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health, Dental, and Life Insurance
Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to staff insurance premiums is determined annually by the Board of Trustees. Staff members eligible for health insurance coverage include the following:

- Staff members who are active, contributing TRS members
- Staff members who do not contribute to TRS and who are employed for 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. Current staff members can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, staff member cost, and eligibility requirements are provided to all staff in a separate communication. Staff members should contact the Human Resources Department for more information.

Supplemental Insurance Benefits
Policy CRD

At their own expense, staff members may enroll in supplemental insurance programs for Duncanville ISD. Premiums for these programs can be paid by payroll deduction. Staff members should contact Human Resources for more information.

Cafeteria Plan Benefits (Section 125)
Full-time staff members may be eligible to participate in the Cafeteria Plan, Flexible Spending Accounts (Medical Flex Spending and Dependent Care Reimbursement) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible staff to pay certain insurance premiums as well as out of pocket expenses on a pretax basis (i.e., health, cancer and/or dental). A third-party administrator handles staff claims made on these accounts. Staff members may use an optional Debit Card or request refunds utilizing a claim form provided on the District website under mybenefitshub.com/DUNCANVILLEISD.

New staff members must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance
Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to staff members who suffer a work- related illness or are injured on the job. The district has workers' compensation coverage through a self-funded program called Workers' Compensation Solutions (WCS) with Insurica Risk & Claims Management as the Third-Party Administrator.

Workers Compensation Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific Workers' Compensation Benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to your immediate supervisor. Staff members who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits, page 29* for information on use of paid leave for such absences.

Unemployment Compensation Insurance
Policy CRF

Staff members who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Staff members are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Those with questions about unemployment benefits should contact the Human Resources Department.

Teacher Retirement
Policy DEG

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Staff members who plan to retire under TRS should notify Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov).

Leaves and Absences
Policies CRD, DBB, DECA, DECB, DED, DG

The district offers staff members paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Staff members who expect to be absent for an extended period of more than five days should call Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Use of Leave
Leave is available for the staff member's use at the beginning of their work assignment; however, state personal and local leave is earned annually. If a staff member leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the staff member's final paycheck.

According to local regulations, leave must be used in half-day increments for positions that require a substitute. For all other staff, leave may be recorded on an hourly basis. However, if a staff member is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless a staff member requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick leave accumulated prior to the 1995-96 school year.
- State personal leave
- Vacation or non-duty days, if applicable

Staff must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the staff member's pay.

If an hourly staff member does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". A staff member who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- Parent, stepparent, parent-in-law, or another individual who stands in loco parentis to the employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

Medical Certification - Any staff member who is absent more than five (5) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and, in the case of personal illness, the staff member's fitness to return to work.

The district may require medical certification due to a staff member's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when staff member requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that staff members and health care providers not provide any genetic information in any medical certification. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive re-productive services.

Continuation of Health Insurance - Staff members on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for staff members on paid leave and leave designated under the **FMLA** will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for staff members who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FML. If a staff member's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

State Personal Leave

State law entitles all staff members to five days of paid personal leave per year. Personal leave is available for use at the beginning of the school year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary - Leave related to the birth or placement of a child and taken within the first year of a child's birth, adoption, or foster placement and for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary – Use of state personal leave shall not exceed five consecutive workdays. Leave taken at a staff member's discretion that can be scheduled in advance is considered discretionary leave. A staff member wishing to take discretionary personal leave must submit a written request to his or her principal or supervisor in advance in accordance with administrative regulations. The effect of the staff member's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. ***NOTE: If you have used all of your Discretionary Personal Leave (Personal Business Days), as defined in Board Policy DEC (LOCAL), any additional absence coded as Discretionary Personal Leave/Personal Business Days will result in a loss of pay for that day.***

- ***Discretionary leave may not last more than five consecutive workdays.***

Except as specifically approved in advance by the campus principal or, for campus principals by their direct supervisor, campus-based employees shall not be allowed to use discretionary leave on the following days:

- The day before a school holiday.
- The day after a school holiday.
- On days scheduled for end-of-semester or end-of-year exams.
- On days scheduled for state accountability testing.
- On professional or staff development days.
- On the first day of instruction in any school year.
- Days during the first of school or during the last week of school.

If a campus-based employee takes discretionary leave on one of these dates without approval, this will result in a loss of pay for the day and may subject the employee to disciplinary action.

A campus-based employee's advance requests for discretionary leave on these dates shall be considered in the order in which they are received. In deciding whether to approve or deny such a request, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and campus operations, as well as the availability of substitutes. The supervisor shall notify the employee as to whether the request is approved or denied.

No more than 10 percent of the total staff at a campus or a District department with more than 10 people may be on discretionary/personal leave at the same time if absences will negatively impact district operations.

Discretionary leave may be impacted by any day for which the employee's administrative supervisor has reason to believe that more than 5% of the campus or departments' staff is expected to be absent or assigned to an off-campus activity.

Leave Proration - If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave and local leave the employee used beyond his or her pro rata entitlement for the school year.

State & Local Accruals	
No. of Days Worked	Days Earned
0-17	0
18-35	0.5
36-53	1.0
54-71	1.5
72-89	2.0
90-107	2.5
108-125	3.0
126-143	3.5
144-161	4.0
162-179	4.5
180+	5.0

Vacation Accruals	
No. of Months	Days Earned
1	1.0
2	1.5
3	2.5
4	3.0
5	4.0
6	5.0
7	6.0
8	7.0
9	7.5
10	8.0
11	9.0
12	10.0

Flex Days
Flex Days are awarded to applicable staff members at the beginning of each duty year or upon hire based on the start date. If a staff member uses Flex Days, but does not complete the duty year, the days awarded will be withdrawn from available state and/or local day or will result in a dock of pay. Staff members may carry over up to 5 flex days to the next duty year which must be used by December 31st.

State Sick Leave
State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Staff member illness
- Illness in the staff member's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave
All full-time professional and paraprofessional staff shall earn five workdays of paid local leave per school year at the same rate as state personal leave. Local leave may also be used for *first-year care* following the birth or adoption of a staff member's son or daughter, or placement of a child with the staff member for foster care. Full-time auxiliary staff who works a minimum of 30 hours per week shall earn five workdays of local leave per school year. Allocation of local leave for auxiliary staff shall begin at the time of employment. Part-time staff shall not earn local leave. For staff members hired on or after July 1, 2009, local leave shall accumulate to a maximum of 35 workdays and shall be taken with no loss of pay. For staff members hired prior to July 1, 2009, local leave shall accumulate without limit and shall be taken with no loss of pay. Local leave shall be used according to the terms and conditions of state personal leave.

Vacation
Policy DED

Eligible employees in positions normally requiring 260 days of service annually shall receive paid vacation days These days are termed "vacation" days. Vacation days are available upon hire and every year thereafter upon the first duty day of the duty year.

Vacation days may be taken during the duty year and shall be taken at such times that will least interfere with the performance of the employee's duties and the staffing needs of the District. Staff members are required to obtain advance approval from his or her supervisor before taking vacation days and must provide sufficient notice to allow the supervisor to consider the District's staffing needs before approval of vacation schedules. Vacation days shall be taken during the current duty year and are not carried over to a subsequent year. Staff members will not be paid for any accrued unused vacation days upon separation from the District, regardless of whether the separation is voluntary or involuntary.

Family and Medical Leave Act (FMLA) - General Provisions
The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act.* Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness ***may*** **take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take

FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.
State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.
After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Where can I find more information?

Call **1-866-487-9243** or visit **www.dol.gov/agencies/whd/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible staff can take up to 12 weeks of unpaid leave in the 12-month period from July 1 to June 30.

Use of Paid Leave - FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the staff member that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses - Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave - When medically necessary or in the case of a qualifying exigency, a staff member may take leave intermittently or on a reduced schedule. The district shall permit the use of intermittent or reduced -schedule leave for the care of a newborn child or for adoption or placement of a child with the staff member.

Fitness for Duty – An employee that takes FML due to the staff member's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the staff member's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when a staff member returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement – Staff members returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Failure to Return – If, at the expiration of FML, the staff member is able to return to work but chooses not to do so, the district may require the staff member to reimburse the district's share of insurance premiums paid during any portion of FML when the staff member was on unpaid leave. If the staff member fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the staff member to reimburse the district's share of the premiums paid.

District Contact – Staff members who require FMLA or have questions should contact Human Resources for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Any full-time staff member whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Staff members must request approval for temporary disability leave. A staff member's notification of need for extended absence due to his/her own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the staff member's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If a staff member is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The staff member may protest the action and present additional evidence of fitness to work.

When a staff member is ready to return to work, the Superintendent or designee should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the staff member is able to resume regular duties.

Certified staff returning from leave will be reinstated to the school to which they were previously assigned, if an appropriate position is available. If an appropriate position is not available, the staff member may be assigned to another campus, subject to the approval of

the campus principal. If a position is not available before the end of the school year, the staff member will be reinstated to a position at the original campus at the beginning of the following school year.

Bereavement Leave

Bereavement leave is a designated period of time that an employee is allowed to take off from work following the death of an immediate family member, as outlined in DEC LOCAL. Employees are eligible to receive up to 3 days of paid bereavement leave per immediate family member's death, not to exceed 6 days per fiscal year as outlined in DEC LOCAL. Documentation will be required to verify the status of an immediate family as defined in board policy.

Workers' Compensation Benefits

A staff member absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

A staff member receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or – illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the staff member receives an amount equal to the employee's regular salary.

In case of EMERGENCY, obtain medical treatment immediately!
Supervisor or designee should provide First Report of Employee Injury immediately without injured staff member's signature for serious accidents. As with any on the job injury, fax reports as soon as possible to 972-708-2020, Attn: Risk Management.

Any staff member who is injured in the course of employment must notify his/her supervisor immediately, regardless of how minor the injury may appear to be at the time. Non-medical injury reports can be submitted to Risk Management by interoffice mail or email.

If non-emergency medical attention is required:

- Report Injury to Campus Principal or Department Director/Supervisor.
- Complete an Employee Injury Report Form; all questions must be answered and form signed by both staff member and supervisor. Fax to Risk Management immediately at 972-708-2020.
- If staff member will be seeking non-emergency medical attention, complete the Medical Authorization form and Release of Medical Information.
- Once the staff member returns from medical treatment, fax Work Status Report to Risk Management.
- It is the responsibility of the staff member, if taken off work (for any length of time), to notify their Supervisor and Risk Management (ext. 2000 or 2018). It is the responsibility of the staff member to contact their supervisor every 30 days thereafter, until released by the **treating physician** to return to work.

A message left on voicemail will NOT be considered acceptable as confirmed contact.

Any Department Director who makes the determination that the staff member cannot be accommodated with his/her restrictions is required to contact Risk Management, at ext. 2000 or 2018.

Assault Leave

Assault leave provides extended job income and benefits protection to a staff member who is injured as the result of a physical assault suffered during the performance of his/her job. An incident involving an assault is a work-related injury and should be immediately reported to Risk Management.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

A staff member who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of a staff member, the district will immediately assign him/her to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the staff member's accrued paid leave. The staff members pay will be deducted if accrued paid leave is not available.

Sick Leave Bank

The District has established a Sick Leave Bank that full-time staff may join through contribution of local leave. Regulations that have been established and approved by Board Policy DEC (LOCAL) regarding the Sick Leave Bank are:

1. Membership in the Sick Leave Bank, including the number of days a staff member must donate to become a member;
2. Procedures to request leave from the Sick Leave Bank;

The maximum number of days per school year a member employee may receive from the Sick Leave Bank;

3. The committee or administrator authorized to consider requests for leave from the Sick Leave Bank and criteria for granting requests; and
4. Other procedures deemed necessary for the operation of the Sick Leave Bank.

Jury Duty
Policies DEC, DG

The District may not discharge, threaten to discharge, intimidate, coerce, discipline, reduce the salary of, or otherwise penalize or discriminate against a staff member because of his/her compliance with a summons to appear as a juror or grand juror or for the staff member's attendance or scheduled attendance in connection with the service in any court in the United States. For each regularly scheduled workday on which a staff member serves in jury duty including service on a grand jury, the District shall pay the staff member his/her normal daily compensation. A staff member's accumulated personal leave may not be reduced because of his/her service in compliance with a summons to appear as a juror. *Education Code 22.006*

A staff member should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave. A staff member may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena
Staff members will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Staff members may be required to submit documentation of their need for leave for court appearances. Absences for court appearances related to personal business shall be deducted from personal leave or will result leave without pay.

Truancy Court Appearances
A staff member who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Staff members who do not have paid leave available will be docked for any absence required because of the court appearance.

Military Leave
Paid Leave for Military Service – Any staff member who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, a staff member is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave – Staff members who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force or any state (National or State Guard) may return to employment if they are honorably discharged. Staff members who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Staff members returning to work following military leave should contact Human Resources. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance – Staff members who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Staff members should contact Human Resources - Benefits for details on eligibility, requirements, and limitations.

Leave for Peace Officers
Mental Health Leave - A District peace officer who experiences a traumatic event in the scope of employment shall be granted three days with a maximum of 10 days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

Quarantine Leave - A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

Illness or Injury - A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Staff Relations and Communications

Staff Recognition and Appreciation

Continuous efforts are made throughout the year to recognize staff members who make an extra effort to contribute to the success of the district. Staff members are recognized at board meetings, in district newsletters and on the district website, and through special events and activities, such as our annual District Employee Appreciation Event.

District Communications

Throughout the school year, the Duncanville ISD Communications Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer staff members and the community information pertaining to school activities and achievements. These publications include Staff News and the Friday Informer. Other information can also be found on the Duncanville ISD home page, Facebook, Twitter, and YouTube.

Open Records Requests

Texas Government Code, Chapter 552, gives anyone the right to access government records, and an officer for public information or the officer's agent may not ask the reason for the request. All government information is presumed to be available to the public; however, certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

To request information from Duncanville ISD, please contact the office of the Chief of Staff as outlined below.

1. Please send your request to the District Communications Department.
2. Requests may be sent by email, fax, mail, or in person.
3. Email requests to superintendent@duncanvilleisd.org.
4. Fax requests to 972-708-2020.
5. Hand-deliver or mail requests to the Duncanville ISD Education Plaza at 710 S. Cedar Ridge Dr., Duncanville, Texas 75137.

Procedures to Obtain Information – A request for public information should consist of a written request by mail, fax, email, or in person according to a governmental body's reasonable procedures. The requestor should include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested. The requestor is also expected to cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

Rights of Requestors – You have the right to**:**

- Prompt access to information that is not confidential or otherwise protected.
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements.
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information.
- Receive a written statement of estimated charges, when charges will exceed $40, in advance of work being started and opportunity to modify the request in response to the itemized statement.
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both.
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public.
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy.
- Lodge a written complaint about overcharges for public information with the Attorney General Office. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Responsibilities of Governmental Bodies - All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures.
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements.
- Be informed about open records laws and educate employees on the requirements of those laws.

- Inform requestors of the estimated charges greater than $40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, or has amended the re- quest, in writing before finalizing the request.
- Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time.
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor.
- Segregate public information from information that may be withheld and provide that public information promptly.
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body.
- Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Cost of Records - The requestor must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request is considered automatically withdrawn. The requestor may ask the governmental body to determine whether providing the information primarily benefits the general public, which may result in a waiver or reduction of charges. The requestor must make a timely payment for all mutually agreed charges; the district can demand payment of overdue balances exceeding $100.00, or obtain a security deposit, before processing additional requests.

Information that May be Withheld Due to an Exception - By the 10th business day after a governmental body receives a written request, a governmental body must:

- Request an Attorney General opinion and state which exceptions apply;
- Notify the requestor of the referral to the Attorney General; and
- Notify third parties if the request involves their proprietary information.

Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it. Requestors may send a letter to the Attorney General arguing for release and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy. The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The Attorney General may request an additional 10 working day extension. Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve staff concerns or complaints in a timely manner and at the lowest administrative level possible, the Board of Trustees has adopted an orderly grievance process. Staff members are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all staff with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, staff members can bring concerns or complaints to the Board of Trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted in TASB Policy Online: http://pol.tasb.org/Home/Index/363

Staff Conduct and Welfare

Standards of Conduct

Policy DH, DHA

All staff members are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Staff members are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other staff, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.

- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district staff should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statement, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency* page 18 for additional information. See DHB (LEGAL).

Texas Educators Code of Ethics

Purpose and Scope - The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification (19 TAC 247.1(b))

Enforceable Standards

1.	**Professional Ethical Conduct, Practices, and Performance**
Standard 1.1	The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
Standard 1.2	The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
Standard 1.3	The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
Standard 1.4	The educator shall not use institutional or professional privileges for personal or partisan advantage.
Standard 1.5	The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
Standard 1.6	The educator shall not falsify records, or direct or coerce others to do so.
Standard 1.7	The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
Standard 1.8	The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9	The educator shall not make threats of violence against school district staff members, school board members, students, or parents of students.
Standard 1.10	The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
Standard 1.11	The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
Standard 1.12	The educator shall refrain from the illegal use, abuse, or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
Standard 1.13	The educator shall not consume alcoholic beverages on school property or during school activities when students are present.
2.	**Ethical Conduct Toward Professional Colleagues**
Standard 2.1	The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
Standard 2.2	The educator shall not harm others by knowingly making false statements about a colleague or the school system.
Standard 2.3	The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
Standard 2.4	The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
Standard 2.5	The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
Standard 2.6	The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
Standard 2.7	The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceedings under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person un- der 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Dress Code for Staff Members

Policy DH (LOCAL)

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.
All employees should subscribe to and follow a daily minimum dress code that exceeds that of students. Employees should project a professional image at all times.

- **Employee ID badges must be worn and prominently displayed while on duty.**
- Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf.
- Blue jeans may be worn **only on Fridays** with a school spirit shirt. Jeans should not be unduly faded or contain holes. Colored jeans may be worn on Fridays as long as they meet the professional dress code.
- Staff should not wear shorts or gym attire while serving in a classroom or office. Hats, caps, or other head apparel are not permitted. Exceptions: CTE teachers/coaches may wear appropriate gear for assigned activities.
- Halter tops, exposed midriffs, strapless and/or low-cut tops, exposed backs, spaghetti straps, see-through clothing, and tank tops are not permitted.
- T-Shirts are only permitted on Wednesdays for College and Military Days and on Fridays if it is a Duncanville Spirit Shirt.
- Skirts and dresses should be of a respectable, modest length (at minimum, fingertips). Leggings may be worn under a dress if the length requirement of the dress is met. Undergarments shall not be visible or exposed.
- No shower type flip-flops may be worn at school.
- Visible tattoos and similar body paintings that promote violence, are considered offensive, inflammatory or disruptive to the learning environment are prohibited.
- In keeping with professional decorum ears are the only exposed areas of the body on which pierced jewelry may be worn and only professional style jewelry is permitted.
- Support staff (custodial, food service, maintenance, and transportation staff) shall be neat, clean, and dressed appropriately, as described in their respective handbooks.

- Campus staff may dress casually for calendar designated staff workdays as directed by the campus principal or supervisor.
- Professional dress is expected for in and out of district workshops and staff development.
- All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

Discrimination, Harassment, and Retaliation
Policies DH, DIA

Staff members shall not engage in prohibited harassment, including sexual harassment, of other staff members, unpaid interns, student teachers, or students. While acting in the course of their employment, staff members shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any staff member who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The link to District policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is provided below:

Policy Online: http://pol.tasb.org/Home/Index/363

Harassment of Students
Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by staff members are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district staff members are prohibited.

Staff members who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by a staff member or adult will be reported to the student's parents and promptly investigated. A staff member who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* (see below), and *Bullying* page 51, for additional information.

Procedures for reporting and investigating harassment of students can be found at the link below:

https://www.duncanvilleisd.org/departments/student-services-campus-support/restorative-practices/bullying-harassment-and-threats
If a crime has been committed, please contact the Duncanville ISD Police Department at 972-708-3800.

Sexual Abuse and Maltreatment of Children
Policy FFG

The district has established a plan for addressing sexual abuse and other maltreatment of children which may be addressed at www.duncanvilleisd.org/. As a staff member, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in in *Reporting Suspected Child Abuse* (see below).

Reporting Suspected Child Abuse
Policies DG, FFG, GRA

All staff members with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.
Staff members are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 800-252-5400).
State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

A staff member's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Staff members who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Staff members are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, staff members must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Reports to Texas Education Agency
Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA **within 48 hours** if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime
Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence
Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources
Policy CQ, CQD

Duncanville ISD provides technology resources to its students and staff to support the District's vision for 21st century learners. The use of DISD technology resources is a privilege, not a right, and should be treated as DISD firmly believes that the value of providing information, interaction, and research capabilities far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

In accordance with the Children's Internet Protection Act (CIPA), Duncanville Independent School District educates staff and students regarding appropriate online behavior to ensure Internet safety and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is therefore each employee's responsibility to follow the guidelines for appropriate and acceptable use. [See policy DH].

Core Principles for Ethical Artificial Intelligence (AI) use can be found here: Administrative Regulation Code: EIA (AR)

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

The technology resources are defined as the District's network (including wireless access), servers, computer workstations, peripherals, applications, databases, online resources, Internet access, electronic mail, digitized information, telecommunication devices, and any other technology designated for use by students, including all new technologies as they become available.

Acceptable Use of Electronic Communications Systems

Appropriate Use

- You must comply with all district policies, guidelines and Federal and State law. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Staff members with questions about computer use and data management can contact the Director of Technology.
- Employees will be assigned an individual account for hardware and Internet access and are responsible for maintaining the security of your account password. You may not share your password with others.
- The account is to be used mainly for purposes related to educational programs, school operations, and performance of job responsibilities, but some limited personal use is permitted. [See Policy CQ]
- Employees shall report any security breach or inappropriate websites not being filtered to the system administrator using the Website Block/Unblock Request, accessed through the Staff Portal. [See policy DH.]
- Teachers/Staff are responsible for proper care of district equipment [See Policy CQ] and report malfunctioning equipment in a timely manner to the Technology Help Desk. [See Policy CL]
- Teachers/Staff make reasonable effort to ensure that district equipment is not stolen from unmonitored classrooms or vehicles

Inappropriate Use

- Attempting to or harming equipment, materials or data.
- Using the system for any illegal purpose, including by not limited to gambling.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Forgery or pretending to be someone else when sending or receiving messages.
- Attempting to send anonymous messages of any kind.
- Violation of copyright laws is prohibited.
- Intentionally introducing a virus to the computer system.
- Submitting, publishing or displaying any defamatory, cyber bullying, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private. [See Policy DF]
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources including, not limited to, opening, viewing, using, or deleting files belonging to another system user without permission.
- Using the network for individual financial gain, political or commercial activity.
- Posting personal information or images about students or others (i.e., addresses, phone numbers, and pictures).
- The use of the social media service TikTok or other service provided by ByteDance Limited. [See Policy CQC]

Professional Internet Posting/Electronic Media

The district reserves the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to district policy or standards of operation. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. [See Policy DH (Exhibit)]

- The following guidelines will apply for any employee who uses electronic media for professional purposes:
- Professional sites should include language identifying the sites as professional social media sites of the district or campus.
- Employees should exercise caution, sound judgment, and common sense when using professional social media sites. The employee should regularly monitor professional social media sites to protect the school community.
- When establishing professional social media sites, supervisors and employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network or a public network.
- Any media inquiries received via professional social media sites should be referred to the district's Communications Department in compliance with the district's Media Guidelines.

Personal Internet Posting/Electronic Media

Policy CQ, CY, DHA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, staff members are responsible for their public conduct even when they are not acting as district staff members. Staff members will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. [See Policy DH.]

If a staff member's use of electronic media interferes with his/her ability to effectively perform his or her job duties, the staff member is subject to disciplinary action, up to and including termination of employment. [See Policy DH (Exhibit).] If a staff member wishes to use a social network site or similar media for personal purposes, he/she is responsible for the content on his/her page, including content added by the staff member, his/her friends, or members of the public who can access the staff member's page, and for Web links on the staff member's page. The staff member is also responsible for maintaining privacy settings appropriate to the content.

The following guidelines will apply for any employee who uses electronic media for **personal purposes**:

- The employee's use of electronic media for personal purposes should impose no tangible cost on the District; should not unduly burden the District's technology resources; and should have no adverse effect on an employee's job performance or

on a student's academic performance; Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students [See Policy CQ]

- If an Internet posting makes it clear that the author works for the District, it should include a simple and visible disclaimer such as, "these are my personal views and not those of the District." When posting your point of view, you should neither claim nor imply you are speaking on the District's behalf, unless you are authorized in writing by the Superintendent or his designee, the Chief Communications Officer.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- The employee is prohibited from knowingly communicating with students through a personal social net- work page; the staff member must create a separate social network page ("professional page") for the purpose of communicating with students. The staff member must enable administration and parents to access the staff member's professional page.
- The staff member shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The staff member continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the staff member is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DHA(LEGAL)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA(LEGAL]

See *Use of Electronic Communication with Students, Staff and Parents*, below, for regulations on staff communication with students through electronic media.

Use of Personal Electronic Devices

The District is not responsible for any damaged, lost, or stolen electronic device. The District is not responsible for personal property used to access District computers or networks or for District-provided Internet access on personal learning devices. The District will not be responsible for unauthorized financial obligations resulting from District- provided access to the Internet.

Use of Electronic Communication with Students

Policy DH

A certified or licensed staff member, or any other staff member designated in writing by the superintendent or a campus principal, may use electronic communication with students who are currently enrolled in the district. The staff member must comply with the provisions outlined below. All other staff are prohibited from communicating with students who are enrolled in the district through electronic media.

A staff member is not subject to these provisions to the extent the staff member has a social or family relationship with a student. For example, a staff member may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the staff member's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic communication with students:

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social

networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

A staff member who uses electronic communication with students shall observe the following:

- The staff member shall limit communications to matters within the scope of the staff member's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for a staff member with an extracurricular duty, matters relating to the extracurricular activity.)
- The staff member is prohibited from knowingly communicating with students through a personal social network page; the staff member must create a separate social network page ("professional page") for the purpose of communicating with students. The staff member must enable administration and parents to access the staff member's professional page.
- Teachers/Staff are responsible for monitoring appropriate student use and report any violations. [See Policy CQ]
- The staff member shall not communicate directly with any student between the hours of 7:00 pm and 7:00 am. A staff member may, however, make public posts to a social network site, blog, or similar application at any time. The staff member does not have a right to privacy with respect to communications with students and parents. The staff member continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act
  - (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [See Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
  - Upon request from administration, a staff member will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the staff member uses to communicate with any one or more currently enrolled students.
  - Upon written request from a parent or student, the staff member shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to- one communication.
  - All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
  - A staff member shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

A staff member may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor and receiving approval.

Data Security

As part of your duties, you may have access to confidential information such as student social security numbers. Caution must be taken to ensure this data is not exposed to those without an educational need to know. A data file that contains confidential information could be at risk for inadvertent release, and can damage the financial, professional or emotional futures of others, thus this information must be handled appropriately. [See Policy CQ]

- Limit data exports to only the necessary information on the required people.
- Do not leave data files in an unsecure location such as an unattended automobile.
- Access to confidential information should be given on an as needed basis. If you are able to access confidential information that you do not need, you are required to report it to the manager of that data system.
- Be very cautious in transporting data files. Data transported on flash drives or external drives can be lost easily.
- Cloud based storage systems are susceptible to leaks especially if users do not correctly configure sharing permissions. Confidential information should only be stored in district approved systems.
- Data files containing confidential information that are leaving the district via email or on media, must be encrypted.
- Employees must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records.

Consequences for Inappropriate Use

Improper or unethical use may result in disciplinary actions consistent with the administrative procedures and/or the Employee Acceptable Use Agreement and district policy and if appropriate, and state and federal laws. Failure to abide by guidelines within this document and other policies can result in suspension of access or termination of privileges and may lead to disciplinary action. Staff members with questions about computer use and data management can contact the Director of Technology. Restitution for costs associated with system restoration, hardware or software costs may also be required.

Social Media Guidelines for Staff

Duncanville ISD recognizes the importance of using social media as a communication and learning tool. The purpose of these guidelines is to assist district employees in navigating the appropriate use of social media tools. These guidelines are specific to social media but are not exclusive and are in addition to standards outlined in the Educators' Code of Ethics. Social media includes any form of online publication where users post or engage in conversation and includes blogs and social networks. Failure to adhere to these guidelines could be cause for disciplinary action. All staff are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interaction with students and the community, whether in person or online.

Social Media Classroom & Extracurricular Use:

Social media networks are powerful teaching and communication tools that can add great value to classroom instruction. Teachers may use social media tools where appropriate in addressing an educational goal of the classroom. Social media is also used by coaches, advisors, sponsors, etc. to communicate and interact with parents and students.

Social media may be used for classroom and extracurricular use under these guidelines:

- Inform your supervisor (or designee) when creating social networks for classroom use and make sure parents are aware of the use and educational purpose.
- Use district contact information for creating and maintaining accounts.
- Abide by the user guidelines as set by the respective social media site.
- Be proactive by stating clearly that the account you create is the official account of the program or class.
- Treat the social media account and interactions like a classroom. Monitor closely the interactions between student and deal with inappropriate use immediately.
- FERPA clearance must be checked for any student photo or video posting.
- Consult with the district communications department if further guidance is needed.

Social Media Etiquette… Remember:

1. You are Always a Duncanville ISD Employee

a. Internal school discussions or specific information about students or other staff is confidential.
b. Keep the line between personal and professional clear…use your professional social media account for professional use and your personal account for personal use.

2. Be Professional

a. Represent the values of respect, responsibility, integrity, honesty and teamwork.
b. If you make a mistake, admit it and correct it quickly. Clearly state if you have corrected a previous post.
c. Be cautious about posting video. Video often tells more than you might realize. The video you post will be viewed by the world.

3. Respect Others and Ensure the Safety of Students

a. You are responsible for what you post, so be certain it is accurate and supports your classroom or program. If you are about to post something that makes you hesitate, wait a day and talk to your supervisor. Once you post, you cannot take it back.
b. Do not post pictures of students without checking FERPA.
c. As an employee who engages students in social media, you have the responsibility for monitoring the content and addressing appropriate behavior or activity, including the protection and safety of students.

4. Manage Staff/Student Relationships Carefully

a. Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Do not fraternize with students as though they are your peers or friends.

5. Help Build Our Duncanville ISD Community

a. A district's most valuable asset is its staff and what you publish reflects on the district, school, and program.

b. Posts should be well written with proper grammar, capitalization, and punctuation.
c. Post regularly. Readers will not have a reason to follow you on social media if they cannot expect new content regularly. Answer questions, thank people, and post accolades…even if it's just a few words. Make it a two-way conversation.
d. Follow or Like other district social media accounts.

Public Information on Private Devices
Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks
Policy DBAA

Staff members are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Staff Member Arrests and Convictions
Policy DH, DHB, DHC

A staff member must notify his or her principal or immediate supervisor of within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude, which include**:**
  - Dishonesty
  - Fraud
  - Deceit
  - Theft
  - Misrepresentation
  - Deliberate violence
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
  - Felony involving driving while intoxicated (DWI)
  - Acts constituting abuse or neglect under the Texas Family Code

If a staff member is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The superintendent is required to report the misconduct or criminal history of a staff member to TEA. Information about misconduct or allegations of misconduct of a staff member obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

Duncanville ISD is committed to maintaining an alcohol-and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Staff members who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

See Duncanville ISD Policy On-Line specific to Alcohol and Drug Abuse Prevention in DH (Local):
http://pol.tasb.org/Home/Index/363

Tobacco and Nicotine Products and E-Cigarette Use
Policy DH, FNCD, GKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution

or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Staff members are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety
Policy CAA

All staff members should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failure to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest
Policy CB, DBD

Staff members are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict with the best interests of the district. This includes:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors
Policy DBD

Staff members may not accept gifts or favors that could influence, or be construed to influence, the staff member's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials
Policy CY

Staff members are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities
Policy DGA

The district will not directly or indirectly discourage staff members from participating in political affairs or require any staff member to join any group, club, committee, organization, or association. Staff members may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any staff organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Staff members who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to their absence.

Charitable Contributions
Policy DG

The Board or any staff member may not directly or indirectly require or coerce a staff member to make a contribution to a charitable organization or in response to a fundraiser. Staff members cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any staff member may not directly or indirectly require or coerce a staff member to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security
Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its staff, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies section for additional information.

Staff members must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to staff members, coworkers, and students and to protect and conserve district equipment, staff members must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Staff members with questions or concerns relating to safety programs and issues can contact Human Resources/Risk Management.

Possession of Firearms and Weapons
Policies DH, FNCG, GKA

Staff members, including those with a license to carry a handgun, are prohibited from bringing firearms, location-restricted knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including a staff member, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, staff members who observe or suspect a violation of the district's weapons policy should report it to their supervisor and call District Security office immediately.

Visitors in the Workplace
Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Staff members who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan
Policy CSC

The district is committed to providing a safe environment for staff. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Maintenance Office and is available for inspection during normal business hours.

Pest Control Treatment
Policies CLB, DI

Staff members are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on each campus. In addition, individual staff members may request in writing to be notified of pesticide applications. A staff member who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing
Policy EB

Duncanville ISD may close schools because of severe weather, epidemics or other emergency conditions. The District thoroughly evaluates conditions for the safety of students, parents and district employees prior to making a decision. If there is a decision to delay or cancel school, district leaders will make this determination and announce the decision as early as possible.

When bad weather moves in during the day, the district closely monitors weather reports and road conditions. Please keep in mind that weather conditions can vary greatly within an area/region. Any decision to release students early due to inclement weather will be made with primary consideration for getting all students home safely. Parents always have the option to pick their children up at school at any time they feel is necessary.

Information about school closures or delays is announced through the following platforms:

- District website
- District mobile app (Duncanville ISD in Google Play and Apple stores)
- District X (formerly Twitter) page
- District Facebook page
- Email to all district families and employees
- Televisions stations- Channels 4, 5, 8, and 11
- Radio stations- Duncanville Radio 1250 AM, WBAP 820 AM, KRLD 1080 AM, KLIF 570 AM, KVIL 103.7 FM, KLTY 94.9 FM, KLUV 98.7 FM
- Total Traffic Network

Emergencies
Policies CKC, CKD

All staff members should be familiar with the safety procedures for responding to a medical emergency. Staff members should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize staff and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Staff members should know the location of these devices and procedures for their use.

Purchasing Procedures
Policy CH

All requests for purchases must be submitted to the purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse staff members or assume responsibility for purchases made without authorization. Staff members are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Purchasing for additional information on purchasing procedures.

Name and Address Changes
It is important that employment records be kept up to date. Address, phone number and other contact information changes must be amended in SKYWARD Employee Access.

Name changes can only be made in person with the Payroll office located at the Education Plaza. The staff member will be asked to complete a change of name form and a new I-9. Required documents include a new social security card reflecting the new name.

Personnel Records
Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, a staff

member's personal email address is confidential and may not be released without the staff member's permission. Staff members may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at hiring, termination, or any other time by submitting a written request to Human Resources. New or terminated staff members have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. A staff member is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use
Policies DGA, GKD

Staff members who wish to use district facilities after school hours must follow established procedures. The District Maintenance and Operations Dept. is responsible for scheduling the use of facilities after school hours and should be contacted to request the use of school facilities and to obtain information on the fees charged.

Staff Parking Guidelines
A valid Duncanville ISD parking permit is required to park on any Duncanville ISD campus/facility Monday-Friday 7:00 AM-5:00 PM. Staff members are provided parking access at no charge. Up to three (3) vehicles per employee may be entered. A visit to the Duncanville ISD Police Department and/or designated location is required to obtain the parking permit.
Each employee must adhere to the following regulations while parked on district campuses/facilities:

- Park in employee designated parking areas only. Authorization to park in special areas can only be granted by *written* permission from the Campus Administrator and/or Duncanville ISD Police Department.
- All permits are tied to the vehicle's license plate.
- Parking permits and license plates must be visible at all times.
- Temporary/paper license plates should be used until permanent plates are affixed to the vehicle.
- Vehicle License Plates ***MUST BE ACCURATE*** on the registration form**.** An incorrect number/letter will cause a vehicle to not be properly identified and may result in further actions.
- Permit owners are responsible for updating their vehicle information/registration form if:
  - they purchase and/or acquire a different vehicle
  - the vehicle is assigned a new license plate number or
  - a temporary vehicle (including family vehicles or rental vehicles) is parked on the district campus/facility. o campus i.e. rental and/or borrowed
  - Temporary vehicles should be removed when they are no longer parking on the district campus/facility.

Parking permits are transferable from the permit owner's vehicle to another vehicle in their possession. The permit is NOT transferable from person to person.

For additional information regarding vehicle registration, the enforcement of parking guidelines and citations, please visit: https://police.duncanvilleisd.org/.

Student Issues

Equal Educational Opportunities
Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Duncanville ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment and for concerns regarding discrimination on the basis of disability should be directed to the Chief Human Resources Officer and the District Title IX/ADA Coordinator at 710 S. Cedar Ridge Dr., Duncanville, TX 75137, 972-708-2000.

Questions or concerns about discrimination on the basis of a disability should be directed to the Chief Academic Officer and the Section 504 Coordinator for students at 710 S. Cedar Ridge Dr., Duncanville, TX 75137, 972-708-2000.

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Chief of Staff at 710 S. Cedar Ridge Dr., Duncanville, TX 75137, 972-708-2000.

Student Records
Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Staff members should take precautions to maintain the confidentiality of all student records. The following are the only persons who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints
Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students
Policy FFAC

Only designated staff members can administer prescription medication, non-prescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, any medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements
Policies DH, FFAC

District staff are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the staff member has contact as part of his or her school district duties. In addition, staff members may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs
Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering

substance. District staff are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline
Policies in the FN Series and FO Series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook/Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other staff members who have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance
Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Student Accidents Occurring on School Property
Under state law, school districts are not liable for accidents which occur in schools or on District property; therefore, the Duncanville ISD is not responsible for medical payments or bills. Parents/students are highly encouraged to sign up for the affordable Student Accident Insurance provided through Bene-Marc, Inc. and underwritten by The Hartford Insurance Company. Enrollment brochures can be obtained from the school office. Coverage becomes effective when completed forms and payment are received by the insurance company.

Bullying
Policy FFI

Bullying is defined by §TEC 37.0832. All staff members are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students is available online at https://pol.tasb.org/Policy/Download/363?filename=FFI(LOCAL).pdf

Hazing
Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or staff member who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

ADDENDUM
SB 12 Annual Employee Notification

School Year: 2026–2027

Texas Education Code §11.005 and §28.0022

Senate Bill 12 (SB 12), enacted by the 89th Texas Legislature, established new annual compliance requirements for Texas public school districts and open-enrollment charter schools.

Beginning with the 2026–2027 school year, each school system must annually certify compliance with certain requirements of the Texas Education Code, including **TEC §11.005** and **TEC §28.0022**. The district must also document how employees and contractors were notified of the applicable policies and procedures.

These Requirements Address:

- Diversity, Equity, and Inclusion TEC §11.005
- Texas Education Code §11.005 addresses the prohibition of certain diversity, equity, and inclusion (DEI) duties and activities within public school systems.
- District employees and contractors are expected to follow the district's policies and procedures concerning activities, programs, duties, and training addressed by this law.

District Policy/Procedure:
DF LEGAL: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=363&code=DF#legalTabContent
DH LOCAL: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=363&code=DH#localTabContent

Certain Instructional Requirements and Prohibitions TEC §28.0022

Texas Education Code §28.0022 establishes certain requirements and prohibitions concerning instruction and instructional materials. Employees involved in instruction, curriculum, student activities, or the selection or use of instructional materials are expected to comply with applicable law and district policies and procedures.

District Policy/Procedure:
DF LEGAL: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=363&code=DF#legalTabContent
DH LOCAL: https://pol.tasb.org/PolicyOnline/PolicyDetails?key=363&code=DH#localTabContent

Employees are expected to:

- Review the district policies and procedures provided with this notice.
- Follow applicable state law and district policies and procedures in the performance of their duties.
- Participate in required district training related to these requirements.
- Ensure that applicable instructional activities and materials are consistent with state law and district policy.
- Ask their supervisor or the appropriate district department for clarification when they have questions about whether an activity, program, training, instructional material, or practice is permitted.

Employees are required to:

- Print and save a copy for your records.

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Thank you for choosing Duncanville ISD

Where dreams are inspired and excellence is achieved.