EXPECT

Exceptional

HENRY COUNTY SCHOOLS

CERTIFIED EMPLOYEE HANDBOOK

SY 2019-2020
# Henry County Schools 2019-2020 Calendar

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### Important Dates
- **1st Day of School**
  - Aug. 1
  - Labor Day
  - Sept. 2
  - Fall Break
  - Sept. 23-27
  - Thanksgiving Break
  - Nov. 25-29
- **Semester Break**
  - Dec. 23 - Jan. 7
- **2nd Semester Starts**
  - Jan. 8
  - MLK Day
  - Jan. 20
  - President’s Day
  - Feb. 17
  - Winter Break
  - Feb. 18-21
  - Spring Break
  - Apr. 6-10
- **Last Day of School**
  - May 22

### Important Staff Dates
- District-Based Professional Learning Days
  - July 26, Nov. 5, Jan. 7
- School-Based Professional Learning Days
  - July 25, July 29-31, Jan. 6, May 26-27

The Henry County Board of Education has authorized the publication of this handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens. Have a great school year!
Welcome to the 2019-20 school year!

As we embark on another school year, I want to begin by thanking you for the work you do each and every day to support our students and their families. Your dedication to our school system, our students and their families is what helps make Henry County Schools a great place to work and learn. Simply put, we feel confident that there is no better place to learn than in a Henry County Schools classroom, and that is all because of you!

This year, as we continue our core business of student learning, we are on an ambitious pursuit of becoming the fastest improving and highest achieving school district in the metro-Atlanta region with a strong focus on student connectivity and belief in student capability. We cannot do this without you.

To accomplish our goals, we know that it will take everyone working together to make this a banner year for our schools. We should all be exceptional in our service and support to our students, families, and fellow employees, and those we serve should expect nothing less. Expect exceptional!

We made great strides during the previous school year due to our teamwork, and I am excited to see where the new year takes us.

Thank you again for all you do, and I look forward to making this an exceptional school year with your support!

Sincerely,

Mary Elizabeth Davis
Superintendent, HCS
CERTIFICATED EMPLOYEE MANUAL

The Certificated Employee Manual, contains important information about policies, procedures, and programs of Henry County Schools. In addition, this manual includes critical information about the duties and responsibilities of employees. Certificated employees should read this handbook at the start of the school year and keep the manual for future reference.

The Certificated Employee Manual is published annually and distributed to employees at the beginning of each school year. Inserts may be distributed as needed. Please direct questions or comments regarding the handbook to your immediate supervisor or contact the Office of Legal Compliance at 770-957-6601.

Board Meetings
The Henry County Board of Education holds regularly scheduled public meetings each month. Please check the school system website for the time and location of these meetings.

Board Policies
Please refer to the Henry County Board of Education Policy Manual for a complete list of all policies and procedures. The policy manual may be accessed via the school system website at www.henry.k12.ga.us.

It is the policy of the Henry County Board of Education to maintain a learning environment that is free from all forms of discrimination and harassment on the basis of race, color, age, national origin, sex, veteran status, handicap, disability, genetic information, and religion. Please see Board Policies GAE (1) and JCAC for further information.

ACCREDITATION

All schools in the Henry County School System are accredited by the Georgia Accrediting Commission and by AdvancED (Southern Association of Colleges and Schools).
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EMPLOYMENT & EMPLOYMENT-RELATED DUTIES

Recruitment
The Henry County Board of Education recognizes that the first step in implementing a quality instructional program is the employment of qualified personnel. The Board further believes that this can be best accomplished through implementation of recruitment procedures that utilize all appropriate resources, both in and out of the system, in identifying qualified personnel for employment.

Available certificated positions shall be posted within the school system and submitted to a statewide online database maintained by the State.

Recruitment activities shall be conducted so as to assure that certification and employment requirements are met by personnel to be employed by the Board. In addition, recruitment activities shall be conducted in a manner that maintains the Board’s position of being an equal opportunity and nondiscriminatory employer.

Conditions of Employment
The State of Georgia requires certificated professional personnel to be employed by the Henry County Board of Education on the recommendation of the Superintendent of this system. Recommendations for employment by the Superintendent and subsequent employment by the Henry County Board of Education will be contingent upon the following conditions:

1. The employee will secure and maintain a valid, in-field certificate issued by the Georgia Professional Standards Commission and/or required credentials for the position for which the person is recommended.

2. A person applying for the position of teacher will not be employed if a person (a) has been dishonorably discharged from the armed forces of the United States as a result of desertion, or (b) has fled or removed himself from the United States for the purpose of avoiding or evading military service, unless said person has been fully pardoned, or (c) convicted of a felony.

3. Employment contracts of certificated professional personnel will be (a) issued electronically, and (b) signed electronically by the personnel on their own behalf and by the Superintendent of Henry County Schools on behalf of the Henry County Board of Education.

4. Upon approval by the Henry County Board of Education, certificated personnel may be offered a new contract for the ensuing school year.

5. A certificated professional staff member who has been employed for the current school year and who will not be rehired for the ensuing school year will be so notified, in writing, within the time prescribed by law.

6. Individuals seeking employment will provide complete and accurate personnel information as requested by the Board of Education or Superintendent or Human Resource Services Department. **Failure to provide such information can result in termination of the contract and a report being filed with the Professional Standards Commission if the information is found to be incomplete or inaccurate after issuance of a contract.**

7. Professional employees will adhere to the policies, regulations, and rules of the Board of Education, in addition to the Georgia Code of Ethics for Educators (Rules of the Professional Standards Commission).

8. Professional (certificated) employees are contractual employees of the Henry County Board of Education. The terms of the contract shall control the obligations and liabilities of the employee to the employer. As noted on the contract, the employer reserves the right to transfer the employee to any other location in the Henry County School System. Student growth, decline in enrollment, shifting populations or attendance lines, or other factors relating to attendance or space limitations may necessarily require subsequent changes in specific site location or teaching assignment at any time necessary during the school term.

9. In compliance with state law, each certificated employee employed for the first time after July 1, 1994, must be fingerprinted and have a criminal record check run prior to a contract being issued.
Employment Information/Records
It is the responsibility of the individual to provide complete and accurate information to the Human Resource Services Department. Issuance of contracts and work assignments will be completed only after the required information has been submitted. Incomplete and/or inaccurate personnel information can result in denial or termination of a contract of employment. Items such as social security number, certification, complete work experience, motor vehicle/criminal record check and fingerprinting, and teacher retirement information are examples of personnel record information that are required. Test results and other performance information identified on contracts are to be provided by the employee.

It is the employee's responsibility to secure and maintain a valid, in-field educator certificate and/or required credentials for the position held.

Employee Integrity
Employees should exemplify honesty and integrity in the course of employment with the Henry County Board of Education. It is expected that employees will deal honestly, accurately, and responsibly with employment qualifications, work hours and time sheets (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, and all work-related issues. An employee who fails to act with integrity may be subject to discipline, including, but not limited to, termination from employment.

Employment Opportunities
All employment opportunities within Henry County Schools are posted on the school system website: www.henry.k12.ga.us.

Notice of Equal Opportunity
The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The Henry County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, handicap, religion, veteran status, genetic information, or age in its programs and activities. If students and/or parents have concerns, they should bring such concerns, in writing, to the attention of the principal. If employees have concerns, they should bring such concerns, in writing, to the attention of their immediate supervisor. For ADA and 504 concerns regarding employment, please contact Valerie Suessmith, Chief Human Resources Officer.

The following have been designated to handle inquiries and concerns regarding the District’s non-discrimination policies:

**Dr. Carl Knowlton**  
**Title VI and Title IX Coordinator**  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, GA 30253  
770-957-6601

**Ms. Valerie Suessmith**  
**Title II Coordinator (Employees)**  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, Georgia 30253  
770-957-5107

**Dr. April Madden**  
**IDEA/Section 504/Title II Coordinator (Students)**  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, GA 30253  
770-957-6601

**Mr. Kirk Shrum**  
**Sports Equity Coordinator**  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, GA 30253  
770-957-7189

All employees are required to comply with our Equal Employment Opportunity Policy. Administrators and supervisors are expected to cooperate fully in meeting our equal employment opportunity objectives and their compliance with this policy will be monitored closely. For additional information, please see local board policies GAAA, GAE, GAE (1), JAA, JAA-E (1), and JCAC.
Contracts
A contract for the school year will be issued to certificated personnel upon approval by the Henry County Board of Education. Any person who is tendered a contract and who elects to be employed by this school system must electronically sign and submit the contract to the Superintendent or designee no later than ten (10) days from the issuance date on the tendered contract. If the signed contract is not received by the 11th day, the position shall be declared vacant, and it shall be deemed to be an acknowledgement of the employee's resignation from the school district.

Assignment and/or Transfer
A contract of employment is with the Henry County Board of Education. Assignments to a specific school site/department are made on the referral of a principal/supervisor to the Human Resource Services Department. The Superintendent may reassign an educator to another site at any time during the school year as the need arises. A principal/supervisor may reassign an educator within a school site. School assignment preference of the individual will be considered whenever possible. Employees who wish to be considered for transfers to other schools will be given the opportunity to do so through the Placement Preference Process facilitated by the Human Resource Services Department.

Reduction in Force
If it becomes necessary for the Henry County Board of Education to reduce the number of certificated professional personnel, the procedure outlined in Board Policy GBKA will be followed.

Certification and Salary Procedures
It is the responsibility of each employee to initiate and complete the application process for the Georgia Educator Certificate, including all forms, transcripts, and other documents that may be required by the Professional Standards Commission.

An educator must have an educator certificate and/or required credentials (such as an Individual Certification Plan) on file in the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial certification or renewal of certification, that employee will be paid on the basis of a daily substitute teacher until such time as a valid, in-field Georgia Educator Certificate or required credentials are received by the Human Resource Services Department.

Educators are paid based on the official documentation submitted to the Human Resource Services Department. Salary is determined for the number of days worked based on the employee's valid in-field Georgia Educator Certificate, or required credentials and in accordance with accepted/verified experience as defined by the Georgia Department of Education.

Employees who do not have a valid in-field Georgia Educator Certificate will be paid for the number of days worked on a provisional salary basis until the conditional or renewable Georgia certificate arrives.

When the employee receives a certificate higher than a provisional, the salary will be adjusted retroactively based on the daily rate of pay to the validity date and certificate level noted on the certificate. If retroactive pay is warranted, salaries will only be adjusted retroactively within the current fiscal year. Salary adjustments, if any, shall not extend beyond the current fiscal year. For those employees who hold required credentials, pay will be increased based on the provisional salary schedule and highest degree level.

Clearance Certificate
All educators, including paraprofessionals, shall hold a valid Georgia Clearance Certificate. This certificate must be on file in the Human Resource Services Department within thirty (30) days of employment. For more information, please contact Human Resource Services.

Every Student Succeeds Act (ESSA)
All professional personnel are expected to teach/work in the area in which they hold a valid, in-field Georgia Educator Certificate and/or required credentials. For educators working in the field of Exceptional Student Education, a parent notification must be sent home if the teacher of record does not hold a valid certificate in the content area for which he/she is teaching.
National Board Certification
Funding of supplement for National Board Certification is subject to appropriations by the General Assembly.

Renewable Certificate (Valid for Five Years)
Please reference the Professional Standards website at www.gapsc.com for information on certificate renewal.

Supplemental Induction Certificate (Formerly - Non-renewable Certificate)
Non-renewable certificates are valid for three years.

Georgia Teacher Certification Test
Those who are required to take the GACE (Georgia Assessments for the Certification of Educators) Program Admissions test and/or GACE content exam(s) may access all registration information and study guides through www.gace.ets.org.

Alternative Certification & Non-Traditional Degree Programs
Due to the large number of alternative certification programs and the increase in internet/online college degree programs in and outside the State of Georgia, it is highly recommended that employees who are interested in such programs obtain, in writing, information from the Georgia Professional Standards Commission (using the Upgrade Advisor tool) regarding the accreditation and certification of the program in which they are interested prior to enrolling in the program.

Teacher Responsibilities and Duties
Classroom teachers are directly responsible to the principal and will have the following responsibilities and duties in addition to that of classroom instruction:

1. Be on duty regularly, reliably, and predictably for the number of hours per workday and workweek as set forth in Board policy.
2. Follow the system's uniform grading procedures as required by Board policy.
3. Use the Henry County Schools curriculum, texts, and other instructional materials approved by the Georgia Department of Education and the Henry County Board of Education.
4. Develop lesson plans that incorporate the goals, and objectives outlined in the Henry County Schools curriculum, establish short- and long-range teaching goals, provide optimum classroom instruction, and carry out other instructional duties as required from time to time.
5. Work cooperatively with the principal, other faculty members, and district office personnel in matters affecting the school program.
6. Participate in system and school professional learning activities as may be required.
7. Follow system and school procedures to inform parents and students about student progress.
8. Provide required reports by the time specified.
9. Maintain accurate records required by the principal and Superintendent.
10. Follow the chain of command in channeling official business to the Superintendent and other school officials through the principal of the school.
11. Follow the time and work schedule as assigned by the principal.
12. Follow and abide by all policies of the Henry County Board of Education including, but not limited to, manuals, code of ethics, and all policies and procedures.

It is critical that all employees become familiar with their responsibilities and duties. For additional information, please see your principal or contact the Human Resource Services Department.
Annual Performance Evaluation
Georgia law requires that all professional staff be evaluated annually. If there is a position for which the state has not provided an evaluation instrument, the Henry County Schools evaluation instrument will be used. All other professional staff with initial Georgia Certification must meet requirements regarding assessment.

Chain of Command
The school system's chain of command is designed to promote the overall effectiveness of school programs. If there is a question or problem to be resolved, staff at the local school level will follow the chain of command established by their principal. The principal is directly responsible to his or her Area Assistant Superintendent of School Leadership. The Area Assistant Superintendents are directly responsible to the Chief Leadership Officer.

Employee Workload
The workload of an employee is defined as those work-related responsibilities that are assigned to the position and for which the employee is expected to satisfactorily discharge in return for the salary specified. The minimum workday for teachers is defined as eight (8) hours and the minimum workweek is defined as forty (40) hours. Duties for which the base salary is paid include teaching and teaching preparation, staff meetings, parent and student conferences, extra class activities in the community, and extra class activities such as before and after school duties. All teachers are expected to be available, if needed, before or beyond the scheduled workday for duties related to employment.

Duty Free Lunch
Each teacher employed for more than one-half (1/2) time in kindergarten through fifth grades is to be provided a minimum duty-free lunch period of 30 consecutive minutes unless a teacher agrees upon additional compensation or benefit granted on terms that do not discriminate among other teachers or unless an extreme, unforeseen or unavoidable condition requires a teacher to supervise students during lunch for no more than one (1) day in any school week.

GEORGIA PROFESSIONAL STANDARDS COMMISSION
CODE OF ETHICS FOR EDUCATORS
The Georgia Professional Standards Commission publishes the Official Code of Conduct for Educators. The Code of Ethics for Educators is subject to revision at any time. Please reference the Commission website at www.gapsc.com for the most current version of the Code of Ethics (GaPSC Rule 505-6-.01).

505-6-.01 The Code of Ethics for Educators (Effective January 1, 2018)

(1) Introduction
The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions
a) “Breach of contract” occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.

b) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

c) “Child endangerment” occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

d) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not
yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

e) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

f) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

g) “Revocation” is the invalidation of any certificate held by the educator.

h) “Denial” is the refusal to grant initial certification to an applicant for a certificate.

i) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

j) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

k) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

l) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

m) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

a) **Standard 1: Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

b) **Standard 2: Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;

2. committing any act of cruelty to children or any act of child endangerment;

3. committing any sexual act with a student or soliciting such from a student;

4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;

5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;

6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

c) **Standard 3: Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

d) **Standard 4: Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

e) **Standard 5: Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. co-mingling public or school-related funds with personal funds or checking accounts; and
5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

f) **Standard 6: Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator’s school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

g) **Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material, and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

h) **Standard 8: Required Reports** - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance, and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

i) **Standard 9: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder’s ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

j) **Standard 10: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

(4) Reporting

a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).
b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator’s conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 -10 (GaPSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent’s designee must hold GaPSC certification. Should the superintendent’s certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

COMPENSATION

Salary Schedule
Teacher salary schedules are available on the Henry County School’s website, www.henry.k12.ga.us. Placement on the personnel salary schedule is determined by a current, certification and/or required credentials, and years of approved prior teaching or related experience. Henry County Schools gives full credit in accordance with the salary schedule for former verified Georgia and out-of-state teaching experience in a regionally accredited school system.

Verification of prior service with an accredited public and/or private educational institution may merit an appropriate salary adjustment. Verification of previous experience must be submitted to Human Resource Services in order to be considered for the current year’s salary. Salary adjustments can only be made within the current fiscal year, and will not be made retroactively to a previous year.

It is the responsibility of each employee to initiate and complete the process for obtaining a Georgia Educator Certificate including providing all forms, official transcripts, verification of prior teaching experience, and other documents as required by the Henry County Board of Education and the Professional Standards Commission.

In the event that an employee has not completed the certification application process for initial certification the
employee will be paid on the provisional salary schedule until a valid, in-field Georgia Educator Certificate is received in the Human Resource Services Department. An employee of the Henry County Board of Education will receive a salary based on the verified experience and the highest, valid, in-field teaching certificate or the required credentials that are on file in the Human Resource Services Department.

An employee’s contract with the Henry County Board of Education is contingent upon the employee securing and continuing to hold a valid clearance certificate issued by the Professional Standards Commission.

A lack/loss of a teaching certificate, clearance certificate, or required credentials shall result in termination of the employee’s contract with the Henry County Board of Education.

All Georgia Educator Certificates carry three dates:

1. Certificate EFFECTIVE FROM date.
2. Certificate EFFECTIVE TO date.
3. Date of issue.

The EFFECTIVE FROM date is the critical date for placement on the salary schedule.

If an employee’s certificate level changes during the school year (such as upon completion of a higher degree), the employee’s pay will be adjusted. Utilizing the effective date of the higher certificate, the pay adjustment made in the employee’s gross pay will be calculated based on the number of days worked with the upgraded certificate.

In general, when a higher level, valid, in-field teaching certificate or credential is received midyear, the salary is adjusted retroactively to an effective date on the document or to the date of employment, whichever is more recent. A salary adjustment will not be made retroactively to a previous fiscal year.

**Annual Advancement on the Salary Schedule**

The contract salary of a teacher holding a valid, professional in-field teaching certificate will be advanced to the next consecutive step on the salary schedule unless (1) the teacher is being paid at a step which requires more than one year for advancement, (2) the maximum progression step for the position has been reached, (3) services were rendered for fewer than 120 full-time days in the previous academic year, (4) the Henry County Board of Education does not approve funds for step advancement on the salary schedule, or (5) the educator received an unsatisfactory or ineffective annual summative performance evaluation in any given year, or for the second year in which an educator received two consecutive annual summative needs development ratings (pursuant to O.C.G.A. § 20-2-212).

All necessary documents relating to placement or movement of the salary schedule will be processed in accordance with the payroll cutoff dates which are available under Financial Services at [www.henry.k12.ga.us](http://www.henry.k12.ga.us) located under the MyHenry tab.

Personnel are paid monthly. Pay history and W-2’s may be viewed and printed on line by each employee at MyDocs. We encourage employees to enroll in direct deposit. If checks are issued, the checks are delivered to the appropriate work location and distributed the last working day of the month. It is important that each employee keeps their address current with Henry County Schools.

**Social Security**

All employees are covered by Social Security and are required to participate. The Henry County Board of Education pays a matching amount for all employees.

**Teacher Retirement System**

All certified personnel are required to participate in the Georgia Teacher Retirement System. Please visit [www.trsqa.com](http://www.trsqa.com) for information concerning retirement benefits.

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**EMPLOYEE BENEFITS**

**After School Enrichment Program (ASEP)**

Employees of the school system, who are full-time benefit-eligible, may receive a discount toward ASEP tuition.
Please contact the school ASEP coordinator for additional information.

**Attendance Incentive Program - Teachers**
In an effort to reward attendance and curb absenteeism, the Henry County School System provides a Teacher Attendance Incentive Program. It is vital to our success that students have consistency in the classroom when it comes to the educators who serve them.

School-level, non-administrative certificated teaching personnel who do not take personal or sick leave during either one or both semesters will receive a **$250/semester** financial incentive. **Any use of leave except for jury duty or a lawfully issued subpoena involving school-related matters will count against this incentive recognition.**

- First Semester: July 25, 2019 – December 20, 2019
- Second Semester: January 6, 2020 – May 27, 2020

**Child of Henry County School System Employee**
If the Henry County School System employs a child’s parent or step-parent as a full-time, benefit-eligible employee, the child or step-child of this employee may be enrolled in the appropriate grade level in a Henry County School desired by the parent, as long as that child lives with the parent or step-parent. Once enrolled, the child will be expected to attend that school for the duration of the school year unless extenuating circumstances warrant reconsideration of the decision and a school transfer is authorized by the Superintendent or designee.

This option is not contingent upon school capacity at the requested school. However, approval to remain at the requested school may be revoked by the Superintendent or designee due to attendance or behavior concerns. The transportation of students to and from school shall be the responsibility of the student’s parents.

**Deferred Compensation**
Peach State Reserves (PSR) is a voluntary supplemental retirement plan that offers a participant the opportunity to invest money toward securing the retirement that he/she envisions. PSR offers two deferred compensation defined contribution plans in compliance with the Internal Revenue Code Section 457 and 401(k) enabling participants to save for retirement on a tax-deferred basis.

**Employee Assistance Program (EAP)**
Henry County Schools believes the health and well-being of our employees is of critical importance. In recognition of this, a comprehensive, free, and confidential Employee Assistance Program (EAP) is available for our full-time/benefit-eligible employees and their families.

The EAP offers many services to employees including:
- Face-to-face and telephone access to a network of professional counselors for personal, family, and work concerns;
- Work/life services including no-cost consultations with attorneys, financial professionals, child and eldercare services specialists, and others;
- A large variety of on-line resources and programs;
- No-cost counseling and referral services;
- 24/7/365 access to services

The EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors, and other licensed professionals. **The EAP program is free and confidential.** The contact number for the EAP is 1-800-715-4225.

**Georgia United Credit Union**
The Georgia United Credit Union is a cooperative savings and lending organization owned and operated by its members. All employees of Henry County Schools and members of their household are eligible for membership.
Health Insurance
All full-time benefit-eligible employees may choose to participate in the State of Georgia Health Benefit Plan. The state and local system contribute a major portion of the cost with the remainder of the cost being paid by the employee through payroll deductions.

HB280 – Differentiated Compensation for Math and Science Teachers
Additional compensation will be paid for HB280 if state funds are appropriated by the Georgia General Assembly. When monies are received by Henry County Schools from the GaDOE to fund the cost of this additional compensation, eligible employees, as identified by the GaDOE, will be compensated accordingly.

State of Georgia Flexible Benefits Program
The following optional benefits to be paid for by the employee are available through the Georgia Department of Administrative Services:

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<thead>
<tr>
<th>Dental</th>
<th>Vision</th>
<th>Life Insurance</th>
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<tbody>
<tr>
<td>Disability</td>
<td>Specified Illness</td>
<td>Accidental Death &amp; Dismemberment</td>
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<tr>
<td>Spending Accounts</td>
<td>Long-Term Care</td>
<td>Legal</td>
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Life Insurance (Board Paid)
The Henry County Board of Education currently provides a $10,000 life insurance policy for all full-time benefit-eligible employees, subject to appropriate funding; however, said life insurance policies are contingent on continued funding, which may be provided or withdrawn by the Henry County Board of Education. Contact the Benefit Office for additional information.

Whole Life Insurance
Transamerica offers Interest Sensitive Whole Life Insurance Policies for employees and their spouse and children. The plan is enrolled annually by the Michael Gasses Agency in the fall of each year.

Student Accident Insurance
Student accident insurance is available to employees on the same basis that it is available to students enrolled in the schools. Contact your principal/supervisor for additional information.

School Activity Passes
School Activity Passes are issued each year to all full-time and retired employees of Henry County Schools. The activity pass is a sticker that should be placed on the back side of the employee/retiree’s HCBOE-issued identification badge. Use of the activity pass is limited to regularly scheduled Henry County School District activities. The pass is not valid for one-time events or events that are not regularly scheduled, including playoffs and tournaments, regardless of where these events take place. The activity pass entitles the employee to gain free admittance for themselves and one (1) other person provided the employee accompanies the person. The activity pass is non-transferable.

Sick Leave Accrual
Employees considered full-time, benefits eligible earn 1¼ days of sick leave per month of service. Per Policy GARH, “full-time, benefits eligible” is defined as working at least 50 percent for certified staff members, and at least 60 percent for classified staff members. According to state policy, new employees may transfer up to 45 days of sick leave from another Georgia school system or state agency. Employees may accrue unused sick leave days while employed in Henry County Schools. However, the number of days accrued will not be applied in any manner that conflicts with Board policy pertaining to limitations regarding the transfer of sick leave days or the application of sick leave in the Sick Leave Financial Exchange Program.

Sick Leave Bank
Employees who are eligible for sick leave accrual may join the Henry County Schools Sick Leave Bank for the purpose of applying for additional sick leave after their own accrued leave has been exhausted. Employees who elect to
become members of the Sick Leave Bank are required to contribute part of their accumulated sick leave to the Bank. Withdrawals from the Sick Leave Bank will be considered only for personal illness and/or personal temporary disability considered catastrophic in nature, and when all leave time has already been exhausted. Contact your principal/supervisor or the Human Resource Services Department for additional information.

An employee may donate up to ten (10) sick leave days to his or her spouse if such spouse is also an employee of the Henry County Board of Education for the purposes of maternity leave, illness, illness of a family member, or death of a family member. An employee may donate no more than ten (10) days during his or her combined employment with the school system (whether concurrent or not).

An Open Enrollment period for the Sick Leave Bank is held every year. An employee may join if they have two days of leave available to contribute on December 31 of the prior year. Sick Leave Bank will run concurrent with leave under Family and Medical Leave Act.

**Sick Leave Financial Exchange**
The schedule of financial exchange for unused sick leave at the time of the employee’s separation from Henry County Schools, for employees who have worked full-time in the school system for a minimum of five (5) years, is as follows:

- Less than 41 days – no sick leave exchange available.
- 41 through 145 days (inclusive) - $15 per day for days 1 through 145.

Employees must apply, in writing, to the Human Resource Services Dept. for Sick Leave Financial Exchange.

**Workers’ Compensation**
Employees of the Henry County School System are eligible for the benefits of Workers’ Compensation as required by Georgia law. Workers’ Compensation is a state-mandated benefits program that is paid for by Henry County Schools. Any employee who is injured on the job must IMMEDIATELY report the injury to his/her supervisor. If professional medical care is needed for the injury, the law requires the employee to select from an approved physicians’ panel posted at the school or facility. Should an employee choose to receive medical care from a physician who is not on the approved panel, such care would be considered unauthorized and the school system would not be responsible for the cost.

The injury must arise out of and in the course of employment during the normal workday or work year. Employees (with the exception of Physical Education (PE) teachers and Coaching staff) should avoid contact sports and ‘rough housing’ activities as a safety precaution. This means that employees should not participate in contact activities including but not limited to baseball, basketball, dodgeball, kickball, football, soccer, tug-of-war, volleyball and other field day events. Employee participation in the above mentioned events (which would normally be considered outside of their normal scope of employment responsibilities) will be considered to be voluntary and will not be covered by worker’s compensation should an injury occur.

Absences related to Workers’ Compensation will run concurrent with leave under the Family and Medical Leave Act (FMLA).

**TYPES OF LEAVE**

**Sick Leave**
The following information and procedures reflect Georgia Department of Education policies, Henry County Board of Education policies, and Georgia law:

1. Employees considered full-time benefit-eligible earn 1¼ days of sick leave per month of service. Per Policy GARH, “full-time, benefits eligible” is defined as working at least 50 percent for certified staff members and at least 60 percent for classified staff members.
2. Accrued sick leave may be used for the following:
   a. Personal illness, physical disability (including disability related to maternity), or injury.
   b. Absence necessitated by exposure to contagious disease.
c. Absence due to illness or death in the employee's immediate family. For the purpose of sick leave, the term “immediate family” is defined as:

- spouse;
- child;
- parent;
- sibling;
- grandparent;
- grandchild;
- in-law equivalents of the above; or
- other relatives living in the household of the employee or any dependent as shown in the employee's recent tax return.

3. Personnel who begin employment after the opening of school will receive their pro-rata share of the total days of sick leave earned annually.

4. Sick leave days not used will be accrued.

5. Sick leave earned after July 1, 1978, and not used, will be credited to employees and shall be transferred with employees when they change employment from the Henry County Board of Education to another public school board of education in Georgia provided the employees' new position is covered by State policy. Not to exceed 45 days.

6. Employees who are absent from work in excess of accrued sick leave and entitlement from the present year will have deducted from their regular pay one day's salary for each day absent. After all accrued sick leave has been used, deductions for any additional absence is made the month immediately following the absence(s).

7. Medical documentation may be required any time employees are absent due to illness, or whenever questions arise concerning approval of requests for sick leave. The principal/supervisor may require a medical release to return to work.

8. Employees may not use more than three (3) days of their total sick leave accrual in a year as personal leave.

9. For any absence lasting 10 or more days, or any possible Family and Medical Leave Act (FMLA) qualifying absence, an employee must apply for FMLA with the Human Resource Services-FMLA Office.

10. If an employee incurs ten (10) consecutive days of leave due to their illness, the employee must provide a release to return to work signed by their healthcare provider prior to returning to work.

11. Sick leave will run concurrent with FMLA.

**Bereavement Leave**

Bereavement leave is available for full-time, benefits-eligible employees and may be used for absence due to death in the employee's immediate family. An employee shall be allowed three (3) days of bereavement leave for absence due to “family death” in the immediate family. This leave shall not be deducted from the employee's accumulated sick leave. Bereavement leave must be used within seven (7) days of the death of the employee's immediate family member.

**Vacation Leave**

Most 244-day employees earn vacation at a rate of ten (10) days per year, accrued on a monthly basis. Employees may accrue a maximum of 20 vacation days per year. Any number of days over 20 will be forfeited on July 1 of each year. When an employee separates employment with the Henry County School System, a maximum of 20 unused vacation days will be paid out. Vacation leave must be pre-approved through a supervisor. Vacation accrued from another school district is not transferable to this district.
Personal Leave
Employees may use up to three (3) days of sick leave for personal reasons. If an employee should not have sick leave available, then personal leave will not be available. Employees are responsible for securing prior approval from the principal or other supervisor in charge of leave prior to taking any leave. Any absence caused by severely inclement weather will be counted as personal leave. Personal leave will be deducted from the employees’ accumulated sick leave. Contact your supervisor for additional information.

Professional Leave
The use of professional leave requires prior approval by the employee’s principal or immediate supervisor. Approved absences for professional purposes will not affect sick leave or personal leave days.

Jury Duty and Subpoenas
Absences are not counted as personal leave if they are for jury duty, or a lawfully issued subpoena involving school-related matters.

Family and Medical Leave Act (FMLA)
Employees of the Henry County Board of Education who are classified as full-time employees in their position/job title are eligible for up to sixty (60) days of unpaid leave per year under the Federal Family and Medical Leave Act (FMLA).

The Family and Medical Leave Act (FMLA) provides attendance, job, and benefit protection for up to 60 scheduled work days (hereinafter called 60 days) in a 12-month period. The 12-month period will be measured from the date FMLA leave is first used. Family and Medical Leave runs concurrently with Sick Leave, Vacation, Personal Leave, Sick Leave Bank, Workers’ Compensation, and Leave Without Pay, except as otherwise required by law. Employees are required to use all available paid leave (sick/personal and/or vacation) while on FMLA (except as otherwise required by law). Full-time employees are eligible for a maximum of sixty (60) days of paid and/or unpaid leave during a 12-month period in connection with the following:

1. When an employee is unable to work because of a serious health condition.
2. To care for the employee’s qualifying family member** with a serious health condition.
3. The birth of a child to the employee.
4. The first year care of an employee’s child.
5. The adoption or foster parent placement of a child with an employee.
6. Any period of incapacity or treatment for a chronic serious health condition of an employee which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity (intermittent FMLA).
7. Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
8. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury of illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
**Qualifying Family Member:**

- Employee’s spouse.
- Child (biological, adopted, stepchild, foster child, a legal ward, or a child of a person standing in loco parentis) of the employee. Child must be under the age of 18. If age 18 and older, the adult son or daughter must:
  - Have a disability as defined by the ADA;
  - Be incapable of self-care due to that disability;
  - Have a serious health condition; and,
  - Be in need of care due to the serious health condition.

It is only when all four requirements are met that an eligible employee is entitled to FMLA-protected leave to care for his or her adult son or daughter.

- Parent (biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter).

- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA.

- Note: In-laws, grandparents, siblings, and other extended family members are NOT covered.

If an employee meets one of the above qualifying reasons, or for any absences lasting for more than three (3) consecutive business days, the employee may apply for FMLA.

An employee MUST apply for FMLA upon incurring ten (10) or more (consecutive and/or cumulative) days of leave/absence. An employee who is absent for six (6) – nine (9) days out of a consecutive (ten) 10, then has subsequent multiple-day period(s) of absence and who has not applied for FMLA is considered to be avoiding applying for a leave of absence in violation of this handbook.

Ten or more days of leave (sick leave, leave without pay, etc.) cumulative and/or consecutive days, not covered by FMLA, is considered excessive and may result in an attendance and performance issue.

Failure by the employee to provide supporting documentation for an absence may result in all absence time applying toward the exhaustion of the 60 days of FMLA. No employee will be allowed more than a total of 60 days, paid and/or unpaid, for leave that qualifies under FMLA, unless otherwise required by law. In the event an employee’s spouse is also employed with Henry County Schools and is eligible for FMLA leave, the total combined time allowed to both employees for the birth, placement of a child or the care of a child or parent will not exceed 60 days in a 12-month period unless a longer period is required by law. The 12-month period will be measured from the date leave is first used.

A “Request for Family and Medical Leave” form should be completed and submitted to the Human Resource Services Department-FMLA Office along with medical certification and/or appropriate documentation certifying the qualifying need for FMLA. The complete FMLA application must be submitted thirty (30) calendar days in advance of the effective date of the leave when the need for FMLA leave is foreseeable. When the need for FMLA leave is not foreseeable, this form should be submitted within two (2) days of when the need for FMLA leave becomes known to the employee. Failure to provide written notice in the form of the FMLA application (including supporting documentation such as medical certification) within 15 days of the first absence could result in automatic denial of FMLA and possible adverse employment action.

Employees who are approved for a FMLA leave due to their own serious health condition will be required to present a written medical release from their healthcare provider stating that the employee is medically able to return to work. Failure to provide such information will prevent the employee from returning to work.
Employees who have a full-time job with the Henry County School District and have a secondary job with the Henry County School District (such as individuals working in the “After-School Enrichment Program”) must take FMLA from their full-time job and they are required to do the following:

1. Submit documentation to the FMLA Office that their medical provider has cleared them to work their secondary job with the Henry County School District.
2. Notify their secondary job supervisor of their FMLA status.

If an employee exhausts the 60 days FMLA maximum and their FMLA 12-month period ends prior to the employee’s return to work, the employee must work 30 consecutive (scheduled work) days prior to qualifying for a new FMLA year.

If an absence extends beyond the 60-day FMLA maximum for the FMLA year, the position may be posted and the employee may be replaced by a permanent employee. If the absence is related to the employee’s own serious medical condition, the employee may qualify for Approved Extended Leave (AEL) which enables the employee to continue their benefits for up to one year. Upon release to return to work by the employee’s treating physician, the employee may apply for reinstatement through the Human Resource Services Department. Certified employees who are unable to return to work after they have exhausted their FMLA leave may or may not be recommended for a contract the following school year.

Restrictions and/or Requests for Accommodations
Employees are expected to perform the full duties of their job until medical documentation signed by a healthcare provider is submitted to the employee’s principal/supervisor or FMLA office. The safety of students and staff will be taken into consideration.

The medical documentation listing the specific restrictions/request for accommodations described in detail, must be submitted to Human Resource Services – FMLA Office. The FMLA Office will submit to the Restrictions Committee for review to determine if work is available to reasonably accommodate.

- If there is no work available to reasonably accommodate, the employee may be placed on FMLA (not to exceed the 60 FMLA day maximum per FMLA year) as a means of reasonable accommodation.
- If the leave extends beyond the 60 FMLA day maximum, Approved Extended Leave (AEL) will be considered.

Excepted Absences
The following absences are not counted as sick or personal leave absences:

1. Jury duty or response to a lawfully issued subpoena involving school-related matters, or in response to civic duty.
2. Military duty (within limits prescribed by Georgia law and Georgia Board of Education policy).
3. Professional leave.

**PROFESSIONAL LEARNING**

Professional learning is an organization’s process for supporting the improvement of instruction through the professional growth of educators and support personnel. It is the process for continuous self-study and improvement of individuals, departments, schools and the school system.

**Purpose**
The knowledge base of educational professionals is central to student learning and professional learning is the primary vehicle to advance and reinforce that knowledge. Professional knowledge involves three overlapping components:

- **Academic content** – that which supports the content learned by students;
- **Curricular and instructional strategies** – the process of organizing content and helping students learn;
- **Pedagogy** – the art or science of teaching; and,
• **School Improvement** – the cooperative work done by faculties to make the school better (Joyce and Clift 1983).

The 1980s focused on getting school faculties to teach better. Today’s educational initiatives require that faculties learn better as well.

**Effective Professional Learning**
The goal of professional learning is for all educators to have a marked spirit of continuous improvement; that is, no teacher ever stops learning how to teach. Seen in this light, effective professional learning will:

• Promote student learning.
• Change the culture of learning for both adults and students.
• Cause the formal learning activity to become a process rather than an event, which requires educators to seek and test improvements as a part of everyday work in schools.
• Establish a culture where learning by personnel becomes a natural part of the work setting.
• Build an environment where collaborative work is the norm (Joyce and Showers, 1980 Job Embedded School – Based Professional Development)

**School-Focused Professional Learning**
School-focused professional learning is defined as the process through which a school’s staff identifies the school’s strengths and areas that need strengthening and uses this information as a basis for school improvement. This process is accomplished by building-level planning that is student-centered, results-focused, attuned to staff needs and interests, and consistent with the school and system long-range plans. “All professional learning funds must be expended for activities that enhance the skills and knowledge of school system personnel and which directly relate to improving student achievement” (GDOE, Rule 160-3-3-.04).

**System-Level Professional Learning**
The local school system is required to maintain a comprehensive improvement plan, guaranteed through assurances that are submitted to the Georgia Department of Education. Included are plans for the accomplishment of system goals. The plan is developed for the approval of the Superintendent upon advisement of senior staff members, school administrators and the Professional Learning Council, which is comprised of representatives from each school and system departments.

**Professional Learning Leave**
Staff attending professional learning activities during the school day are required by State rule to submit a Professional Learning Leave Request. The form must be approved prior to staff attending professional learning within the district. Requests to attend district sponsored professional learning activities are submitted by proposing the activity via PDEExpress. Authorization for district funding of professional learning substitute teachers is also obtained through submission of the leave request form on PDEExpress. Requests to attend school sponsored professional learning activities are submitted at the individual school using PL Form C (Professional Learning Leave Request-School Level).

**Teacher Induction Program**
The Teacher Induction Program (TIP) is designed to support teachers in the first days, weeks, and first years of employment with Henry County Schools. The initial phase is for all teachers who are new employees of the school system. It takes place during the week prior to pre-planning. The second phase, required for beginning teachers, continues with district-led sessions and sessions at individual schools throughout the year. All TIP activities are designed with the purpose of ensuring teacher success, thereby ensuring student success, in Henry County Schools.

**Transcripts**
Transcripts of PLU course credit are available through PDEExpress for review and record keeping by individuals. If an official transcript is required, one may be requested from the Professional Learning Office. All requests should be received in writing and should allow at least two weeks for completion. College courses are not included on school system transcripts. All school system personnel are encouraged to maintain a file containing copies of all licenses and
documents pertaining to renewal.

LEARNING & PERFORMANCE SERVICES

Curriculum
The Division of Learning and Performance Services works collaboratively with teachers and administrators to ensure that the curriculum in Henry County Schools maximizes student achievement. The curriculum framework is aligned with local, state, and national standards, and serves as the basis for the selection of textbooks and other instructional resources. Consequently, all teachers are expected to use the curriculum framework as a primary resource when preparing for instruction.

Teacher Lesson Plans
Teachers are expected to develop lesson plans. School administrators can expect teachers to verify local and state requirements through their lesson plans.

Controversial Topics
The Henry County Board of Education recognizes the role of public education in preparing students to be contributing citizens. The Board also recognizes that through their classroom experiences, students prepare to become citizens and will sometimes encounter issues that may be considered controversial. In this event, the Board expects teachers to refrain from using classroom instruction to influence students regarding any one side of a controversial issue, including those considered to be political in nature. Board Policy IKB: Controversial Issues, provides clarity for the instructional implications of this issue.

Assessment
Assessment is an integral part of instruction and has three (3) distinct purposes:

1. Provides key information relative to curriculum strengths and weaknesses.
2. Provides key information about individual student achievement for communication with parents.
3. Provides opportunities for teachers, grade levels, schools, and the school system to determine if students are functioning at optimum performance level.

The school system recognizes the value of student assessment and encourages the use of assessment to improve teaching and learning. State assessment results are sent home to parents and copies are maintained in the administrative offices of the schools. Teachers are expected to be able to analyze, interpret, and utilize test results for the benefit of students and parents.

Uninterrupted Instructional Time
Local and State Board Policy strictly regulates the number of times students’ instruction may be interrupted for non-instructional activities. Individual student records must be maintained in grades 9-12 to document the non-instructional activity, date(s), and number of instructional segments missed due to non-instructional activities. These forms should be maintained in the school office and under the direction of the principal. Please refer to local board policy for definitions and procedures.

GRADE REPORTING AND ASSESSMENTS

The goal of Henry County Schools is to ensure that every child reaches mastery in all areas. During each grading period, there will be numerous opportunities for students to demonstrate mastery of the standards.

Grading Procedures – Elementary Students
Please reference Administrative Regulations IHA-R: Grading Systems for students entering 9th grade for the first time in 2019-2020 and beyond for all information related to grading. This includes information on Grade Reporting, Grade Calculation & Grade Communication record of their child’s performance.
Grading Procedures – Secondary Students
Please reference Administrative Regulations IHA-R: Grading Systems for students entering 9th grade for the first time in 2018-2019 or previous, as well as IHA-R: Grading Systems for students entering 9th grade for the first time in 2019-2020 and beyond for all information related to grading. This includes information on Grade Reporting, Grade Calculation (including G.P.A), and Grade Communication. There are two Administrative Regulations to govern the rules based on the year a student is entering 9th grade for the first time. Please be sure to reference the appropriate Administrative Regulation based on that enter date.

Exam Schedule
The schedule for administration of the Georgia Milestones End-of-Grade (EOG) assessments and the End-of-Course (EOC) assessments will be set by the district’s Assessment/Testing Department and will be in accordance with state testing windows and guidelines.

At the middle school level (Grades 6-8), under the school principal’s discretion, teachers may give students examinations at the end of the grading term that address multiple chapters, in lieu of administering comprehensive final examinations, except in the case of courses that the GA DOE has designated as EOC courses. All middle school examinations will be scheduled under the direction of the school principal (or the school principal’s designee), with the exception of GA DOE-designated, EOC courses.

At the high school level (Grades 9-12), the schedule for all non-EOC assessment courses will be created at the direction of the school principal (or the school principal’s designee).

Minimum Requirements of Academic Assessments
A discussion question and/or word problem will be included on major tests for all subjects. Spelling, grammar, usage, punctuation, and content should be considered in evaluating the discussion question.

Make-up Work (Reference Admin Reg IHA-R)
It is the student’s and parent’s responsibility, not the teachers’, to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee but will not exceed the number of days absent. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an absence.

Students assigned out of school suspension (OSS) will be allowed to make-up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (i.e. 3 days of Out of School Suspension = 3 days to make up work missed).

Participation in Extracurricular Activities
If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

PROMOTION, PLACEMENT, & RETENTION

State Requirements for Promotion, Placement, and Retention
Georgia law requires that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed to succeed and progress to the next level of academic achievement.

Promotion, Placement, and Retention in Elementary School
Henry County Schools uses a Student Academic Summary Report (SASR) to make decisions regarding promotion, placement, and retention for students in Kindergarten and Grades 1, 2, 3, 4, and 5. Each grade-level specific SASR outlines specific data points that each school uses as criteria for promotion, placement, or retention decisions. Multiple sources of student data are used to evaluate a student's readiness for academic success, at the next grade level. All promotion, placement, and retention decisions are made on an individual, student-by-student basis. Specific questions or concerns about your student's academic performance should be directed to your student's teacher(s) and/or the administration of your student's school. The school principal will have the final authority regarding promotion, placement, or retention decisions.

In some cases, the extenuating circumstances of an individual student may be considered by a school, when making a promotion, placement, or retention decision. For example, a school may determine that promotion/placement (or retention) could be inappropriate/improper for a student, due to the student's developmental needs and/or chronological age.

Prior to making the decision to retain a student, the student's parent(s)/guardian(s) will be notified and provided the opportunity to discuss, with the appropriate staff, the student's possible retention. All promotion, placement, and retention decisions should include a process that involves the careful consideration of relevant student information and data. If the decision is made to retain a student, written documentation of the rationale for the decision to retain the student and evidence supporting the decision will be placed into the student's permanent record.

If a student's parent/guardian wishes to appeal the decision to retain the student, the student's parent(s)/guardian(s) must contact the student's school to inform the school's principal of the intent to appeal the retention decision. The school principal will establish a placement committee, which will include: the school principal (or the school principal's designee), the student's parent(s)/guardian(s), and the student's teacher(s). The placement committee will review the student's overall academic achievement, the student's performance on any state-approved, standardized assessments, and the student's SASR. The placement committee's decision to place the student into the next grade must be unanimous and should be based upon a determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the placement committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

If a student's parent/guardian wishes to appeal the decision to retain his/her student, and the student is receiving services through the Exceptional Student Education (ESE) department, the student's parent/guardian must contact the student's school to inform the school's principal of the intent to appeal the retention decision. The school principal will convene the student's Individual Education Plan (IEP) committee to consider the decision to retain the student. In order for the student to be placed into the next grade, a consensus of the student's IEP committee must agree with the decision to place the student into the next grade; the IEP committee's decision should be based upon a determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the student's IEP committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

Promotion, Placement, and Retention in Middle School
(Grades 6, 7, and 8)

Henry County Schools uses a Promotion/Placement/Retention (PPR) Rubric to make decisions regarding promotion, placement, and retention for students in Grades 6, 7, and 8. Each grade-level specific PPR Rubric outlines specific data points that each school uses as criteria for promotion, placement, or retention decisions. Multiple sources of student data are used to evaluate a student's readiness for academic success, at the next grade level. All promotion, placement, and retention decisions are made on an individual, student-by-student basis. Specific questions or concerns about your student's academic performance should be directed to your student's teacher(s) and/or the administration of your student's school. The school principal will have the final authority regarding promotion, placement, or retention decisions. The student's parent(s)/guardian(s) will be notified, in writing, of the final promotion, placement, or retention decision.

In some cases, the extenuating circumstances of an individual student may be considered by a school, when making
the promotion, placement, or retention decision. For example, a school may determine that promotion/placement (or retention) could be inappropriate/improper for a student, due to the student’s developmental needs and/or chronological age.

All promotion, placement, and retention decisions should include a process that involves the careful consideration of relevant student information and data. If the decision is made to retain a student, written documentation of the rationale for the decision to retain the student and evidence supporting the decision will be placed into the student’s permanent record.

If a student’s parent/guardian wishes to appeal the decision to retain a student, the student’s parent/guardian must contact the student’s school to inform the school’s principal of the intent to appeal the retention decision. The school principal will establish a placement committee, which will include: the school principal (or the school principal’s designee), the student’s parent(s)/guardian(s), and the teacher(s) of the subject(s) in which the student failed to perform at grade level. The placement committee will review the student’s overall academic achievement, the student’s state-approved standardized assessment performance, and the student’s PPR Rubric. The placement committee’s decision to place the student into the next grade must be unanimous and should be based on the determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the placement committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

If a student’s parent/guardian wishes to appeal the decision to retain his/her student, and the student is receiving services through the Exceptional Student Education (ESE) department, the student’s parent/guardian must contact the student’s school to inform the school’s principal of the intent to appeal the retention decision. The school principal will convene the student’s Individual Education Plan (IEP) committee to consider the retention decision. In order for the student to be placed into the next grade, a consensus of the student’s IEP committee must agree with the decision to place the student into the next grade, and the IEP committee’s decision should be based upon a determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the student’s IEP committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

Promotion and Classification in High School
(Grades 9 – 12)

A student’s grade-level classification, at the high school level, will be based upon the student’s cumulative accumulation of course credits. Students in the district’s high schools will be classified as follows:

**Henry County Schools High School Promotion Criteria**
Grade-level assignments for high school students are based on the following criteria:

1. Promotion or placement based upon the Placement/Retention Rubric
2. Earn 5 units of credit to be assigned to 10th grade.
3. Earn 11 units of credit to be assigned to 11th grade.
4. Earn 17 units of credit to be assigned to 12th grade.

**GRADUATION**

**General Requirements**
The Georgia State Board of Education and the Henry County Board of Education establish graduation requirements. To be eligible for graduation, requirements in each of the following components must be met:

1. **Unit Credit**: Students must earn the minimum number of units required for their graduating class and
diploma program.

2. **Required Courses:** Students must satisfactorily complete specific courses required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. No course may be substituted or exempted. No courses may be repeated unless the student failed the course.

3. **Attendance:** Attendance requirements are those set forth in the Georgia compulsory attendance law and elsewhere in this Student and Parent Handbook.

4. **Assessment:** Students must satisfy all applicable assessment requirements.

**High School Graduation Requirements**

Students must satisfy the graduation requirements in effect at the time they entered the ninth grade. The requirements are outlined in State Graduation Rules IHF (6). The Georgia State Board of Education has adopted significant changes in graduation requirements in recent years. Students with disabilities and English Language Learners (ELL) may receive appropriate standard accommodations based on their needs and the specifications of their Individualized Education Program, their Individual Accommodation Plan, or their ELL Testing Participation Committee Plan. Students with disabilities unable to participate in the state testing program, even with accommodations, are assessed with the Georgia Alternate Assessment. Specific questions may be addressed to school counselors or the Student Services Department. More information can be found at the following link: [http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/Graduation-Requirements.aspx](http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/Graduation-Requirements.aspx)

**College Admission Requirements**

The University System of Georgia governs the state’s colleges and universities, and the Technical College Systems of Georgia governs the state’s technical colleges. The criteria for admission varies among colleges and universities, and specific admission requirements may exceed the requirements for earning a high school diploma. Students and parents are encouraged to meet with their school counselor to develop a program of study to support career and educational goals.

**Diplomas**

The *High School Diploma* certifies that students have satisfied the unit requirements and state assessment requirements for their graduating class.

Special Education students who entered high school for the first time in the 2008-2009 school year and subsequent years will graduate with a high school diploma if attendance, unit, and state assessment requirements are met.

Special Education students participating in the Georgia Alternate Assessment (GAA) may be eligible to receive a high school diploma if they meet the following criteria:

- Meets all curriculum requirements.
- Meets assessment requirements by participation in GAA in middle school and in high school.
- Meets the transition requirement of reaching the age of 22 or transitioning to employment/education/training settings with supports in place.

Please contact the Henry County Schools Exceptional Student Education Department at 770-957-8086 if you have additional questions.

**Graduation**

All requirements for graduation must be completed before a student can receive a diploma and graduate. The graduation date is subject to change if, during the school year, schools are closed due to inclement weather or any other emergency on a regular school day.

Students’ participation in the graduation ceremony is a privilege and not a right. Therefore, the School Board has the right to prohibit a student’s participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is voluntary; therefore, a graduation fee/senior dues may be charged to cover costs for such items as diploma covers, printing costs, custodial expenses, floral arrangements, guest
speakers, etc. However, students will be given written notification of this fee at the beginning of the school year in which they are to participate in the graduation ceremony. The notification will include a description of the costs.

Graduation ceremonies and all activities and attire associated with them are determined by the individual schools. Specific questions should be directed to the school principal.

GENERAL INFORMATION

Asbestos Plan
The Henry County Board of Education has a state-approved asbestos plan. A copy of this plan is available in the principal's office. For more information concerning asbestos plans, please contact the Facilities/Maintenance Department.

Body Fluids
It is extremely important that all employees receive direction in clean-up procedures relating to body fluids. Annual training will be provided to all employees prior to the beginning of each school year. No employee should attempt to clean up any body fluid in any manner other than as instructed by the school system.

Child Abuse
Georgia law, as well as Henry County Board of Education policy, includes mandated procedures for reporting suspected child abuse or neglect to the appropriate officials. Employees are required to follow these procedures. For more information on the reporting of child abuse, contact your principal/supervisor, school social worker, or the Student Services Department.

If a Henry County School employee has reasonable cause to believe that suspected child abuse has occurred involving a person who attends to any child as an employee or volunteer of the school, the employee must report their suspicion of abuse to the Division of Family and Children Services and their school Principal or the Principal’s designee. Reports of suspected child abuse shall be made immediately, but not more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. Reports may be made orally, by telephone or other oral communication, or a written report may be made by electronic submission or facsimile to the Department of Family and Children Services and to the school Principal or the Principal’s designee.

For additional information, please see local board policy, JGI, Child Abuse or Neglect, or contact the Student Services Department.

Complaints and/or Grievances
Please refer to local board policy GAE(1), Discrimination Complaints, for detailed procedures relating to employee complaints alleging discrimination based on race, color, national origin, religion, sex, age, disability, veteran status, or genetic information.

Please refer to HCBOE policy GAE, Complaints, for detailed procedures relating to any claim by any employee certified by the Georgia Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, polices, rules, regulations, or written agreements of this school system or with which the school system is required to comply.

Confidentiality
Much of what personnel may see or hear in schools is confidential by law. Any information concerning student achievement and behavior is confidential. The confidentiality rights of students are protected through state and federal regulations, and employees become liable for protecting students’ rights. Confidential information regarding students or staff is not to be discussed or communicated at any time. This includes social media posts. A breach of this confidentiality can result in termination of employment.

Criminal Charges
As a condition of continued employment, each employee must immediately notify the Board or its designee of any arrest. Further, employees are required to immediately disclose any convictions. The Superintendent shall make an
immediate written report to the Board of Education upon receiving information that a school system employee has committed certain specifically identified crimes. These crimes include murder, voluntary manslaughter, aggravated assault and/or battery, any sexual offense, including sexual exploitation of a minor, any offense involving marijuana or a controlled substance, any offense involving theft, and unlawfully operating a motor vehicle after being declared a habitual violator. If it is determined that an investigation is warranted, the Professional Standards Commission will be notified. The Superintendent or designee is required to make a written administrative referral to the Professional Standards Commission (PSC) and will inform the Board of Education if a written complaint from any school employee or parent of a child is received by the Superintendent contending that any “school system educator employed by the local unit of administration” has committed any one of the following crimes:

1. Violent crimes such as murder, manslaughter, and kidnapping.
2. Sexual crimes such as rape and sexual exploitation of a minor.
3. Drug-related offenses.
4. Any offense involving theft.
5. Unlawfully operating a motor vehicle after being declared a habitual violator.

Any school employee who is charged with a violation of any criminal law, other than a minor traffic offense which does not involve a criminal arrest, must inform the Henry County Board of Education of the criminal charge and/or criminal arrest the next day subsequent to the employee’s criminal charge and/or criminal arrest. Failure to timely report criminal charges and/or criminal arrests may result in adverse employment actions.

Crisis Counseling
In the event of a crisis situation at a school, the Student Services Department will implement a plan for counseling support for students and staff members affected by the crisis. Contact Student Services Department at 770-957-6601 for additional information.

Chronic Disciplinary Problem Students
Georgia law mandates that any time a teacher or principal identify a student as being a chronic disciplinary problem student, the principal must notify the parent or guardian in writing and invite the parent or guardian to observe the student in a classroom situation. At least one (1) parent or guardian shall be requested to attend a conference with the principal or teacher or both to devise a disciplinary and behavioral correction plan. A chronic disciplinary problem student is defined as a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. In addition, before any student who has been suspended or expelled is permitted to return to school, the school must request at least one parent/guardian to attend a conference with the principal or his/her designee to devise a disciplinary and behavioral correction plan. The failure of the parent or guardian to attend does not preclude the student from being re-admitted to the school.

Dress Code (Employee)
The Board of Education believes the environment in which employees are placed affects their productivity. Henry County Schools has determined that it should have and enforce dress codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, and prevent interference with the learning of others. Employees are expected to be neat and to dress appropriately for their position. The employee dress code is outlined below; however, specific expectations at school and department levels will be communicated by the Administration.

1. Generally, professional attire for men should include a shirt and tie. In lieu of a tie, men may wear a button collar shirt with a blazer, or may wear a “school logo shirt” with or without a blazer. The school logo shirt must have a button collar and have an embroidered or screen-printed school logo or identification, preferably above the left-pocket area. The school logo or identification must be specific to the school to which the employee is currently assigned. The shirt may be long or short-sleeved.
2. See-through clothing, bare shoulders (sleeveless attire is permitted), bare midriffs, shorts, T-shirts, and sweat shirts are prohibited.
3. Personnel who work in lab settings, such as art or vocational labs, may wear aprons, smocks, or lab coats to...
help protect their clothes.

4. Sweat suits, jogging suits, and warm-ups are prohibited except as a part of physical education attire.

5. Blue jeans are considered inappropriate for day-to-day dress.

6. Flip-flops are prohibited. Athletic shoes, except those worn when teaching physical education, are also prohibited.

7. Females are prohibited from wearing body piercing jewelry (or a facsimile) on any visible area of the body (including the tongue) other than the ear.

8. Males are prohibited from wearing body piercing jewelry (or a facsimile) on any visible area of the body (including the tongue).

9. Hair should be a natural color, and should be styled in such a way so as not to cause a distraction to others.

It is recognized that, on certain days, exceptions to the dress code may be made. Spirit days, special activity days, certain field trip days, etc., are part of schools’ normal routines, and the dress for those days should reflect the activities taking place. It is expected that a reasonable number of these days will take place during the year. The principal or supervisor will make decisions about situations where exceptions to the dress code will be allowed. The expectation of the Board is that all staff members dress in a professional manner. Dress should be appropriate for the position. School board employees must wear a photo ID badge at all times.

**Drugs and Alcohol**

The Board of Education absolutely prohibits any employee from using, possessing, selling, exchanging, conspiring to possess or distribute, delivering, or manufacturing any illegal drug, controlled substance, dangerous drug, or alcohol on school property or while on duty. Notwithstanding any provision of this policy to the contrary, the Board specifically reserves its right to terminate any employee who violates this policy whether or not a criminal conviction is imposed and regardless of the employee’s prior record.

All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol and/or controlled substance testing, and follow-up testing.

Any of the following acts is a serious violation of the law and is punishable by fine and/or imprisonment:

1. Possessing, using, selling, giving away, bartering, exchanging, or distributing any drug or substance declared unlawful.

2. Possessing any alcoholic beverage on school grounds.

3. Giving away, bartering, or exchanging alcoholic beverages to or with minors.

Please refer to local board Policy GAMA for detailed information regarding Henry County Schools being a drug-free workplace. **Compliance with this policy is one condition of employment with the Henry County Board of Education.**

**Electronic Resources - Acceptable Use Policy**

Henry County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include, but are not limited to, Internet, World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, HCS Intranet and all other school system electronic messaging systems and data systems. Staff and students do not have a right to privacy while using the district’s computer network.
officials can and will search data or e-mail stored on all school system-owned computers and networks with or without notice.

All users are expected to comply with Board of Education Policy IFBGA, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include, but are not limited to, the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities, or to solicit for non-school system business. Broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.

2. Users are required to follow school system regulations which concern the use of electronic resources (i.e., will not damage computers, will not violate the privacy of users’ files, will follow directions of staff or supervisors, will not be wasteful of resources).

3. Comply with network policies regarding student and staff logins including, but not limited to, circumventing desktop protection applications or internet filtering devices.

4. Use the Internet for appropriate educational resources.

5. Use electronic resources only with permission of an administrator or designated personnel.

6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.

7. Immediately report security problems or policy violations to appropriate school and/or district staff.

8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating, or knowingly offensive to others.

9. Do not access inappropriate, obscene, or vulgar materials or show others how to access or use them.

10. Do not transmit computer viruses or any other malicious programs.

11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.

12. Do not install or remove software on any computer or server.

13. Do not share user IDs or passwords. Avoid leaving passwords and I.D.s on written notes which may be accessible to unauthorized persons.

14. Do not utilize unauthorized user IDs or passwords.

15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by the Board policies and administrative procedures governing use of the school system’s electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Henry County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Henry County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Henry County Schools will not be responsible for any damages a user may suffer, including loss of data, loss due to identity theft or fraud of personal information by an unauthorized third party, or cost incurred from a commercial service. Henry County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

It is the policy of the Henry County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and, (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554
and 47 USC 254(h)).

**Technology Equipment Agreement**

1. I understand that I am responsible for the technology equipment and accessories that are assigned to me for use as an employee of Henry County Schools.

2. Computers cannot be reconfigured in any way during this time period. The computer that is being assigned to me is fully operational when I receive the device.

3. I acknowledge that I am responsible for the replacement cost of the equipment due to loss by theft, fire, or any other event that would support the replacement of the equipment if the equipment were damaged, lost, or stolen while left unattended at my assigned work site(s), **OR** in the event that the equipment is used inappropriately or negligently at or away from my assigned work site(s).

4. I acknowledge that HCBOE Policy IFBGA (Electronic Communications) applies to the use of this equipment.

5. I acknowledge that the content and data distributed through technology equipment owned by Henry County but in my possession may be subject to disclosure through the Open Records Act.

6. I acknowledge that I must immediately report to designated personnel any technology equipment or accessory assigned to me that is lost by theft, fire, or any other event.

**HCS Authorized User Procedures for Email Active Sync**

Employee access to school email, calendar, and contacts on a personal device is a privilege granted by Henry County Schools (HCS). Any user that connects a personal device to the Henry County Schools email system is subject to and not limited to the following procedures.

1. Open records requests and possible surrender of information on device and/or actual device.

2. Remote wipe/factory reset of device due to loss of device or necessity to remove Henry County School’s data. The user is responsible to tell Henry County Schools if the device is lost or stolen.

3. Permanent password activation set on the device with specific password restrictions. Password authentication must remain on device.

4. Henry County Schools has the option to monitor failed attempts by user to log into the system.

5. Initiate a force lock of device, making the user re-authenticate to the system.

6. Personal devices will not be supported by Henry County Schools.

These privileges and policies can be removed or enforced at any time without acknowledgment to or approval from the user. All harmful activity will be denied. Active Sync service is not a guaranteed service that can be revoked, stopped, or denied at any time. The cellular phone contract/monetary charges are between the user and service provider. Henry County Schools is not responsible for any personal use of device/loss of information or data on phones connected to the Henry County Schools email system.

**Emergency Management Plan/Emergency Drills**

The Georgia Emergency Management Agency reviews and approves the school system’s comprehensive School Safety Plan and each school’s Emergency Management Plan. All school personnel have access to an Emergency Ready Reference, which is a guide for responding to various types of emergencies. Fire/evacuation drills are held on a monthly basis, and drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. For additional information regarding school safety, contact your principal/supervisor or the Student Conduct and Safety Department.

**Employee Assistance Program (EAP)**

Henry County Schools believes the health and well-being of our employees is of critical importance. In recognition of this, a comprehensive, free, and confidential Employee Assistance Program (EAP) is available for our full-time/benefit-eligible employees and their families.

The EAP offers many services to employees including:
• Face-to-face and telephone access to a network of professional counselors for personal, family, and work concerns;
• Work/life services including no-cost consultations with attorneys, financial professionals, child and eldercare services specialists, and others;
• A large variety of on-line resources and programs;
• No-cost counseling and referral services;
• 24/7/365 access to services.

The EAP staff and counselors include psychologists, clinical social workers, marriage and family counselors, alcohol and drug counselors, attorneys, financial advisors, and other licensed professionals. The EAP program is free and confidential.

Employee Use of School Facilities
Community Use of School Facilities of Henry County Schools is extended to all employees. Any employee wishing to use a school facility must submit an application to the principal of the school. Employees must adhere to the procedures and fee schedule in Henry County Board of Education Policy KG, Community Use of School Facilities. For additional information, contact the Facilities Department.

Facility Modifications
To ensure the Henry County Board of Education is adhering to local, state, and federal codes and regulations, and to provide for the safety of those who use school facilities, it is necessary to monitor and control all modifications to school facilities and property. All facility and property modifications, of any sort, must be submitted in advance and approved by the Director of Facilities, regardless of the funding source for the work or who performs the work. Such modifications include, but are not limited to, additions, renovations, alterations, signage, lighting, fencing, drainage systems, playground systems, shrub and tree plantings, painting, wall and floor coverings, plumbing, electrical, HVAC, and electronic work.

Field Experience/Student Teaching/Practicum/Observation
The school system is pleased to cooperate with colleges and universities in the preparation of teachers. Generally, the activities common to pre-service preparation include practicums, internships, and student teaching. In order to preserve the integrity of all pre-service experiences, to ensure maximum effect to the students of the school system and to pre-service education students, the following expectations are set forth:

1. All requests for placement of any pre-service student must be sent to the Human Resource Services Department. Under no circumstance should a principal, teacher, or other school official agree to place a pre-service student without the appropriate approval from the Human Resource Services Department.
2. The Human Resource Services Department will consult with principals in placing pre-service students with teachers who meet the appropriate requirements of the requesting college.
3. Building-level administrators are expected to cooperate with college officials in supervising any pre-service students approved for their school site. Any concerns about the performance of the pre-service student should be immediately communicated to the appropriate college official.
4. All approved pre-service students who are placed in Henry County Schools are expected to adhere to policies and procedures set forth by the school system, as well as those consistent with the Code of Ethics for Educators.
5. It is the expectation of Henry County Schools that the college or university in which the pre-service student is enrolled will remove any pre-service student whose performance is detrimental to the students in the school system.

Employees of the Henry County School System who wish to participate in internships, practicums, or student teaching must forego employment by the school system for the duration of these activities.

Homeless Children and Youth
The McKinney-Vento Homeless Act defines homeless children and youth as those who lack a fixed, regular, and adequate night-time residence. To obtain information regarding the specific provisions of this Act, please contact the
Family Services Department.

**News Media**
Informing the public about the successes experienced in Henry County Schools is an important component of public relations. News to be published should be coordinated and cleared for release to the news media. All school news, programs, or activities to be highlighted through any news media should be submitted to the principal prior to release to the media. The principal will contact the Director of Communications at the District Office to obtain approval before conducting interviews or releasing any information concerning school news, school programs, or school activities to the news media.

**Parking**
School system employees, students, and visitors must park vehicles in parking spaces provided. Parking on the grass, ball fields, sidewalks, or other areas that are not designated as parking spaces is prohibited. This requirement is necessary for the safety of everyone, to maintain access for ingress and egress of emergency vehicles, to maintain access to handicap facilities, to be in compliance of the Americans for Disabilities Act (ADA), and to prevent damage to landscaped areas of the school system facilities.

**Parties**
Because they take away from class time, no more than two parties are permitted during the school year. No birthday parties may be held during the school day for students or teachers.

**Pledge of Allegiance**
Each student will be given the opportunity during the school day to affirm allegiance to the United States of America.

**Release of Students**
Employees are not allowed to release students from school to run errands, to eat lunch off campus, or for any other reason. **Only the principal or the principal’s designee** is authorized to release a student during the school day and this release must be within the guidelines of Board policy.

**Safe and Healthy Facilities**
To protect against the threat of fire, items such as electric skillets, crock pots, and other cooking devices are prohibited for use in any location of the school other than the kitchen. In addition, candles or other open-flame devices are prohibited in any location of the school other than science labs that are equipped for such use. To protect the respiratory health of students and staff members, plug-in type air fresheners and chlorine-based cleaning materials are prohibited for use in school facilities.

Please contact the Executive Director of Facilities for additional information regarding fire, safety, and health regulations for facilities.

Employees are required to report to their administrator/supervisor if restraining orders or other problematic situations exist that may impact the safety of school premises.

**Scholarship Programs for Teachers and Paraprofessionals**
For more information, contact the Georgia Professional Standards Commission (www.gapsc.com) and/or the Georgia Student Finance Commission (www.gsfc.org).

**School Instructional Extension Program**
The State-Funded Instructional Extension Program is a program for students in high school who meet the eligibility criteria. Identified students must be provided opportunities for additional supplemental instruction. The purpose of this program is to strengthen students’ academic skills in those academic areas where weaknesses have been identified. The SIEPs may take place before school, after school, on Saturdays, and/or during the summer months.

**School Counselors**
School counselors provide a range of services to give students the knowledge and skills they need to be effective learners and achieve their academic, career, and personal goals. School counselors work in collaboration with the entire school community and are committed to the education and emotional development of all students.
provided by counselors address academic, social/emotional, and career and post-secondary development.

Parental permission is not required for students to see a counselor/participate in classroom guidance activities. Often the focus of the counseling activity centers on problem solving, decision making, and goal setting as the student and counselor work together towards college and career readiness.

School counselors do not take the place of private therapists and cannot provide long-term therapy for students. Parents, teachers, and students can initiate a referral to the school counselor.

School Nurses and Clinic Aides
School nurses and clinic aides serve as care providers and advocates for the promotion and protection of the health status of all Henry County Schools’ students. School nurses and clinic aides collaborate with parents, educators, and existing community health resources to provide appropriate information and/or services to address students’ needs.

School Psychologists
School Psychologists help children and youth succeed academically, socially, behaviorally, and emotionally. They consult on academic and behavioral interventions with teachers, parents, and Student Support Teams (SST). They can advise on every level of the Response to Intervention (RTI) or now referred to as the Multi-Tier Support Systems from the most basic approaches up to the level of highly specialized program interventions.

School Social Worker Services
School social workers work with students, parents, school personnel, and community agencies to build effective relations among all groups. The social worker establishes communication between individual schools and the home when chronic problems interfere with a student’s education.

Sexual Harassment
All staff members are entitled to a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Among behavior that might be considered sexual harassment is behavior: (1) which is not welcome, (2) which is personally offensive, (3) which debilitates morale, and (4) which therefore interferes with work effectiveness.

Offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive verbal or physical conduct of a sexual nature is strictly prohibited. No individual shall threaten or insinuate, either explicitly or implicitly, that a staff member’s refusal to submit to sexual advances will adversely affect the staff member’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Any employee who believes he or she has been subjected to harassment should promptly report the harassment to the principal or supervisor. Please refer to local board policy GAEB, Harassment.

Silent Reflection
At the opening of each school day, each classroom teacher shall conduct a brief period of quiet reflection for not more than 60 seconds. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Student Allegations of Employee Misconduct
Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or the Chief Human Resources Officer. As authorized by Georgia Law, if it is determined the student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

Teacher Authority
The Superintendent and principals support teachers having the authority to manage their classrooms. Teachers shall have the authority, consistent with Henry County Board of Education policy, to discipline students and to refer students to the principal or his/her designee in order to maintain discipline in the classroom.
Any teacher who has knowledge that a student has exhibited behavior which violates the Henry County Schools Code of Conduct for students, and has repeatedly or substantially interfered with the teacher’s ability to communicate effectively with the students in his/her class or with the ability of classmates to learn, shall file a report of such behavior with the principal or his/her designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737.

**Tobacco Use**

In compliance with the Pro-Children Act of 1994 (Title X of Public Law 103-227), the Georgia Smoke-Free Air Act of 2005 (O.C.G.A. § 31-12A-1), the Georgia Youth Access Law (O.C.G.A. § 16-12-171), and the No Child Left Behind Act, smoking and use of tobacco or related tobacco paraphernalia to include electronic cigarettes or smoking devices shall be prohibited by all school district employees while on Board of Education property, while attending or participating in on-campus or off-campus school activities or events, or while on any school bus.

School district employees shall be prohibited from using any tobacco products which includes electronic cigarettes or smoking devices while on Board of Education property at any time, or while supervising students at any time, or while operating a vehicle owned by the school district, according to policy GAN.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay, or termination.

**Vehicle Searches**

All vehicles parked on Henry County School District property (including but not limited to student, staff, and visitor vehicles) are subject to canine search. Any canine alert or other canine response to sniffing may result in search of vehicle.

If school authorities have a reasonable belief that an employee vehicle, which is parked on school premises, contains an article or substance which is illegal, prohibited by school rules, or dangerous, school authorities may initiate a search of the vehicle. Failure of any employee to comply with a search conducted by a school authority may subject the employee to adverse employment action.

If a search yields illegal contraband or materials, said contraband or materials shall be deemed to be constructively possessed by the employee who owns, possesses and parks the searched vehicle on the premises owned by the Henry County School District, and said employee will be subject to disciplinary action for a violation of school rules and the Code of Ethics for Educators. Illegal or contraband items recovered from the search of an employee vehicle shall be turned over to the proper legal authorities for ultimate dispositions.

The act of bringing any vehicle onto Henry County School District property shall be deemed to be a consent by the owner and any user and passenger of such vehicle to any search of such vehicle as set forth in this handbook or in any other policy or procedure of the Henry County School District.

**Weapons**

It is unlawful and a violation of Henry County School District rules for any person to carry, possess, or have under his/her control any weapon or explosive compound while at a school building or on school property, at a school function, or on a bus or other transportation furnished by the school, except to the extent specifically permitted by law. Any person violating, or believed to be violating, any law concerning a weapon or explosive compound, will be reported to the appropriate authorities for investigation. Violation is a felony punishable by a fine of up to $10,000, imprisonment for not less than two (2) years and no more than ten (10) years, or both. Please see the Henry County Schools Student Handbook or the notice at the entrance of your school for a definition of an explosive compound or weapon. Adults, including employees, are subject to the same prosecution as students for violating this law.
### Specialty Schools

<table>
<thead>
<tr>
<th>Academy for Advanced Studies</th>
<th>Excel Academy</th>
<th>Impact Academy</th>
<th>JB Henderson Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>770-320-7997</td>
<td>770-957-4101</td>
<td>770-954-3744</td>
<td>678-432-2310</td>
</tr>
</tbody>
</table>

### Eagle’s Landing Cluster

- Flippen Elementary: 770-954-3522
- Oakland Elementary: 770-954-1901
- Eagle’s Landing Middle: 770-914-8189
- Eagle’s Landing High: 770-954-9515

### Hampton Cluster

- Hampton Elementary: 770-946-4345
- Mt. Carmel Elementary: 770-897-9799
- Rocky Creek Elementary: 770-707-1469
- Hampton Middle: 770-970-2130
- Hampton High: 770-946-7461

### Locust Grove Cluster

- Locust Grove Elementary: 770-957-5416
- Unity Grove Elementary: 770-898-8886
- Locust Grove Middle: 770-957-6055
- Locust Grove High: 770-898-1452

### Ola Cluster

- New Hope Elementary: 770-898-7362
- Ola Elementary: 770-957-5777
- Rock Spring Elementary: 770-957-6851
- Ola Middle: 770-288-2108
- Ola High: 770-288-3222

### McDonough Cluster

- Tussahaw Elementary: 770-957-0164
- Walnut Creek Elementary: 770-288-8561
- Wesley Lakes Elementary: 770-914-1889
- McDonough Middle: 470-615-3460
- McDonough High: 470-615-3450

### Stockbridge Cluster

- Austin Road Elementary: 770-389-6556
- Cotton Indian Elementary: 770-474-9983
- Fairview Elementary: 770-474-8265
- Smith-Barnes Elementary: 770-474-4066
- Stockbridge Elementary: 770-474-8743
- Austin Road Middle: 770-507-5407
- Stockbridge Middle: 770-474-5710
- Stockbridge High: 770-474-8747

### Union Grove Cluster

- East Lake Elementary: 678-583-8947
- Hickory Flat Elementary: 770-898-0107
- Timber Ridge Elementary: 770-288-3237
- Union Grove Middle: 678-583-8978
- Union Grove High: 678-583-8502

### Woodland Cluster

- Pleasant Grove Elementary: 770-898-0176
- Woodland Elementary: 770-506-6391
- Woodland Middle: 770-389-2774
- Woodland High: 770-389-2784

### Family & Student Support, Finance, Operations, & Superintendent’s Office

- Learning & Performance: 770-957-6547
- Human Resources: 770-957-5107
- Leadership: 770-957-7189
- Information/Technology: 770-957-0371

### Henry County Schools

- Distribution Center: 770-898-4211
- Facilities & Maint.: 770-957-1891
- Nutrition: 770-914-0815
- Performing Arts Center: 770-914-7477
- Exceptional Student Education: 770-957-8086
- Transportation: 770-957-2025
- Student Conduct & Safety, Student Services, and Residency: 770-957-6601

Henry County Schools | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us
Join us to make this the most exceptional school year ever!

Sincerely,

Your Henry County Board of Education

Annette Edwards - Board Member, District 5
Holly Cobb - Board Vice Chair, District 3
Josh Hinton - Board Chair, District 2
Mary Elizabeth Davis - Superintendent
Sophe Pope - Board Member, District 4
Dr. Pam Nutt - Board Member, District 1