EXPECT Exceptional

SY 2019-2020

CLASSIFIED EMPLOYEE HANDBOOK
Henry County Board of Education

Henry County Schools 2019-2020 Calendar

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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!

Henry County Schools | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us

Approved 6/11/18
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
## Core Beliefs & Commitments

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<td>We believe each student can learn at or above grade level and will have an equal opportunity to do so.</td>
<td>Each student will learn at or above grade level and have an equal opportunity to do so.</td>
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<tr>
<td>We believe family and community involvement is critical to student success.</td>
<td>We will foster connections for families and community to support student learning.</td>
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<td>We believe all learning environments should be supportive, safe, and secure.</td>
<td>All school environments will be supportive, safe, and secure.</td>
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<tr>
<td>We believe effective teachers and leaders produce excellent results.</td>
<td>We will recruit, support, retain, and recognize results-driven teachers and leaders.</td>
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### Plan of Action

Henry’s Plan of Action is built on the premise that HCS’s core purpose and responsibility is student learning and is accountable for improving student achievement for each student and every school. Henry’s Plan of Action includes an aligned system of teaching and learning, a system of accountability, and a framework for continuous school improvement, intended to balance consistency of practice throughout the district with local school pride. It is designed to encourage idea generation and community conversation around the Core Business of Henry County Schools: Student Learning, and serves as the Board of Education’s commitment to ensuring every student has access to a high-quality education.

### Strategic Priorities

- **Unify Henry County around excellence in public education.**
  HCS is fostering strong parent, family, and community relationships while investing in our workforce and sharing the story of learning in a Henry County classroom.

- **Strengthen our core business of student learning.**
  HCS is built upon a strong teaching and learning system that includes rigorous state-aligned standards, a balanced approach to teaching and learning, aligned instructional resources, and a framework for classroom assessments to monitor learning progress.

- **Ensure a high-performing environment for all students.**
  HCS, through the governance of a high-performing Board of Education-Superintendent Team, is dedicated to ensuring that every student reads at or above grade level in every grade, every school is a high-performing school among benchmark schools, and the district is a high-performing district as indicated by student learning outcomes.
CLASSIFIED EMPLOYEE MANUAL

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

The Classified 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 Legal Compliance Office 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, sex, veteran status, handicap, disability, national origin, genetic information, and religion.

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

At-Will Employment
Nothing in these personnel policies and procedures is intended to create a contract of employment. Employment with the Henry County Board of Education is At-Will and may be terminated at any time for any reason or for no reason at the will of the employee or employer.

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 must follow the chain of command established by their principal or department supervisor. The principal is directly responsible to his or her Assistant Superintendent of School Leadership. The Assistant Superintendents of Schools are directly responsible to the Chief Leadership Officer.

Dress Code
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.

Employment
The Human Resource Services Department is responsible for recruiting applicants, coordinating the screening and background checks of applicants, and maintaining all personnel files. To fill a vacancy, the administrator reviews applications on file, conducts interviews, and refers the most qualified applicant to the Superintendent for consideration of employment. The Superintendent must recommend applicants to the Board of Education for employment, and the Board must vote to approve applicants for employment.

Employment Information/Records
It is an applicant/employee’s responsibility to provide the Human Resource Services Department with personnel record information. Examples of personnel record information include, but are not limited to, contact information, Social Security number, references, and tax withholding information. Work assignments will be made only after the required information has been submitted.

Employee Integrity
Employees shall 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, up to and including termination.

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

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.

b) 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;

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

ADMINISTRATIVE ASSISTANTS, SCHOOL OFFICE ASSISTANTS, SCHOOL BOOKKEEPERS, & OFFICE CLERKS

Qualifications
Administrative assistants, school office assistants, school bookkeepers, and office clerks are required to have a minimum of a high school diploma or GED. Documentation must be provided at the time of employment. Proficiency must be demonstrated according to the position for which the person is applying. Telephone and technology skills are essential.

Criminal Background Check
All employees must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may already have undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere.

Duties
Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

Persons who hold these positions and who handle school money will follow school procedures for handling money.

Dress Code (Employees)
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.

**Drug Testing**
All employees of the Board of Education may be subject to test 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 controlled-substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and all other illegal substances.

**Illness**
The administrator or his/her designee is to be contacted according to the established procedures at the school/worksite if the employee is too ill to report to work. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

**Confidentiality**
All employees are in a position to be knowledgeable of confidential information regarding students and staff members. Communicating such information at any time is considered a breach of ethics and, as such, is a dismissible offense. Failure to maintain confidentiality may result in immediate termination.

**Code of Ethics for Educators**
The Henry County School District requires all classified employees to follow the Standards of the Code of Ethics for Educators.

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**MAINTENANCE PERSONNEL**

**Qualifications**
Applicants for Maintenance positions must demonstrate the skills required for individual job descriptions.

**Criminal Background Check**
Maintenance personnel must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may already have undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere.

**Duties**
Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

**Dress Code**
It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Maintenance personnel are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for Maintenance personnel include, but are not limited to, the following:

1. Where uniforms are furnished by the school system, they must be worn during the work day and kept neat and clean. Shirts must be tucked in. Uniforms are not to be worn at other times.
2. Any clothing (including T-shirts, caps, or hats) that has suggestive, harassing, or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.

3. Shoes shall be closed-toed or safety-type as needed for the duty assigned.

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

5. The length of the hair for males may not extend below the bottom of the shirt collar.

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

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

8. Where appropriate, employees shall wear and/or use appropriate safety equipment.

Drug Testing
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 controlled substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and any other illegal substance.

The selection of drivers for random testing is made by a scientifically valid method to ensure that each covered employee has an equal chance of being tested each time a selection is made. Drivers who are notified that they have been selected for random testing must proceed to the test site immediately or at the designated time.

In the event of an accident involving a motorized vehicle that is the property of the Board, the driver(s) of the vehicle must be tested immediately after the accident. Drivers cannot refuse to submit to such tests while employed by the Henry County Board of Education. Drivers are required to inform their supervisor, in writing, of any therapeutic drug use prior to operating a motorized vehicle that is the property of the Board. Failure to submit to a required drug test or failure to disclose therapeutic drug use may result in termination.

Please refer to local board policy GAMA for detailed information regarding Henry County Schools being a drug-free workplace.

Code of Ethics for Educators
The Henry County School District requires all classified employees to follow the Standards of the Code of Ethics for Educators.

PARAPROFESSIONALS

Qualifications
All Georgia paraprofessionals must hold a valid state certificate issued by the Professional Standards Commission. The Paraprofessional Certificate is valid for five (5) years and holders must be aware of the renewal requirements associated with this certificate. To be eligible for the Paraprofessional Certificate, the applicant must:

1. Pass a criminal background check;

2. Hold an Associate’s Degree or higher in any subject; OR have completed two (2) years of college coursework (60 semester or 90 quarter hours with grades of “C” or above); OR have passed a PSC-approved paraprofessional assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or GED equivalent;

3. Be employed as a paraprofessional in a Georgia school system.
Paraprofessional certificates issued prior to September 1, 2006, did not have the eligibility requirements outlined above. Holders of Paraprofessional Certificates that expire on or after June 30, 2009, must meet these eligibility requirements in order to renew the certificate.

**Acquiring and Renewing a Certificate**

The Paraprofessional Certificate is valid for five (5) years, with the beginning date of the first 5-year certificate to be the date of employment and the ending date to be June 30th of the fifth certificate year. For renewal of paraprofessional certificates expiring in 2018 or beyond:

1. The certificate holder must be employed by a Georgia school system or Local Unit of Administration (LUA);
2. Certificate holders who are employed by a Georgia LUA in a position requiring certification must have an individual Professional Learning Plan (PLP) or a Professional Learning Goal (PLG) coordinated with their supervisor and employing LUA. These PLPs or PLGs are developed and maintained locally, and must be aligned with individual educator evaluation results as well as with school and school system professional learning plans. To be acceptable for certificate renewal, the PLP or PLGs must be directly associated with the annual personnel evaluation;
3. The certificate holder must pass a criminal background check;
4. The employing school system applies for the certificate renewal.

Additional information regarding renewal requirements can be found on the Georgia Professional Standards Commission website at www.gapsc.com.

All school system personnel, including paraprofessionals, are encouraged to maintain a file containing copies of all licenses and documents pertaining to renewal.

**Attendance Incentive Program – Paraprofessionals**

In an effort to reward attendance and curb absenteeism, the Henry County School System provides a Paraprofessional 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 paraprofessionals serving in classrooms who do not take personal or sick leave during either one or both semesters will receive a $125/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

**Criminal Background Check**

Paraprofessionals must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may already have undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere.

**Duties**

Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

The paraprofessional is to work directly with individuals or small groups of students in the classroom under the supervision of the assigned teacher. Other activities, such as preparing bulletin boards and instructional materials, may be carried out provided that they do not take away from school instruction time and are approved or assigned by the principal. When there is a substitute teacher, the paraprofessional will carry out the same duties as with the paraprofessional’s supervising teacher. The media paraprofessional is to work under the supervision of the media specialist. Duties will include filing, assisting with the checkout of media materials, and other activities that contribute to student and teacher use of media materials.

The management and discipline of students is the direct responsibility of the teacher. The teacher and paraprofessional are responsible for student safety. Paraprofessionals are encouraged to discuss with their supervising teachers techniques for working with students so as to maintain good classroom behavior. Also, paraprofessionals should ask their supervising
teachers if there is any student disability of which the paraprofessional needs to be aware and what procedures to follow when the paraprofessional is working with the student.

**Dress Code (Employees)**
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.

**Drug Testing**
All employees of the Board of Education may be subject to test 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 controlled-substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and all other illegal substances.

**Employment and Salary Levels**
Paraprofessionals will be paid either at the Paraprofessional I or Paraprofessional II level. Employees who meet the qualifications to hold a Paraprofessional Certificate will be classified, as a minimum, as a Paraprofessional I. Employees who also have earned a minimum of 60 semester or 90 quarter hours of college credit are eligible for placement on the salary schedule as a Paraprofessional II. It is the responsibility of the employee to inform the Human Resource Services Department that he/she is eligible, and to provide the Human Resource Services Department with all of the necessary documentation to verify and support such placement.

**Reporting to Work**
Paraprofessionals are to follow the sign in and sign out procedures established by the school to which they are assigned.

**Code of Ethics for Educators**
The Henry County School District requires all classified employees to follow the Standards of the Code of Ethics for Education.
SCHOOL NUTRITION PERSONNEL

The principal of the school supervises school nutrition personnel with assistance from the school nutrition manager and the Executive Director of school nutrition.

Qualifications
The school nutrition manager is required to have a high school diploma or a graduate equivalency diploma (GED). Proficiency in performing duties is required. A person holding this position must be at least minimally certified free from communicable diseases. Prior to beginning work, the applicant must submit a doctor's certificate stating that the person is physically able to do the work required. The individual is responsible for any costs incurred for the doctor's certificate.

Criminal Background Check
All employees must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may already have undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere.

Duties
Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

The manager's duties will include supervision of school nutrition assistants, preparation and serving of food, bookkeeping pertaining to the operation of the school lunch program, and other such duties required to maintain high standards of safety and cleanliness in the kitchen. School procedures are to be followed in handling school lunch monies. Any problem or accident occurring in the kitchen or on cafeteria premises is to be reported immediately to the principal.

Duties of the school nutrition assistant include following work schedules prepared by the school nutrition manager, preparing food, and operating and maintaining kitchen equipment. The school nutrition assistant is expected to adhere to sanitation requirements and to abide by safety rules and regulations.

Dress Code (Employees)
It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. School nutrition personnel are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for school nutrition personnel include but are not limited to the following:

1. Dress is to comply with health regulations. School nutrition managers must wear uniforms that conform in color with the uniforms of the other workers in the kitchen.
2. School nutrition assistants must wear uniforms daily and should dress alike.
3. Sleeveless clothing is not allowed.
4. Closed-toed, closed-back, hard-top shoes are required. Athletic shoes are not acceptable. Shoes must be slip-resistant certified.
5. Hairnets are to be worn at all times by all SNP employees.
6. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
7. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).
8. All fingernails must be kept short. Fingernail polish is not allowed. Acrylic nails or any variation of nail enhancement is prohibited.
9. Blue jeans are considered inappropriate for day-to-day dress.
10. Hair should be a natural color and should be styled in such a way so as not to cause a distraction to others.

Specific expectations at school and department levels will be communicated by the administrator.
Drug Testing
School nutrition personnel employed by the Board of Education may be subject to test 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 controlled-substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and all other illegal substances.

Illness
The administrator or his/her designee is to be contacted according to established procedures if the school nutrition manager is ill and unable to report to work. The school nutrition manager is to be contacted according to established procedures if the school nutrition assistant is unable to report to work. The manager will be responsible for obtaining a substitute. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered Leave Without Pay (LWOP), and will be investigated for further employment action.

Training
School nutrition managers are required to complete a minimum of ten (10) clock hours of training each year. Training will be provided by the Henry County School Nutrition Department. All managers must complete five (5) Training-in-Depth (T.I.D.) courses as described by the Georgia Department of Education. One thirty (30) hour course must be completed each year until the training requirement is satisfied. This training will count toward the ten (10) hour annual requirement for managers. Participation in training sessions is considered a job-related responsibility.

For school nutrition assistants, six (6) clock hours of in-service training are required annually. Participation in training sessions is considered a job-related responsibility.

All new employees must complete the Orientation for New Employees (ONE) course. This training is provided by Henry County Schools and must be completed within the first (1st) year of employment. School nutrition employees are paid for the additional time required to attend this class.

Code of Ethics for Educators
The Henry County School District requires all classified employees to follow the Standards of the Code of Ethics for Educators.

INFORMATION SERVICES PERSONNEL

Qualifications
Employees in Information Services positions must demonstrate the skills required for individual job descriptions.

Criminal Background Check
All employees must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may already have undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere.

Duties
Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

Information Services personnel must be available for on-call duties. An Internet Service Provider (ISP) may be required for unscheduled work in emergency circumstances.
**Dress Code (Employees)**
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.

7. Athletic shoes, except those worn when teaching physical education, are also prohibited.

8. 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.

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

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

**Drug Testing**
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, controlled substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine) and any other illegal substance.

The selection of drivers for random testing is made by a scientifically valid method to ensure that each covered employee has an equal chance of being tested each time a selection is made. Drivers who are notified that they have been selected for random testing must proceed to the test site immediately or at the designated time.

In the event of an accident involving a motorized vehicle that is the property of the Board, the driver(s) of the vehicle must be tested immediately after the accident. Drivers cannot refuse to submit to such tests while employed by the Henry County Board of Education. Drivers are required to inform their supervisor, in writing, of any therapeutic drug use prior to operating a motorized vehicle that is the property of the Board. *Failure to submit to a required drug test may result in termination.*

Please refer to local board policy GAMA for detailed information regarding Henry County Schools being a drug-free workplace.

**Code of Ethics for Educators**
The Henry County School District requires all classified employees to follow the Standards of the Code of Ethics for Educators.

**TRANSPORTATION SERVICES PERSONNEL**
Qualifications
Bus driver requirements include having a high school diploma or GED, a CDL driver’s license, passing an annual physical examination, drug testing, and attending the Driver’s Safety Program provided by the Georgia Department of Education. For other positions in Transportation Services, individuals must demonstrate the skills required for specific job descriptions.

Criminal Background Check
All employees must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may already have undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere.

Duties
Employees must be regularly, predictably, and reliably at work. For a complete listing of the duties and responsibilities of your position, please see your supervisor for a copy of the job description.

Persons employed as bus drivers are expected to enforce student bus conduct regulations set by the Henry County Board of Education. A copy is given to each bus driver annually. Bus drivers are expected to obey state and local regulations regarding the operation of a school bus. The Director of Transportation or his/her designee should be notified immediately if there is an accident involving a school bus.

The duties of shop personnel include securing and being responsible for tools and equipment. Supplies that are needed should be requested promptly from the person’s immediate supervisor.

Dress Code (Employees)
It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of employees. Employees are expected to be neat and to dress appropriately for their position. School Board employees must wear a photo identification badge at all times. Specific requirements regarding the dress code for Transportation Services personnel include, but are not limited to, the following:

1. Where uniforms are furnished by the school system, they must be worn during the work day and kept neat and clean. Uniforms are not to be worn at other times.
2. Any clothing (including T-shirts, caps, or hats) that has suggestive, harassing, or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.
3. Shorts must be no more than four (4) inches above the knee.
4. Closed-toed shoes are required.
5. Backless shoes are prohibited.
6. Females are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear.
7. Males are prohibited from wearing body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue).
8. Hair should be a natural color and should be styled in such a way so as not to cause a distraction to others.

Specific expectations at school and department levels will be communicated by the administration. Please also refer to the Operations Manual for further dress code guidelines for bus drivers.

Drug Testing
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, controlled substance testing, and follow-up testing. In addition to testing for alcohol abuse, the Henry County School District reserves the right to require tests for the use of marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines), and any other illegal substance.
The selection of drivers for random testing is made by a scientifically valid method to ensure that each covered employee has an equal chance of being tested each time a selection is made. Drivers who are notified that they have been selected for random testing must proceed to the test site immediately or at the designated time.

In the event of an accident involving a motorized vehicle that is the property of the Board, the driver(s) of the vehicle must be tested immediately after the accident. Drivers cannot refuse to submit to such tests while employed by the Henry County Board of Education. Drivers are required to inform their supervisor, in writing, of any therapeutic drug use prior to operating a motorized vehicle that is the property of the Board. Failure to submit to a required drug test or failure to disclose therapeutic drug use may result in termination.

Please refer to policy GAMA for detailed information regarding Henry County Schools being a drug-free workplace.

**Illness**
If a bus driver or other Transportation Services staff member is ill and unable to report to work, he/she should contact Transportation Services according to established procedures and within required timeframes. Medical documentation may be required any time employees are absent due to illness or whenever questions arise concerning approval of requests for sick leave. Unsubstantiated and/or unapproved leave will be entered as Leave Without Pay (LWOP), and will be investigated for further employment action.

**Training**
All bus drivers are expected to read the Classified Employee Handbook and the Driver's Manual. All bus drivers are required to participate annually in the Driver Safety Education Program provided by the Georgia Department of Education. Any driver who cannot attend the program held in Henry County must attend in another county. Annual training is a condition of employment.

**Code of Ethics for Educators**
The Henry County School District requires all classified employees to follow the Standards of the Code of Ethics for Educators.

### COMPENSATION & 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.

**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 the Henry County school desired by the parent, as long as that child lives with that 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.

The 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.

**Compensation**
Personnel are paid monthly. Pay history and W-2s may be viewed and printed online 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. Checks for substitute employees are mailed to the employee’s home address. It is important that each employee keeps their address current with Henry County Schools.

For some positions, verification of prior service in the same position with an accredited public and/or private educational institution may merit an appropriate salary adjustment. However, a salary adjustment will not be made if the verification is received after sixty (60) days of the hire date. In any case, adjustments will not extend retroactively to a previous fiscal year.
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.

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:
- Dental
- Vision
- Life Insurance
- Disability
- Spending Accounts
- Specified Illness
- Long-Term Care
- Accidental Death & Dismemberment
- Legal

Life Insurance (Board Paid)
The Henry County Board of Education 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 at any time. Contact the Benefits 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.

Retirement Benefits
Paraprofessionals and administrative assistants are required to participate in the Georgia Teacher Retirement System. Non-certificated employees in a supervisory role are eligible to participate in the Georgia Teacher Retirement System. All other non-certificated personnel are required to participate in the Georgia Public School Employee Retirement System. Retirement information is available upon request from the Benefits Office. In the event you change positions that will qualify you for Teachers’ Retirement, it is your responsibility to contact the Benefits Office for information.
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.

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

School Activity Passes
School Activity Passes are issued each year to 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 benefit-eligible earn 1¼ days of sick leave per month of service. Per Policy GARH, “full-time, benefit 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 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 the spouse is also an employee of the Henry County Board of Education, for the purpose 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 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 the Family and Medical Leave Act (FMLA).

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 Henry County Schools for a minimum of five (5) years is:

1. Less than 41 days – no sick leave exchange available.
2. 41 through 145 days (inclusive) - $15 per day, for days 1 through 145.


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’
avtivities 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. When an employee separates employment with the Henry County School
System, a maximum of 20 vacation days will be paid out. Any number of days over 20 will be forfeited on July 1 of each
year. 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 employee’s 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 sixty (60) scheduled
work days (hereinafter called 60 days) in a 12-month period for eligible employees with FMLA qualifying reasons. 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. The employee is required to use all available paid leave (sick/personal/vacation) while on FMLA,
except as otherwise required by law.

Full-time employees are eligible for a maximum of 60 days of FMLA (paid and/or unpaid) leave during a 12-month period.
Qualifying reasons include:
1. When the employee is unable to work because of a serious health condition.

2. To care for an 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 reintroduction 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 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 father or mother, 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 illness and/or absence 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, is considered to be avoiding applying for a leave of absence in violation of this Handbook.

Ten (10) or more days (consecutive and/or cumulative) of leave (including paid sick leave) not covered by FMLA is considered to be excessive absences and could result in an attendance and/or performance issue.

Failure by the employee to provide supporting documentation for the 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 and/or appropriate documentation certifying the qualifying reasons for FMLA should be completed and submitted to the Human Resource Services-FMLA Office along with medical certification. 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 FMLA application (to include supporting documentation) within (fifteen) 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-day 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 days FMLA maximum for FMLA 12-month period, 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 benefits for up to one year. Upon release to return to work by the employee’s treating physician, the employee may apply for re-employment through the Human Resource Services Department.

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 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.

Exception 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.
2. Military duty (within limits prescribed by Georgia law and Georgia Board of Education policy).
3. Professional leave.

GENERAL INFORMATION

Alternative Certification & Non-Traditional Degree Programs
Due to the large number of alternative certification programs and the increase of 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 regarding the accreditation and certification of the program in which they are interested prior to enrolling in the program.

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 relating to asbestos, please contact the Facilities 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. Annual training will be provided to all employees prior to the beginning of each school year. 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 when 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.

Community Coaches
Principals may utilize the services of persons who are not professionally certificated teachers as assistant coaches in their athletic programs. These individuals are referred to as “Community Coaches.” Please refer to the Administrative Procedures for Community Coaches, which can be located on the Athletics webpage for Henry County Schools, and by referencing Board Policy IFC.

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.

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 Background Check
All employees must submit to a fingerprint and criminal background check. The criminal background check may include a motor vehicle report. Such requirements shall apply even though an employee may have already undergone fingerprinting and criminal background checks by another school district in Georgia or elsewhere. A clearance certificate verifying a satisfactory criminal background check will be required by state law and the rules of the Professional Standards Commission for those positions requiring certification.

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 is required to make a written report to 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 any criminal charge, other than a minor traffic offense which does not involve a criminal arrest, must inform the Henry County Board of Education of the criminal charges and/or arrest the next day subsequent to the employee’s criminal charge and/or arrest. Failure to timely report criminal charges and/or arrest 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 the Student Services Department for additional information.

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 and GAMA-R (1) 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. School 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 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 neglectfully at or away from my assigned work site(s).

4. I acknowledge that 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 Schools 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 and monetary charges are between the user and service provider. Henry County Schools is not responsible for any personal use of device or 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 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 Maintenance and Facilities.

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 Experiences/Student Teaching/Practicums/Observations
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.

Grading and Permanent Records
Only approved professional personnel are to record grades on student work and grades or any other information on student records. Student grades and record information are not to be recorded by paraprofessionals or any other non-certificated personnel.

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

Illness
Employees are required to be on duty regularly, reliably, and predictably for the number of hours per workday and workweek as set forth in board policy. Medical documentation may be required any time employees are absent due to illness of whenever questions arise concerning approval of requests for leave. Unsubstantiated and/or unapproved leave will be entered as Leave Without Pay (LWOP), and will be investigated for further employment action.
Instructional Equipment
Instructional equipment is costly to repair or replace. Paraprofessionals who are cleared to use instructional equipment must be trained, demonstrate proficiency in using the equipment, and be approved by the principal.

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.

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. To do this is in violation of Henry County Board of Education policy. 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 facilities.

Please contact the Executive Director of Facilities for additional information regarding fire, safety, and health regulations for school 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 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 Social Worker Services
School social workers help students, parents, school personnel, and community agencies to build effective relationships among all groups. The social worker establishes communication between individual schools, home, and community when students experience barriers to education.
School Social Workers employ a variety of interventions to promote positive mental health, social and emotional development, and academic and behavioral success.

**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.

**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.

**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. 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 properties (including, but not limited to, students, staff, visitors, and vehicles) are subject to canine search. Any canine alert or other canine response to sniffing may result in search of vehicle. If school administrators 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 administrator 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 School Resource Officer. 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 of 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 on any board of education property that falls within a school safety zone, 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 School Resource Officer. Any person violating, or believed to be violating, any law concerning a weapon or explosive compound will be reported to the School Resource Officer. 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 the law.
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<th>Specialty Schools</th>
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<tbody>
<tr>
<td>Academy for Advanced Studies</td>
<td>770-320-7997</td>
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<tr>
<td>Excel Academy</td>
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<td>Impact Academy</td>
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<td>JB Henderson Center</td>
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<th>Family &amp; Student Support, Finance, Operations, &amp; Superintendent’s Office</th>
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<td>Learning &amp; Performance</td>
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<td>Human Resources</td>
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<td>Information/Technology</td>
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<td>Nutrition</td>
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<td>Exceptional Student Education</td>
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<td>Student Conduct &amp; Safety, Student Services, and Residency</td>
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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