

HENRY COUNTY SCHOOLS EMPLOYEE GUIDE

2021



2022



Drop in and experience the new Henry County Schools


Welcome Center

Part of the Learning & Support Center at Henry County Middle

Guide in Effect July 1, 2021 to June 30, 2022

HCS Employment Manual

Table of Contents

 This symbol refers to a Board of Education policy. For additional information and reference, a complete copy of each policy may be found on the Henry County Schools' website at: <https://schoolwires.henry.k12.ga.us>.

Policy, Rules, & Guidelines: Employment

Assignments at Work	6
At-Will Employment	6
Background Checks	6
Certification	6
Certification - Alternative Certification and Non-Traditional Degree Programs	7
Certification - Clearance Certificate	7
Change of Address	7
Contracts	7
Drug Testing	7
Employee Integrity	7
Equal Employment Opportunity (EEO)	8
Hiring/Recruitment	8
Job Postings	9
Non-School Employment	9
Personnel Records	9
Staff Responsibilities/Duties	9
Tax Withholding Allowances	9

Policy, Rules, & Guidelines: Benefits and Compensation

Activity Passes	10
ACA - Affordable Care Act	10
After School Enrichment Program (ASEP) Employee Discount	10
Attendance Incentives	10
Benefits Eligibility and Benefit Options	11
Benefits Enrollment	12
Bus Driver Referral Incentive	13
Credit Union	13
Deferred Compensation	13
Employee Assistance Program (EAP)	13
Employee School Choice	14
Life Insurance (Board Paid)	14
Pay Schedules	14
Retirement Plans	14
Returning to Work After Retirement	15
Salary Schedules and Placement	15
Sick Leave Bank	16
Sick Leave Financial Exchange	16
Social Security	16

Policy, Rules, & Guidelines: Leaves & Absences

Administrative or Directed Leave	17
Bereavement Leave	17
Family and Medical Leave (FMLA) Leave	17
Jury and Witness Duty/Subpoenas - Leave	19
Military Leave	19
Paid Parental Leave	19
Personal Leave	20
Professional Leave	20
Sick Leave	20
Vacation Leave	20
Voting Leave	20
Workers' Compensation	21

Policy, Rules, & Guidelines: On the Job/Workplace

Accidents and Emergencies	21
Americans with Disabilities Act (ADA)	21
Annual Performance Evaluation	21
Appeals - Teacher Evaluation	21
Chain of Command	21
Child Abuse Reporting Protocols	21
Code of Ethics for Educators	23
Complaints and/or Grievances	23
Confidentiality of Information	24
Criminal Charges/Self Reporting	24

District Devices/Use of Technology	25
Dress Code	25
Drug-Free Workplace	25
Harassment	26
Illness/Leave	26
Inclement Weather	26
Job Abandonment	27
Resignations	27
Retaliation in Employment Practices	27
Sexual Harassment of Students	28
Social Media - Acceptable Use Of	28
Solicitation of Funds and/or Participation	29
Tobacco-Free Schools	29
Vehicle Searches	29
Weapons	29
Workday/Workweek	30
Employee Work/Holiday Schedule for Employees	31

Policy, Rules, & Guidelines: Employment

Assignments at Work



Policy Reference: GARE

A contract of employment is with the Henry County Board of Education. Assignments to a specific school site/department are made on the referral of a principal/supervisor to the Human Resource Services Department. The Superintendent may reassign an educator to another site at any time during the school year as the need arises. A principal/ supervisor may laterally reassign an educator within a school site. Employees who wish to be considered for transfers to other schools for the next school year will be given the opportunity to do so through the Placement Preference Process facilitated by the Human Resource Services Department. This typically occurs in January.

At-Will Employment

Georgia recognizes at-will employment; that is, an employee is hired at-will and employment may be terminated at the will of either party, for any reason or no reason at all. Employees under contract may refer to their contract of employment for additional information.

Background Checks



Policy: GAK(1)

Henry County Schools shall comply with O.C.G.A. 20-2-211.1, and with any corresponding regulations promulgated by the Georgia Board of Education, regarding requirements to conduct fingerprinting and criminal background checks of personnel. State law also requires employees to authorize the District to conduct periodic criminal and/or driver history record checks for the duration of employment.

Certification

It is the responsibility of each certified employee to initiate and complete the application process for a Georgia Educator Certificate, including all forms, transcripts, and other documents that may be required by the Georgia Professional Standards Commission (GaPSC). Human Resource Services staff are available to provide assistance in this process. An educator must have an educator certificate and/or required credentials (such as an Individual Certification Plan) on file in the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial certification or renewal of certification, that employee will be paid on the basis of a daily substitute teacher until such time as a valid, in-field Georgia Educator Certificate or required credentials are received by the Human Resource Services Department. Questions regarding certification may be answered by visiting the GaPSC website at www.GAPSC.com, or by contacting the certification specialist in Human Resource Services at 770.957.5107.

Certification - Alternative Certification and Non-Traditional Degree Programs

Due to the large number of alternative certification programs and the increase in internet/online college degree programs in and outside the State of Georgia, it is highly recommended that employees who are interested in such programs obtain, in writing, information from the Georgia Professional Standards Commission (using the Upgrade Advisor tool) regarding the accreditation and certification of the program in which they are interested prior to enrolling in the program. Additional information may be found at www.GAPSC.com.

Certification - Clearance Certificates

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

Change of Address

It is very important to ensure that your contact information is up-to-date in Human Resources. Having an incorrect address on file can negatively affect delivery of important materials such as tax documents and the like. To change your address or other contact information, you can download a **Name and Address Change Form** from the Human Resources page, <https://schoolwires.henry.k12.ga.us/Page/44648>.

Contracts

Employees under contract receive electronic employment contracts that are signed by the employee and Superintendent. Any person who is tendered a contract and who elects to be employed by Henry County Schools (HCS) must electronically sign and submit the contract to the Superintendent or designee no later than ten (10) days from the issuance date on the tendered contract. Failure to sign and return a contract within this timeframe voids any offer of employment and shall be deemed to be an acknowledgement of the employee's resignation.

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.

Employee Integrity

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

Equal Employment Opportunity (EEO)



Policy: GAAA

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 the Chief Human Resources Officer. The following have been designated to handle inquiries and concerns regarding the District's non-discrimination policies:

<p>Dr. Carl Knowlton Title VI and Title IX Coordinator Henry County Schools 33 N. Zack Hinton Parkway McDonough, GA 30253 770-957-6601</p>	<p>Dr. April Madden IDEA/Section 504/Title II Coordinator (Students) Henry County Schools 33 N. Zack Hinton Parkway McDonough, GA 30253 770-957-6601</p>
<p>Mrs. Valerie Suessmith Title II Coordinator (Employees) Henry County Schools 33 N. Zack Hinton Parkway McDonough, Georgia 30253 770-957-5107</p>	<p>Mr. Kirk Shrum Sports Equity Coordinator Henry County Schools 33 N. Zack Hinton Parkway McDonough, GA 30253 770-957-7189</p>

Hiring/Recruitment



Policy: GBC

The Henry County Board of Education recognizes that the first step in implementing a quality instructional program is the employment of qualified professional personnel. The Board further believes that this can be best accomplished through implementation of recruitment procedures that utilize all appropriate resources, both in and out of the system, to identify qualified professional personnel for employment. Recruitment activities shall be conducted so as to ensure that certification and employment requirements are met by personnel to be employed by the Board. In addition, recruitment activities shall be conducted in a manner that maintains the Board's position of being an equal opportunity and nondiscriminatory employer.

Job Postings

Announcements of job vacancies will be posted electronically on AppliTrack, the on-line application website, accessible on the “Careers” page of the Henry County Schools’ website. www.schoolwires.henry.k12.ga.us

Non-School Employment



Policy: CGPE

Administrators shall not accept any non-school employment unless prior approval has been given by the immediate supervisor and the Chief Human Resources Officer (CHRO). The approval shall be based upon assurance that the non-school employment shall not interfere with or affect the individual’s effective discharge of district/school related responsibilities. Information provided the immediate supervisor and CHRO shall include the hours to be worked, schedule and location of non-school employment.

Approval shall be given for the duration of the contract period only and must be obtained anew each year thereafter. If approval is sought for continuation of a job that was approved the previous year or is to begin at the first of the school year, the request for approval must be filed with the supervisor and CHRO no later than August 1 of each year.

Personnel Records

Information contained in an employee’s personnel file is not made public unless required by law or requested by the employee in writing. It is the employee’s responsibility to notify the district of any changes of personal information. Employees must notify their supervisor and Human Resource Services when their name and/or home address and/or contact numbers and/or emergency contacts change. The **Name and Address Change Form** is accessible on the Henry County Schools’ Human Resource Services page at <https://schoolwires.henry.k12.ga.us/Page/44648>

Staff Responsibilities/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 principal/supervisor for a copy of the job description.

Tax Withholding Allowances

If you wish to make changes to your Federal and/or State withholding, complete a new withholding form and submit to the Payroll Department. Forms are located on MyHenry under Financial Services.

Policy, Rules, & Guidelines: Benefits and Compensation

Activity Passes

Activity Passes are issued each year to all full-time, benefit-eligible employees and eligible retirees. 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/retiree to gain free admittance for themselves and one (1) other person provided the employee/retiree accompanies the person. The activity pass is non-transferable. Retirees may visit the Benefits Department to obtain a retiree badge.

ACA - Affordable Care Act

In accordance with the Employer Mandate of the Affordable Care Act (ACA), if benefit-eligible employees do not enroll in medical coverage through the State Health Benefit Plan within 31 days of hire, coverage is waived and eligibility may be affected for subsidized insurance coverage on the state or federally funded health exchange. Please refer to the Affordable Care Act (ACA) Acknowledgement located in the New Employee Welcome Package or contact the Benefits Department for additional information at 770-957-6601.

Afterschool Enrichment Program (ASEP) Employee Discount

Employees of the school system, who are full-time, benefit-eligible, may receive a discount toward ASEP tuition. Please contact the district Afterschool office for additional information at 770-957-6601.

Attendance Incentive - Teachers (not approved in 2021-2022 budget)

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

Attendance Incentive - Paraprofessionals (not approved in 2021-2022 budget)

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.

Attendance Incentive - Bus Drivers (not approved in 2021-2022 budget)

For every cumulative sixty days that a bus driver has perfect attendance, he/she will be eligible to receive a \$125 attendance incentive (not to exceed \$375 annually (fiscal year)). Bus drivers whose absences do not exceed one day within a sixty-day period are eligible for \$100 attendance incentive, those with absences that do not exceed two days within a sixty-day period

are eligible to receive a \$75 attendance incentive, and those whose absences do not exceed three days in a sixty-day period are eligible to receive a \$50 attendance incentive.

Benefits Eligibility and Benefit Options

All full-time, benefit-eligible employees may choose to participate in the State of Georgia Health Benefit Plan. HCS contributes a major portion of the cost with the remainder of the cost being paid by the employee through payroll deduction.

The following optional benefits (to be paid by the employee) are available to any eligible employee who chooses them:

Benefits Enrollment

Benefits enrollment should be completed online within thirty days of employment. Employees may annually re-enroll in benefits during Open Enrollment, typically in October/November, or at the time of any qualifying event. Documentation may be required to support qualifying events. Please contact the Benefits Department at 770-957-6601.

<p>Health Insurance Multiple Options available State Health Benefit Plan MySHBPGA.adp.com/shbp 800-610-1863</p>	
<p>Dental Insurance Delta Dental - Group #21101 Deltadentalins.com 800-521-2651</p>	
<p>Vision Insurance Anthem Anthem.com 866-723-0515</p>	
<p>Life Insurance</p>	
<p>Group Term Unum Unum.com 800-421-0344</p>	<p>Basic Life - ER Paid Policy OneAmerica/AUL OneAmerica.com 800-553-5318</p>
<p>Disability Insurance</p>	
<p>Short Term Disability Mutual of Omaha MutualofOmaha.com 800-877-5716</p>	<p>Long Term Disability Metlife Metlife.com 800-858-6506</p>
<p>Flexible Spending/Dependent Care Consolidated Admin Services ConsolidatedAdmin.com 877-941-5956</p>	
<p>Employee Assistance Program (FREE!) ESPYR ESPYR.com (passcode - SOG2015) 855-584-3855</p>	
<p>For a complete list of benefit options, please see the Henry County Schools Active Employee Benefits Guide https://henry.touchpointsonline.com/media/28939429/henry-2021-benefit-guide-v3.pdf</p>	

Bus Driver Referral Incentive

Active employees of HCS earn \$250 for each new bus driver they refer when that new bus driver completes 30 days of employment. Referring employees must ensure their name is on the application of the referred employee for the incentive to be paid.

Credit Union

The Georgia United Credit Union (GUCU) is a cooperative savings and lending organization owned and operated by its members. GUCU offers all Henry County employees the unique benefit of establishing direct deposit for their payroll funds. Please visit the nearest Georgia United Credit Union location to set up an account.

GUCU direct deposit amounts may be established or changed by contacting the HCBOE Financial Services Office at 770-957-6601.

All employees of Henry County Schools and members of their household are eligible for membership. Locate a branch near you by visiting www.GUCU.org.

Deferred Compensation

Peach State Reserves (PSR) is a voluntary supplemental retirement plan that offers a participant the opportunity to invest money toward retirement. 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. More information can be found at www.MyHenryBenefits.com under "Investments."

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 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 Employee Assistance Program is available 24-hours a day via web at www.espyr.com (Website Password: SOG2015) or by phone at 855-584-3855.

Employee School Choice

If the Henry County School System employs a child's parent, step-parent, or legal guardian as a benefit-eligible employee, the child or step-child may be enrolled in the appropriate grade level in a Henry County School desired by the parent, as long as the child resides with the employed parent/step-parent. Once enrolled, the child will be expected to attend that school for the duration of the school year unless extenuating circumstances warrant reconsideration of the decision and a school transfer is authorized by the Superintendent or designee.

This option is not contingent upon school capacity; however, approval to remain at the school of choice 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.

More information can be found at:

https://henryco.sharepoint.com/sites/O365_tenant/hcsemployeekidrenrollment

Life Insurance (Board Paid)

The Henry County Board of Education currently provides a \$10,000 life insurance policy for all full-time, benefit-eligible employees. Contact the Benefits Office at 770-957-6601 for additional information.

Pay Schedules

Employees are paid monthly. Salaried employees who begin work after the first scheduled day of their position work calendar are paid a prorated salary. Hourly or substitute employees are paid based on work submitted prior to the payroll cut-off dates for the month. For a list of monthly payroll dates, please visit the Financial Services webpage.

Retirement Plans

Eligible employees are required to participate in one of the designated retirement systems for their employed position. Contributions are payroll deducted.

- ***Teachers Retirement System (TRS)***

All employees who are employed 50% or more in a covered position with the state's school system are enrolled in the Teacher's Retirement System. The current required employee contribution is 6%. Covered positions currently include but are not limited to: Teachers, Administrators, Supervisors, Clerical, Paraprofessionals. Visit the TRS website at www.trsga.com.

- **Public School Employees Retirement System (PSERS)**

Permanent employees who are eligible to participate in the PSERS and work at least 60% but not less than 15 hours per week are enrolled in the Public School Employees Retirement System. Contribution rates are currently either \$4 or \$10, depending on date of hire. Covered positions include: Bus Drivers, Maintenance, Mechanics, and School Nutrition Assistants. Visit the PSERS website at www.ers.ga.gov/public-school-employees-retirement-system.

- **Employees' Retirement System (ERS)**

Any new employee who is a vested member (10 years of service or more) with Employees' Retirement System (ERS) may elect to remain a member of ERS. The election to stay with ERS must be made in writing to the Board of Trustees no later than sixty (60) days of the first day of employment with Henry County Schools in a position covered by Teachers Retirement. This election is irrevocable. Please contact the Benefits Department for more information. You may also contact Employees' Retirement System at 404.350.6300 or visit their website at www.ers.ga.gov.

If an employee's hire date is on or after July 1, 2021 **and** the employee is a member of Employees' Retirement System (ERS), Henry County Schools will report up to 960 hours to ERS at the time of retirement. For any sick leave over 960 hours, the employee will be paid \$15 per 8 hours.

Returning to Work After Retirement

Returning to work after retirement is subject to salary and service limitations as outlined by Georgia law and TRS, PSERS, and/or ERS policy. Employers must certify and obtain approval from the appropriate retirement system prior to a retiree returning to work. It is strongly advised that retirees contact their retirement system prior to returning to employment to determine if and how their benefits may be affected.

Salary Schedules and Placement

Salaries for certified employees are determined by the credentials held and the approved years of experience. It is the educator's responsibility to initiate and obtain verification from previous school systems in order for experience to be credited. An educator must have an educator certificate and/or required credentials (such as an Individual Certification Plan) on file with the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial and/or renewal of certification, that employee may be paid on the basis of a daily substitute teacher until such time as the required credentials are received by the Human Resource Services Department. Non-certified employees are paid based on their verifiable experience in an accredited school system in positions related to their current job classification and education level. For questions concerning salary placement, please contact Human Resource Services at 770-957-5107.

Sick Leave Bank



Policy: GARHA

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

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

An open enrollment period for the Sick Leave Bank is held every year. An employee may join if they have two days of leave available to contribute on December 31 of the prior year. Sick Leave Bank leave will run concurrently 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 the school system for a minimum of five (5) years, is as follows:

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

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

Sick Leave Transfer

Employees who transfer to HCS from another public school system in Georgia may transfer up to 45 days of sick leave earned after July 1, 1978. State statute requires that the transfer of leave must take place within one year of separation from the previous position.

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.

Policy, Rules, & Guidelines: Leaves and Absences

Administrative or Directed Leave

During investigations or other situations, the district may direct that an employee remain off work and away from the school building. The Superintendent or his/her designee may relieve any employee from duty if it is determined that the employee's presence could potentially cause harm or disruption to the employee, students, the school, and/or other employees.

Bereavement Leave

 Policy: GARH

Bereavement leave is available for full-time, benefit-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. For the purposes of bereavement leave, "immediate family" is defined as:

- Spouse;
- Child;
- Parent;
- Sibling;
- Grandparent;
- Grandchild;
- In-law equivalents of the above;
- Other relatives living in the household of the employee or any dependent as shown on the employee's recent tax return.

Family and Medical Leave Act (FMLA) Leave

 Policy: GBRIG and Regulation GBRIG-R

Employees of the Henry County Board of Education who meet certain criteria are eligible for up to sixty (60) days of unpaid leave per year under the federal Family and Medical Leave Act (FMLA). FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

Employees are eligible for leave if they have worked for HCS for at least 12 months and for at least 1,250 hours over the past 12 months.

FMLA provides attendance, job, and benefit protection for up to 60 scheduled work days (hereinafter called 60 days) in a 12-month period. The 12-month period will be measured from the date FMLA leave is first used. Family and Medical Leave runs concurrently with Sick Leave, Vacation, Personal Leave, Sick Leave Bank, Workers' Compensation, and Leave Without Pay, except as otherwise required by law.

Employees are required to use all available paid leave (sick/personal and/or vacation) while on FMLA (except as otherwise required by law). For additional information, please see policy GBRIG and regulation GBRIG-R.

For purposes of FMLA, “Qualifying Family Member” includes:

- Employee’s spouse;
- Child (biological, adopted, stepchild, foster child, a legal ward, or a child of a person standing in loco parentis) of the employee.
 - Child must be under the age of 18. If age 18 and older, the adult son or daughter must: have a disability as defined by the ADA; be incapable of self-care due to that disability; have a serious health condition; and, be in need of care due to the serious health condition. It is only when all four requirements are met that an eligible employee is entitled to FMLA-protected leave to care for his or her adult son or daughter.
- Parent (biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter).
- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA.

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

FMLA paperwork can be requested from Human Resources, 770-957-5107, or you can apply for FMLA on-line with these directions:

Go to www.henry.k12.ga.us.

Hover over <Divisions>

Click <Human Resource Services>

Click <Family and Medical Leave Act>

Click <Request FMLA>

Or use the following link:

[/http://request.efmla.com?A1=35807c15792H016](http://request.efmla.com?A1=35807c15792H016)

Upon receipt of the FMLA request, a notification of eligibility and any additional required documentation will be sent to the employee.

Jury Duty, Witness Duty/Subpoenas Leave

 Policy: GARH

Absences are not counted as personal leave if they are for jury duty or a lawfully issued subpoena involving school related matters.

Any pay received for jury duty shall be retained by the employee. The employee may be required to provide a copy of the summons, court order, process, or subpoena to their supervisor.

Military Leave

 Policy: GARH

Full-time employees of the Henry County School System shall be entitled to take a military leave for “ordered military duty,” with full employment and reinstatement rights as provided by law. An employee shall be paid their regular salary for a period or periods of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty, not to exceed a total of 18 days in any one federal fiscal year. In the event the Governor declares an emergency and orders an employee to active duty as a member of the Georgia National Guard, such employee shall be paid their regular salary while performing such duty for a period not to exceed 30 days in any one federal fiscal year. A request for military leave should be submitted to the employee’s supervisor and Human Resources, along with a copy of the official military orders.

Paid Parental Leave (effective July 1, 2021)

 Policy: GARH

Employees are eligible for this leave if either (i) they are defined as full-time and benefits-eligible, and have had at least six months of continuous employment or (ii) if an hourly employee, have worked at least 700 hours over the six-month period immediately preceding the requested leave date. “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.

120 hours of “paid parental leave” is available over a 12-month period due to the birth of a child, adoption of a child, or receiving a foster child. The leave is available only once per eligible employee per year. The leave may be taken as needed and in increments less than eight hours. Unused leave is forfeited after the 12-month period.

Paid Parental Leave shall run concurrently with Family and Medical Leave Act (FMLA) leave. Please see the handbook section on **FMLA** for instructions on how to apply.

Personal Leave

 Policy: GARH

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; however, the reason for the requested leave does not need to be revealed to the supervisor. Any absence caused by severely inclement weather will be counted as personal leave. Personal leave will not be approved for “critical days,” as determined by your principal/supervisor and/or the district. 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.

Sick Leave

 Policy: GARH

In accordance with Georgia law, employees will be entitled to annual sick leave with pay to be accrued at the rate of 1.25 days for each completed month of employment. An employee’s unused sick leave shall be accumulated from one fiscal year to the next. Sick leave will be calculated on a prorated basis for those benefits-eligible employees whose daily work schedule is less than an eight-hour day. For the purposes of sick leave, the term “immediate family” is defined as:

- Spouse;
- Child;
- Parent;
- Sibling;
- Grandparent;
- In-law equivalents of the above.

Voting Leave

Polls in Georgia are open from 7am until 7pm, and often, advance voting is allowed prior to the day of elections. Therefore, it is not likely that time away from work would be necessary for an employee to be able to vote. Employees should contact their supervisor to arrange for time off, if necessary.

Vacation Leave

 Policy: GARH

Most 244-day employees earn vacation at a rate of ten (10) days per year, accrued on a monthly basis. Vacation must be pre-approved through a supervisor. Employees may accrue a maximum of twenty (20) vacation days. Any days over twenty (20) will be forfeited on July 1 of each year. When an employee separates employment with the Henry County School System, there will be a maximum payout of 20 vacation days.

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 that is not on the approved panel, such care would be considered unauthorized and the school system would not be responsible for the cost.

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

Absences related to Workers' Compensation will run concurrent with leave under FMLA.

Policy, Rules, & Guidelines: On the Job/Workplace

Accidents and Emergencies

All employees are responsible for maintaining a safe working environment and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor as soon as possible and complete an Employee Incident Report with their supervisor. For additional information, please contact the Benefits/Risk Management Department at 770.957.6601.

Americans with Disabilities Act (ADA)

For ADA and 504 concerns regarding employment, please contact the Chief Human Resources Officer.

Annual Performance Evaluation

Georgia law requires that all professional staff be evaluated annually. If there is a position for which the state has not provided an evaluation instrument, the Henry County Schools evaluation instrument will be used.

Appeals - Teacher Evaluation

 Policy: GBIA

Beginning with the 2021-2022 school year, teachers who have accepted a full-time, full school year contract with the Board of Education for the fourth or subsequent consecutive school year may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations conducted pursuant to Code Section 20-2-210, procedural deficiencies on the part of the school system in conducting an evaluation, and job performance.

The appeals process is as follows:

No more than five school days after the summative evaluation conference, the teacher shall provide a written notice of appeal to the responsible evaluator detailing every factual basis for the appeal. If the principal is the responsible evaluator, the principal shall respond in writing within five school days after the principal receives the appeal; if the responsible evaluator is not the principal, the appeal shall be forwarded to the principal, who shall conduct the first level of review. In either circumstance, a written response shall be provided to the teacher within five school days after the principal receives the appeal. The decision may be hand delivered to the teacher or sent by electronic mail.

If the teacher is dissatisfied with the principal's response, an appeal may be filed within five school days with the certified and TKES (Teacher Keys Evaluation System) trained administrator in the central office in the position of Employee Performance Coordinator within Human Resources (or other designee of the Superintendent). A written response shall be provided to the teacher within five school days of the appeal being received by the designated administrator. The decision may be hand delivered to the teacher or sent by electronic mail. The level two decision shall be final.

The appeal at either level must include a review of the complete evaluation record, including all documentation on the electronic platform, the original appeal and the response of the principal. In the discretion of the reviewer, a meeting may be scheduled with the teacher and, in the discretion of the reviewer, with the principal or original evaluator.

Chain of Command

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

Child Abuse Reporting Protocols

 Policy: JGI

Georgia law, as well as Henry County Board of Education policy, includes mandated procedures for reporting suspected child abuse or neglect to the appropriate officials. Employees are

required to follow these procedures. For more information on the reporting of child abuse, contact your principal/supervisor, school social worker, or the Student Services Department. If a Henry County Schools employee has reasonable cause to believe that suspected child abuse has occurred, the employee must report their suspicion of abuse to the Division of Family and Children Services and their school Principal or the Principal's designee. Reports of suspected child abuse shall be made **immediately**, but not more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. Reports may be made orally, by telephone or other oral communication, or a written report may be made by electronic submission or facsimile to the Department of Family and Children Services and to the school Principal or the Principal's designee.

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

Code of Ethics for Educators

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. All employees of Henry County Schools are expected to adhere to the standards and expectations described in the Code of Ethics for Educators.

The Code of Ethics for Educators is published by the Georgia Professional Standards Commission and 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).

Complaints and/or Grievances

 Policy: GAE

In accordance with the provisions of the Act of the General Assembly of 1992, O.C.G.A. §20-2-989.5 et seq., and in implementation of the local Board of Education's duty and authority under O.C.G.A. §20-2-1160, it is the policy of the Board of Education of Henry County that certificated personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible.

The Board of Education of Henry County encourages all employees to resolve their complaints informally in a spirit of congeniality where possible. This policy and procedure is available where such efforts do not succeed.

Please refer to local board [Policy GAE, Complaints and Grievances](#), for detailed procedures relating to employee complaints.

Confidentiality of Information

Much of what personnel may see or hear in district facilities is confidential by law. Any information concerning student performance 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.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects Personally Identifiable Information (PII) in students' education records from unauthorized disclosure. It affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right for parents and eligible students to have some control over the disclosure of PII from education records.

FERPA includes provisions allowing students' PII from education records to be disclosed without the prior written consent of parents, if the disclosure meets the criteria for one of the permitted consent exceptions.

The school official exception allows educational agencies to share PII from education records without consent with contractors, consultants, volunteers, or other parties to whom an agency or institution has outsourced institutional services or functions, as long as certain additional requirements are met.

The FERPA statute is codified at 20 U.S.C. § 1232g, and the FERPA regulations are found at 34 CFR Part 99.

What should I do to protect student PII in education records under FERPA?

It is important that you take the following steps to protect student privacy:

- *Do not disclose the PII to another party* (except back to the School or District). The PII must not be shared with unauthorized users, and it must be protected from inadvertent disclosure due to careless handling.
- *Do not use the PII for other purposes*. The PII has been provided only for you to perform the service for which the school provided you the information. It should not be used for other purposes.

Criminal Charges/Self-Reporting

As a condition of continued employment, each employee must immediately notify the Superintendent or designee of any **arrest other than a minor traffic offense which does not involve a criminal arrest**. Further, employees are required to immediately disclose any convictions. The Superintendent/designee 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 and the employee holds any type of educator certification, the Professional Standards Commission will be notified. The Superintendent or designee is required to make a written administrative referral to the Professional Standards Commission (PSC) and will inform the Board of Education if a written complaint from any school employee or parent of a child is received by the Superintendent contending that any "school system educator employed by the local unit of administration" has committed any one of the following crimes:

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

Failure to timely report criminal charges and/or criminal arrests may result in adverse employment actions.

District Devices/Use of Technology



Policy: IFBGA

All users of electronic resources belonging to Henry County Schools are expected to comply with Board of Education Policy IFBGA, Electronic Communication, and follow school system regulations for the use of electronic resources.

Dress Code

Employees are expected to maintain an appropriate level of personal hygiene and dress appropriately for the school or workplace situation and level of formality. The expectation of the Board is that all staff members dress in a professional manner. Employees should adhere to the expectations set forth by their supervisor. All employees must wear a photo identification badge at all times.

Drug-Free Workplace



Policy: GAMA

The Henry County Board of Education recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the school system's mission and goals. The Board hereby declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession or use of all controlled substances or any alcohol in the employee's workplace or on the worksite. This prohibition also includes, but is not limited to, an

employee being under the influence of alcohol or controlled substances while on duty. A violation of this policy or a conviction related to the manufacture or distribution of drugs may result in termination of employment.

Harassment

 Policy: GAEB

It is the policy of the Henry County School System to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act shall result in prompt and appropriate discipline, including the possible termination of employment.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any employee who believes he or she has been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to the principal or supervisor. Any applicant who believes they have been subjected to harassment or discrimination as prohibited by this policy should promptly report the same to the appropriate coordinator designated in policy GAAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Employees will not be subjected to retaliation for reporting such harassment or discrimination.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their staff members as to the content of this policy and, through appropriate professional learning activities, inform employees as to the varied forms or expression of prohibited harassment. Principals and supervisors shall ensure that employees are informed through handbooks, training materials and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Illness/Leave

The ability to be regularly, predictably, and reliably at work are performance expectations for all employees and are included in each job description as a primary responsibility. The administrator or his/her designee is to be contacted according to the established procedures at the school/worksites 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 as Leave Without Pay (LWOP), and will be investigated for further employment action.

Employees are prohibited from:

- Failing to report to work as scheduled without proper, acceptable notice to their supervisor.
- Leaving work without permission.
- Arriving late for work on a consistent basis.

Inclement Weather

When schools and the district offices are closed due to inclement weather, announcements will be made on Atlanta-area television and radio stations as well as on the Henry County Schools' website. Principals and district office administrators will be contacted as soon as a decision is made. To update your contact information in Infinite Campus, please see the contact person in your school or at your worksite.

Job Abandonment

Absences for reasons not approved by the Henry County Board of Education may be considered job abandonment. Employee absences or no show/no calls for three or more days will be reported to the Human Resource Services Department for investigation and may result in termination of employment with Henry County Schools.

Resignations

Certified employees under contract who wish to terminate their contract for the upcoming school year must submit a written request to their principal/supervisor and Human Resource Services prior to May 15. Once a resignation is received by the Superintendent or the Superintendent's designee, the resignation may not be rescinded. Certified employees who break their contract during the contract period and are not released from their contractual duties may be subject to a referral to the Georgia Professional Standards Commission.

Classified employees are asked to submit a letter of resignation that provides a reasonable notice prior to leaving employment with Henry County Schools. For questions relating to separation of employment, please contact Human Resource Services at 770-957-5107.

Retaliation in Employment Practices

The Equal Employment Opportunity laws prohibit public employers from punishing job applicants or public employees for asserting their rights or preventing such employees from disclosing truthful violations of law. The Henry County Board of Education maintains a policy of equal employment opportunity. The Board of Education prohibits retaliation against individuals who file complaints or those who assist in the investigations of complaints alleging discrimination on the basis of race, color, national origin, sex, disability, religion, veteran status, genetic information, or age.

Sexual Harassment of Students



Policy: JCAC

It is the policy of the Board to maintain an environment that is free from all forms of discrimination and harassment on the basis of sex. The Henry County Board of Education (the “Board”) does not discriminate on the basis of sex in the education programs or activities that it operates. The Board is required by Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.) and its regulations (34 C.F.R. § 106.8) not to discriminate in such a manner. The requirement not to discriminate in the education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations to the Board may be referred to the Board’s Title IX Coordinators, the Assistant Secretary for Civil Rights of the Department of Education, or both. Retaliation against individuals who file complaints of alleged sexual harassment or those who assist in the investigation of complaints of alleged sexual harassment is expressly prohibited.

It shall be a violation of this JCAC policy for any student or employee of the District to engage in sexual harassment.

Any student or employee who believes that he or she has been exposed to sexual harassment or retaliation in the Board’s education program or activity should immediately report the act to the Board’s Title IX Coordinators. District Level Complaints of Sexual Harassment may be directed to the Chief of Staff, the District’s Title IX Coordinator. Any employee that is on actual notice of sexual harassment or retaliation must immediately report the act to the Board’s Title IX Coordinators. Any student or employee has the right to file a formal complaint alleging sexual harassment or retaliation to the Board’s Title IX Coordinators. The Board has adopted a sexual harassment grievance process to address all formal complaints filed.

Social Media - Acceptable Use Of

It is critical that the use of social media meet both the public and professional standards we have set for ourselves when communicating not only amongst ourselves but particularly with students and parents.

Educators are strongly cautioned to keep their personal information out of public view and password protected. Never allow or encourage students or parents to access personal sites and information. It is not appropriate to “friend” or otherwise personally communicate with, share information, texts, photographs, etc. with a student on any digital platform or device. The following guidelines should be followed:

- Employees should not state that they are employed by Henry County Schools on their social media profiles. It is acceptable to state one works in public education.
- Post nothing you would not be completely comfortable sharing with your students, their parents or your professional colleagues.
- Never use language which may be deemed to be defamatory, obscene, proprietary, libelous and/or as derogatory remarks or characterizations.

- Do not discuss students, parents or coworkers or publicly criticize school system policies or personnel.
- Do not post images that include students without checking for media release notices on all students.
- Do not reference your students.
- With every post, consider whether it puts your effectiveness as an educator at risk.

Solicitation of Funds and/or Participation

 Policy: KEB

The Henry County Board of Education believes that certain activities conducted for the purpose of soliciting funds from or by employees and/or students are inappropriate and should be prohibited, and that employees should have the freedom to perform their duties in an environment uninterrupted by excessive solicitation.

Solicitation on the part of a business, industry, organization, or individual for the purpose of selling a product, service, or membership to employees, students or to their parents through the students shall be prohibited on school grounds. This prohibition includes the distribution of flyers, cards, or any other items that could constitute advertising by naming or promoting the business, industry, organization or individual that would profit from such advertising.

Equipment and resources employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy and responsibility. Unethical conduct includes, but is not limited to, misusing funds or property; failing to account for funds collected from students or parents; and/or submitting fraudulent requests for reimbursement of expenses.

Tobacco-Free Schools

 Policy: GAN

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), and the Georgia Youth Access Law (O.C.G.A. § 16-12-171), smoking and use of tobacco or related tobacco paraphernalia to include electronic cigarettes or smoking (vaping) devices shall be prohibited in use 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.

Vehicle Searches

All vehicles parked on Henry County School District property (including but not limited to student, staff, and visitor vehicles) are subject to search.

Weapons

It is unlawful and a violation of Henry County School District rules for any person to carry, possess, or have under his/her control any weapon or explosive compound while at a school building or on school property, at a school function, or on a bus or other transportation furnished by the school, except to the extent specifically permitted by law. Any person violating, or

believed to be violating, any law concerning a weapon or explosive compound, will be reported to the appropriate authorities for investigation.

Workday/Workweek

Employees must be regularly, predictably, and reliably at work.

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

The work week and pay for non-teacher positions is based on the following hours/day and days/year:

- Paraprofessionals: 8 hours per day, 190 days per year;
- Nurses: 8 hours per day, 185 days per year;
- Clinic Aides: 7 hours per day, 185 days per year;
- School Nutrition Assistants: 6 hours per day, 183 days per year;
- School Nutrition Managers: 8 hours per day, 188 days per year;
- Bus Drivers: 5 hours per day, 178 days per year;
- Clerical Staff: 8 hours per day, number of days per year varies.
- Employees should check with their supervisor for their particular schedule. Principals and administrators may schedule staff in a way that will best accommodate the needs of their school/building.

Employee Work and Holiday Schedule - 2021-2022

Please note: Supervisors and Principals may adjust the schedules of less than 244-day employees in order to facilitate school/department/district operations. For questions concerning your schedule, please contact your direct supervisor or principal.

EMPLOYEE WORK & HOLIDAY SCHEDULE 2021-22

School Year	244-Day Work Schedule	220-Day Work Schedule	210-Day Work Schedule	205-Day Work Schedule	200-Day Work Schedule	190-Day Work Schedule
Work Year Begins	July 1	July 1*	July 14*	July 16*	July 21*	July 28 (first day of pre-planning)
Independence Day (System Closed)	July 5	July 5	N/A	N/A	N/A	N/A
Labor Day (System Closed)	September 6	September 6	September 6	September 6	September 6	September 6
Fall Break	N/A	September 20-24	September 20-24	September 20-24	September 20-24	September 20-24
Thanksgiving Break	November 24-26	November 22-26	November 22-26	November 22-26	November 22-26	November 22-26
Winter/Semester (System Closed)	December 23 - January 5	December 23 - January 5	December 23 - January 5	December 23 - January 5	December 23 - January 5	December 23 - January 5
M.L. King Day (System Closed)	January 17	January 17	January 17	January 17	January 17	January 17
Presidents' Day (System Closed)	February 21	February 21	February 21	February 21	February 21	February 21
Mid-Winter Break	N/A	February 22-25	February 22-25	February 22-25	February 22-25	February 22-25
Spring Break (System Closed)	April 4-8	April 4-8	April 4-8	April 4-8	April 4-8	April 4-8
Memorial Day (System Closed)	May 30	May 30	May 30	May 30	May 30	May 30
Work Year Ends	June 30	June 21	June 17	June 14	June 10	June 1

NOTE: *Principals/supervisors may adjust the work schedules of employees on 200-day, 205-day, 210-day, or 220-day work calendars to facilitate school/department operations. Employees on 244-day work schedules are eligible to earn vacation leave.

All vacation leave must be pre-approved by your supervisor.

Reminder: A maximum of 20 days accrued vacation can be rolled over from year to year.

Human Resources, April 2021

2021-2022 SCHOOL YEAR CALENDAR

July 2021					August 2021					September 2021					October 2021				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
			1	2	2	3	4	5	6			1	2	3					1
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
26	27	28	29	30	30	31				27	28	29	30		25	26	27	28	29
November 2021					December 2021					January 2022					February 2022				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
	2	3	4	5			1	2	3	3	4	5	6	7		1	2	3	4
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
29	30				27	28	29	30	31	31					28				
March 2022					April 2022					May 2022					June 2022				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
	1	2	3	4					1	2	3	4	5	6					
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30	

IMPORTANT DATES

- Aug. 4**
1st Day of School
- Sept. 6**
Labor Day
- Sept. 20-24**
Fall Break
- Oct. 11-13**
Parent-Teacher Conferences
- Nov. 22-26**
Thanksgiving Break
- Dec. 22 - Jan. 7**
Semester Break
- Jan. 10**
2nd Semester Starts
- Jan. 17**
MLK Day
- Feb. 21**
Presidents Day
- Feb. 22-25**
Winter Break
- Apr. 4-8**
Spring Break
- May 27**
Last Day of School

1st/Last Day of Semester	Early Release	School System Closed	Parent-Teacher Conferences/ Early Release	Students/Teachers Out	Students Out Only
--------------------------	---------------	----------------------	----------------------------------------------	-----------------------	-------------------

IMPORTANT STAFF DATES

- District-Based Professional Learning Days
July 30, Nov. 2, Jan. 7
- School-Based Professional Learning Days
July 28-29, Aug. 2, Jan. 6 (1/2), May 31
- Teacher Work Days
Aug. 3, Oct. 8 (1/2), Dec. 22, Jan. 6, Mar. 18 (1/2), May 27 (1/2), June 1

The Henry County Board of Education has authorized the publication of this handbook in accordance with School Board policies and applicable laws. It contains important information for parents, students, school personnel, visitors, and residents. **Have a great school year!**

HENRY COUNTY SCHOOLS DIRECTORY



Dutchtown Cluster

Dutchtown Elementary 770.471.0844
Pate's Creek Elementary 770.389.8819
Red Oak Elementary 770.389.1464
Dutchtown Middle 770.515.7500
Dutchtown High 770.515.7510



Eagle's Landing Cluster

Flippen Elementary 770.954.3522
Oakland Elementary 770.954.1901
Eagle's Landing Middle 770.914.8189
Eagle's Landing High 770.954.9515



Hampton Cluster

Hampton Elementary 770.946.4345
Mt. Carmel Elementary 770.897.9799
Rocky Creek Elementary 770.707.1469
Hampton Middle 770.707.2130
Hamton High 770.946.7461



Locust Grove Cluster

Locust Grove Elementary 770.957.5416
Unity Grove Elementary 770.898.8886
Locust Grove Middle 770.957.6055
Locust Grove High 770.898.1452



Luella Cluster

Bethlehem Elementary 770.288.8517
Luella Elementary 770.288.2035
Luella Middle 678.583.8919
Luella High 770.898.9822



McDonough Cluster

Tussahaw Elementary 770.957.0164
Walnut Creek Elementary 770.288.8561
Wesley Lakes Elementary 770.914.1889
McDonough Middle 470.615.3460
McDonough High 470.615.3450



Ola Cluster

New Hope Elementary 770.898.7362
Ola Elementary 770.957.5777
Rock Spring Elementary 770.957.6851
Ola Middle 770.288.2108
Ola High 770.288.3222



Stockbridge Cluster

Austin Road Elementary 770.389.6556
Cotton Indian Elementary 770.474.9983
Fairview Elementary 770.474.8265
Smith-Barnes Elementary 770.474.4066
Stockbridge Elementary 770.474.8743
Austin Road Middle 770.507.5407
Stockbridge Middle 770.474.5710
Stockbridge High 770.474.8747



Union Grove Cluster

East Lake Elementary 678.583.8947
Hickory Flat Elementary 770.898.0107
Timber Ridge Elementary 770.288.3237
Union Grove Middle 678.583.8978
Union Grove High 678.583.8502



Woodland Cluster

Pleasant Grove Elementary 770.898.0176
Woodland Elementary 770.506.6391
Woodland Middle 770.389.2774
Woodland High 770.389.2784



Academy for Advanced Studies
770.320.7997



EXCEL Academy
770.957.4101



Impact Academy
770.954.3744



JB Henderson Center
678.432.2310

HENRY COUNTY BOARD OF EDUCATION

District Offices | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us

Performing Arts Center - McDonough 770.914.7477 | Performing Arts Center - Fairview 470.491.6899