Obion County Schools Employee Handbook

Obion County Schools

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Obion County Schools

Introduction

Welcome

Thank you for choosing Obion County Schools as your place of employment. It is my hope that you have a long, successful, and enjoyable career in our district.

The Obion County School System strives to provide a safe and effective learning environment for all students and staff. An effective learning environment is rooted in a belief that all students can learn. We also strive to provide our students with multiple opportunities to achieve their life goals. These opportunities begin in PreK and continue through graduation. Student success is achieved through rigorous, standards-focused, student-centered, grade-level instruction. It is essential that all employees are dedicated to the success and achievement of each student.

My door is always open. If you have concerns, questions, or suggestions, do not hesitate to reach out to me. Thank you for your willingness to serve the students and families of Obion County.

Tim Watkins,
Director of Schools

Obion County Schools

District Strategic Plan and Goals

The Obion County School System has a long and rich history of providing outstanding excellent opportunities for students to grow academically, socially, and emotionally. In the Obion County School System, we live by our motto: "Preparing Students for the Challenges of Tomorrow." This preparation can be achieved only when you combine great students with the best teachers, administrators, Board of Education, and community.

The Obion County School System has devised a strategic plan to prioritize and set goals for the next five years in order to provide a quality educational experience for all. The five priority areas identified were: Academic Excellence, Stakeholder Engagement, Technology, Facilities, and Human Capital. This plan can be used to guide us in decision-making at both the school and district level. Additionally, it will help drive budget development and resource allocation, assist in evaluating current programs, and selecting and implementing new programs and initiatives that align with our goals and desired outcomes.

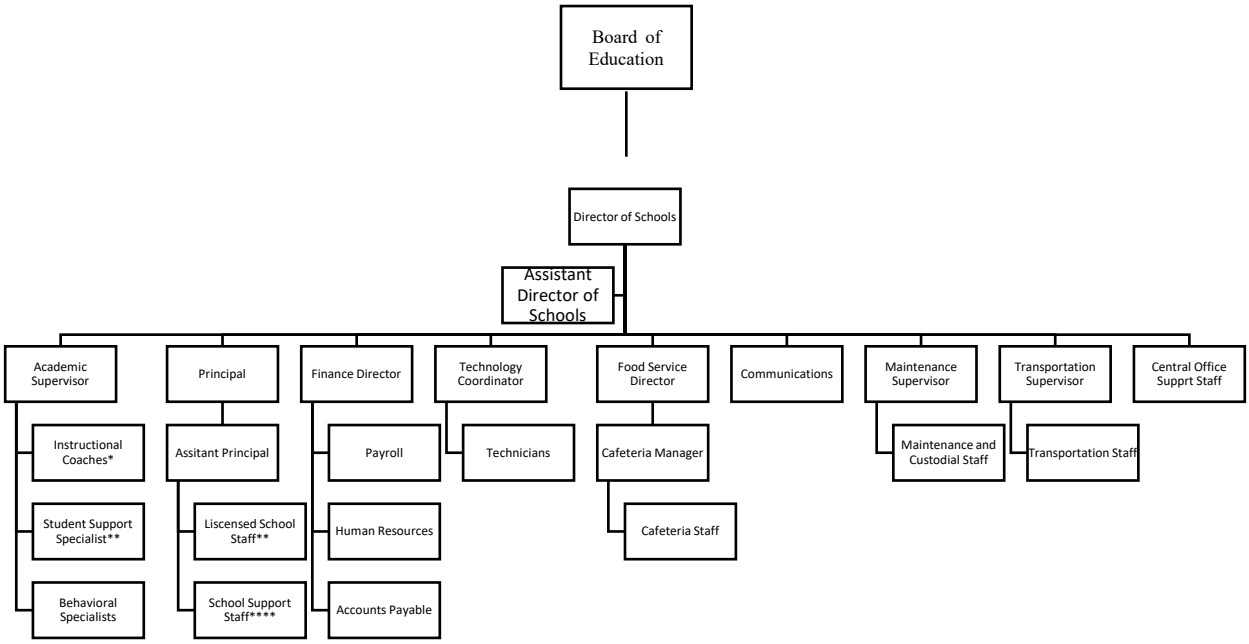
The complete plan with goals can be viewed on the district website by clicking on Our District-District Information-Strategic Plan.

Future Changes

Although every effort will be made to update the handbook on a regular basis, the Obion County School District reserves the right to change this handbook and any procedures, benefits, and terms of employment without notice, except as may be required by contractual agreements and law. As a result, the online version of the handbook shall be the official version.

Obion County Schools

District Organizational Chart



*Instructional Coaches work in conjunction with Academic Supervisors and Principals to support classroom instruction.
** School Support Specialist are supervised by the Assistant Director of Schools but will coordinate with Academic Supervisors and/or the Building Principal to provide services.
*** School level licensed staff may be supervised by their building Principal, Assistant Principal, and/or a district level supervisor depending on their assigned duties.
****School Support Staff may be supervised by their building Principal, Assistant Principal, and/or Licensed School Staff depending on their assigned duties.

Obion County Schools

General Terms of Employment

Equal Opportunity Employment

The Obion County School District is an Equal Opportunity Employer. The district does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Questions concerning District compliance with state and federal equal opportunity laws can be directed to the Director of Schools at the Central Office at 1700 N. 5th Street, Union City, TN 38261 or (731) 885-9743.

Harassment/Discrimination

Any employee who believes that he/she, or any other employee, student, or visitor to the school or district, has been subjected to harassment or discrimination shall bring the matter to the attention of his/her principal/immediate supervisor. Concerns may also be brought to the Director of Schools per board policy. The Director of Schools may be reached by email or telephone.

Employees shall not be subject to any form of retaliation for reporting in good faith. For additional information concerning reporting and responding to alleged incidents, see board policy 5.500

Title IX & Sexual Harassment

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at any time by contacting the Assistant Director of Schools at (731) 885-9743 or using district email.

For additional information concerning Title IX and sexual harassment, see board policy 5.501 and 6.3041

Section 504 and ADA Grievance Procedures

The district is committed to maintaining equitable employment and educational practices, services, programs, and activities that are accessible and usable by individuals with disabilities. To discuss concerns or seek resolutions related to Section 504 or the ADA, contact Mr. George

Leake (504) or Mrs. Dawn Robertson (ADA). He/she shall respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

For more information, refer to Board Policy 1.802

Hiring

All professional personnel are required to sign a contract with the district.

A list of all District job openings is available at the Central Office and on the district website. For more information on hiring, please contact Human Resources or the Director of Schools at (731) 885-9743.

Criminal Background Check

All employees are required to undergo a background check, which includes being fingerprinted. The cost of the investigation will be paid by the prospective employee and reimbursed upon being successfully employed by the district.

For more information on background checks, refer to board policy 5.118

Health Certification/Medical Exam

Prior to beginning employment, all employees shall present a certificate showing a satisfactory health record. Employees may be required to submit to a physical examination by a physician.

Forms may be received by contacting Human Resources at (731) 885-9743.

Working Environment

Obion County Schools strives to provide a safe and healthy working environment. Needed or requested maintenance should be reported through the district maintenance/technology requests system. Emergency situations that pose a danger to staff and/or students should also be reported to a direct supervisor immediately.

For more information on facilities planning and care, refer to board policy 3.208.

Evaluation Model

The district uses the TEAMS evaluation model. For questions regarding this, please contact the Assistant Director of Schools.

Personnel Records

A comprehensive personnel file for each employee is maintained in the Central Office. These files contain basic personal information (e.g. name, address) and employment-related information.

Employees may inspect their personnel files by contacting Human Resources at (731) 885-9743.

Salaries and Payroll

Compensation for all services rendered as an employee of the district shall be processed through standard payroll procedure.

Checks shall be issued according to a schedule approved annually by the Board. The salary schedule and differentiated pay plan are available on the district's website, and employees can obtain a copy through their immediate supervisor.

Overtime work shall be approved in advance by the Director of Schools/designee. Hourly employees required to work in excess of forty (40) hours per week will be paid or given compensatory time (as applicable) at the rate of one-and-a half (1 ½) times the regular rate for all overtime hours in accordance with the Fair Labor Standards Act. See board policy 5.110 and 5.604 for additional information.

Benefits and Leaves

For information on benefits and leaves, please contact Ms. Linda Carney, Finance Director.

Insurance

The Board provides the opportunity for all employees to be covered with medical, dental, vision, life, and disability insurance. Participation in these optional insurances may require the employee to pay a portion of or the complete cost of the premium.

All HIPAA protected information that the school district creates, receives, maintains, or transmits will be treated as secure and confidential.

An employee who fails to maintain the security and confidentiality of HIPAA protected information shall be subject to disciplinary action including, but not limited to, termination and/or criminal charges depending on the nature of the violation. Any employee with knowledge of a violation shall immediately file a report with the Director of Schools.

Salary Deductions

The district provides the following payroll deduction options:

1. American Fidelity Insurance: Accident, Cancer, Critical Care, Life, Short Term Disability
2. Ameriprise Financial
3. Ameritas (Annuity)
4. Child Support Orders
5. Colonial Life
6. Concord Retirement (TCRS)
7. Court Ordered Garnishments
8. Delta Dental
9. Great West Retirement
10. Horace Mann: Annuity, Auto, Life, Roth IRA
11. Leaders Credit Union (employee accounts)
12. LSW (Annuity)
13. Philadelphia Life
14. Prudential (Annuity)
15. Simmons Bank Christmas Club
16. Superior Vision
17. TASV Medical Reimbursement
18. TransAmerica
19. Trustmark
20. United Way
21. US Able Insurance: Board Life, Dependent Life, Term Life, Group Term Life, Voluntary Accidental Death & Dismemberment, Long Term Disability, Critical Care, Cancer Care, Accident Recovery
22. Valic (Annuity)

Vacations

Only 260-day employees earn vacation days. See board policy 5.310 for further information.

Leave Policies

Employees shall inform their immediate supervisor of any planned or emergency absence as soon as possible. General information regarding the types of leave available is listed below. Please note that, for many types of leave, an advanced, written request is required. For additional information not addressed in this handbook, please contact the Director of Schools. Any leave greater than the number of annually allotted sick and personal days combined should be requested by the employee in writing and approved by the Director of Schools.

Absence from work that is not covered by an appropriate request for one of the leave options may lead to disciplinary consequences, up to and including termination of employment.

Any teacher on a long-term leave shall notify the director of schools at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.

Personal Leave

Full-time employees are entitled to 2 days of paid personal days each semester. Employees with 15 years of teaching experience receive an additional day of personal leave per year. Employees shall notify their immediate supervisor and/or principal at least 5 school days prior to the planned absence.

Sick Leave

Employees earn four (4) sick days per semester during the school year. These days accumulate for an unlimited number of days.

Sick leave shall be defined as: illness from natural causes or accident, quarantine, or illness or death of a member of the immediate family, including spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. For additional information, refer to board policy 5.302.

Sick Leave Bank

Board Policy 5.302

The purpose of the sick leave bank is to provide sick leave to all employees who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law. Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.

At any time, the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days shall be verified by a statement from a physician.

By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any year. Membership withdrawal results in forfeiture of all days contributed.

The sick leave bank shall be operated in accordance with state law.

Family and Medical Leave (FMLA)

Employees are eligible for up to twelve (12) work weeks of family and medical leave each school year, if they: (1) have been employed by the district for twelve (12) months; (2) have worked at least 1,250 hours during the twelve (12) months; and (3) qualify for this leave based one of the reasons below:

1. The birth of a child;

2. The placement of a child with the employee for adoption or foster care;

3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job position;

4. The care of a spouse, child, or parent of the employee who has a serious health condition; and

5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Maternity/Paternity Leave

FMLA leave runs concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.

Spouses who are both eligible employees of the district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.

For additional information, refer to board policy 5.305.

Paid Parental Leave

Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.

For additional information, refer to board policy 5.305.

Extended Disability Leave

The Director of Schools/designee may require an employee to provide verification of a medical condition that will justify the need for disability leave.

Educational Leave or Professional Leave

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive, or county commission.

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.

Emergency Leave

An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave, sick leave, or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Jury Leave

If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.

Military Service Leave

Military leave shall be granted in accordance with state law. Employees are responsible for notifying their immediate supervisor of the relevant dates. A copy of the orders for duty, including the dates of departure and return, shall be submitted when requesting leave.

Physical Assault Leave

Physical assault leave shall be grant to teachers who are absent from assigned duties as a result of personal injury caused by physical assault, or other violent criminal acts committed in the course of the teacher's employment duties. Teachers utilizing this type of leave shall receive his/her full salary and full benefits until released by his/her physician to return to work or his/her physician determines the teacher is permanently unable to return to work. If the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the teacher's full salary.

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Director of Schools may also be required to verify the extent of the injury.

Unpaid Leave

Leave without pay may be granted upon written request to the principal.

Employee Conduct

Ethics

Employees shall adhere to the Teacher Code of Ethics to the extent applicable (i.e. certain provisions on teaching would not apply to custodial or maintenance staff).

The Teacher Code of Ethics requires educators to:

1. Abide by all applicable federal and state laws;

2. Not unreasonably restrain students from independent action in the pursuit of learning;

3. Provide students with professional education services in a nondiscriminatory manner aligned with accepted best practices known to the educator;

4. Respect the constitutional rights of students;

5. Not unreasonably deny students access to varying points of view;

6. Not deliberately suppress or distort subject matter relevant to student progress;

7. Make reasonable effort to protect students from conditions harmful to learning or to health and safety;

8. Make reasonable effort to protect the emotional well-being of students;

9. Not intentionally expose students to embarrassment or disparagement;

10. Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation unfairly:

    a. Exclude students from participation in any program;
    b. Deny benefits to the student; or
    c. Grant any advantage to the student;

11. Not use the educator's professional relationship with students for private advantage;

12. Not disclose information about students obtained in the course of the educator's professional service unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;

13. Not knowingly make false or malicious statements about students or colleagues;

14. Ensure interactions with students take place in transparent and appropriate settings;

15. Not engage in any sexually related behavior with students, whether verbal, written, physical, or electronic, with or without consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;

16. Not furnish alcohol or illegal or unauthorized drugs to students;

17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by students when students are under the educator's supervision on school or district premises, during school

activities, or in any private setting;

18. Refrain from the use of alcohol while on school or district premises or during a school activity at which students are present; and

19. Maintain a professional approach with students at all times.

An educator who has personal knowledge of a breach by another educator of the Teacher Code of Ethics shall report the breach to the educator's immediate supervisor or the Director of Schools within thirty (30) days of discovering the breach.

Professional employees shall also familiarize themselves with the consequences of misconduct and potential impacts on licensure per State Board of Education Regulation 0520-02-03-.09.

All employees shall also adhere to board policy 1.106 regarding ethics.

Absenteeism/Tardiness/Substitutes

Employees shall notify their immediate supervisor when they must be tardy or absent. If a substitute is required, teachers shall follow the procedures established by their immediate supervisor.

Confidentiality

Employees should only have access to confidential student information for legitimate educational purposes. This includes when information is needed in order to perform:

1. Required administrative tasks;

2. A supervisory or instructional task directly related to the student's education; and

3. A service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

At times, employees may receive confidential information regarding students' or employees' medical, educational, or court records. Employees are required to keep student and personnel information confidential per federal and state law.

Employees are required to confirm with the principal/designee concerning any requests for releasing student records. Except as otherwise permitted by law, employees may only share confidential, personally identifiable student record information with the following:

1. The student;

2. The student's parent(s)/guardian(s); and

3. Other District employees with a legitimate educational interest.

Fundraising Activities

All schoolwide fundraising activities shall be approved by the Board. Requests shall be submitted through principals. Employees shall not engage in online fundraising for educational purposes on an individual basis or make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

Per board policy, an employee may be authorized to raise and use funds for the following noneducational purposes if approved by the principal:

1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from vending machine revenue or donations.

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.

For additional information, refer to board policy 2.601.

Political Activities

Employees have a right to express their views on any issue but shall, in each case, make clear that the view expressed is not the official view of the Board or District. Employees may, on their own time, campaign for or against any candidate or referendum but are prohibited from using District owned property to engage in political activity.

Drug-Free/Alcohol-Free Schools

Any employee who violates the Board's policy 1.804 on alcohol and drugs in the workplace shall be subject to disciplinary action, including but not limited to, suspension, termination, and/or referral for prosecution

All employees shall report being charged with any criminal offense to their immediate supervisor within seventy-two (72) hours of the offense. The supervisor shall report the offense to the Director of Schools immediately.

Weapons

Except where expressly permitted by state law, possessing any weapon or dangerous instrument on school property is prohibited. Except for authorized law enforcement officials, carrying concealed weapons on school property is prohibited. Employees who violate this are subject to disciplinary action including termination.

Employees who know or believe that an employee is in unlawful possession of a weapon on school property shall immediately report this to the local police department and building administration.

Tobacco Products

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the district's buildings, school property, school events, and in all vehicles that are owned, leased, or operated by the district.

Use of School Facilities

Activities sponsored by approved student organizations may utilize school facilities without charge subject to approval by the principal. Use of facilities by community groups is permitted in accordance with board policy 3.206.

Use of School Property

Employees are responsible for the materials, equipment, and supplies assigned to them. In addition, employees are responsible for the reasonable preservation and protection of materials, equipment, and supplies not under their direct control. Employees shall not use any district property for personal gain.

Responsible Use of Technology

The Board supports the right of employees to have reasonable access to various information formats and believes that it is incumbent upon employees to use this privilege in an appropriate and responsible manner. Before any employee is allowed use of the district's internet or intranet, the employee shall sign a written agreement that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. For additional information, refer to board policies 4.406, 4.214, 1.805, or 4.407.

Assaults and Threats of Violence

Employees shall report all threats (oral, written, or electronic) to their immediate supervisor. Threats will be handled in accordance with board policy 6.300, 6.309, or 3.204 as applicable.

Child Abuse Reporting

If employees know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Department of Children's Services by reporting through the Tennessee Child Abuse Hotline at 877-237-0004 or https://apps.tn.gov/carat/, local law enforcement, and the school's Child Abuse Coordinator. The report shall include, to the extent known by the reporter:

1. The name, address, telephone number, and age of the child;

2. The name, telephone number, and address of the parents or persons having custody of the child;

3. The nature and extent of the abuse or neglect; and

4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.

Complaints/Grievances

Employment complaints and grievances shall be submitted in accordance with board policy 5.501.

Grievances related to evaluations shall be submitted in accordance with board policy 5.109 and Tennessee State Board of Education Teacher and Principal Evaluation Policy.

Gifts

Employees shall not accept gifts from students unless the gifts are of token value only.

Individual employees shall not give gifts to staff members who exercise administrative or supervisory jurisdiction over them.

Employees may collect money for group gifts, subject to the approval of the principal and in accordance with board policy.

Employees are prohibited from accepting things of material value from individuals, companies, or organizations doing business with the district. Exceptions to this include the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

Any donations to the district shall comply with board policy 2.401 and/or 5.605.

Solicitations

Employees shall not use their position for personal gain by soliciting students or fellow employees.

Employees shall not be responsible for the collection of any money or the distribution of any fundraising materials within the schools unless such activity has the Director of Schools' written approval.

Employees shall not provide a list of parent(s)/guardian(s), students, or employees for solicitation or other purposes without the prior approval of the Director of Schools.

Outside Employment or Activities

Employees shall not perform any duties related to outside employment during regular working hours. Outside employment or activities should not conflict or interfere with requirements, obligations or duties of employment with Obion County Schools. For additional information, refer to board policy 5.607.

Dress and Appearance

Board Policy 5.6001

The faculty and staff of the Obion County School System are responsible for establishing a strong professional image in our community. All faculty and staff are expected to dress in a way that brings credibility to the profession.

Professional dress on regular school days is business casual. Professional dress does not include jeans, shorts, wind suits and sweat suits. Revealing clothing is considered inappropriate. The school principals will make exceptions to these professional dress guidelines for special events, field trips, etc.

Cafeteria Employees

No shorts will be worn. Properly fitting, neat, hemmed jeans may be worn. The principal will approve appropriate dress.

Maintenance and Bus Garage Employees

No shorts will be worn. Properly fitting, neat, hemmed jeans may be worn. The supervisor and principal of each school must approve appropriate dress.

Obion County Schools

Custodians

No shorts will be worn if students or parents are present. Properly fitting, neat, hemmed jeans may be worn. The principal will approve appropriate dress.

Bus Drivers

Drivers are to avoid wearing open-toed shoes, sandals, clogs, flip-flops, wooden-soled shoes, and heels more than two inches in height. Shoes should be non-slip sole that covers the entire foot.

Properly fitting, neat, hemmed jeans or knee-length shorts may be worn. Final decisions on appropriate dress shall rest with the campus administration or supervisor of transportation with an emphasis placed on system-wide consistency.

Obion County Schools

School Calendar

July 27-31	Inservice
August 3	Students' First Day
September 3	Parent-Teacher Conference (early release for students)
September 4	Professional Development
September 7	Labor Day (No School)
October 5-9	Fall Break (No School, Columbus Day observed)
October 30	Early release Day for Students-Professional Development
November 20	Early release Day for Students-Professional Development
November 23	Admin Day (No Students)
November 24-27	Thanksgiving Holiday (No School)
December 18	Abbreviated Day
December 21- January 1	Christmas Break (No School)
January 4	Admin Day (No Students)
January 15	Early release Day for Students-Professional Development
January 18	Martin Luther King Holiday (No School)
February 11	Parent-Teacher Conference (early release for students)
February 12	Admin Day (No Students)
February 15	Presidents' Day (No School)
March 12	Early release Day for Students-Professional Development
March 22-25	Spring Break - Good Friday (No School)
May 22	Abbreviated Day
May 23	Admin (No Students)

Obion County Schools

Testing Dates

Obion County Schools

Contact Information

Obion County Board of Education Office	(731) 885-9743
Tim Watkins, Director of Schools	twatkins@ocboe.com
Greg Barclay, Assistant Director of Schools Title IX Licensure Student Attendance District Child Abuse Coordinator Disciplinary Hearing Authority	gbarclay@ocboe.com
Linda Carney, Finance Director	carneyl@ocboe.com
Sandy Simpson, Supervisor Pre-K K-5th Grade Instruction	ssimpson@ocboe.com
Dawn Robertson, Supervisor Pre-School Special Education ADA	ahedge@ocboe.com
Kim Jackson, Supervisor ESL Federal Programs and Compliance Grant Management	kjackson@ocboe.com
George Leake, Supervisor 6th-12th Grade Instruction Career Technical Education 504 Coordinator	leakeg@ocboe.com
Adam Stephens, Supervisor Testing Coordinator Student Data Management Threat Assessments RTI	astephens@ocboe.com

Obion County Schools

Resources Page

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243
(615) 741-5158
https://www.tn.gov/education

Department of Children's Services
Tennessee Child Abuse Hotline 877-237-0004
https://apps.tn.gov/carat

Obion County Schools

Acknowledgment Form

Please sign the form below and submit it to the principal's office.

As an employee of Obion County School District, it is my responsibility to read and review board policies, and administrative procedures, as well as the Employee Handbook. The policies and procedures are posted on the website at https://www.obioncountyschools.com/

My signature acknowledges that I am responsible for complying with all board policies and administrative procedures and that I have received a copy of the Employee Handbook.

_____ _____

Signature of Employee Date