

Memorandum

To: Dr. Glaze

From: Brian Johnson, Tipton Elementary Principal

Date: 6/6/2025

Subject: TES Staff Handbook Changes

Please see the attached pages for changes to the TES Staff Handbook.

Attachments: TES Student Handbook Changes

TES Staff Handbook Changes for 2025-2026

- General Updates
 - **ADDED** - Explanation of the “Tipton Way”
 - *The Foundation of Tipton Elementary School* - updated Schoolwide Goals
 - **Removed** - Discrimination Statement (replaced with [Non-Discrimination and Anti-Harassment \(A100\)](#) in “Section XV: Staff Conduct”)
- Updates to “Section I: Attendance/Absences”
 - **Removed** - *Time and Effort* subsection
- Updates to “Section II: Supervision”
 - No Updates
- Updates to “Section III: Professionalism”
 - No Updates
- Updates to “Section IV: Reporting and Records”
 - *Retention* - updated language to match state requirements for retention due to IREAD-3
 - [Reporting of Suspected Child Abuse or Neglect \(A225\)](#) - updated from previous policy
- Updates to “Section V: Programs”
 - *School Counseling/Guidance and Outside Counseling/Behavioral Health Services* - updated the subsection title and language about classroom guidance lessons
- Updates to “Section VI: Field Trips”
 - No updates
- Updates to “Section VII: Technology”
 - [Responsible Use of Technology and Internet Use Policy \(A300\)](#) - updated from previous policy
 - **ADDED** - [\(Student\) Wireless Communication Device Policy \(A301\)](#)
 - **Removed** - *Use and Care of Equipment, Digital Citizenship, 1:1 Computing, Social Media Guidelines* as these are all covered by the [Responsible Use of Technology and Internet Use Policy \(A300\)](#)

- *Artificial Intelligence (AI)* - Added the [TCSC Artificial Intelligence Staff Handbook](#)
- Updates to “Section VIII: School Finances”
 - No updates
- Updates to “Section IX: Student Management and Positive Behaviors”
 - No updates
- Updates to “Section X: Health Concerns”
 - No updates
- Updates to “Section XI: General Rules”
 - No updates
- Updates to “Section XII: Communication”
 - Guidelines for Use of Corporation-Issued Technology - added a reference to the updated [TCSC Responsible Use of Technology and Internet Use Policy \(A300\)](#)
- Updates to “Section XIII: Facilities”
 - No updates
- Updates to “Section XIV: School Safety”
 - **Removed** - *Safe Schools Alert System* as this is no longer used
- Updates to “Section XV: Staff Conduct”
 - Updated policy - [Non-Discrimination and Anti-Harassment \(A100\)](#)