

Memorandum

To: Dr. Glaze

From: John Ayars - Tipton Middle School Principal

Date: June 6th, 2025

Subject: TMS Staff, Student, and Athletic Handbook Changes

Please see the attached document for changes to the TMS Staff Handbook.

Attachments:

TMS Staff, Student, and Athletic Handbook Changes

TMS Staff Handbook Changes

- Updates to “Staff Handbook Outline”
 - Updated the outline to reflect new Board Policies. Board Policies that have yet to be replaced will be maintained through this school year’s handbook approval
- Updates to “Mission/Vision Statement”
 - Ensured that TMS Academic Goals reflected the current strategic plan
- Updates to “Discrimination Statement”
 - Updated contacts for Title IX and Title IV Compliance Officers to “Associate Superintendent”
- Updates to “Professionalism”
 - Update to **“Staff Ethics”**
 - Updated to match new Board Policy D225 “Employee Ethics”
 - No update to **“Staff Dress”**, but awaiting new Board Policy
 - Update to **“Staff Meetings”**
 - Included language defining the TMS “Building Leadership Team” and who is on that team, as well as topics discussed by this team.
 - Update to **“Reporting Child Abuse and Neglect”**
 - Included citation to Board Policy A225
- Updates to “Programs at TMS”
 - Update to **“Academics”**
 - Changed “Exploratory” classes to “Rotational” classes, and added Strength and Conditioning and Wellness to the course offerings
 - Update to **“Counseling”**
 - Updated roles of the TMS Guidance counselor to reflect current TMS Counselor expectations
 - Update to **“Resource”**
 - Updated language to reflect best practices in maintaining a resource environment, and to be less legalistic
- Updates to “Technology”
 - Update to **“Acceptable Use Policy”**
 - Updated to include a reference to the Board Policy and updated language
 - Update to **“eLearning”**
 - Updated to include a reference to the Board Policy, and included language regarding allowed time for students to turn in work.
 - Update to **“Social Media”**
 - Updated to reflect Board Policy A300

- Updates to “School Finances”
 - No updates to this section, though 2 sections (“**Grants**” and “**Crowdfunding**”) do reference Board Policy that has not yet been updated.
- Updates to “Student Discipline”
 - Updates to “**Discipline**”
 - Updated to include a reference to Board Policy C350
 - Updates to “**Academic Dishonesty**”
 - Updated to include language developed by the TMS Building Leadership Team around academic dishonesty
- Updates to “Communication”
 - Updates to “**With Other Staff**”
 - Updated to refer to Board Policy D225 regarding appropriate communication.
 - Updates to “**Through Emails**”
 - Updated to refer to Board Policy A300 regarding technology use.
- Updates to “Staff Conduct”
 - Updated all sections to include appropriate references to relevant updated Board Policy.

Updates to TMS Athletics Handbook

- Updates to “**Duties of Coaches**”
 - Make sure all participants have completed Final Forms registration and a completed Sports Physical before their first practice.
 - Properly supervise all athletes and managers before, during, and after practice or athletic events. Athletic teams are not to be unsupervised at any time.
 - Properly supervise all athletes and managers during bus trips.
 - Report results and any individual accomplishments from each event to our Tipton Blue Devil Athletics Social Media team.
- Updates to “**Supervision**”
 - Added language to clarify supervision expectations
 - “Athletes must be supervised at all times well under the jurisdiction of a coach. This includes while in the locker room, on the field of play and on the bus as it travels to and from contest sites. When attending an away event, in the absence of the principal or athletic director, the coach is the acting Authority for the school system.”

TMS Student Handbook Changes

- **Updates to Section I**

- **Updates to “E-Learning & Continuous Learning Guidelines”**
 - Cited Board Policy C175-R (Continuous Learning Guidelines) to ensure alignment of virtual attendance, assignment timelines, and accommodations with Board expectations.
- **Updates to “Special Education & 504 Accommodations”**
 - Added references to Policy C300 (Programs for Students with Disabilities & LRE) and Policy C175-R to confirm that IEP and 504 supports are maintained during e-learning.
- **Updates to “PBIS – PRIDE”**
 - Cross-referenced Policy C200 (Anti-Bullying) to integrate TMS PRIDE incentives with the district’s broader positive behavior support framework.
- **Updates to “Student Rights & Responsibilities”**
 - Clarified that all disciplinary procedures adhere to Policy C350-R (Student Due Process Rights) for consistency with legal standards.

- **Updates to Section III**

- **Updates to “Student Records & Directories”**
 - Cited Policy 8330 (FERPA/Student Records) and Policy C125 (Admission; Legal Settlement) regarding directory-information opt-outs and student record-transfer procedures.
- **Updates to “Transfer In/Out & Withdrawal”**
 - Added references to Policy 5131 (Transfer In/Out of the Corporation) and Policy C125-R to clarify record-transfer timelines and enforcement of legal-settlement requirements.

- **Updates to Section IV**

- **Updates to “Cafeteria”**
 - Inserted language stating that all food sold or provided on campus (including fundraisers, a la carte, and vending) must meet USDA Smart Snacks nutrition standards, per Policy A275.
- **Updates to “Use of School Facilities”**
 - Noted that all facility use and scheduling must follow procedures outlined in Policy I350 (Use of School Facilities).
- **Updates to “Care of School Property & Lockers”**
 - Cited Policy C350 (Student Discipline) and Policy C550 (Student Search & Seizure) to confirm the school’s authority to search lockers and assess fines for vandalism.

- **Updates to “Pest Control Policy”**
 - Incorporated relevant portions of Policy A325 (Communicable Disease & Pest Control) and Policy A350 (Civility & Decorum) regarding parent notification, pesticide application registries, and integrated pest management procedures.
- **Updates to Section V**
 - **Updates to “Curriculum”**
 - Added “Strength and Conditioning” as a new related-arts course option for grades 6–8 to promote student physical fitness and wellness. (Policy E125)
 - **Updates to “Reproductive Health”**
 - Ensured compliance with state law and Policy C300 by requiring written parental consent and allowing parental review of any instructional materials related to human sexuality.
 - **Updates to “Promotion to the Next Grade”**
 - Updated promotion criteria to reference Policy 5410 (Promotion & Placement of Students) and IC 20-32-8.5 for academic progression.
 - **Updates to “Student Assessment”**
 - Cited Policy 2623 (Standardized Testing) and relevant administrative guidelines to describe standardized testing procedures (including ILEARN, IREAD-3, and ECA), with attention to special education accommodations under Policy C300.
 - **Updates to “Artificial Intelligence (AI)”**
 - Added new guidance aligned with Policy A300 (Responsible Use of Technology & Internet) and Policy C350 to prohibit submission of AI-generated work as original student content.
- **Updates to Section VI**
 - **Updates to “School-Sponsored Clubs & Activities”**
 - Updated to reference Policy 2430 and AG 2430 (Co-Curricular/Extra-Curricular Programs) as well as Policy 5730 (Non-School-Sponsored Clubs) to clarify distinctions and requirements for approval.
 - **Updates to “Athletics & Athletic Handbook”**
 - Cited Policy 2416 (Student Activity Fund Management) and Policy 2430 to confirm that all student-athletes must comply with the TMS Athletic Handbook and complete required documentation.
- **Updates to Section VII**
 - **Updates to “Student Acceptable Use Policy”**
 - Aligned language with Policy A300 & A300-E1 (Responsible Use Policy), Policy A301 (Wireless Communication Devices), and Policy

7542 to clarify acceptable and unacceptable technology use, monitoring protocols, and consequences.

- **Updates to Section VIII**

- **Updates to “Progressive Absence Process”**

- Revised language to reflect current TCSC attendance practices, including procedures for parent communication and interventions for chronic absenteeism.

- **Updates to Section IX**

- **Updates to “After-School Detention & In-School Suspension (ISS)”**

- Added explicit references to Policy C375 (Suspension & Expulsion) and Policy C350-R (Due Process) to clarify the legal basis for disciplinary alternatives.

- **Updates to “Seclusion & Restraint”**

- Clarified that seclusion and restraint may only be used in cases of imminent risk, per Policy C400 & C400-R (Use of Restraint & Seclusion), and that immediate parent notification and a written incident report are required.

- **Updates to “Grounds for Disciplinary Action”**

- Listed behaviors subject to discipline, drawn directly from Policy C350, Policy C375, and Policy C550 (Student Search & Seizure), to ensure legal and procedural consistency.

- **Updates to “Suspension & Expulsion Procedures”**

- Cited Policy C350-R (Due Process) and Indiana Code IC 20-33-8 to describe the rights, timelines, and requirements associated with student suspensions and expulsions.