



MEADOWLAKE ELEMENTARY MEETING SIGN-IN SHEET

Principal: J. Mullins

Meeting Date: 8/8/16

SCHOOL SAFETY DRILLS + PROCEDURES / EMPLOYEE HANDBOOK

Place/Room: Meeting Room

Name	Grade Level
Jayne Yarbrough	3
Hugh A. Weber	1
Jackie Chly	5
Erin Mallet	4
Dylan W. Lewis	Counselor
Ali DiAntonio	4
Leslie Nasser	K
Kiri Jones	PE
Kelly Scher	3
Jackie Smith	Resource
Alli Haskins	Registrar
Amelia Bades	5
Jennifer Branch	K
Kelci M. Lee	PreK
Jammin Warren	3 rd
Debbie Powell	5th
Jake P. Johnson	PAAG

Name	Grade Level
Delia Juniors	Technology
Janis Davis	Office Assist / Fund Aid
Debra Robling	Pre-K - Auxiliary Teacher
Cindy Sharpe	Paraprofessional
Ellen Davis	Media Specialist
Jessica Payne	Itinerant Speech
Kim Buck	Special Ed Teacher
Britt Pottegen	ESL Teacher
Katie Wingard	3 rd
Mary Collins	1 st
Julie Barber	1 st
Eunice Loiseau	Speech
Jill Miller	Admin.
Loni Ham	2 nd
Christina Hernal	2 nd
Sandra McKenzie	2 nd
Carminta Wilson	1 st



MEADOWLAKE ELEMENTARY MEETING SIGN-IN SHEET

Principal: J. Mullins	Meeting Date: 1-11-17
CODE OF ETHICS + REPORTING	Place/Room: Meeting Room

Name	Grade Level
Jayme Yarbrough	3
Jill A Weber	1
Jenifer daly	5
Erin Mallet	4
Dylan W. Lewis	Counselor
Ali D'Antonio	4
Leslie Nassar	K
Kyr Jones	PE
Kelly Siler	3
Jackie Smith	Resource
Alli Haskins	Registrar
Arneliz Betes	5
Jennifer Branch	K
Reid Nye	PreK
Jammi Warren	3rd
Debra Paul	5th
Alla Potts	PAGE

Name	Grade Level
Debra Quinones	Technology
Janie Davis	Office Assist / 1st aid
Debra Rowling	Pre-K Auxiliary Teacher
Cindy Sharpe	Paraprofessional
Debra Davis	Media Specialist
Jessica Payne	Itinerant Speech
Christa Pottegi	ESL Teacher
Katie Wingard	3 rd
Mary Callan	1 st
Carol Hans	P.E.
Julie Barber	1 st
Eunice Loiseau	speech
Jan Ethel	Admin.
Doris Kim	2 nd
Christina Wirth	2 nd
S. McKenzie	2 nd
Carminta Rubin	1 st

CODE OF ETHICS FOR PROFESSIONAL EDUCATORS
Educator Code of Ethics (July 2005)

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice.

Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or while using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

Standard 6: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:

- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

Unethical conduct includes, but is not limited to, the following:

- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

Standard 7: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

Standard 8: Maintenance of Confidentiality

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

Standard 9: Abandonment of Contract

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.

Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the employer;
- Refusing to perform services required by the contract.

Reporting

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty (60) days from the date the educator became aware of the alleged breach. Educators should report the unethical conduct to the Department of Human Resources. Department personnel will investigate the allegation and recommend to the superintendent appropriate action based on the investigation results. Complaints must be filed in writing and must include the original signature of the complainant.

Legal Reference: Adopted by the Alabama Board of Education (July 12, 2005).

Date Adopted: December 11, 2007

MOBILE COUNTY PUBLIC SCHOOL SYSTEM
DIVISION OF STUDENT SUPPORT SERVICES

PROTOCOL FOR REPORTING CHILD ABUSE AND NEGLECT

Revised 07/2014

New Law Effective August 1, 2013

Section 26-14-3, Code of Alabama 1975, has been amended by Alabama HB 301 which relates to the mandatory reporting of known or suspected child abuse or neglect. The amendment expands the persons required to report suspected child abuse and/or neglect to include **ALL EMPLOYEES** of both public and private K – 12 schools. The amendment also provides that any public or private employer who disciplines or penalizes an employee for reporting suspected child abuse or neglect is guilty of a Class C misdemeanor.

Mandatory Reporters

All employees of public school systems **PERSONALLY** shall report suspected abuse or neglect of children according to the Alabama Code. The employee who obtains knowledge of suspected abuse or neglect is required to report verbally to the Department of Human Resources (DHR), followed by a written report to DHR using Form # DHR-FCS-1593. The code provides immunity from liability for persons reporting suspected abuse or neglect.

Definitions

1. **Serious Harm** is defined as *significant* physical injury; sexual abuse; *severe* impairment in a child's functioning; *permanent* disability or disfigurement; or death. "Severe impairment in a child's functioning" is a *serious* deficit in a child's behavior or cognition.
2. **Abuse** occurs when *serious harm* is inflicted non-accidentally on a child/children by any person age fourteen (14) years or older.
3. **Neglect** occurs when parents or primary caregivers negligently fail to protect children from a risk of *serious harm*. This includes incidents of "blatant disregard" where children are placed in harmful and dangerous situations that require precautionary measures to protect them.
 - a. **Blatant disregard** is defined as incidents where the risk of harm to children is so imminent and apparent that it is unlikely a parent or primary caregiver would have exposed the children to such danger without exercising precautionary measures to protect the children from harm.
4. **Child Abuse or Neglect Policy** – Reports to DHR must be made for all children *under* the age of eighteen (18) who have allegedly been abused or neglected.

Reporting Procedures

1. All employees of Mobile County Public School System are mandatory reporters of suspected child abuse or neglect. The employee who obtains knowledge of suspected child abuse or neglect is required by law to report verbally to the Department of Human Resources (DHR), followed by a written report using Form # DHR-FCS-1593. Employees are cautioned not to delve too deeply into the situation. The school employee's role is that of reporting suspected child abuse or neglect, not investigating. The investigative role is undertaken by DHR or an appropriate law enforcement agency.
2. The employee should immediately call DHR, Child Protective Services, Intake Department at 251-450-7018 or 251-450-7001 to report the suspected abuse or neglect.
3. The following information should be provided:
 - Name of child/children, sex, ethnicity, date of birth/age, address and telephone number;
 - Name of other persons living with the child/children, date of birth/age, ethnicity and relationship to the child/children;
 - Name of person(s) allegedly responsible for the abuse or neglect, sex, ethnicity, date of birth/age, relationship to the child/children, address and telephone number;
 - Written description of the suspected abuse or neglect, including what happened, how it affected the child/children, when it occurred, did the employee witness the abuse or neglect, and/or how did the employee obtain knowledge of the abuse or neglect;

**STATE OF ALABAMA DEPARTMENT OF HUMAN RESOURCES
WRITTEN REPORT OF SUSPECTED CHILD ABUSE/NEGLECT**

Please print or type all known information. The Child Abuse/Neglect Reporting Law and instructions are explained on the back of this form.

SECTION I - CHILDREN ALLEGEDLY ABUSED OR NEGLECTED

	NAME (First, Middle Initial, Last)	SEX	ETHNICITY	DATE OF BIRTH/AGE
1.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
2.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
3.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
4.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
5.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
6.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____

ADDRESS _____
Street Address City State Zip Telephone Number

SECTION II - OTHER PERSONS LIVING WITH THE CHILDREN (Include parents/custodians and other children in the home)

	NAME (First, Middle Initial, Last)	DATE OF BIRTH / AGE	ETHNICITY	RELATIONSHIP TO THE CHILDREN
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

SECTION III - PERSON(S) ALLEGEDLY RESPONSIBLE FOR THE ABUSE OR NEGLECT

	NAME (First, Middle Initial, Last)	SEX	ETHNICITY	DATE OF BIRTH / AGE
1.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
	<small>Street Address City State Zip Telephone Number</small>		<small>Relationship To Children Allegedly Abused/Neglected</small>	
2.	_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
	<small>Street Address City State Zip Telephone Number</small>		<small>Relationship To Children Allegedly Abused/Neglected</small>	

SECTION IV - ABUSE OR NEGLECT ALLEGATIONS (Describe what happened, how it affected the children, and the date(s) occurred, if known.)

Did you see the abuse or neglect when it occurred? Yes No If no, how did you find out about it? _____

Please identify other people who witnessed the abuse/neglect or who may have information about the child's or family's situation.

	Name	Address	Telephone #	Relationship to Children
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

SECTION V - OTHER PERTINENT INFORMATION

SECTION VI - REPORTER

Name	Address	Telephone Number	Title/Agency/Relationship To Children
_____	_____	_____	_____

Did you verbally report the allegations to the Department of Human Resources or law enforcement? Yes (specify to whom in section below) No

Name	Name of County DHR, Police Department, or Sheriff's Department	Date Reported
_____	_____	_____

Signature _____ Date _____

For DHR Use Only County _____ Case # _____ Date Report Received _____

Erin's Law- Teacher Training

Dilanie Lewis, School Counselor

School: Meadowlake Elementary

Date: January 9, 2017

Christina Wendt
Jackie Smith
Erin Malto
Eunice Loisseau
Jesus Payne
Jamie Santos
Delia Muniz
Jayne Garbrandt
Jammie Warren
Delora Postberg
Julia P. Oyer
Linda Skipp
Deni Hula
Zita Dan's
Ale E. Antonio
Amelia Bertis
Kate Wencyul
Lorri H.
A. McKenzie
Mary C. Collins
Carmelita Wilson
Kelly Soper

Jody
Dolome Lee
Pat & Myles
T. Nashaw
Alonso
Jeni Haskins
Kim Buch
Delora Powell
Jennifer Branch
Colley Stephens
John Weber
Julie Barber

Mandatory Reporting

Dilanie Lewis, School Counselor

School: Meadowlake Elementary

Date: January 9, 2017

Christina Wendt
Jackie Smith
Elin Malt
Eunice Loisseau
Jesse Payne
Jamie Santos
Delia Turner
Jayne Garbrauf
Jammie Warren
Debra Roebuck
John P. Sizer
Lindy Skipp
Ben Hulse
Zoe Dan Davis
Ale Ed Antonio
Annela Bertel
Kate Wemyer
Lorri H
A McKenzie
Mary C. Colhas
Carmelita Wilson
Kelly Saker

Jody
Antoine Lem
Pat O'Neil
T. NASHAR
Alonso
Juni Haskins
Kim Buch
Teresa Powell
Jennifer Branch
Coley Stephens
John Weber
Julie Barber

Jason Flatt Act- Suicide Prevention

Dilanie Lewis, School Counselor

School: Meadowlake Elementary

Date: January 9, 2017

Christened Wrenth
Jackie Smith
Eric Maller
Bunice Loiseau
Jessica Payne
Diana Dumones
Jayne Harbrough
Jammin Warren
Debra Robbins
Alle D. M.
Gidy Sharp
Beth Hill
Melissa Davis
Janie Davis
Ali DiAntonio
Annie Bets
Katie W. Wenzel
Carol Haas
Joyce Ho
A McKenzie
Miss C. Williams
Carmelita Williams

Kathy Selin
Jalilly
(Dilanie Lewis)
Jay E. Miles
Regina Nassar
Alumlee
Lu Bud
Debra Howell
Jennifer Brandel
Colley Stephens
Joan Zelnicker
John A. Weber
Julie Barber