



Melissa T. Williams, PhD, Superintendent
Katy S. Campbell, Esq., President
Elnora Smith-Love, Vice President
Mary H. Hooks, Member
Sgt. Major Clinton C. Boyd, Member
Sawanda Wilson, Member

MEMORANDUM

TO: All Employees
FROM: Dr. Douglas A. Taylor
DATE: September 11, 2023
RE: Required Training Modules for 2023-2024

As part of our commitment to maintaining a safe and supportive work environment, all employees must complete the training courses listed below by **September 29, 2023**. These courses are essential in ensuring the well-being of our staff and those we serve. To access the training modules, please log in to Frontline Education, our new platform for human resources records.

Below is a list of the mandatory training courses, along with a brief description:

- **Training 1: Erin's Law (Prevention of Abuse)**
"Erin's Law" is a set of legislation aimed at preventing child sexual abuse and educating children about how to recognize and report inappropriate behavior. It is named after Erin Merryn, a survivor of child sexual abuse who has become an advocate for child safety education. An account must also be created at training.dhr.alabama.gov/.
- **Training 2: Jason Flatt Act (Suicide Prevention–2 Hour Course)**
"Jason Flatt Act" is a set of legislation addressing youth suicide prevention in schools. The act is named in memory of Jason Flatt, a young man who tragically took his own life and whose family has since become advocates for increasing awareness and education about youth suicide. An account must also be created at <https://jasonfoundation.my.site.com/lms/s/login/?cc=302&startURL=%2Fims%2Fs%2F>.
- **Training 3: Jamari Terrell Williams Act (Bullying Prevention)**
The Jamari Terrell Williams Student Harassment Act places certain responsibilities on the Board of Education to ensure cyberbullying and bullying are not tolerated. It expands the current statute to prevent student against student harassment, intimidation, violence, and threats of violence to students off campus as well. It also specifically includes cyberbullying in the definition of harassment.
- **Training 4: Alabama Educator Code of Ethics**
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.
- **Training 5: Annalynn's Law**
Annalynn's Law (March 2018) is named after child victim, Annalyn Cook, who was sexually abused by a juvenile offender in Alabama. The law states that juvenile sex offenders must submit an application to all school property and functions and meet with school personnel to create and implement an individualized safety plan.



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Directions for Accessing the Training Materials:

1. Open your web browser and go to www.frontlineeducation.com.
2. Click login to **[Frontline Absence Management]**
3. Log into Frontline using your **[Username and Password]**
4. Once logged in, select **[Frontline Central]** in the top left-hand corner of your browser.
5. Toggle to **[Frontline Central]** *If you do not see [Frontline Central] in the top left-hand corner of your browser, please contact Dr. Taylor by email.*
6. Click **[My Tasks]**
7. Click **[2023-2024 Required Training]** and begin your modules

Please note that you must upload a copy of your training certificate for training one and two. Additionally, you must answer the comprehension questions for each training and attest that you have completed all training requirements with your digital signature. After you have completed all five trainings, please click the submit button in the bottom right corner of the webpage. You will receive an automated email confirming your submission. Your supervisor will also receive this notification. *If you encounter any technical difficulties or have questions about the training content, please contact Dr. Douglas A. Taylor, Director of Human Resources and Professional Learning, by email at taylor@maconk12.org.*

In closing, two information sessions will be hosted to review the Frontline Central platform and the required training materials. Please join either session if you would like to ask questions or learn more about the new platform.

- **Zoom Session 1→ Wednesday, September 13, 2023 from 3:30 PM to 4:30 PM**
 - Meeting ID→ 4240901720
 - Passcode→ Macon2023!
 - Link→ <https://zoom.us/j/93558315147?pwd=aVdQL0cyZkRrejBrcDAvbnZlRlSkJlQ09>
- **Zoom Session 2→ Thursday, September 14, 2023 from 3:30 PM to 3:30 PM**
 - Meeting ID→ 4240901720
 - Passcode→ Macon2023!
 - <https://zoom.us/j/93558315147?pwd=aVdQL0cyZkRrejBrcDAvbnZlRlSkJlQ09>

Thank you for your cooperation in this important matter.

Respectfully submitted,

Dr. Douglas A. Taylor
Director of Human Resources and Professional Learning