FCS Code of Conduct
2018-2019
How to manage the Electronic Signature Process
What is required with respect to delivering the handbook and obtaining signatures?

At the beginning of each school year, Georgia law requires that the student codes of conduct be provided to each student upon enrollment. We must solicit the signatures/confirmation of receipt of students and parents/guardians.

The law also requires that the School must provide a written summary of possible consequences and penalties for failing to comply with compulsory attendance--this is also contained in the handbook. The parent/guardian and child who is 10 or older by September 1 must sign a statement indicating receipt.

**The School must make at least two attempts to get these signatures and, if it cannot, the School can comply with the law by sending a copy of the statement, via first class mail or certified mail, return receipt requested to such parent/guardian.**

The handbook also contains other notices that are legally required to be distributed to every student, so it is important that every parent/guardian/student receives a copy of this document in some form.

Also remember that the law requires that student codes of conduct shall be available in each school and classroom (which, if online access is present, the code is available because it is online). Make sure your teachers and staff know where to find this document online (http://www.fultonschools.org/en/divisions/acd/supportserv/Pages/StudentDiscipline.aspx).
Did you know

• We are moving away from paper to be more fiscally responsible
• We ordered less hard copies of the Code of Conduct and are encouraging the electronic signature process
• Each year we seek ways to improve our process
• If you need support around this distribution you can reach out to your Behavior Program Specialist
How is this Communicated?

• Each year we send out a mass email to Administrators sharing the process

• A mass email is sent to all Parents with a listed email in Eschool asking them to review the Code of Conduct and complete and submit Acknowledgment of Electronic Receipt.

• A message with instructions is also posted on the web portal

• Schools are asked to share the steps through their local communication platforms
How can we obtain signatures?

Signatures can be obtained electronically at the following link: http://www3.fultonschools.org/codeconduct. For students/parents who have email addresses on file they will receive a school messenger email.

If a parent/guardian cannot access the internet, does not have an email address, or does not respond to an electronic request, Schools will need to attempt to obtain signature via another method, which may include providing a paper copy.

If you need additional paper copies, please let your Behavior Specialist know but in the meantime, you can print one off by visiting: http://www.fultonschools.org/en/divisions/acd/supportserv/Pages/StudentDiscipline.aspx.

We have provided you a copy of the Acknowledgment of Receipt form in Spanish and in English with this guidance tool. These will also be located on our web portal.
What the Electronic Acknowledgement looks like
What's Next?

- Parents will begin to sign the copy electronically
- An *Admin link* specific to your school will be sent to your Administrator by the Behavior Program Specialist of your learning community
- Keep and save this link to manage and see which families have signed for the electronic copy *(All signatures due by September 1st)*
- Please note families can still sign a paper copy of the receipt if they choose not to do the Electronic Version *(some hardcopies sent to each school on 7/23)*
The Electronic Signature looks like this

We understand that all volunteers who work with children in the state of Georgia are required by law to report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5. Anyone requiring an additional copy of the handbook should contact their local school administrator or review a copy on the District’s website (Code of Conduct (English) click here).

If I/we have any questions about the information in the handbook, I/we will ask a school administrator to discuss those questions. Failure to sign and return this form does not relieve me/us or my/our child(ren) from complying with and understanding the information enclosed in the Student Code of Conduct & Discipline Handbook.

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<tr>
<th>1st Student FIRST Name</th>
<th>1st Student LAST Name</th>
<th>School</th>
<th>Grade</th>
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<th>2nd Student FIRST Name</th>
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<th>3rd Student FIRST Name</th>
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If there are more than three students in your household, please revisit this page to complete an additional form for the remaining students.

This receipt requires an electronic signature. By typing your name you certify that you are the aforementioned Parent/Guardian

[Signature]

If your student is 10 years old or older, your student is required to type his or her own name below. This will serve as his/her electronic signature.

[Submission for Student 2]
How do we manage the process?

• In the past the list of families that signed was a pdf that could not be sorted (not user friendly) and was not in alphabetical order. This is obtained by visiting the school specific link provided to Admins.

• We wanted to set you up for success so the form is now a live EXCEL Sheet that you can sort and refresh each time you use it

• It's up to you on how you would like to manage the list
  – Ex: Grade level person, assigned person, data clerk
What's Next?

What if the parent/guardian/student never signs it?

Please note that if a parent/guardian or student fails to acknowledge receipt, that person will not be relieved of any responsibility with respect to the information contained in the code of conduct.

When should I have all my signatures or my attempts to get signatures documented?

Per State Board Rule: by September 1, 2018 (or within 30 days of enrollment).

Make sure you maintain signatures and documentation of attempts throughout the school year.

What if a student enrolls late?

The attempts to obtain the signatures should be completed and documented within 30 days of enrollment.
Who's Checking?

- It is the expectation that schools maintain their records regarding signing of the Code of Conduct.
- Behavior Specialist will send out reminders and provide guidance if needed.
- All signatures should be received no later that 9/1/2018
How about the Spanish Version?

Have them click Spanish and site will be translated.
What does signing electronically **cover** and **not cover**?

**It covers:**
- Receipt of the Code of Conduct
- Agreeing to the Publicity Release
- Declining permission for student to participate in a specifically identified club/organization

**It does **not cover:**
- FERPA Directory Opt out
  - Data Clerks have been given direct guidance around this process
  - More information and training regarding this to come later
20-2-690.1

(c) . . . Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.

20-2-736

(a) At the beginning of each school year, local boards of education shall provide for the distribution of student codes of conduct developed pursuant to Code Section 20-2-735 to each student upon enrollment. Local boards of education shall provide for the distribution of such student codes of conduct to the parents or guardians of each student through such means as may best accomplish such distribution at the local level and are appropriate in light of the grade level of the student, including distribution of student codes of conduct to students and parents or guardians jointly. Local boards of education shall solicit or require the signatures or confirmation of receipt of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct. A signature or confirmation of receipt may be obtained in writing, via electronic mail or facsimile, or by any other electronic or other means as designated by the local board. A parent or legal guardian that does not acknowledge receipt of the student code of conduct shall not be absolved of any responsibility with respect to the information contained in the student code of conduct. In addition, student codes of conduct shall be available in each school and classroom.

State Board Rule 160-5-1-.10(2)(i)(3)

By September 1 of each school year or within 30 school days of a student’s enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child, or children. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system’s policy.
If I have any question or issues with the Electronic Signing Process

- I can speak with my learning community Behavior Program Specialist:
  - **Sarah Barbour**
    Behavior Program Specialist
    Northeast Learning Community
  - **Danielle Robinson**
    Behavior Program Specialist
    Northwest Learning Community
  - **Jose Mena**
    Behavior Program Specialist
    Central Learning Community
  - **Scott Farr**
    Behavior Program Specialist
    South/Achievement Zone
  - **Kevin Scott**
    Behavior Program Specialist
    South Learning Community

- Office of Student Discipline @ 470-254-0417