



Student Rights & Code of Conduct Acknowledgements in ParentVUE/StudentVUE and School Process

Audience: Staff responsible for collecting Student Rights & Code of Conduct Acknowledgements

Objective: To demonstrate what parents and secondary students will see when acknowledging documents in PVUE/SVUE and provide a process for schools to follow

Starting in the 2018-2019 school year, when parents and secondary students log into ParentVUE or StudentVUE for the first time for the school year (either by computer or the PVUE/SVUE app for iPhone and Android devices), they will need to sign the Student Rights & Code of Conduct Acknowledgement.

The text provided in the PVUE/SVUE screens regarding the responsibilities for elementary students and secondary students is different and is specific for that level.

It is important to make sure an email address for the parent is entered in Synergy, so they can access ParentVUE.

1. Parents/secondary students will have to click on the link to open the Student Rights & Code of Conduct document.
2. Parents/secondary students will have to sign the document by writing their name exactly how it is in their PVUE/SVUE account in the **Signature** field.
3. Parents/secondary students will click **Yes** to submit their signature.
4. Parents/secondary students have the option to select their preferred language (English/Spanish/Arabic) that they need.

Parents who have students at the **Elementary** and **Secondary** level will need to sign the acknowledgement twice, once for each level.



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In Synergy, under the POU menu, there will be a report that will indicate what method was used to capture the signature for the Student Rights & Code of Conduct. This report is anticipated to be ready by mid-September. A communication will be sent out when it is available.

The district goal for percentage of parent/student signatures is 95% by October 5, 2018.

For parents/students without access to a computer, the paper Student Rights & Code of Conduct Certification form will need to be filled out.

Elementary Schools Process

- Link the English, Spanish, and Arabic 2018-19 Student Rights & Code of Conduct to your school's website.
 - A limited amount of paper copies of the booklet will be sent to schools.
- **Elementary students require a parent signature.**
 - **At least one parent signature is required** for due process in the event of a student expulsion hearing.
- PVUE Acknowledgements will fulfill the required parent electronic signatures for elementary students.
 - Parent signs once for all elementary students they have enrolled in PSD.
- Paper copies of the Student Rights and Code of Conduct Certification form will be available for parents without access to a computer.
 - Parent will need to sign a certification form for each elementary student they have enrolled in PSD.
 - Certification forms will be emailed to schools and are available in the document library.
 - *Assistant Superintendent's folder, then Principal Resources folder, and then Student Rights Code of Conduct Receipt Forms folder.*
- **Code of Conduct Signature checkbox in Synergy will default to being unchecked.**
 - For elementary parents who have signed the acknowledgement using PVUE, it will show a response of "Yes" in the Acknowledged Document area.
 - *Synergy SIS, click on Parent, then Parent again, and click on the ParentVUE Tab.*
 - Staff will need to manually check the Code of Conduct Signature checkbox in Synergy for parents who use the paper process for their student.
 - *Synergy SIS, on the Student page, click on the Policy tab.*
- Schools will be able to run a report in Synergy to identify students with a missing parent acknowledgement signature or a Student Rights & Code of Conduct Certification form.
 - This report will indicate if the parent signed using PVUE or using the paper process.
 - Schools will use this information to follow up with parents who have not signed and determine if parent can access PVUE or if they need the paper copy of the certification form.
- Type of booklet Language and Electronic vs Paper data will no longer be collected.
- **It is required that staff review general information in the Student Rights & Code of Conduct with families during registration or on the first day of school.**

***For questions regarding the process, please contact the Assistant Superintendent's Office at ext. 3302 or ext. 3201.

***For questions regarding Synergy, please contact the Application Support Line at ext. 3456, ext. 1.



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Secondary Schools Process

- Link the English, Spanish, and Arabic 2018-19 Student Rights & Code of Conduct to your school's website.
 - A limited amount of paper copies of the booklet will be sent to schools.
- **Secondary students require either the parent or student signature.**
 - **At least one parent or the student signature is required** for due process in the event of a student expulsion hearing.
- PVUE Acknowledgements will fulfill the parent electronic signatures for secondary students.
 - Parent signs once for all secondary students they have enrolled in PSD.
 - For students whose parents do not sign electronically, the student will need to sign the paper certification form (more information below).
- SVUE Acknowledgements will fulfill student electronic signatures for grades 6-12.
- *Paper copies* of the Student Rights and Code of Conduct Certification form will be available for students without access to a computer.
 - Student will need to sign a certification form.
 - Certification forms will be emailed to schools and are available in the document library.
 - *Assistant Superintendent's folder, then Principal Resources folder, and then Student Rights Code of Conduct Receipt Forms folder.*
- **Code of Conduct Signature checkbox in Synergy will default to being unchecked.**
 - **For secondary parents** who have signed the acknowledgement using PVUE, it will show a response of "Yes" in the Acknowledged Document area.
 - *Synergy SIS, click on Parent, then Parent again, and click on the ParentVUE Tab.*
 - **For secondary students** who have signed the acknowledgement using SVUE, it will show a response of "Yes" in the Acknowledged Document area.
 - *Synergy SIS, click on Student, then StudentVUE, and scroll to the bottom of the Activation Key tab (or type StudentVUE in the Quick Launch box).*
 - Staff will need to manually check the Code of Conduct Signature checkbox in Synergy for secondary students who use the paper process.
 - *Synergy SIS, on the Student page, click on the Policy tab.*
- Schools will be able to run a report in Synergy to identify students with a missing PVUE/SVUE acknowledgement signature or a Student Rights & Code of Conduct Certification form.
 - This report will indicate if the parent/student signed using PVUE/SVUE or using the paper process.
 - Schools will use this information to follow up with parents/students who have not signed and determine if parent/student can access PVUE/SVUE or if the **student** needs the paper copy of the certification form.
- Type of booklet Language and Electronic vs Paper data will no longer be collected.
- **It is required that staff review general information in the Student Rights & Code of Conduct with students during registration or on the first day of school.**

***For questions regarding the process, please contact the Assistant Superintendent's Office at ext. 3302 or ext. 3201.

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