

STUDENT ACKNOWLEDGEMENT INSTRUCTIONS

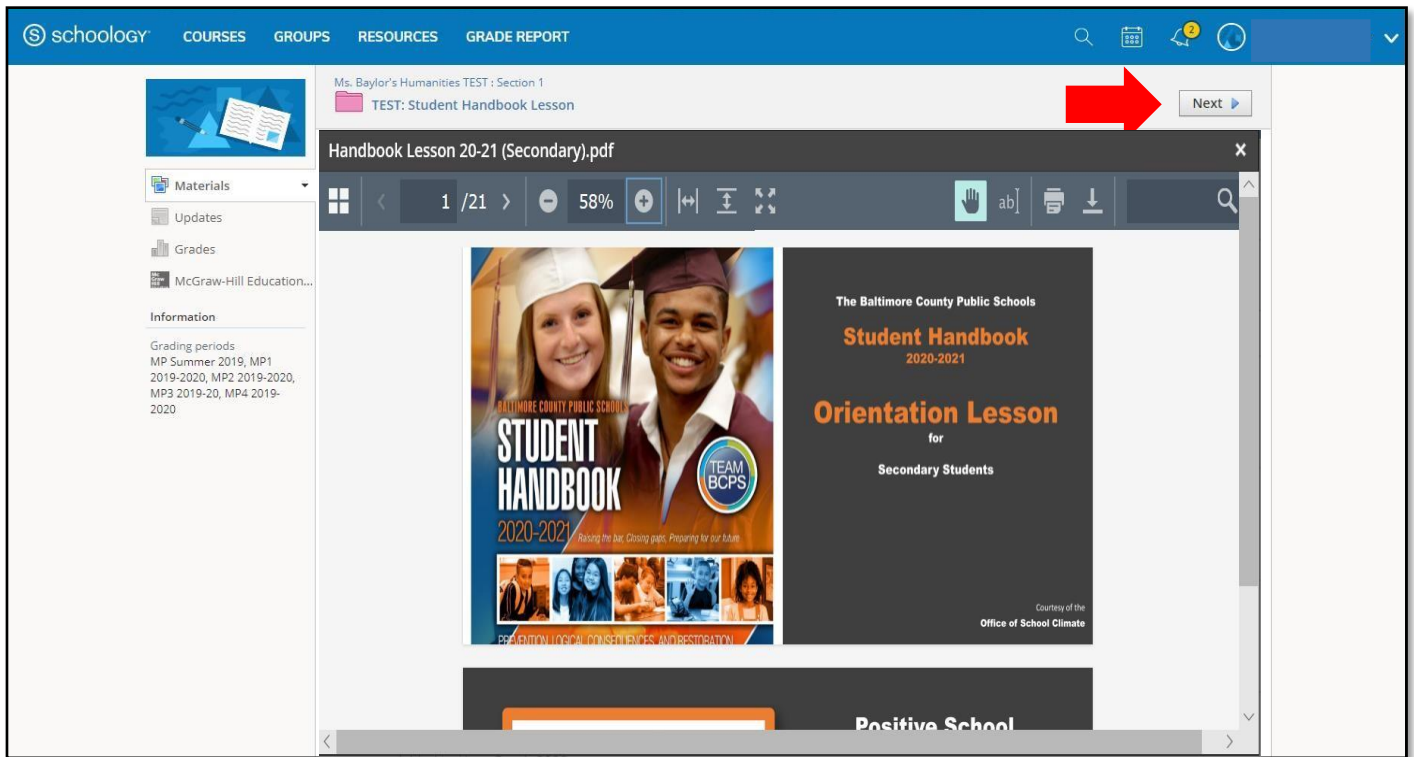
Students will see their Student Handbook lesson in the designated class under materials.

The screenshot shows the Schoology interface for a course titled "Ms. Baylor's Humanities TEST : Section 1". The course is associated with "Baltimore County Public Schools Test". The left sidebar contains navigation options: "Materials", "Updates", "Grades", "McGraw-Hill Education...", and "Information" (with grading periods listed). The main content area shows a "Student Progress" section with a list of materials: "Seven Wonders of the Ancient World", "King Tut: Secrets Revealed", "Ancient Rome", "School to Career eBook", "The Visual Experience", and "TEST: Student Handbook Lesson". A red arrow points to the "TEST: Student Handbook Lesson" item, which has a "Must Complete" status. To the right, an "Upcoming" section indicates "No upcoming assignments or events".

Once they click on the Student Handbook lesson, they will be prompted to follow completion rules and view the Student Handbook lesson (Elementary or Secondary) before they can electronically acknowledge.

This screenshot shows the Schoology interface after clicking on the "TEST: Student Handbook Lesson". The course title is "Ms. Baylor's Humanities TEST : Section 1". The selected item is "TEST: Student Handbook Lesson", with a "Next" button to its right. Below this, the "Student Progress" section shows a list of materials with completion rules: "Student Handbook 2019-2020_primary.pdf 1 MB" (with a red arrow pointing to it) and "BCPS One Student Handbook". Both items have a "Must view the item" rule. The left sidebar is identical to the previous screenshot.

After viewing the lesson, the student will click on the **Next** button to acknowledge the Student Handbook.



Elementary Student Handbook Acknowledgement View

The student will be presented the option to submit the Handbook acknowledgement. Elementary students will **NOT** have to click any check-boxes before submitting their acknowledgment. Once the student submits, the acknowledgement page will refresh to view the submission within Schoology.

The screenshot shows the Schoology interface for a lesson titled "TEST: Student Handbook Lesson". The main content area displays the "STUDENT HANDBOOK" page, which includes a "HANDBOOK ACKNOWLEDGEMENT" section. The text on the page explains the purpose of the handbook and lists behavioral expectations. Below the text, there is a list of bullet points indicating the student's understanding of the handbook's policies and procedures. At the bottom of the page, a blue button labeled "Submit my Handbook Acknowledgment" is visible, with a red arrow pointing to it from the right.

View of submitted Elementary Student Handbook Acknowledgement in Schoology.

This screenshot shows the same Schoology interface as the first image, but with a green notification bar at the bottom of the page. The notification bar contains the text "submitted the Student Handbook Acknowledgment on 08/26/2019". The rest of the page content, including the "STUDENT HANDBOOK" title and the "HANDBOOK ACKNOWLEDGEMENT" section, remains the same as in the previous image.

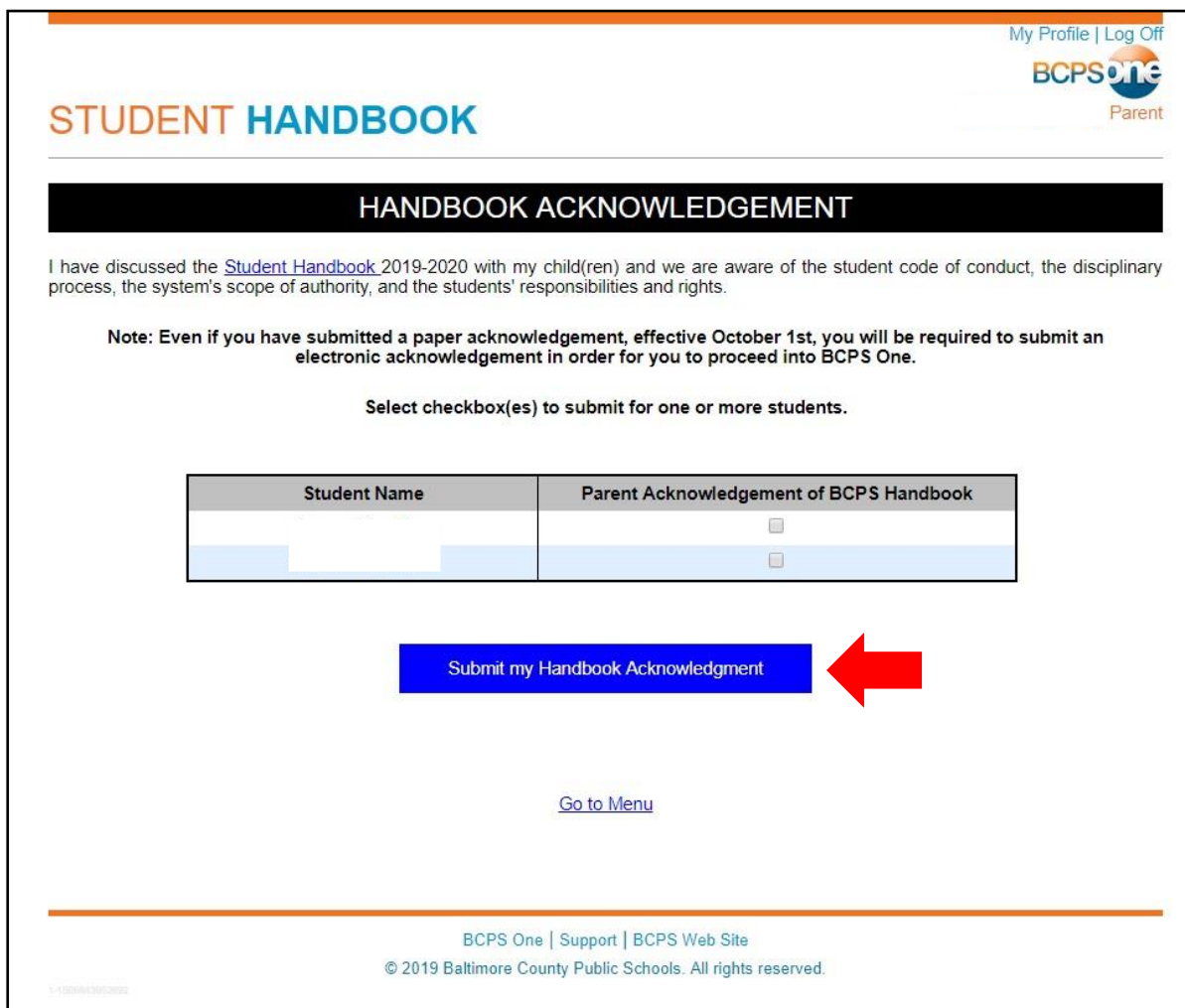
PARENT ACKNOWLEDGEMENT INSTRUCTIONS

Parents/guardian(s) who have permission to make “authorized educational decisions” for their students will also have to submit their Handbook Acknowledgement electronically.

Parents/guardian(s) who have permission to make “authorized educational decisions” will have the option to bypass the Handbook Acknowledgement through **September 30th**. On **October 1st**, these contacts will not be permitted to enter BCPS One until they submit the Handbook Acknowledgement(s).

A parent/guardian who has permission to make “authorized educational decisions” can submit for **one or all students**. Once submitted, the Handbook Acknowledgement will be visible to the student and their parent/guardian in BCPS One for the remainder of the current school year.

Note: The "Go to Menu" link will be removed after the grace period ends on September 30th.



My Profile | Log Off
BCPS One
Parent

STUDENT HANDBOOK

HANDBOOK ACKNOWLEDGEMENT

I have discussed the [Student Handbook](#) 2019-2020 with my child(ren) and we are aware of the student code of conduct, the disciplinary process, the system's scope of authority, and the students' responsibilities and rights.

Note: Even if you have submitted a paper acknowledgement, effective October 1st, you will be required to submit an electronic acknowledgement in order for you to proceed into BCPS One.

Select checkbox(es) to submit for one or more students.

Student Name	Parent Acknowledgement of BCPS Handbook
	<input type="checkbox"/>
	<input type="checkbox"/>

[Submit my Handbook Acknowledgment](#)

[Go to Menu](#)

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Once the parent submits, the acknowledgement page will refresh to view the submission.

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 Parent

STUDENT HANDBOOK

HANDBOOK ACKNOWLEDGEMENT

I have discussed the [Student Handbook](#) 2019-2020 with my child(ren) and we are aware of the student code of conduct, the disciplinary process, the system's scope of authority, and the students' responsibilities and rights.

The Handbook Acknowledgement was submitted on 08/26/2019

[Proceed here to review your acknowledgement\(s\).](#)


[Go to Menu](#)


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The parent view of the Annual Updates screen in BCPS One will include the option to view the status of the Student and Parent Handbook Acknowledgements. The system will note when a parent/guardian who has permission to make “authorized educational decisions” has: **Acknowledged** or **Not Acknowledged**. Each status will be visible as a link and the parent can click to view the Student or Parent Handbook Acknowledgement to see the status and date.


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STUDENT INFORMATION


Attendance


Grade Reporting


Privacy Preferences


Annual Updates


Schedule

Your Annual Updates for the Current School Year

Student Name	Privacy Preferences ?	TAUP ?	Student Handbook Acknowledgement ?	Parent Handbook Acknowledgement ?
	Incomplete	Not Acknowledged	Not Acknowledged	Acknowledged
	Incomplete	Not Acknowledged	Not Acknowledged	Acknowledged

Annual Updates as of Monday, August 26th, 2:27 PM

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