

Calvert County Public Schools

Volunteer Handbook



The Calvert County Public Schools (CCPS) Volunteer Handbook includes guidelines, rules, and expectations for all volunteers interested in supporting staff, students, and the school system. As a part of safety efforts, CCPS has instituted a volunteer support system to ensure that all volunteers receive proper training and information. Please use the information in this handbook as a guide to support you as a member of the CCPS community. [Information for volunteers is also posted on the CCPS website.](#)

A Message from Dr. Andraé Townsel, Superintendent of Schools

Dear Calvert County Public Schools Volunteer:

Thank you for choosing to volunteer in the Calvert County Public Schools (CCPS). As a volunteer, you are an integral part of the CCPS family. Volunteers provide professional, academic, and personal experiences which creates an environment filled with opportunities for our students. Ensuring the success of students is a partnership between the schools, community, and the home.

In this handbook, you will learn about all components of the school system and how volunteers can add to the overall well-being of each building. The Volunteer Training is designed for your success so that you have the tools, protocols, strategies, and best practices when volunteering in our schools.

On behalf of the staff and students, I extend my deepest gratitude and thanks for your vital role in our school system. I look forward to working with you in partnership to serve our students and our community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Townsel', with a stylized flourish at the end.

Dr. Andraé Townsel
Superintendent of Schools
Calvert County Public Schools

Introduction & Table of Contents

Thank you for your interest in volunteering in Calvert County Public Schools (CCPS). Volunteers are vital to the success of our schools, and we depend on volunteer contributions to enhance programs and services for students.

Volunteers assist CCPS employees and supplement student services and learning opportunities. Volunteers are not paid staff members; however, they are expected to always follow CCPS policies, rules, and procedures. The CCPS Volunteer Handbook will provide pertinent information on the volunteer application, what training you need, CCPS guidelines and responsibilities, safety procedures and other helpful resources for volunteers.

If you have any questions, please contact the school principal or the Department of Human Resources at 443-550-8318.

Contents

Volunteer Handbook.....	1
A Message from Dr. Andraé Townsel, Superintendent of Schools.....	2
Introduction & Table of Contents	3
Volunteer Application Process.....	4
Volunteer Training	5
Volunteer Code of Ethics	5
CCPS Volunteer Guidelines	5
Safety and Security	6
Confidentiality.....	6
Protecting Our Volunteers	7
Child Abuse Reporting.....	7
Resignation and Dismissal.....	7
Frequently Asked Questions	7
Steps to Becoming a CCPS Volunteer.....	7
Thank you for Volunteering	8

Volunteer Application Process

Steps to Becoming a CCPS Volunteer

- Access the Online Volunteer Application Process via the CCPS website.
- View the volunteer training video presentation and complete the Volunteer Form link.
- Complete all the steps for a background check if you are a Volunteer- Level 2.
- Review the Volunteer Handbook. You may download a copy of the handbook to keep for your records.

CCPS identifies volunteers as follows:

Volunteer- Level 1

- All volunteers- level 1 must sign in at the school/front office. Volunteer- level 1 must present photo identification and sign in on the designated Raptor system computer. This sign-in allows us to track who is in CCPS schools and buildings but also screens volunteers through the National Sex Offender Registry.
- Volunteer Level 1 is identified as a volunteer that will remain in the presence of and under the supervision of a staff member.

Volunteer- Level 2

- All volunteers- level 2 are required to complete a background check and sex offender registry check.
- Volunteer Level 2 is identified as a volunteer that may supervise/monitor students without the presence or under the supervision of a staff member.

Volunteer Type	Background Check	National Sex Offender Registry	Cost
Level 1	No	Yes	\$0
Level 2	Yes	Yes	\$40

Volunteers that require a background check, need to do the following:

- Contact the Department of Human Resources (HR) to schedule a background check once the school administrator has submitted your name to HR.
- Arrive at scheduled appointment with
 - \$40.00 check, cash or MySchoolBucks account
 - Photo ID/Valid Driver's License
- You will receive notice from your administrator when it is approved. Allow a minimum of two weeks for this process.
- Department of Human Resources Contact Number 443-550-8318.

Volunteer Training

All volunteers will go to the [CCPS Become a Volunteer webpage](#) to access the Online Volunteer Application Process. You will select the link to access the online volunteer training video and application.

The online training will provide guidelines, procedures, rules, and expectations. Our goal is to ensure that all volunteers receive proper training, information, and the resources to be successful in the school environment.

Volunteer Code of Ethics

Professionalism

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with the school and classroom policies and practices.

Dependability

Students, teachers, and staff members count on you and rely on the services performed by volunteers. It is essential that you contact the volunteer coordinator if you are unable to volunteer on your scheduled day, so that other accommodations can be made.

Confidentiality

Volunteers must protect the teachers' and students' right to privacy. You may not disclose school affairs or personal matters which have come to your attention. Discuss student problems only with the teacher or staff member you are working with. Discuss other concerns with teacher, volunteer coordinator, or principal.

CCPS Volunteer Guidelines

Volunteers should:

- Complete the *Online Volunteer Application Process* to include the application and training video. Get the required background check for Level 1 or Level 2 volunteer.
- Sign-in at the beginning of each school visit and sign-out prior to leaving the school grounds. CCPS uses Raptor, a system that tracks who is in our schools each day and screens all visitors through a national sex offender registry.
- Always wear a visible nametag during service. A nametag is provided when you sign in.
- Make every effort to perform volunteer duties in the presence of a CCPS employee. Avoid unsupervised, one-on-one student contact.
- Report immediately to the school principal any expression or behavior that suggests an individual may intend to harm another person or commit an act of violence.
- Observe all CCPS policies, procedures, regulations, and school rules.
- Refrain from using electronic devices while volunteering except to call for assistance in an emergency.
- Maintain communication with your volunteer coordinator.
- Conduct yourself with the highest standards of behavior and professionalism.

Volunteers should not:

- Discipline students.
- Bring visitors, children, siblings, or others in their care to the volunteer site.
- Take photographs or videos of students unless requested by the teacher or administrator.
- Post any photographs of students, videos, or school related information on any social media network.
- Give medication to students; only school nurses may dispense medicine.
- Touch students in any way that is aggressive, disciplinary, or sexual in nature.
- Touch a student's personal belongings.
- Share contact information with students, including phone numbers, addresses, email, or social media sites.
- Bring any food or drinks intended for student consumption due to potential student allergies.

Safety and Security

All volunteers are screened through a national sex offenders registry. CCPS requires an additional background check for volunteers- Level 2 who have regular contact with students. Volunteers who are cleared through a confidential background check are placed on a school list.

All volunteers and visitors must sign in at the school office on arrival. CCPS uses a system called Raptor for check in and check out. When volunteers visit any school for the first time, they will be asked to present a government issued photo identification or a driver's license to a staff member in the school office. The identification/license will be scanned. CCPS collects the following information: your photo, name, and date of birth. The system compares your information against nationwide sex offender data. If your name appears on any of the lists or you refuse to scan your identification/license, you will not be allowed to access the school. Your information is not shared outside of the school and is kept on a secure server.

Please sign out daily so that administrators know that you are no longer in the building.

Confidentiality

Volunteers may not share any confidential information that they learn from their time spent volunteering at school.

CCPS students have the right to confidentiality of their information. Additionally, Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (FERPA). Your volunteer service with CCPS assumes an obligation to maintain student confidentiality. Volunteers who violate confidentiality laws by disclosing confidential information will be dismissed.

Confidentiality is the protection of all personally identifiable data, information, and records collected, used, or maintained by CCPS. Volunteers will not have unauthorized access to student records or any confidential records at the schools. Confidentiality requirements also apply to discussions about a student.

Parents, friends or community members may ask you questions about a student or teachers' problems or progress. You must refer all questions to an authorized school employee. You may not share information about a student, even with members of your own family or the student's family.

Violating a student's confidentiality is against the law.

Protecting Our Volunteers

Always stay in sight of school staff when working with students. Make sure you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued. Avoid physical contact beyond handshakes and high fives. Never be one-on-one with a student.

Child Abuse Reporting

All CCPS employees and volunteers are required by state law and the Board of Education to report suspected child abuse or neglect cases to the Department of Social Services or the appropriate law enforcement agency. Any parent or student who would like to report child abuse or neglect is encouraged to call the Calvert County Social Services Department at (443) 550-6900, or the Calvert County Sheriff's Office at (410) 535-2800, or the National Child Abuse Hotline at (800) 422-4453.

Resignation and Dismissal

If you decide not to continue volunteering with CCPS, inform your school principal and those you work directly with. CCPS reserves the right to discontinue the volunteer relationship with any individual at any time.

Frequently Asked Questions

Q: I signed up to volunteer last school year. Do I need to sign up again this year?

A: Yes, you will need to complete the process yearly. If you received a background check, that would need to be renewed every three years.

Q: I have children at multiple schools. Do I need to fill out multiple application forms?

A: You will have the opportunity on the application to select up to three schools in which you are interested.

Q: How soon after completing the training and application can I start volunteering?

A: You may begin volunteering once you have received notice that you have been approved to volunteer and the school system invites you. If you know that you will be volunteering at some point in the school year, it is advisable that you complete the application and training in the beginning of the year to cut out any lag time between application and approval. The entire process can take a minimum of two weeks.

Steps to Becoming a CCPS Volunteer

- Access the Online Volunteer Application Process via the CCPS website.
- View the volunteer training video presentation and complete the Volunteer Form link.
- Complete all the steps for a background check if you are a Volunteer- Level 1.

- Review the Volunteer Handbook. You may download a copy of the handbook to keep for your records.

Thank you for Volunteering

Thank you again for your interest in volunteering in Calvert County Public Schools. Please note that applying for a volunteer position does not guarantee that your services will be needed during the school year. Visit the [CCPS website](#) for more information.