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.

Welcome to the CCPS Volunteer Program

Thank you for choosing to serve as a volunteer with Calvert County Public Schools (CCPS). Volunteers are an essential part of our mission to **unlock the potential of every student, empower excellence, and shape futures**. By giving your time, talents, and energy, you help strengthen the connection between schools and the community and ensure that every child has the support they need to succeed.

Our strategic plan emphasizes collaboration, equity, and student-centered learning, and volunteers play a vital role in advancing these priorities. Whether you are supporting academic growth, mentoring students, assisting with extracurricular activities, or helping at school events, your contributions open doors of opportunity. Your presence reminds students that they are valued and supported - simple acts of service build confidence, encourage growth, and inspire them to reach their fullest potential.

At CCPS, we believe education is a shared responsibility. When families, schools, and the community work together, CCPS students thrive. Your partnership helps us create safe, welcoming, and engaging learning environments where every student is welcomed, challenged to excel, and empowered to succeed. Together, we are shaping not only the future of our students but also the future of Calvert County.

On behalf of the staff, students, and families of CCPS, thank you for your dedication, your service, and your belief in the power of community. Working together, our schools grow stronger, our community is more united, and our students are better prepared for the opportunities ahead.

Thank you for your interest in volunteering with 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 are expected to 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.

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Volunteer Application Process

Steps to Becoming a CCPS Volunteer

1. Access the Online Volunteer Application Process via the CCPS website
2. View the volunteer training video presentation on the website..
3. Use the volunteer application link to access the application.
4. Complete all the required fields on the volunteer application.
5. If applying as a level 2 volunteer, you will also need to complete the fingerprint application using the link provided on the website.
6. Access and review the Volunteer Handbook from the CCPS website. 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 Level 2 is identified as a volunteer that may participate in high school overnight field trips.

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

Level 2 volunteers require a background check and need to do the following:

- Complete the fingerprinting application using the link on the website.

- Sign-up for a fingerprint appointment with the Department of Human Resources. An associate from the HR office will reach out to you to schedule an appointment after the school administration has submitted your name.
- Arrive at scheduled appointment with
    - $40.00 check, cash or credit card
    - Photo ID/Valid Driver's License
- You will receive notice from the school administration when it is approved. Allow a minimum of two weeks for this process.
- Department of Human Resources Contact Number 443-550-8327.

Volunteer Training

All volunteers are required to visit 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 video provides guidelines, procedures, rules, and expectations. Our goal is to ensure that all volunteers receive proper training, information, and 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. CCPS policy statement #1760 establishes clear expectations for interactions between volunteers and students.

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 f 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 name tag is provided when you sign in.
- Level 1 volunteers must conduct all activities in the presence of a CCPS employee. Unsupervised, one-on-one interaction with students is not permitted.
- 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 disperse medicine.
- Engage in any form of sexual or romantic relationship with any student.
- Privately communicate with students through personal social media accounts or via personal text messages.
- Share personal details about your own private lives with students except as reasonably necessary.
- Provide gifts or special favors to individual students beyond customary practices.
- Meet in 1:1 situations in or outside of school with students other than family members.
- 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.
- Volunteers are prohibited from using, being under the influence of, possessing, or distributing alcohol, cannabis, tobacco, or any illegal substances while participating in volunteer activities.

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 every time they volunteer. 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.

Calvert County Public Schools prioritizes safety and security across our entire school system. This commitment includes protecting staff, students, teachers, administrators, parents, and volunteers. As a volunteer, you play an important role in maintaining a safe environment.

One key principle is 'See Something, Say Something.' If you notice anything that seems suspicious or concerning, report it immediately to school administration or a staff member. You can also report concerns to the Be Safe Maryland Tip Line by calling 1-833-MD-B-SAFE, that's 1-833-632-7233, or by visiting the website at schoolsafety.maryland.gov.

Your vigilance helps keep our schools safe for everyone.

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, federal law addresses the privacy-related concerns of educators, parents, and students through 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

Calvert County Public Schools is committed to protecting our volunteers as well as our students. To ensure the safety and integrity of all interactions, volunteers must follow the Rule of Two. This means that whenever you meet with a student in person, a second adult should be present. If that is not possible, the meeting should take place in a public or observable location, such as an office with an open door, a space with glass walls, or a common area.

For electronic communications, when using CCPS-approved methods like email, messaging platforms, or video conferencing, another adult—such as a colleague, supervisor, or group participant—should be included in the conversation or copied on the communication whenever feasible.

Finally, any physical contact with students must be non-intimate, appropriate to the situation, and necessary for the student's safety or education. These guidelines help maintain a safe and professional environment for everyone involved.

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 suspicion of child abuse or neglect should be reported immediately to the school administration. The school administration will assist volunteers in contacting authorities including 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. Background checks will only need to be completed again if there is a lapse in applying to be a volunteer from one year to the next.

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

A: Volunteers only need to complete one application to volunteer. The application allows the opportunity to select multiple schools.

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.

Q: I applied for a volunteer position but was never asked to volunteer.

A: Thank you for applying to volunteer! While we deeply value every applicant, volunteer opportunities are based on school needs, schedules, and program availability. Being an approved volunteer does not guarantee assignment. Please check the CCPS website for current opportunities and updates or inquire with the school principal. We hope to contact you soon.

Thank you for Volunteering

Thank you again for your interest in volunteering with Calvert County Public Schools. Your dedication helps shape the future of our students and the future of Calvert County.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts

and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: https://ocrcas.ed.gov or call 1-800-421-3481.