

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Administrative Procedures for Policy #1760 (Administration) of the Board of Education
Regarding Professional Interactions between Calvert County Public Schools (CCPS)
Employees, Volunteers, and Students

I. Purpose

- A. To ensure all interactions between employees, volunteers, and students are professional, appropriate, and focused on supporting a safe, respectful, and effective learning environment.
- B. Employees and volunteers must comply with the behavior expectations outlined in the policy.

II. Maintaining Professional Boundaries

- A. Employees and volunteers must maintain professional and respectful interactions with students focused on educational purposes.
- B. With the exception of situations that require privacy and/or confidentiality, meetings with students should take place with another adult present. If a second adult is not available, meetings should take place in a more visible area, such as the main office, guidance office, or in plain sight in a classroom with the door open.
- C. For situations that require privacy and/or confidentiality, meetings with students should take place in offices or rooms with glass windows. Window coverings shall not prevent another adult's ability to see inside, unless the meeting is part of an official school investigation or counseling session.
- D. Employees and volunteers must not use personal email, social media accounts, or personal phones to call or send text messages to communicate with students.
- E. Employees must use only CCPS-approved digital platforms to communicate with a student, and solely for educational purposes. (School system email, HAC, Microsoft Teams, or tools on the approved software list.)
- F. Volunteers shall not communicate electronically with a student without permission from the school administrator.
- G. Employees and volunteers are discouraged from transporting students in personal vehicles, in accordance with Policy #5550.
- H. Employees and volunteers must refrain from providing individual gifts to students beyond customary practices. Monetary gifts, gift cards, or items of significant value are strictly prohibited.

III. Staff Training and Communication

Administration 1760.1

Adopted: 2/18/2026

Revised:

Reviewed without any changes:

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- A. All employees and volunteers will be trained annually on professional boundaries, acceptable/unacceptable behaviors, and reporting procedures.
 - B. The policy and procedures will be outlined in the Employee and Volunteer Handbooks found on the CCPS website.
- IV. Reporting and Investigation
- A. Employees and volunteers must report any known or suspicion of inappropriate relationships between employees or volunteers and students outlined in the Child Abuse and Neglect Policy 1460.
 - B. School administrators in conjunction with the Department of Student Services and Human Resources will promptly investigate all reports of inappropriate conduct in accordance with the established procedures.
 - C. Violations of this policy may result in disciplinary action, up to and including termination of employment.