



Crofton High School PTSO Student Communication Protocols

The Crofton High School PTSO is dedicated to promoting student involvement in every committee, encouraging students to assume active leadership roles. To ensure the safety and well-being of all participants, the following communication protocols have been established:

1. Respect and Professionalism

- **Tone:** Maintain a respectful and professional tone in all interactions, whether verbal or written.
 - **Active Listening:** Ensure all participants—both students and adults—are heard and encouraged to express their views respectfully.
 - **Inclusive Language:** Use language that is inclusive, avoiding any discriminatory or alienating terms, to foster a positive and welcoming environment.
-

2. Communication Rules

- **Email Communication:** All communication with students outside of meetings must be conducted through the registered email address on file with the PTSO. A second adult must be cc'd on all email correspondence as well as the student communication repository email address—StudentCommunications@CroftonHighSchoolPTSO.org.
 - **No Phone or Texting:** PTSO volunteers should not exchange phone numbers with students or communicate via text or phone calls.
 - **Timing:** All communications should be sent during appropriate hours, respecting the personal time of both students and adults.
 - **Content:** All communication must remain strictly related to PTSO matters, avoiding any personal or inappropriate topics.
-

3. Meeting Rules

- **Supervision:** All meetings, whether virtual or in-person, must include at least two adults who have completed the free AACPS background check, or one adult with a fingerprint background check on file with the school.
 - **Timing of Meetings:** All meetings must be held after school hours, ensuring that all students are eligible to attend.
-

4. Student Representation

- **Student Liaison Role:** The student liaison (e.g., Josiah Williams) will serve as a key link between the student body and adult PTSO members, ensuring that students' perspectives are represented while maintaining professionalism.
 - **Leadership Opportunities:** The PTSO is committed to providing opportunities for students to lead and manage projects, helping them develop leadership skills in a structured and supportive environment.
-

5. Consent and Permissions

- **Parental Awareness:** Parents or guardians will be informed about their child's involvement in the PTSO, including the possibility of direct communication between adults and students. Additionally, parents will be emailed the PTSO communication guidelines for their reference.
-

6. Background Checks

- **Executive Board and Committee Chairs:** All PTSO executive board members and committee chairs are required to complete one of the following:
 - The free AACPS (Anne Arundel County Public Schools) background check. This check must be renewed bi-annually to remain valid.
 - The fingerprint background check, which is good for the entirety of your students AACPS career. The fingerprint background check ID card must be on file with the school
 - Link to AACPS Background Checks - [Click Here](#)
-

By following these protocols, the Crofton High School PTSO ensures a safe, respectful, and supportive environment where students can take active leadership roles while maintaining clear communication boundaries.