

Dr. James P. Coon
Superintendent



PAMLICO COUNTY SCHOOLS

Dr. Wanda P. Dawson, Associate Superintendent
Administrative Services
Mrs. Cathy Dunbar, Assistant Superintendent
Curriculum & Instruction

TO: Volunteer Applicants

FROM: Pamlico County Schools Personnel Department

It is the intent of Pamlico County Schools to promote and encourage the help of school volunteers in order to expand and enhance parental and community involvement in the schools while continuing to maintain a high level of safety and security. An individual who wishes to volunteer at a school shall be approved by the principal and the personnel department prior to serving at the school. The decision on whether to approve the volunteer candidate shall always be based upon the best interest of the school.

All individuals wishing to serve in a volunteer capacity must complete a volunteer application. **In addition, all individuals wishing to serve as a chaperone or to accompany students on a field trip must complete a volunteer application.** The principal/designee at each school will submit to the personnel department all volunteer applications as they are completed. A criminal background check will be completed on each applicant and the results will be given to the principal/designee at the school. A letter will be sent from the personnel department to each applicant whose request for volunteer status has been denied. A copy will also be sent to the school principal.

In order to protect the safety and security of children and school staff, all school volunteers must submit to a criminal background investigation. After the initial criminal background check, volunteers must report any subsequent criminal charges and convictions to the principal. Individuals whose background investigation reveals a charge, a series of charges, conviction of a crime more serious than a minor traffic violation, or a pattern of behavior which is determined by the personnel department to represent a safety issue shall be ineligible to serve as a volunteer. Also, any individual refusing a background investigation shall be ineligible to serve as a volunteer. The results of all background checks will be held confidential.

Please complete and return the attached application and the authority for release of information form to the principal of the school for which you wish to volunteer.

Thank you for your interest in volunteering in the Pamlico County School System. If you have further questions or concerns please feel free to contact our personnel department at 252-745-4171.