



**Volunteer Assistance
Information and Sign-Up Sheet
2018/2019
Volunteer Nonteaching Para Educator**

Dear Parent(s)/Community Members:

The Cascade Board of Trustees recognizes the wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

The Cascade Union Elementary School District has established regulations to protect the safety of both students and volunteers. Like employees, volunteers shall act in accordance with district policies and regulations.

Presently, Cascade offers two types of volunteer nonteaching Para educator opportunities for parents and other approved members of the community; (1) the occasional volunteer, and (2) the regularly scheduled volunteer (three or more times a week). These volunteers may supervise K-8 grade students during lunch and/or breakfast periods or may serve as nonteaching Para educator under the immediate supervision and direction of certificated personnel to perform non-Para educator work, which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Please understand the site principal authorizes your request to volunteer. The following procedures have been established for all volunteer nonteaching Para educator positions:

A. Sex Offender Checks – All Volunteer Nonteaching Para Educator Positions (Occasional and Regularly Scheduled)

Before authorizing any person to serve as a volunteer nonteaching Para educator or a volunteer Para educator aide, the site principal shall ask a local law enforcement agency to conduct an automated records check to determine that the individual is not a registered sex offender. Volunteers shall be informed that the district is conducting this records search (See reverse side).

B. Department of Justice Live Scan Service/Fingerprinting (Regularly Scheduled Volunteer)

Regularly Scheduled Volunteers are required to complete a Request for Live Scan Service, which requires two forms of identification; Driver's License (or other form of picture ID) and Social Security Card. This form is available at the District Office only and is accepted on **Tuesdays and Wednesdays**. The applicant will be responsible for submitting the form to either the Shasta County Sheriff's Office or the Anderson Police Department for processing. The District will notify the site principal of the results of the DOJ report. The site principal will notify the volunteer applicant of the results of the DOJ report. This process could take approximately one week. There is no charge for the Live Scan Service to the applicant.

All volunteers are required to complete the Volunteer Assistance Sign-Up Sheet. Please feel free to contact your site principal if you have any questions regarding this information.

Sincerely,

Jason Provence
Superintendent