



**Superintendent**  
Dawn Mori

**Principal**  
Stephen Sweitzer, Ed.D

**Board of Trustees**  
David Vasquez  
Courtney Castle  
Mike Holland  
Maren Paris  
Zack Levey

**Curtis Creek Elementary  
School District**  
18755 Standard Road  
Sonora, California 95370  
209.533.1083

September 1, 2022

Dear Volunteer Applicant,

We are extremely pleased that you are volunteering to assist our Curtis Creek School District students and staff. Your time, energy and commitment are greatly appreciated and we have waited a long time to bring this back to our students and staff.

Attached is an application you must complete in order to serve as a volunteer in our district. Some items you will need to provide include: current proof of tuberculosis (TB) clearance, a current copy of your driver's license. Depending on the Level of Volunteer you are applying for, you will be required to complete and provide the mandated reporter training certificate and fingerprinting.

Please contact the District Office at 209-533-1083 to schedule an appointment to be fingerprinted. The cost is approximately \$67.00 per person, payable to the Tuolumne County Superintendent of Schools office prior to your appointment. If you need assistance with this, please reach out to our district at 209-533-1083 or 209-532-1428.

Please return the completed application. Once the Principal has reviewed the application and completed the screening you will be contacted by the school site. We look forward to working with you as a Curtis Creek School District volunteer.

Sincerely,

*Dawn Mori*

Dawn Mori  
Superintendent

# **Curtis Creek School District Volunteer Screening Procedures**

## **Level I, Level II, and Level III Volunteers**

**Level I Volunteers:** Level I volunteers are defined as volunteers who are supervised by a Curtis Creek School District employee and have: Permission to be on campus for activities including but not limited to observations, meetings, school events and assemblies.

**Procedures for Level I volunteers are as follows:**

- Check in with a valid ID.

**Level II Volunteers:** Level II volunteers are defined as volunteers who are supervised by a Curtis Creek School District employee and have: Direct student contact; or Ongoing small group contact with students; or Weekly student contact by assisting in classrooms.

**Procedures for Level II volunteers are as follows:**

- Complete volunteer application process:
  - Check in with a valid ID.
  - Tuberculosis questionnaire completed by the County Nurse.
  - Megan's Law background check completed by the District Office.
  - COVID-19 Vaccination card or weekly testing performed at the District Office before volunteering.
- Site training, and cleared by administration. Check in with a valid ID.

**Level III Volunteers:** Level III volunteers are defined as volunteers who have: Approval to assist in the classroom on a regular basis direct contact with students (i.e. youth ministers, interns-special education, counseling). Chaperone approved for field trips including overnight school sponsored events.

**Procedures for Level III volunteers are as follows:**

- Complete volunteer application process:
  - Current Drivers License on file.
  - Live Scan Fingerprinting conducted by Tuolumne County Superintendent of Schools Office. Payment can be made directly to TCSOS.
  - Tuberculosis questionnaire completed by the County Nurse.
  - Megan's Law background check completed by the District Office.
  - COVID-19 Vaccination card or weekly testing performed at the District Office before volunteering.
- Site training, and cleared by administration. Check in with a valid ID.
- Completed Mandated Reporter Training at: [www.mandatedreporter.ca.com](http://www.mandatedreporter.ca.com) – Volunteer Section.
- Check in with a valid ID.

**Curtis Creek School District site administrators are ultimately responsible for determining and completing the appropriate level of screening for school volunteers at the school sites.**



## Curtis Creek School District Site Volunteer Application

Full Legal Name: \_\_\_\_\_  
*Last First Middle Maiden Name/Alias*

Any Other Names You Have Gone By: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Siblings: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Street Number City State Zip Code*

Mailing Address: \_\_\_\_\_  
*Street Number City State Zip Code*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_/Drivers License Number \_\_\_\_\_ State: \_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Contact Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In The Event of Emergency, Contact: \_\_\_\_\_  
*Name Relationship Phone Number*

Circle the volunteer opportunities you are interested in:      Field Trip      Chaperone      Classroom Volunteer  
Office Volunteer      PTA Volunteer      Other

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest), and/or a finding of guilty by a judge or a jury. (Note: Exclude convictions or marijuana-related offenses if more than two years old)      **YES**      **NO**

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code 44010 and 44011, except for convictions related to marijuana if its more than two years after the date of conviction. Include any serious or violent felony convictions in any state or jurisdiction as enumerated in California Penal Code section 667.6(c) and 1192.7(c).

By submitting my application and in accordance with California Education Code Section 35021.1, I hereby authorize the school to conduct a background investigation and authorize release of information in connection with my application for volunteer status. In signing below, I affirm that the information provided in this application is true and correct to the best of my knowledge. Any falsification on this application may result in denial or revocation of my volunteer relationship. I have read and agree to the Board Policies listed on the backside of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This section to be completed by CCSD

Fingerprints: \_\_\_\_\_ Photo ID: \_\_\_\_\_ TB Test: \_\_\_\_\_ COVID: \_\_\_\_\_ Megan's Law: \_\_\_\_\_ Mandated Reporter: \_\_\_\_\_

Approved for: \_\_\_\_\_ Level: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*School Year Administration Signature*



## **Curtis Creek School District Parent Volunteer Board Policy**

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*Please read and initial each section below:*

### **Statement of Confidentiality for CCSD Volunteer**

All CCSD volunteers are expected to maintain confidentiality while working in the school. I understand that in the course of volunteering at a school site that I share the responsibility of maintaining confidentiality of any employee or student information that may be available to me. I further understand that I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and may result in termination of volunteer involvement with the school and or District.

## ***Curtis Creek School District Board Policies related to Volunteer Services***

### **1240 Volunteer Assistance**

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform. Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

### **5145.7 Sexual Harassment - Students**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

### **3513.3 Tobacco-Free School**

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff. The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559). These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property.

### **Acknowledgement Regarding Child Abuse**

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of

receiving the information concerning the incident.



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## **Tuberculosis Clearance for Volunteer Applicants**

One of the requirements to become a Level II/III Volunteer is to provide proof of a tuberculosis clearance. This clearance shall consist of an approved intradermal tuberculin test, which if positive, shall be followed by an x-ray of the lungs. Intradermal tests and x-rays are valid for 4 years, unless notified by Human Resources. All tests are done at the volunteer's expense.

## **COVID-19 Vaccination Status**

All volunteers of Curtis Creek School District must provide proof of COVID-19 vaccination status. If the volunteer is not currently vaccinated per CDC standards, they must undergo weekly testing at the school office before volunteering in any capacity.

