

# Denver Public Schools

Florida Pitt Waller School

21601 E. 51<sup>ST</sup> PLACE

DENVER, CO 80249

720.424.2840

www.dpsk12.org



Dear Parent/Community:

October 26, 2009

Just a short note to remind parents that they are ALWAYS welcomed and encouraged to visit their student's classroom. Parents are required to sign in at the Main Office and must have a picture identification card. We ask that you not schedule conferences with teachers during the academic day and that meetings be held either before or after school.

Parent and community volunteers are also welcomed at Florida Pitt Waller. Denver Public Schools require that all volunteers complete an application. Applications can be obtained from the Main Office; the Florida Pitt Waller website (<http://waller.dpsk12.org>) and from Denver Public Schools Office of Volunteer Services, Attn: [Brenda Vasquez@dpsk12.org](mailto:Brenda_Vasquez@dpsk12.org).

When submitting an application, please remember the following:

- Applications are required for any parent or community member wanting to volunteer
- You must complete the entire background check form(3 pages)
- Applications are submitted to the Main Office and then to the Office of Volunteer Services for processing.
- You will be contacted by the school once you have cleared the screening process.
- Process takes 1 – 2 weeks.

If you have questions, please contact Mrs. Woods at 720-424-2843.

Sincerely,

Charles M. Babb

Principal

## Confidentiality Agreement/Acknowledgment

Both while they are engaged with Denver Public Schools and afterwards, **volunteers**, interns or any other duly authorized individual providing services to Denver Public Schools (**hereinafter "employees"**), must preserve the confidentiality of all Denver Public Schools employee and student records, and other proprietary and confidential information, and may not use any of this information to benefit himself or herself or any entity, business, or person other than Denver Public Schools.

Accordingly, I agree and acknowledge that I will preserve the confidentiality of all proprietary and confidential information belonging to Denver Public Schools or its employees and students, including but not limited to employee personnel files or student records, both while I am providing services to Denver Public Schools and afterwards, and I will not take or misuse any confidential information at anytime.

I further acknowledge and agree to comply with all applicable Denver Public Schools policies regarding confidential information, including but not limited to Board Policies GBJ ("Personal Records and Files") and JRA/JRC ("Student Records/Release of Information on Students").

I also agree and acknowledge that, on Denver Public Schools' request or on termination of my services, I will promptly return to Denver Public Schools all its property, specifically including all documents, disks or other computer media or other materials in my possession or under my control that contain ideas, processes, concepts or other proprietary or confidential information belonging to Denver Public Schools or its employees or students.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

Signed \_\_\_\_\_

-----To Be Completed By School Official-----

Interviewed by: \_\_\_\_\_ Organization \_\_\_\_\_ Date \_\_\_\_\_

School assigned to: \_\_\_\_\_ Date of assignment \_\_\_\_\_

Approved: Principal \_\_\_\_\_ Teacher \_\_\_\_\_

9/2007

**DENVER PUBLIC SCHOOLS (VOLUNTEER FORMS)**  
**REQUEST FOR CRIMINAL HISTORY/BACKGROUND CHECK**

(PRINT CLEARLY)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's Lic.# / Other ID \_\_\_\_\_

(NOTE: THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE)

Telephone Number/s: Home \_\_\_\_\_ Business \_\_\_\_\_ Other \_\_\_\_\_

**PLEASE READ CAREFULLY**

Denver Public Schools may conduct a complete criminal background investigation of each job applicant, which may include consultation with other federal/state law enforcement agencies and the Colorado Department of Education. Pursuant to this investigation, you may be contacted by representatives of the Denver Public Schools Safety & Security Department to arrange for submission of a complete set of fingerprints, as authorized by law, or provision of additional information regarding the investigation.

**NOTE: A CRIMINAL CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. A JOB APPLICANT'S SUBMISSION BELOW OF FALSE OR MISLEADING INFORMATION, OR FAILURE TO DISCLOSE REQUESTED INFORMATION, MAY DISQUALIFY THE APPLICANT FROM FURTHER CONSIDERATION FOR EMPLOYMENT, RESULT IN DISMISSAL FROM EMPLOYMENT IF DISCOVERED AT A LATER DATE, OR CAUSE DENVER PUBLIC SCHOOLS TO SUBMIT THIS APPLICATION AND INVESTIGATION RESULTS TO THE DISTRICT ATTORNEY FOR POSSIBLE CRIMINAL PROSECUTION.**

For purposes of the certification below, a "conviction" means any conviction by a jury or a court, any payment of a fine, a plea of "no contest"/nolo contendere, imposition of a "deferred" or "suspended" sentence, or forfeiture of any bail, bond or other security. "Misdemeanor" includes any drug or alcohol-related misdemeanor driving offense, but does not include any other misdemeanor traffic offense or traffic infraction.

*Under penalty of perjury, I hereby certify:*

I have never been convicted of committing any felony or misdemeanor; or

I have been convicted of the following felony(ies) or misdemeanor(s):

Date _____	City/County/ State _____	Charge/s _____
Date _____	City/County/State _____	Charge/s _____
Date _____	City/County/State _____	Charge/s _____

I have \_\_\_/have not \_\_\_ ever been dismissed or resigned from employment following an allegation of unlawful behavior involving a child. If you have, please explain: \_\_\_\_\_

The above information is true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Requesting Authority: \_\_\_\_\_

Name	Department / Position / Title	Phone Ext.
<b>Department of Safety and Security Use Only Below This Line</b>		

\_\_\_ CBI \_\_\_ Record Found \_\_\_ No Record Found

If box is checked, notify Human Resources for additional information.

\_\_\_\_\_  
Date \_\_\_\_\_  
Department of Safety and Security Staff / Investigator



## VOLUNTEER APPLICATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Primary telephone # \_\_\_\_\_ Secondary phone # \_\_\_\_\_

Source of Referral \_\_\_\_\_

Check type of volunteer service interested in:

<input type="checkbox"/> Teacher Assistance	<input type="checkbox"/> Health	<input type="checkbox"/> Foreign Tutoring	<input type="checkbox"/> Reading
<input type="checkbox"/> Small-group Supervision	<input type="checkbox"/> Learning Disabilities	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Math
<input type="checkbox"/> Enrichment	<input type="checkbox"/> Library	<input type="checkbox"/> Clerical	<input type="checkbox"/> Other _____

Check grade level which interests you: K-2 \_\_\_\_\_ 3-6 \_\_\_\_\_ Middle \_\_\_\_\_ Senior High \_\_\_\_\_

Check days and hours you can serve:

	Morning	Afternoon	Evening
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

School or area to which you would like to be assigned \_\_\_\_\_

Office of Volunteer Services  
2409 Arapahoe St.  
Denver CO 80205  
720-424-8245 Fax - 720-424-8266