



***Richard Woods, Georgia's School Superintendent***  
***"Educating Georgia's Future"***

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**Atlanta Area School for the Deaf**

**J. Jack Johnson, School-level Superintendent**

Dear Potential Atlanta Area School for the Deaf Volunteer,

Thank you for your interest in joining our team. All of us here appreciate your willingness to give of your time and attention to help our children learn.

Before we begin, there are some papers and reports with which to deal. Please note that the information we gather is as much for your safety as it is for the safety of our students. Volunteers are an important resource and we want your experience with us to be a beneficial one. Some of the information we collect is required by law. All information collected will be kept confidential. If you have questions or concerns, please let us know. We are happy to help.

#### **Volunteer Application Procedures**

1. All volunteers must complete a volunteer application packet before an assignment can be given.
2. The packet includes the following:
  - a. Volunteer Application Form
  - b. Volunteer Statement Affirming Understanding. This pertains to confidentiality, mandatory reporting and FERPA laws. (Training videos will be supplied by the school.)
  - c. Fingerprinting and Background Check. This may be done at any local police station. The cost is usually around \$15 and must be paid for by the applicant. The completed notarized Police History Consent Form must accompany the volunteer application.
  - d. A personal or professional letter of reference is preferred but not required.
3. Once the application is received, it will be reviewed by AASD staff and you will be notified as to your assignment status. We ask that volunteers make a four week commitment. All volunteers must:
  - Sign in and out at the front desk, each and every time they visit the school.
  - Wear the yellow identification badge at all times while on campus.
4. Volunteers acknowledge that "relationships developed with children at school must remain at school" and that, for their own protection, "volunteers will never be left alone with a child that is out of the view of school personnel." Information gathered formally or informally on students may not be shared outside the school. Social media and other digital communication (Facebook, Twitter, email, cell phone calls, etc.) contacts with students is not permitted.

Included in the Volunteer Packet: Application, Staff Handbook, DVD of Mandated Reporting Video, Information on the FERPA online video, and Directions to the Clarkston Police Department.

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890 N. Indian Creek Drive • Clarkston, Georgia 30021 •  
404-296-7101 [www.aasdweb.com](http://www.aasdweb.com)  
An Equal Opportunity Employer



## AASD Volunteer Protocol

Fill out an application

Get a background check

Take required tour of the school that gives a thorough overview of the school.

**(Tours are held on the last Thursday of Every Month)**

Brief interview with potential volunteer to get a feel for sign language skill level and interests to determine placement.

**Atlanta Area School for the Deaf**

**Volunteer Application Form**

**Date** \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ (circle one) Cell Home Other

Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Please describe any special medical conditions (allergies, etc.) of special accommodations you have

\_\_\_\_\_

Are you a parent of a student at AASD? Y N (if yes) Child's name \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Briefly explain your reasons for wanting to volunteer with us

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any special skills or talents you would like to share?

\_\_\_\_\_  
\_\_\_\_\_

Which best describes your signing skills

Beginner \_\_\_\_\_

Beginner Plus \_\_\_\_\_

Intermediate \_\_\_\_\_

Intermediate Plus \_\_\_\_\_

Advanced \_\_\_\_\_

Are you presently studying  
to become an interpreter?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what semester?

**Availability:** Please write your preferred hours and day below:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Please indicate below (X) which category(s) you prefer a volunteer:

<input type="checkbox"/> Classroom Volunteer *	<input type="checkbox"/> Special Events	<input type="checkbox"/> Office Support
<input type="checkbox"/> Art	<input type="checkbox"/> Mentor	<input type="checkbox"/> Library
<input type="checkbox"/> Science	<input type="checkbox"/> ASL Tutor*	<input type="checkbox"/> Career Path*
<input type="checkbox"/> Clerical*	<input type="checkbox"/> Other	

\*Classroom Volunteer: Preferred ages of grades

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\*Clerical Skills/Experience

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\*ASL Tutor: Your skills must be either, 1) Advanced (level 4) on the ASLPI, 2) ASL is your first language, or 3) you are a certified ASL interpreter.

\*Career Path: List areas that you have experience in.

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## **Atlanta Area School for the Deaf**

### **Volunteer Statement Affirming Understanding**

I understand that information regarding students, families, staff, and the organization may be confidential in nature and, that as a volunteer for the Atlanta Area School for the Deaf, I will...

- respect the confidential nature of any verbal, electronic, or written communication I receive regarding students, families, staff, and the organization and keep personal information confidential at school and after I leave school.
- be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
- make reasonable efforts to assure that each student is protected from harassment or discrimination and I will not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at the school must remain at school and that for the protection of both the student, staff, and volunteer, volunteers will not be left alone with a child or out of view of school personnel.

Volunteers are also reminded that permission to communicate with a student outside the regular school day or scheduled school events (including social media) must be granted by the student's parent/guardian. The Atlanta Area School for the Deaf cannot and will not grant this permission.

I acknowledge the receipt of the AASD Staff Handbook; I have watched the video presentations on FERPA Laws, and Mandated Reporting. I understand it is my responsibility to read and understand all the materials provided to me. I further understand that, by law, I am a mandatory reporter and agree to comply with all state and federal laws.

If I have questions regarding any of the materials provided, I understand I am to contact Tiki Underwood, volunteer coordinator.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_Date\_\_\_\_\_

## **Family Educational Rights and Privacy Acts – FERPA**

### **Interactive Video Information**

To register to watch the video:

- Go to <https://compliancelearning.thomsonreuters.com/usdoed/learn>
- Register
- Scroll down to Training Videos and click on the FERPA 101 for Local Education Agencies. It should take less than 30 minutes.
- Don't forget to print the Certificate of Completion before you exit the site.

## **Fingerprinting and Background Check Information**

***Applying for this form may be done at any local Police Station***

### **Clarkston City Police Department**

Background Check

Cost: \$15

Address: 1055 Rowland St.

Clarkston, GA 30021

Phone: 404-296-6489

Hours: 8:30 a.m. – 4 p.m.; Monday – Friday

Directions: from AASD:

Turn left out of the parking lot. Head north on North Indian Creek Dr.

toward DeBelle Street. .3 miles

Turn right onto Church Street Destination is on the right .2 miles