

FNSBSD Volunteer Packet

Welcome and thank you for your interest in volunteering within the Fairbanks North Star Borough School District. Volunteers who will be performing services near children **outside the sight and sound** of a district employee are required to complete this packet and receive approval prior to volunteering.

Please review and complete the following documents:

1. Alaska Department of Health and Social Services: Report Child Abuse in Alaska Training
 - a. <http://training.dhss.alaska.gov/mandatoryreporter/training/multiscreen.html>
 - b. This training is mandatory for all volunteers, including volunteer coaches and should take approximately 30 – 40 minutes. Print your certificate and turn in with the other required documents.
2. Background Check Requirement
3. Blood Borne Pathogen Training
4. Defining Adult-Student Boundaries Information Sheet

Complete and Submit to Human Resources

- _____ Certificate of Completion for Mandatory Child Abuse Reporter Training
- _____ Blood Borne Pathogen Training Acknowledgment Form
- _____ Current Contact Information Sheet
- _____ Records Confidentiality Agreement
- _____ Photo ID - No Military ID accepted

Return your completed packet to:

**Human Resources Department
Fairbanks North Star Borough School District
520 5th Avenue
Fairbanks, AK 99701**

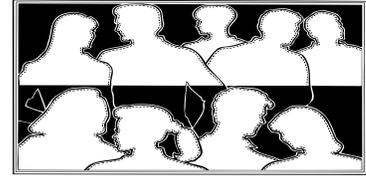
You will NOT be eligible to volunteer until the Human Resources Department can review the online criminal history background check report. The turnaround time for results could take five or more business days.

If you are approved as a volunteer, that approval is valid for two years from the date of approval. Volunteers are required to self-report any convictions that occur in the intervening time between background checks.

Human Resources accepts only complete packets.

Incomplete packets will be returned to the school or the applicant.

Defining Adult – Student Boundaries



Adult members who are closely involved with students must understand the difference between appropriate and inappropriate interactions.

Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving problems and conflicts, and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and create a relationship that becomes peer-to-peer rather than adult-to-child.

Offenders may be judged by students and others to be the “best” volunteer, are very popular with students and are often recognized for contributions. Adults who have frequent one-to-one contact with students or who work in extracurricular activities can be at risk for inappropriate interactions or student allegations of inappropriate interactions. The expanding access to and use of technology as an informal and mobile communication tool may lead to inappropriate interactions.

The examples shown may help you to determine when appropriate interactions begin to cross the line to inappropriate.

Appropriate Interactions	Inappropriate Interactions
Maintain appropriate personal space	Invades personal space; physical proximity that is too close
Maintain reasonable eye contact	Maintain intense eye contact
Appropriate comments regarding academic environment and social activities	Comments that are personal or physical in nature, <i>i.e.</i> “you have great legs,” “you should wear that sweater more often,” “what big muscles you have,” or may have sexual overtones; condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones; flirting
Student-adult communication appropriate and understood by general population	Student-adult communication has implied messages and inside understanding not commonly understood by general population; hidden communication
Conversations with students support learning and growth for student; student’s perspective is focus of conversation	Conversations with students disclose personal and confidential information so that the student becomes the confidant of the adult; adults revealing personal information that could make student uncomfortable; adult becomes focus of conversation
Student-adult relationship centered on academics, school events and activities	Student-adult relationship maintained outside school events, manifested by taking student(s) to lunch, gift giving, outside social activities, frequent rides home or receiving or writing personal notes
Leaders of extracurricular and co-curricular activities maintain clear standards around gender issues and harassment	Leaders of extracurricular and co-curricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues
A pat on the back, shoulder or arm	Shoulder massage, lingering touches, squeezes, requesting affection; hugs, kisses or invitations to “give me a hug,” “give me a kiss;” touches on private parts of bodies
Exercising good judgment on whether to touch students and/or under what circumstances; sensitive to individual preferences and cultural norms	Touching students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage
Referring serious student problems to the appropriately trained professional	Adults acting as helpers for serious student problems in circumstances where appropriate training in effective advising or counseling is warranted
Parent approves of the interaction	Parent questions the appropriateness of the interaction

Bloodborne Pathogens Training for Volunteers

Bloodborne pathogens are pathogenic microorganisms such as viruses or bacteria which are carried in the blood and body fluids and can cause disease in people. There are many different bloodborne pathogens, but the Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and the Human Immunodeficiency Virus (HIV) are the three viruses that pose the greatest concern to people. These diseases are specifically addressed by the OSHA Bloodborne Pathogen standard.

Hepatitis B Virus (HBV)

Hepatitis means inflammation of the liver. Hepatitis B is a virus that can infect the liver. This inflammation can lead to more serious conditions such as chronic liver disease, cancer, or death. More than 5,000 people die annually from HBV-related liver disease.

Symptoms may include fatigue, abdominal pain, loss of appetite, nausea and vomiting.

Symptoms of jaundice, a distinct yellowing of the skin and eyes, and darkened urine will often occur as the disease progresses. Half of those infected show no symptoms and others may show symptoms as soon as 2 weeks or as long as 6-9 months after infection.

Hepatitis B is the most easily transmitted bloodborne pathogen. The only way to confirm it is by blood test. There is no cure or specific treatment for HBV, but fortunately there is an effective vaccine.

Hepatitis C Virus (HCV)

The Hepatitis C Virus (HCV) can also cause a liver infection. It is estimated that 3.5 million Americans are living with an active, chronic Hep C infection. In 2014, there were 19,659 deaths from HCV related infections.

Symptoms are frequently non-specific, but may include jaundice, abdominal pain, fatigue, dark urine, loss of appetite and nausea. Hep C may lead to cirrhosis of the liver and liver cancer.

There is no vaccine for HCV, but there are anti-viral drugs that are used for those who have contracted the disease.

Human Immunodeficiency Virus (HIV)

Human Immunodeficiency Virus (HIV) attacks the body's immune system, weakening it so that it cannot fight other deadly diseases. Approximately 1.2 million people in the United States are HIV positive. 1 in 8 people may not be aware that they are infected.

The HIV virus is very fragile and will not survive very long outside of the human body. It is primarily a concern to employees who provide first aid in situations involving fresh blood. Even though the chance of contracting HIV in the workplace environment is low and the number of new cases is on the decline, because it is such a devastating disease, all precautions against exposure should be taken.

Transmission of Bloodborne Pathogens

To be exposed to a bloodborne pathogen such as Hepatitis B, Hepatitis C or HIV, infected blood must get into *your* bloodstream. Exposures occur primarily through needlesticks, sharps injuries, mucous membrane and non-intact skin.

As a volunteer, you can be exposed to Hepatitis B, Hepatitis C and HIV by coming in contact with body fluids contaminated with blood. This can happen when you directly touch contaminated blood while performing first aid or when you touch an object or surface contaminated with blood and then transfer the virus to your mouth, eyes, nose or non-intact skin. Feces, urine, vomit, nasal secretions, sputum, sweat, tears and saliva are not considered infectious unless they contain visible blood. Remember the virus must get into your bloodstream for you to get sick. You cannot become infected with these viruses through casual contact. Volunteers are urged to take advantage of available personal protective equipment, such as gloves, and follow work practice controls to prevent exposure to blood and other body fluids.

Recognizing and Preventing Bloodborne Pathogen Exposures

Knowing these steps will help you prevent exposures to body fluids that are potentially infectious:

1. FNSBSD has a Bloodborne Pathogen Exposure Control Plan. It is based on the guidelines for workplace safety according to OSHA standards. It can be found here: http://bit.ly/FNSBSD_BBPEXposureControlPlan
2. Follow universal precautions. Although you may instinctively want to help a student, make sure that you first protect yourself properly.
3. Contact custodial staff immediately to ensure proper cleaning of contaminated surfaces.
4. Practice good handwashing techniques. *This is the most important defense against the spread of disease.* A handwashing video can be found here: <https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html>

Universal Precautions and Work Practice Controls

Universal precautions and work practice controls are used as an approach to infection control to protect employees and volunteers from exposure to all human blood and other potentially infectious materials. These include:

- Treat all human blood and body fluids as if they are infectious.
- Observe universal precautions in all situations when there is a potential for contact with blood or other potentially infectious materials.
- Use personal protective equipment in all situations involving blood or body fluids.

Handwashing

- Handwashing facilities should be readily accessible.
- Antiseptic hand cleanser can be used if handwashing facilities are not accessible - handwashing with soap and water should be done as soon as possible.
- Wash hands immediately after removing gloves or other Personal Protective Equipment (PPE).

- if skin or mucous membranes come into contact with potentially infectious materials, the area should be flushed with water.

Personal Protective Equipment (PPE)

The most common PPE that volunteers will use are gloves.

Gloves

- Wear gloves when it is possible that your hands may come into contact with blood or body fluids or if you have cuts, scratches, or other breaks in the skin.
- Gloves are single use; do not wash or reuse. They should be removed if they become torn or damaged.

Custodial Responsibilities

Custodial responsibilities include the major tasks of cleaning and disposal of potentially infectious materials. To minimize exposures the following measures should be implemented:

- Notify custodial staff to clean any equipment or surfaces contaminated with blood or body fluids.
- Broken glass should always be treated as contaminated and never be picked up with unprotected hands. Always use mechanical means to pick up glass such as a broom and dustpan. Call your custodial staff for assistance and clear the area of students.
- Never push or compact trash with your hands. Hold it away from you and shake down.

In the event of an exposure, volunteers are required to:

- Wash exposed areas with soap and water. Immediately flush exposed mucous membranes with water.
- **Immediately** report the exposure incident to the building principal.
- Complete the Exposure Incident Forms and return them to the principal immediately, **no more than 24 hours after exposure.**
- The principal will provide appropriate paperwork and instructions for seeking medical attention.

Additional Information

If you have additional questions related to bloodborne pathogens, please contact Lori Schneider, Director of Nursing Services, at 452-2000 X 11253.

Bloodborne Pathogen Training Acknowledgement

Initial each statement indicating that you agree.

_____ I have read and understand the information on **Bloodborne Pathogens Training for Volunteers**.

_____ I understand that if I have additional questions regarding bloodborne pathogens, I should contact Lori Schneider, Director of Nursing Services at 452-2000 X 11253.

_____ I know how to access a copy of the FNSBSD Exposure Control Plan.

_____ I have received information on the epidemiology, symptoms, and transmission of BBP diseases.

_____ I understand that all body fluids should be considered as potentially contaminated and I should protect myself by using the appropriate PPE.

_____ I understand how to handle contaminated materials and how to have areas that have been contaminated cleaned.

_____ I understand that I must immediately notify the building principal of a potential exposure incident and complete required documentation of the incident.

Defining Adult-Student Boundary Information Sheet Acknowledgment

_____ I acknowledge reading and understanding the information presented in the Defining Adult-Student Boundary Information Sheet.

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Name: _____

Signature: _____

Date: _____

Background Check Program

Fairbanks North Star Borough School District strives to provide a safe and secure environment for students, staff and volunteers. To further this goal, the School District will conduct background checks on volunteers who will be performing services near children outside the sight and sound of a district employee.

Please be advised as a part of your volunteer process, you will be asked to complete a background check authorization. **You will receive an email with a link to complete the background check information from the School District's third party consumer reporting agency – True Hire.** Human Resources requests that you complete this information request within 48 hours of receiving the email. If you don't have access to a personal computer, you can use the district computers available outside the Human Resources Department.

The background check report may take five or more business days for completion. Volunteers may **NOT** volunteer in the schools until this background check process has been completed and the Human Resources Department approval for volunteer placement has been received. You will be notified when you have been approved to begin volunteer work in the school.



Current Contact Information

Name _____ F # _____
Print clearly (if known)

UAF Student/Practicum

Mailing address _____

City _____ State _____ Zip _____

Physical street address _____
(if different from mailing address)

City _____ State _____ Zip _____

Telephone # _____ cell home other

Telephone # _____ cell home other

Email Address (print clearly): _____

I am interested in volunteering at the following location(s): _____

I recognize that I am neither an employee nor an independent contractor. I understand I serve as a volunteer at the discretion of the school district. I also understand that if approved, my volunteer approval is valid for two years from the date of approval. I understand that I am required to self-report any convictions that occur in the intervening time between background checks.

Signature

Date

For FNSBSD HR Use:

Items received:

- Current Contact Information Sheet
- Identification Document
- Statement of Confidentiality Agreement
- BBP Training Acknowledgement Form
- Child Abuse Training Certificate

Date packet turned in to FNSBSD HR: _____
HR employee accepting packet: _____
Date volunteer notified of volunteer status: _____

Fairbanks North Star Borough School District Statement of Confidentiality Expectations and Conditions Agreement

Confidentiality Expectations:

Our school is a vital part of the community. Respecting one's privacy and confidentiality is very important:

- Each student with whom you work has a right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the administrators of each school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety or well-being. This obligation extends to written and verbal information.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers other than suspected cases of child abuses or neglect, scout leaders, coaches, clergy, or nurses/physicians (a grave medical emergency, where confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to authorized school employees (typically a student's teacher or principal).
- Parents, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may **NOT** share information about a student, even with members of your own family or his/her family.
- Employees have a right to expect their personal information also be kept confidential. Volunteers may become aware of employee personal information through the course of their activities. You are asked to respect the privacy of the individuals by not sharing this information with others. If you have a concern about this private information, you may discuss your concerns with the associated school principal or program supervisor.

Conditions:

Volunteer agrees to the following (read and initial each line):

____ To abide by all policies and regulations as set forth in the School Board and Administrative Regulations.

____ To be an excellent role model for all students.

____ To abstain from consuming alcohol and/or marijuana at any time while on an out-of-town trip or when otherwise responsible for students.

____ I confirm that I have not been convicted of a misdemeanor within the last 5 years or ever been convicted of a felony. *Or if you have been convicted of either one, please fill out this form: <http://bit.ly/VolunteerDisclosure>*

I understand the expectations and conditions outlined above and agree to abide by the confidentiality guidelines set forth.

Signature: Volunteer

Date

Printed Name: Volunteer