



# FNSBSD Volunteer Application

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 application and receive approval prior to volunteering.

Return your completed application to:

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

## **Please review 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. It should take approximately 35 minutes. Please print your certificate and submit it in with the other required documents.
2. Read Blood Borne Pathogen Information - pages 2 – 4
3. Review Defining Adult and Student Boundaries Information and Student and Staff Privacy information – page 6

## **Please complete and submit the following to Human Resources:**

- \_\_\_\_\_ Certificate of Completion for Mandatory Child Abuse Reporter Training
- \_\_\_\_\_ Volunteer Contact Information (page 7)
- \_\_\_\_\_ Volunteer Code of Conduct (page 8)
- \_\_\_\_\_ Volunteer Acknowledgement Form (page 9)
- \_\_\_\_\_ Copy of Government Issued ID – *No Military ID accepted*

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. See page 5 for more information. Once your background check has been approved, you will be notified by HR via email.

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.

If you have questions regarding the volunteer application, please contact the Human Resources Department at 452-2000 X 11326 or email [training@k12northstar.org](mailto:training@k12northstar.org).



## Bloodborne Pathogen 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 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:

- FNSBSD has a [Bloodborne Pathogen Exposure Control Plan](#). It is based on the guidelines for workplace safety according to OSHA standards.
- Follow universal precautions. Although you may instinctively want to help a student, make sure that you first protect yourself properly.
- Contact custodial staff immediately to ensure proper cleaning of contaminated surfaces.
- 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).

## **Personal Protective Equipment (PPE)**

The most common PPE that volunteers will use is 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. Never push or compact trash with your hands. Hold it away from you and shake down.
- Call your custodial staff for assistance and clear the area of students.

## **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. 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 the Director of Nursing Services at 452-2000 X 11253.



## Background Check Information

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The 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. FNSBSD background check complies with the Fair Credit Reporting Act (FCRA). FNSBSD's third-party consumer agency, True Hire, **only** researches your criminal background.

**You will receive an email from True Hire with a link to complete the background check information.** 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 via email when you have been approved to begin volunteer work in the school.

## Protecting Student & Staff Privacy

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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 with them 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.

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 their 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.



## Defining Adult – Students 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



# Volunteer Contact Information

Please Print All Information Clearly

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Contact # 1: \_\_\_\_\_

Phone Contact #2: \_\_\_\_\_

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

I am interested in volunteering at the following locations:

Coach: Yes

or No

UAF Student/Practicum: Yes

or No

*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 Only:**

	Child Abuse Certificate	Date Application Received	
	BBP Training Acknowledgement Form	HR Employee accepting application (initials)	
	Volunteer Code of Conduct		
	Volunteer Contact Information		
	Identification		



# Volunteer Code of Conduct

*The Volunteer Code of Conduct outlines expectations for all FNSBSD volunteers.*

Role and responsibilities in schools and programs are as follows:

- Understand that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
- Remember volunteers are only permitted to work with students on school grounds and under the supervision of district staff. Have no outside contact with an individual student unless authorized by administration or parents.
- Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and principals.
- Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open. Always use adult bathrooms.
- Discipline is absolutely prohibited. Ask the teacher or district staff for assistance with problematic student behavior.
- If you become aware of suspected child abuse through your volunteer activities with the district, immediately report your concerns to an administrator, school counselor or teacher.\*

Professional expectations are as follows:

- Maintain a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside the school.
- Be prompt and consistent in your attendance. Staff depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips.
- Notify the school or department as soon as possible if you are late or absent.
- Keep an accurate record of your attendance by signing in each day you volunteer.
- Dress and act professionally.
- Never be under the influence of drugs or alcohol when with students on or off school grounds.
- Do not smoke on school grounds or at any time around students.
- Do not lend money, contribute or solicit money for organizations while on school grounds.
- Do not use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- Do not use a cellphone in the classroom or at any time around students.

Health and safety expectations are as follows:

- Adhere to district, school, and classroom policies rules and regulations.
- Refer any student in need of first aid or any type of medication to the teacher, nurse or front office.
- Learn and follow fire drill and other emergency procedures and all school rules.
- Notify the principal of any accident you had on school grounds.

I agree to adhere to the above code of conduct at all times when I am a volunteer at a FNSBSD school site or program. I understand that my volunteer privileges can be revoked at any time.

\_\_\_\_\_  
Volunteer printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*All volunteers, regardless of designation, who volunteer 4 hours in a week or 20 in a month are mandated reporters and MUST report suspected child abuse within 24 hours. A mandated reporter, who tells the principal or another individual within the school district of his or her suspicion of abuse or neglect, is not relieved of the obligation to make the report to OCS. The person with the suspicion must make the report as soon as is reasonably possible, and no longer than twenty-four (24) hours.



## Volunteer Acknowledgement Form

### Bloodborne Pathogen Training Acknowledgement Form

Please check each statement then sign and date the bottom of this form.

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 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.

### Privacy and Adult Student Boundaries Acknowledgement

I acknowledge reading and understanding the information presented in the Defining Adult-Student Boundary Information Sheet and understand the information on Student and Staff Privacy.

### Background Check Acknowledgment

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

Name:

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Signature:

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Date:

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