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 you completed application in one of the following ways:

- Deliver to: Human Resources Department, 520 5th Ave, Fairbanks, AK 99701
- Email: training@k12northstar.org
- Deliver to or email to the admin secretary at the school you are volunteering.

Please review the following documents:

- Blood Borne Pathogen Information - *If you are a current employee please verify that your training is current.*
- Protecting Student and Staff Privacy
- Defining Adult – Student Boundaries
- Family Educational Rights and Privacy Act (FERPA)
- Title IX Information
- Alaska Department of Health and Social Services: Report Child Abuse: http://training.dhss.alaska.gov/mandatoryreporter/training/multiscreen.html or access through this QR code:
  This training is mandatory for all volunteers, including volunteer coaches. It should take approximately 45 minutes. Please submit it with the other required documents. *If you are a current employee, please verify that your training is current*.

Please complete and submit the following to Human Resources:

_____Certificate of Completion for Mandatory Child Abuse Reporter Training
_____Volunteer Contact Information (page 2)
_____Volunteer Code of Conduct (page 3)
_____Volunteer Acknowledgement Form (page 4)
_____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 7 for more information. When your background check has been approved, you will be notified via email from HR. Once you are approved as a volunteer, that approval is valid for four years from the date of approval. Volunteers are required to self-report and 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 907-452-2000 X 11326 or email training@k12northstar.org.

Volunteer Contact Information

Please Print All Information Clearly

Name:_____

Mailing Address:_____

City: _____ **State:** _____ **Zip:**_____

Physical Address:_____

City: _____ **State:** _____ **Zip:**_____

Phone Contact # : _____

Email Address: _____

I am interested in volunteering at the following locations: _____

_____

***Coach: YES** ☐ **NO** ☐ **UAF Student/Practicum: YES** ☐ **NO** ☐

*If you select "yes", there are additional trainings specific to coaches on page 13.

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 only valid for four 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:

Date Application Received	
HR Employee Accepting Application (Initials)	

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 judgement 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 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 it is reasonably possible, and no longer than twenty-four (24) hours.

Volunteer Acknowledgement Form

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

Blood Borne Pathogen Training Acknowledgement (page 5)

- ☐ I have read and understand the information on Blood Borne Pathogens Training for Volunteers
- ☐ I understand that if I have additional questions regarding blood borne pathogens, I should contact the Director of Nursing Services at 907-452-2000 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.

Background Check Acknowledgement (page 7)

- ☐ 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

Privacy and Adult – Student Boundaries Acknowledgement (pages 8 - 9)

- ☐ 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.

Family Educational Rights and Privacy Act (FERPA) Acknowledgement (pages 10- 11)

- ☐ I acknowledge reading and understanding the information presented in the Family Educational Rights and Privacy Act (FERPA) information sheet.

Title IX Acknowledgement (pages 11- 12)

- ☐ I acknowledge reading and understanding the information presented in the Title IX information Sheet.

Name: _____

Signature: _____

Date: _____

Volunteer Mandatory Training

Blood Borne Pathogen Training for Volunteers

Blood borne pathogens are pathogenic microorganisms such as viruses or bacteria which are carried in th blood and body fluids and can cause disease in people. There are many different blood borne 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 Blood Borne 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 live 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, vomiting, and 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 blood borne pathogen. The only way to confirm it is by a blood test. There is a 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 on contracting HIV in the work place 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 Blood Borne Pathogens

To be exposed to a blood borne pathogen such as Hepatitis B, Hepatitis C or HIV, infected blood must get into your bloodstream. Exposures occur primarily through needle sticks, 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 Blood Borne Pathogen Exposures

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

- FNSBSD has a Blood Borne 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 endure 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 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 blood borne pathogens, please contact the Director of Nursing Services at 907-452-2000 X 11253.

Background Check Information

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

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 many 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 – Student Boundaries

Adult members who are closely involved with students must understand the difference between appropriate and in appropriate 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 below my help you 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 physical in nature, i.e. "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 the 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 an co-curricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues
A pat on the back, shoulder or arm	Shoulder message, 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 judgement 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

Family Educational Rights and Privacy Act (FERPA)

This document is intended for Local Education Agencies (LEAs) and schools to give to their volunteers to inform them about their responsibilities to protect students' persona lly identifiable information from education records acquired under FERPA's school official exception. For more information about FERPA, please visit https://studentprivacy.ed.gov

Introduction

You have volunteered for **Fairbanks North Star Borough School District** to perform services that require you to access and use personally identifiable information (PII) from students' education records. Your access and use of the PII is governed by the Family Educational Rights and Privacy Act (FERPA)

FERPA requires the school or school district to maintain "direct control" over your use and maintenance of students' education records and to use reasonable methods to ensure that you obtain access to only those education records in which you have an educational interest.

If you have any questions about information in this document, they should be directed to a Student Records Specialist at 907-452-2000 X 11238.

What is FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects personally identifiable information (PII) in students' educational records form unauthorized disclosure. It affords parents the right to have access to their children's education record, the right to seek to have the records amended, and the right for parents and eligible students to have some control over the disclosure of PII from education records.
FERPA includes provisions allowing students' PII from education records to be disclosed without the prior written consent of parents, if the disclosure meets the criteria for one of the permitted consent exceptions.

The school official exception allows educational agencies to share PII from education records without consent with contractors, consultants, volunteers, or other parties to whom an agency or institution has outsourced institutional services or functions, as long as certain additional requirements are met.

What should I do to protect student PII from education records under FERPA?

It's important that you take the following steps to protect student privacy:

- *Do not disclose the PII to another party* (except back to the School or District). The PII must not be shared with unauthorized users, and it must be protected from inadvertent disclosure due to careless handling.
- *Do not use the PII for other purposes.* The PII has been provided only for you to perform the volunteer service for which the school provided you the information. It should not be used for other purposes.

- *Do not keep the PII after you complete you volunteer service.* Destroy or return the PII to the school or district after completion of the service that you provided.

Who can I contact for more information?

To call: Student Record Specialist 907-452-2000 X 11238

To access a training video:
https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa

Privacy Technical Assistance Center
U.S. Department of Education
(855) 249-3072
privacyTA@ed.gov
https://studentprivacy.ed.gov

Title IX

What is Title IX?

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX is a federal equity law that prohibits discrimination on the basis of sex. It applies to both District students and employees. Title IX encompasses equal access to and participation in school programs or activities. Title IX also covers any of the following:

- Sexual harassment that is severe, pervasive, and objectively offensive
- Quid Pro Quo
- Sexual Assault
- Stalking
- Domestic Violence
- Dating Violence

Throughout your role as a volunteer, you will interact with many district employees, staff, and students. You may witness or suspect that an incident(s) of sexual discrimination described above has occurred. It is important to understand that if you have actual knowledge of any of the above, you are ***obligated*** to report it to the Fairbanks North Star Borough School District's Title IX Coordinator.

What Behavior Might You See that Falls Under Title IX?

- Supervisor promising a positive performance review or a promotion in exchange for a sexual favor.
- Students sharing inappropriate content on social media at school such as nude photos Or videos depicting sexual behavior.
- Inappropriate and unwanted sexual conduct in hallways or classrooms.
- Domestic/dating violence (emotional, physical, sexual) or stalking behavior between two students or two employees that are dating or used to date.
- Inappropriate sexual behavior between and employee and a student.

Recognizing the Signs

It is important to be alert and recognize signs of someone who is experiencing or has experienced sexual harassment, such as:

- Changes in behavior, mood, or appearance
- A drop in grades
- Increase in disciplinary issues
- Increase in absence
- Avoiding commonly visited places such as certain hallways, stairwells, or locker
- Sudden avoidance of certain students or employees

REMEMBER, if you have actual knowledge of any of the above, you are ***obligated*** to report it to the Fairbanks North Star Borough School District's Title IX Coordinator.

Title IX Coordinator 907-452-2000 X 11466

eeo@k12northstar.org

Submit a web form at: https://k12northstar.i-sight.com/external/case/new

Volunteer Coach - Additional Requirements

In addition to the blood borne pathogen and child abuse training that is embedded in the Volunteer Application, the Following trainings are required for volunteer coaches.

Required Courses	Required by	Notes	Who
Alaska State Component: Covers ASAA Bylaws and Policies	ASAA $25	Included in the NFHS Fundamentals of Coaching AK Course or can be taken independently.	All high school coaches Paid and volunteer
FNSBSD Coach Orientation	FNSBSD Canvas	This course covers specific information to the FNSBSD. Contact training@k12northstar.org for an account on Canvas.	All coaches – paid and volunteer
Concussion Awareness Training	ASAA $0	The requirement to maintain current knowledge in concussion management is mandated by Alaska State Law. It is achieved only by successful completion of the current "NFHS Concussion Course".	All coaches – paid and volunteer
First Aid	ASAA $45 Or other first aid card	Maintain a current certification in First Aid.	All coaches coaches – paid and volunteer
Fundamentals of Coaching	ASAA $60	The National Federation of State High School Associations (**NFHS**) Course	All high school coaches – paid and volunteer
Sudden Cardiac Arrest Training	ASAA $0	The National Federation of State High School Associations (**NFHS**) Course	All coaches - paid and volunteer

**Certificates of completion must be turned in with the Volunteer Application. Volunteer coaches are not allowed to participate in any coaching activity until the above training is completed and Human Resources has approved your volunteer application.