



Volunteer/Practicum Information for UAF Students

Before observing or working in the Fairbanks North Star Borough School District schools, the following information is needed.

Please review and/or complete the following documents

REVIEW

- Instructions on Background check process
- Blood Borne Pathogen and CMV Cytomegalovirus handout(s)
- Student Safety Packet at your volunteer location

COMPLETE and Submit to School of Education

- Current Contact Information Form
- Records Confidentiality Agreement
- Copy of a Photo Identification Document

Prior to beginning volunteer work, please deliver this completed packet to:

UAF School of Education

The completed packet will be forwarded to the School District Human Resources Department for review. You will NOT be eligible to serve until the Human Resources Department reviews and approves your completed packet and background check report. The turnaround time for results could take five or more business days. The Human Resources Department will notify the UAF program advisor when you are eligible to volunteer.

Human Resources accepts only complete packets

Incomplete packets will be returned to the school or the applicant



Volunteer/Practicum UAF Students 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 may conduct background checks on volunteers and practicum students who perform duties around children that are not within sight and sound of a certified district employee.

Please be advised as a part of your volunteer/practicum student 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.** We request that you complete this information request within 48 hours of email receipt. You can make arrangements to use a personal computer or may use the district computers available outside the Human Resources Department to complete this request.

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



Blood Borne Pathogens

Blood borne Pathogens are microorganisms in the blood or other fluids that can cause illness and disease in people. These microorganisms can be transmitted through contact with contaminated blood and body fluids.

Means of Transmission

Blood borne pathogens are transmitted when contaminated blood or body fluids enter the body of another person. This can occur through a number of pathways such as:

- An accidental puncture by a sharp object contaminated with the pathogen.
- Open cuts or skin abrasions coming in contact with contaminated blood or body fluids
- Indirect transmission (a person touches dried or caked on blood and then touches the eyes, mouth, nose or an open cut) (HBV only)

Blood borne pathogens are NOT transmitted by touching an infected person, through coughing or sneezing or by using the same equipment, materials, toilets, or water fountains as an infected person.

Minimizing Exposure

Standard Precautions

- All body fluids and blood should be handled as if they were contaminated.

Volunteers who have questions about the School District's Blood Borne Pathogens Exposure Control Plan should contact the School Nurse, District Nursing Coordinator or go to our website at:

<http://www.k12northstar.org/departments/hr/employee-training-handbooks>



Pregnant Women and CMV

What is CMV?

CMV is a common virus that infects most people at some time during their lives but rarely causes obvious illness. CMV infection can become dormant and may reactivate at some point. The virus is carried by people and is not associated with food, water or animals.

Who gets CMV?

Anyone can become infected with CMV. Almost all people have been exposed to CMV by the time they reach adulthood.

How is CMV spread?

Although the virus is not highly communicable, it can be spread from person to person by direct contact. Transmission can also occur from an infected mother to her fetus or newborn and by blood transfusion and organ transplants.

What are the symptoms of CMV infection?

Most children and adults who are infected with CMV do not develop symptoms.

Is CMV infection very serious to infants?

Approximately 10 out of every 100 babies born in the United States will have CMV infection; but nine of these will have no symptoms and one may have significant illness involving nervous system damage or developmental disabilities.

What precautions should pregnant women take when performing patient care or child care?

Pregnant women should practice good hygiene and carefully wash their hands after caring for patients or children. This is particularly important when handling diapers or having contact with the child's urine or saliva. Good hygiene and careful hand washing are the most important control measures. Pregnant women should minimize direct exposure to saliva and avoid kissing babies or young children on the mouth. Hugging is fine and is not a risk factor. Routine blood testing during pregnancy for CMV antibody is not generally recommended. Pregnant women should consult their physician on an individual basis regarding this issue.

Volunteer(s) who have questions about CMV contact the school nurse or the district nursing director.

TURN IN THIS PAGE WITH YOUR PACKET



Current Contact Information

Name _____

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: _____

Status Volunteer/Practicum Student

Signature

Date

For FNSBSD HR Use:

Items received:

- | | |
|--|---|
| <input type="checkbox"/> Current Contact Information sheet | Date packet turned in to FNSBSD HR: _____ |
| <input type="checkbox"/> Identification Document | HR employee accepting packet: _____ |
| <input type="checkbox"/> Records Confidentiality Agreement | Date UAF Advisor notified of Approval status: _____ |

TURN IN THIS PAGE WITH YOUR PACKET



Confidentiality Agreement

Fairbanks North Star Borough School District

The information you may have access to is **NOT** public information and can only be released by specific personnel of the Fairbanks North Star Borough School District. Never release information to anyone without first checking with your immediate supervisor. As an employee, volunteer, substitute or temporary employee, it is very important that all information that you come in contact with be kept strictly confidential. Never speak of this data in public places, with mutual friends or family members.

I have signed this form and agree to abide by this policy while I am assisting with student record handling, or employee record handling.

Signature: Volunteer

Date

Printed Name: Volunteer