

Gallatin Gateway School

Volunteer Handbook



We appreciate you and are very excited to receive your gift of time toward the future of Gallatin Gateway School's students.

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BASIC GUIDELINES FOR THE GALLATIN GATEWAY SCHOOL VOLUNTEER PROGRAM

Read this Volunteer Handbook carefully. This handbook has been created for the safety of our students and the safety of our school district. We appreciate the additional support in the education of the Gateway children; however, safety will always come first. The GGS volunteer program is designed to coordinate and manage all volunteer efforts safely and efficiently. At all times a volunteer should follow the rules, procedures, and other directives as described within its contents. If there are questions concerning the handbook's contents, the Gallatin Gateway School Board encourages you to discuss your concerns with the administration.

All individuals wanting to attain and maintain the status of a volunteer:

- Must acknowledge receipt of this handbook as appropriate documentation outlining volunteer procedures.
- Are encouraged to attend district training, especially on safety procedures and district regulations, to be better able to perform the position as volunteer.

MISSION

The District is committed to enhancing local educational services by:

- Encouraging volunteer participation and
- Coordinating the assistance provided by volunteers.

OBJECTIVES

1. To provide opportunities for interested stakeholders of the community to participate and assist in the educational activities of the students and in the day-to-day operations of the school.
2. To develop a reliable and varied skilled network of human resources to support the delivery of services to the District.
3. To provide each child the opportunity to reach the maximum of his/her ability.

VOLUNTEER ROLES AT GGS

There may be a need to offer assistance from some non-teaching duties during the day, such as:

- Supervised instructional assistance to student(s);
- Routine classroom assistance such as monitoring individual student or group activity;
- Specialized talks or demonstrations;
- Mailings or public informational tasks;
- Helping prepare displays or bulletin boards;
- Preparation of materials for art, science, language arts, social studies, and math classes;
- Clerical duties including typing of worksheets, stencils, inventories, putting booklets together, newsletters, student lunchroom counts, and attendance and class records;
- Clean up/organization activities;
- Library and audiovisual duties;
- Assistance with physical education exercises;
- Vision and hearing testing and/or approved medical surveys;
- School activities/recess supervision;
- Classroom sanitation;
- Extended-day field trips away from the school campus.

LEGAL CONSIDERATION FOR VOLUNTEERS

The Gallatin Gateway School District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

- 1) has not entered into an express or implied compensation agreement with the District;
- 2) is excluded from the definition of "employee" under the appropriate state and federal statutes;
- 3) may be paid expenses, reasonable benefits and/or nominal fees in some situations;
- 4) and is not employed by the District in the same or similar capacity for which he/she is volunteering (e.g. a teacher cannot volunteer to teach although he/she could volunteer to type or file), as prescribed by the Federal Fair Labor Standards Act.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips; and an appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken including:

- a. general volunteer responsibilities and limitations;
- b. information about school facilities, routines and procedures;
- c. volunteer schedule(s) and place of work;
- d. the expected relationship with the regular staff.

Volunteers who have a long-term school year schedule may be subject to the District's policy mandating background or fingerprint checks. Any volunteer who supervises children without the presence of a school district employee must have a background check. Examples of this would be: overnight trips, field trips which divide the students into groups which are supervised by a volunteer rather than under direct supervision of a teacher, field trips where volunteers are asked to take students to the restroom, drinking fountain, or any other area away from the supervision of a teacher.

Never will a volunteer be with students without a District employee's presence unless the volunteer has successfully completed a background check. Background checks are arranged with the County Superintendent at 522-3090 or by stopping by the office at 311 W Main St # 107, Bozeman, MT 59715.

The classroom teacher holds primary responsibility for ensuring compliance with applicable District policies for volunteers. Volunteers may be compliance advocates by providing appropriate reminders to supervising staff. School volunteers must be under the direct supervision of the classroom teacher or District employed staff personnel at all times.

Volunteers should not grade students' work or test students. Assessment is the job description of a teacher. It is the volunteer's responsibility to politely remind the teacher that this may violate school procedures and student confidentiality laws.

School volunteers are covered by the district's liability insurance should their actions result in an injury to a student. By means of this handbook, volunteers must have their name, social security number, address, and phone number on file with the District Clerk to insure liability coverage. In addition, for coverage, volunteers must sign in and sign out with each visit to the District.

Volunteers need to understand that the District's superintendent is the ultimate site leader. Volunteers are greatly appreciated, but volunteers, like staff, must comply with District policies and procedures to be able to continue volunteering in the District. At no time should a volunteer intrude on the duties and responsibilities of the teaching staff, the office staff, the superintendent, or contractors hired by the District. If this should occur, the volunteer will be verbally warned and may ultimately be asked to not return to the school as a volunteer.

VOLUNTEER AGREEMENT

Your role as a volunteer is an important one, and while enjoyable, requires that you accept certain responsibilities. These Volunteer Guidelines along with this Volunteer Handbook provide you with an overview of a classroom, school and chaperone's volunteer responsibilities and recommendations for appropriate responses to various situations that may arise. Should you require additional information, or have any other questions or concerns you may visit with the superintendent, the teacher, or the school board.

1. Volunteers must follow federal, state, and district laws, policies, procedures, rules, and regulations. Gallatin Gateway School's Board policies and the student handbook are available in the GGS Library, the District office, and at www.gallatingatewayschool.com.
2. Volunteers must follow confidentiality laws and procedures. Do not discuss the performance or actions of students except with the student's teacher, counselor, or superintendent. Please consider things heard or seen at school as confidential.
3. Volunteers must remember that the employed staff has priority in the chain of command.
4. Volunteers must not smoke or drink alcoholic beverages or purchase tobacco, alcohol, or other drugs, in the presence of students or during the field trip.
5. Volunteers must be aware that they are in attendance to guard, watch, and protect the students and not to solely learn, take part, or be entertained by the activity being attended. For example, those attending skiing outings should already know how to ski and be on the hill to assist the students and not be attending for personal entertainment.
6. Volunteers in the school must always be under the direct supervision of a teacher when volunteering with students. Volunteers must never take students away from the direct supervision of that teacher. Volunteers must be in the same room with the teacher and under her/his watchful and helpful eye.
7. Volunteers assisting on day field trips may or may not need a background check, which will be decided by the classroom teacher and the superintendent, based on the duties of the volunteer during the field trip.
8. Volunteers assisting on any overnight field trip are required to have a background check.
9. Volunteers should know that the supervising teacher, or a designated volunteer, will be responsible for the first aid kit.
10. Volunteers should use latex gloves (in the first aid kit) when handling all bodily fluid, including blood products. Report all illnesses and injuries to the teacher. See APPENDIX for details.
11. Volunteers must never grade students' work or test students
12. Volunteers must ask questions if they have concerns as to what should be done in a given situation. Teacher directions must be followed at all times. Please speak to the teacher privately if you have any concerns.
13. Know that the students' safety comes first. Be alert to potential dangers--stray animals, strangers, etc. Do not take chances. If necessary, move children to a safe place and inform the teacher.
14. Know the proper safety practices for preventing accidents including: general hazards in the workplace and hazards involved in an activity, i.e. glue guns, etc., safe lifting techniques and material handling procedures, blood borne pathogens programs, etc.
15. Know what to do if there is an accident or an injury to an adult or a student and how to report accidents or near misses.
16. Know the proper procedures to follow in the case of an emergency (fire drills, lock down drills, etc). A copy of the GGS Crisis Handbook is available to volunteers; ask at the school office.
17. Know that you may report safety problems to teachers or the superintendent.
18. Know that volunteers are not disciplinarians, but should notify staff personnel of infractions of school rules.
19. Know that parents or guardians who want to take GGS students home during or after a field trip must secure permission from the teacher.
20. Know that you do not drive students unless it has been prearranged and the necessary District insurance forms have been completed and approved for transportation.
21. Know that volunteers will not use cell phones while driving students. Drivers will pull over if needing to use the phone.
22. Know that due to allergies, volunteers cannot provide treats, snacks, or food to any student. Additionally, our school wellness program does not allow food for reward purposes.
23. Know that you do not administer any medications to a student. All medical situations and injuries must be reported to the teacher.
24. Know that young women and men are not permitted in each other's rooms unless accompanied by a volunteer who has successfully completed a background check. Students are also required to remain in their designated rooms at curfew time.

Appendix

GGSchool policies can be found at www.gallatingatewayschool.com

GALLATIN GATEWAY SCHOOL DISTRICT
SCHOOL ACCIDENT/INCIDENT REPORT

DATE OF ACCIDENT: _____ **TIME OF ACCIDENT:** _____

NAME OF INJURED: _____ **PARENT'S NAME:** _____

AGE: _____ **SEX:** _____ **GRADE:** _____ **SCHOOL:** _____

HOME ADDRESS: _____

HOME PHONE: _____ **PARENT'S WORK PHONE:** _____

LOCATION OF ACCIDENT: _____

DESCRIPTION OF ACCIDENT (DOCUMENT WITH PHOTOS OF ACCIDENT AREA):

PERSON IN CHARGE

WHEN ACCIDENT OCCURRED: _____

IMMEDIATE ACTION TAKEN: () First-aid Treatment () Sent to School Nurse
() Taken Home () Referred to Doctor () Sent to Hospital By Whom: _____

NOTIFICATION: () Parent () Guardian () Doctor () Nurse () Teacher () Other _____
How Notified: _____ When: _____ By Whom: _____

DISPOSITION: () Taken Home () Taken to doctor's office () Taken to hospital () Other _____

WITNESSES: Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____

MISCELLANEOUS INFORMATION: (Condition of premises, equipment, weather, etc.)

Person Submitting Report _____ Contact Phone No. _____

Signed by Principal _____ Contact Phone No. _____

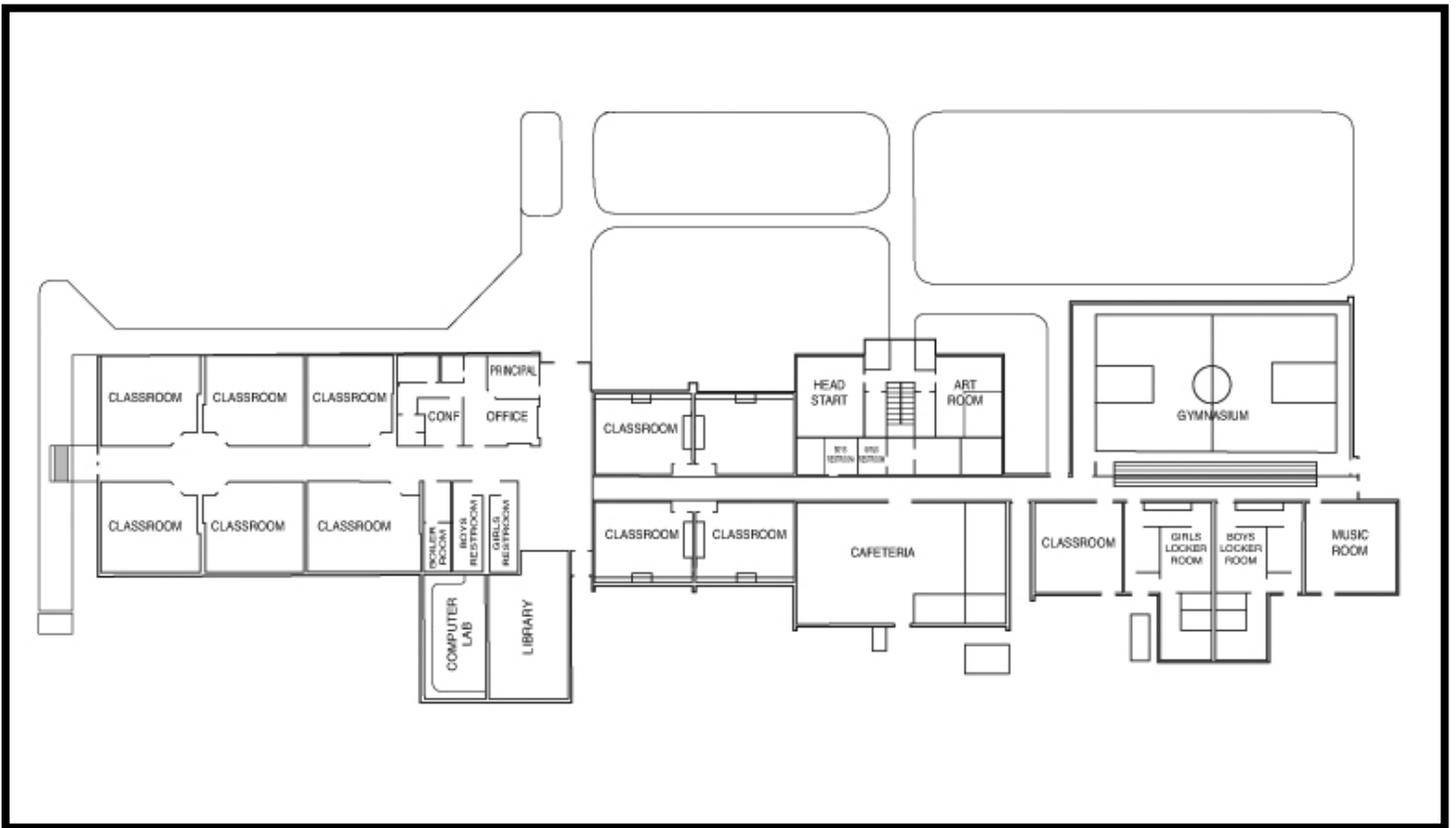
SCHOOL MAP

Two AED units are located in the school. One is in the main lobby near the recess door next to the library and the other is located next to the door at the outside ramp entrance to the gymnasium area.

First aid supplies are located in the school office.

Please request from the school office:

- 1) a list of school employees,
- 2) the Crisis Handbook of safety procedures,
- 3) a student handbook which offers the expectations for student behavior during school.



SIGN-IN/SIGN-OUT PROCEDURE

All volunteers are to sign in upon arrival at the school at the office. After signing in, each will be given a volunteer/visitor badge to wear for the duration of the school visit. This badge identifies each volunteer as a member of the volunteer program. Staff will help remind volunteers or any visitor present who is not wearing a badge to return to the office to sign in. After volunteers finish, each volunteer should sign-out and turn in his/her badge.

There are important reasons for this procedure:

- To ensure the safety of all school children –The students have been trained to know visitors to the school with a badge have approval to be assisting in the school.
- To document the volunteer’s supervised presence in the building with certified staff responsible for supervision duties.
- To document volunteer status in the case injury to a child occurs while they are volunteering.
- To document volunteer date, times, and activities when assisting in the District to allow the District’s workers’ compensation insurance coverage during supervised volunteer service.
- In the case of an emergency, volunteers can be found in the locations they designate on the volunteer sign-in register.
- In the case of an evacuation, the District will have an accurate count for people in the building.

SCHOOL/COMMUNITY RELATIONS

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Injure or threaten to injure another person;
- Damage another's property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation);
- Consume, possess, or distribute alcoholic beverages, illegal drugs, including medical marijuana, or possess dangerous weapons at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year round, and during all District extra or co-curricular activities. District administrators will take appropriate action as circumstances warrant, up to and including recommending that the individual violating this policy be denied access to District property. If a recommendation is made to the Board to deny access to District property to an individual, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Legal References:	§ 20-1-206, MCA	Disturbance of school
	§ 20-1-220, MCA	Use of tobacco on school property prohibited
	§ 45-8-361, MCA	Possession of a weapon in a school building
	§ 50-46-101, MCA	Montana Medical Marijuana Act
	20 USC § 7101	Safe and Drug Free Schools & Community Act

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

SCHOOL/COMMUNITY RELATIONS

Visitors to the Schools

The District encourages visits to all District buildings by Board members, parents, citizens, and taxpayers. All visitors shall report to the main office. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's preparation period.

Legal References: § 20-1-206, MCA Disturbance of school

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

PERSONNEL

Sexual Harassment

The District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law. Sexual harassment includes sexual violence, which are physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the use of drugs or alcohol or intellectual or other disability. Sexually violent acts could include rape, sexual assault, sexual battery, and sexual coercion.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances. A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Employees should report claims of sexual harassment to the Principal or Superintendent or the District’s Title IX Coordinator and/or use the District’s Title IX Grievance Procedures. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments

http://nt5.scbbs.com/cgi-bin/om_isapi.dll?clientID=282608&infobase=naperville.nfo&jump=2%3a260&softpage=PL_frame - JUMPDEST 2:260

Legal References:	42 USC § 2000(e) et seq.	Title VII of Civil Rights Act
	20 USC 1681 et seq	Title IX
	§ 49-2-101, et seq. MCA	Human Rights Act
	§ 49-1-102, MCA	Freedom from discrimination
	§ 49-3-201, MCA et seq	Governmental Code of Fair Practices

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

OPERATIONAL SERVICES

Use of Automated External Defibrillation

An Automated External Defibrillator (AED) will be available to faculty, staff, and students in case of a sudden cardiac arrest. The District will establish an AED Program in accordance with the standards established by the Montana Department of Public Health and Human Services (Department). The District will comply with all other requirements for AED implementation set forth by the Department.

As part of the AED program, the District will identify and train AED providers. All AED-certified staff must maintain current certification. Use of the AED will be in accordance with § 50-6-505, MCA.

The District retains the discretion to use reasonable care and judgment in determining the location and number of AED units that may be available at building sites.

Legal References:	MCA § 50-6-501, <i>et seq.</i>	Automated External Defibrillator Programs
	37.104.601, ARM, et.al.	Automated External Defibrillators (AED)

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

OPERATIONAL SERVICES

School Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The Superintendent will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. The Superintendent will develop safety and health standards that comply with the Montana Safety Culture Act.

School Closure

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Specific procedures for school closures may be found in the District’s Safety Plan.

Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticide, and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District’s Safety Plan.

Legal References:	§ 20-1-401, MCA § 20-1-402, MCA § 20-1-801, et al., MCA §§ 39-71-1501, MCA §§ 50-71-311, MCA	Disaster drills Number of disaster drills required – time of drills to vary Emergency School Closure Montana Safety Culture Act Montana Safety Act
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Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

PERSONNEL

Criminal Background Investigations

Any finalist recommended to be employed in a paid **or volunteer position** with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment by the Board. The results of the name-based check will be presented to the Board, concurrent with the recommendation for employment or appointment.

Any subsequent offer of employment or appointment will be contingent on results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is assigned to the District, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent and/or Board shall keep all criminal record information confidential as required by law.

Legal References: 42 USC 5119a National Child Protection Act
 10.55.716, ARM Substitute Teachers
 10.57.201a, ARM Criminal History Background Check

Cross References:

Policy History:

Adopted on: August 20, 2012

Revised on:

Bloodborne Pathogen Information for Employees and Volunteers
Provided by Gallatin City-County Public Health Department

Gallatin Gateway School strongly encourages employees and volunteers to have vaccinations available. Contact Gallatin County Health Office at (406) 582-3100 for an appointment and location.

http://www.gallatin.mt.gov/Public_Documents/gallatincomt_hdhhs/immunizations/izmp

Objectives

Learn definition of “bloodborne pathogens”.

Understand how they are transmitted.

Identify steps to reduce your risk of exposure on the job.

Understand the benefit of receiving vaccinations.

What are Bloodborne Pathogens?

Viruses and bacteria that can cause disease in people.

There are many different bloodborne pathogens. Two that are specifically addressed by OSHA are Hepatitis B and HIV.

What is Hepatitis?

Hepatitis is inflammation of the liver. It can cause more serious problems such as cirrhosis and liver cancer.

It can be caused by viruses, chemicals, and drugs.

We will focus on three of the most common types of viral hepatitis: Hepatitis A, B & C.

Hepatitis A

Transmitted from exposure to feces of someone with Hepatitis A.

Contaminated food and water.

Travel, close contacts, sex, daycares.

Acute illness that goes away by itself in 2-6 months.

Viable for up to 10 months in water and 30 days on dry surfaces.

Vaccine available.

Hepatitis B

Transmitted from exposure to blood, semen, or vaginal fluids of someone with Hepatitis B or from mother to baby at birth. IV drug use, unprotected sex, tattooing, piercing, exposure to blood or body fluids on the job, sharing razors, toothbrushes, etc., of someone with Hep B.

Acute or chronic form (cirrhosis, liver cancer).

Viable 7-10 days or longer on surfaces.

Vaccine available.

Hepatitis C

Transmitted from exposure to infected blood, potential transmission during sex, mother to baby at birth.

IV drug use, tattooing, body piercing, blood transfusion, blood products, or organ transplant prior to 1992.

Can survive outside the body 16 hours but not longer than 4 days.

Most people get the chronic form.

No vaccine.

Symptoms

Most Adults and children will not have symptoms.

It can take from 1-9 months after exposure before symptoms become noticeable.:

Fatigue

Fever

Joint pain

Jaundice (yellow skin/eyes)

No appetite

Dark urine

Light stools

Nausea

Vomiting

Diarrhea (Hepatitis A)

What is HIV? Human Immunodeficiency Virus.

Attacks the body's immune system, making it weak so it can not fight off other deadly diseases or infections.

Will eventually lead to AIDS, which can be a fatal disease.

The virus is fragile and cannot survive very long outside the human body.

Symptoms: Can vary but often include:

Weakness

Fever

Sore throat

Nausea

Headaches

Diarrhea

White coating on the tongue

Weight loss

Swollen lymph glands

How is HIV transmitted?

Contact with infected human blood.

From exposure to contaminated needles, broken glass, or other sharps.

Unsafe sexual practices with an infected person.

Contact between broken or damaged skin and infected body fluids.

Contact between mucous membranes and infected body fluids.

Who is at risk?

If you are a health care worker or someone at risk of being exposed to blood, body fluids, or needles.

If you share needles or other items used for injecting drugs, tattooing, or piercing.

If you have sex with someone who is infected.

If you share or handle razors, toothbrushes, or other personal care items with someone who is infected.

How can my job put me at risk?

Potential for exposure to blood, or body fluids.

Potential for needle sticks.

How do I protect myself?

Use "Universal Precautions"

A prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious, regardless of the perceived status of the source individual.

Personal Protective Equipment (PPE)

The first thing you should do in a situation where you could potentially be exposed to bloodborne pathogens is to ensure that you are wearing the appropriate personal protective equipment.

Rules to follow with PPE:

Always wear it if you are in a potential exposure situation.

Examine your PPE before wearing. If it is torn, punctured, or lost its ability to function as a barrier then it needs to be replaced or discarded.

Do not take used PPE out of the work area. Remove it before leaving.

What are the types of PPE?**Gloves**

Should be made of latex, nitril, rubber, or other waterproof material.

If cuts or sores are on your hands, cover them with a bandage before putting the gloves on.

Inspect your gloves for tears or punctures before putting them on.

Take used gloves off carefully.

Goggles

Use anytime there is a risk of splashing or vaporization of contaminated fluids.

Face Shields

Can be used in addition to goggles to add extra protection against splashes to your nose and mouth

Aprons

Used to protect your clothing against blood or other contaminated fluids from soaking through to your skin.

Good Work Practice

Hand washing

One of the most important things you can do to help prevent the transmission of bloodborne pathogens.

Hands or other exposed skin should be washed as soon as possible following a exposure incident.

Use a soft antibacterial soap if possible, as harsh, abrasive soaps can cause damage to your skin.

If you work in an area where there is potential for exposure, you should never:

Eat

Drink

Smoke

Apply cosmetics or lip balm

Handle contact lenses

Clean Up

Anything that comes in contact with blood or body fluids is considered infectious and should be decontaminated or sterilized as soon as possible.

You should use a solution equivalent to household bleach/Clorox diluted between 1:10 and 1:100 with water. (At least one quarter cup of bleach per one gallon of water).

Lysol or other EPA-registered tuberculocidal disinfectant can also be used.

Sharp Objects:

Needles

Must be disposed of in sharps containers.

Broken Glassware

If visibly contaminated with blood, should be disinfected before disturbed or cleaned up.

What To Do In An Emergency

Use Universal Precautions and minimize your exposure by using PPE

If you are exposed you should:

1. Wash the exposed area with soap and running water.
2. Report the exposure to your supervisor.
3. Check with your supervisor to see if there is an exposure report form.
4. Based on your type of exposure you may need Hepatitis B or HIV testing.
5. Hepatitis B vaccination:

People who have potential exposure to bloodborne pathogens should receive the vaccine.

Three doses at 0, 1, and 6-month schedule.

Should not receive if you have medical contraindications. Contact County Health to discuss (406)582-3100.

Bloodborne Pathogens Quiz

1.If you are exposed to potentially infectious materials on the job, you may request a vaccine for which bloodborne disease?

- a.HIV
- b. Syphilis
- c. Hepatitis B
- d. Brucellosis

2.Which of the following materials could contain bloodborne pathogens?

- a. Blood
- b. Semen
- c. Vaginal secretions
- d. All of the above

3.If you wear gloves when cleaning up an accident site, it is not necessary to wash your hands afterwards.

- a. True
- b. False

4.Bloodborne pathogens may enter your system through:

- a. Open cuts
- b.Skin abrasions
- c. Dermatitis
- d. Mucous membranes
- e. All of the above

5.You should always treat all body fluids as if they are infectious and avoid direct skin contact with them.

- a. True
- b. False

6.You should never eat, drink, or smoke in a laboratory or other area where there may be potential exposure to Bloodborne pathogens.

- a. True
- b. False

8.Uncontaminated sharps may be disposed of in regular trash bags.

- a. True
- b. False

9.A quarter cup of household bleach to one gallon of water provides strong enough solution to effectively decontaminate most surfaces, tools and equipment if left for 10 minutes.

- a. True
- b. False

Attention GGS Volunteers:

This PowerPoint presentation, courtesy of Teton County Public Health Jackson Hole, WY, can be found at <http://www.gallatingatewayschool.com/news/page.php?pageID=306>. If you have questions, please contact the GGS Superintendent or Gallatin County Health at (406)582-3100.

Example of a Field Trip Volunteer Form for Overnight Adventures
Volunteers Needed

Volunteers have to be tough people! They get up early, they clean, they supervise cleaning, the supervise safety of children, they walk far distances, and they go to bed late. But they reap a great reward – the privilege of sharing an incredible experience.

Ideally, volunteers should be experienced in supervising children indoors and in the outdoors. Additionally, volunteers MUST be in good physical condition. Some of the field trips are quite strenuous.

The adult volunteers are responsible for the safety of students, for being role models, and for furthering the goals of the teaching staff and docents. Volunteers will be expected to obey and enforce all GGS guidelines for safe behavior and respect and the regulations of the place being visited. Volunteers are disciplinarians when necessary. They are expected to participate in and facilitate activities, such as journal writing, group projects, etc. Volunteers that just want to “come along for the ride” will not be chosen to assist. The volunteers are an integral part of the group, and their willingness to participate is vital to the outdoor education’s success.

In addition, volunteers must complete a successful background check, be first aid certified, and complete and follow the GGS Volunteer Handbook agreement. Completing this application of interest does not mean you may be chosen. Thank you for your interest.

Volunteer Application of Interest

(Please detach the bottom half of this paper and return it to _____ if you are interested in volunteering to assist in the program.)

1. **Name:**
2. **Are you willing to supervise for the safety of all according to the GGS volunteer handbook?**
3. **Are you in good physical condition? Are you able to hike 3-5 miles everyday?**
4. **Are you First Aid or CPR certified or willing to complete the course by the field trip date?**
5. **Do you have insurance and are you approved by the school to be a driver? (You need to have \$300,000 liability and acceptable driving record in order to transport students). Driving expenses will not be reimbursed.**
6. **How many seatbelts (not including yourself) are available for us in your car for children?**
7. **Do you have a pick-up truck or SUV that we could use to haul luggage and supplies if needed?**
8. **Will you complete a background check at your own expense?**

Signature _____
Phone

Email _____
Date

Gallatin Gateway School (GGS) Volunteers

Family Involvement as Support of Students

Family Involvement at School Events

Parents/Community members:

How to volunteer at GGS?

How to share in events and/or be an audience at GGS?

A: How to volunteer at GGS:

Parents and Community members may volunteer at Gallatin Gateway School at any time. Involvement in school activities may be through:

Partners In Education (PIE) Parent support group,

Athletic Booster Club parent support group,

academics with students – small group learning,

K-3 classroom holiday parties,

teacher assistance,

kitchen prep work,

athletics,

reading mentors,

math mentors,

gifted education mentors,

library maintenance,

field trips,

organization of field trips,

organization of fundraisers,

special event activity nights at school,

Title One small group reading,

learning Lab before and after school,

school snack cart,

disinfection of classrooms to assist in keeping kids healthy,

hanging student work for display,

creating bulletin boards with student work,

playing with students at recess,

eating lunch with small groups of students,

ongoing maintenance in our building such as painting, sheet rock, hanging items, replacing broken equipment, assist in organizing the basement and maintaining basement inventories,

committees as assigned by the school board,

grant writing,

web page maintenance,

elective middle school class volunteer,

and many other if you have an interest, please let us know. We will find a way for you to enjoy our school and be involved with our staff and students!

B: If you are interested in being involved with our school you may:

1. Call the office and set up an appointment with the principal- 406-763-4415 or contact us by email: info@gallatingatewayschool.com
2. Stop by the school or email to arrange a visit with a classroom teacher.
3. Stop by the school or email to coordinate a time to meet with the Athletic Directors
4. Stop by the school or email to coordinate a time to meet with the kitchen staff
5. Stop by the school or email to receive information on the presidents of our parent support groups.

There is a way for every person to be involved, just let us know of your interests and the time you have available.

C: What do I do to be a volunteer?

The teachers or the principal will walk you through the *GGS Volunteer Handbook*. This handbook and a visit with one of our staff will assure you of the school philosophy, familiarize you with our building, and introduce you to our school schedule. You will sign in and sign out each time you assist us in the building.

D: May I assist as a volunteer from home?

Yes, you can! Let us know of your interests and we will find a way for you to apply your talents and assist us from your home.

E: May I attend student performances and observe student learning?

Yes, we have classroom and all school performances such as reader's theater, presentations, and assemblies that you are always welcome to attend. Please ask to join our parent email list to know when the events are held.

Thank you for your interest in Gallatin Gateway School. We look forward to working with you in the near future.

406-763-4415

info@gallatingatewayschool.com