

VOLUNTEERS & BACKGROUND CHECKS

If you are interested in volunteering in the Marshfield School District in any way, including field trips, parties, reading buddies, coaching, or helping in the buildings, you must complete the following steps to be included on the Approved Volunteer Listing:

1. Go to the website for the Department of Health & Senior Services Family Care Safety Registry. The link to the website is <http://health.mo.gov/safety/fcsr>. There will be a one-time \$14.25 fee for registering.
2. Click on "Register Online".
3. Click on "Registration", then click "Register".
4. Click on the "Is A Person Registered" tab then fill in your social security number as the page requests. If you are already registered, the site will tell you so and you can skip to step # 9. If the page tells you that your social security number was not found, click the "Continue" button and follow the rest of the steps on this sheet.
5. Click on the drop down arrow in the box next to the line that says "Select If No Employer" and select "Volunteer" then click "Continue".
6. Click the "Voluntary" box, fill in all of your personal information, then click "Continue".
7. You will then be taken to the page to pay the \$14.25 fee for registering with the Family Care Safety Registry. This is a one-time fee and you will then be registered with them forever, allowing us to complete a background check on you every year that you wish to volunteer without any further cost to you. This fee must be paid directly to the Department of Health & Senior Services online using a credit or debit card.
8. A letter will be mailed to you from the Department of Health & Senior Services after you have registered letting you know that you have been registered. This letter DOES NOT mean you are approved with the school district to volunteer.
9. **Once you have completed the registration, you MUST turn in the Volunteer Application Form, Volunteer Requirement, and Confidentiality Agreement to the Central Office.** This must be done **EVERY YEAR**, as it gives us your permission to run a background check on you. If we don't receive this paperwork, we cannot run the background check and we cannot include you on the approved volunteer listing.
10. A letter will be mailed to you from the Marshfield School District letting you know that you have been approved to volunteer after we have received all of your paperwork and an approved background check result has been received.

If you have any questions concerning the volunteer background check process, please contact Jennie Ruth in the Central Office at 859-2120, extension 9003.

Thank you so much for your desire to volunteer for the Marshfield School District. We appreciate all you do for our students and your willingness to complete the necessary steps to keep our students safe.



Marshfield R-1 School District



David Steward
Superintendent of Schools
Mike Henry
Assistant Superintendent

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Marshfield, Missouri 65706
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Joey Pate
President, Board of Education
Marta Fraker
Secretary, Board of Education

Lead - Learn - Inspire - Serve

Special Services

170 State Hwy DD

Melynda Van Note
Director

Alvin Richardson
Curriculum Director

High School

370 State Hwy DD

Jeff Curley
Principal

Sue Smith
Assistant Principal

Brad Hurley
Assistant Principal

Junior High

660 N Locust St

Doug Summers
Principal

Daphne Grandel
Assistant Principal

Shook Elem

180 State Hwy DD

Heather Sample
Principal

Becky Weigand
Assistant Principal

Webster Elem

650 N Locust St

Michelle Mitchell
Principal

Julie Underhill
Assistant Principal

Hubble Elem

600 N Locust St

Angela Stevens
Principal

Mallory Robertson
Assistant Principal

Dear Employee or Volunteer:

Welcome to our school district. Please find attached a copy of our sexual harassment brochure. Our board policies regarding non-discrimination and freedom from sexual harassment can be found on our website at www.mjays.us under the Board of Education tab. Simply click on Board Policies and Regulations, click on the blue Marshfield Board Policies and Regulations and look at policies AC and GBH. We require your signature stating that you have received information concerning these policies. If you are an employee, you should do this in the teacher academy or first faculty meeting before school starts. If you are a volunteer, you must sign and return the attached Volunteer Requirement form.

While the brochure and policies are straightforward, should you have any questions, please do not hesitate to bring them to my attention. We are indeed proud of our traditions at Marshfield R-1 Schools and continually strive to improve the student achievement of all of our students. We are glad you are here to help us in that quest.

Thank you for your interest and dedication to our challenge, as we strive to ensure that we maintain a working environment free from discrimination and sexual harassment.

Sincerely yours,

Mike Henry

Title IX, AA/EEO Officer