

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.

VOLUNTEER APPLICATION FORM
MARSHFIELD R-1 SCHOOL DISTRICT
MARSHFIELD, MISSOURI 65706
17-18 SCHOOL YEAR

NOTE: Be sure to register for the DHSS Family Care Safety Registry at
<http://health.mo.gov/safety/fcsr> prior to turning in this paperwork.

Full Name _____

Maiden Name/Possible Alias _____

Social Security # _____ Birthday _____
(Required for Background Check) (Required for Background Check)

Present Address _____ Telephone (H) _____
_____ (W) _____

Buildings and/or Programs in which you wish to volunteer: Hubble__ Webster__

Shook__ Junior High__ High School__ Program _____

Describe any experience, skills, or qualifications, which you feel would especially help
you be an effective volunteer:

REFERENCES: Please list 2-3 persons who have known you for one or more years.

Name Supervisor/Friend Address Telephone

Have you ever been charged with, convicted of, or pled guilty to child abuse or child
molestation? Yes ___ No ___ Have you ever been charged with, convicted of, or pled guilty
to a felony? Yes ___ No ___ If yes to either, please attach explanation.

I understand that providing any false information in the application constitutes fraud.

Name _____ Date _____

The Marshfield R-1 Schools do not discriminate based on race, color, gender, national origin, disability, or age. Persons who
have questions about this may inquire at the Superintendent's Office, 170 State Hwy DD, Marshfield, MO 65706 or telephone
417-859-2120. The Marshfield R-1 School District is an equal opportunity employer.

MARSHFIELD R-1 SCHOOLS CONFIDENTIALITY AGREEMENT

In the course of my employment or association with the school district, I understand that printed, electronic, and oral communications concerning ALL student information are confidential. Such information can be accessed directly only by certain designated individuals and only for legitimate purposes. Any keys to any files and any computer password assigned to me for which I am responsible will be kept confidential. Release of any student information in printed, verbal, electronic, or any other form by unauthorized personnel is a major violation of school district standards for school employees and contracted service providers.

I have review the school district's policies regarding confidentiality of student information. I understand that improper release of student information is cause for disciplinary action and can result in termination of employment and in some cases, civil liability.

If I have any questions concerning the confidentiality of student information, I will consult my immediate supervisor or the school principal.

I have read, understand, and accept the above statements.

Signature

Date

Print Name

Volunteer Requirement

Marshfield school policy requires that employees and volunteers receive information about our district's sexual harassment policy. Please sign and return this form indicating you have received this information. Return it with your child to the school that is applicable, Hubble Elementary, Webster Elementary, Shook Elementary, Jr. High School or High School. If you are volunteering at home, you still must also comply with Board policy. Thank you for your cooperation.

Name (Please Print)

Signature

Date



Marshfield R-1 School District



170 State Hwy DD

Marshfield, Missouri 65706

PH 417-859-2120 FAX 417-859-2193

www.mjays.us

David Steward

Superintendent of Schools

Mike Henry

Assistant Superintendent

Amy Wilkerson

President, Board of Education

Christi Mackey

Secretary, Board of Education

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

Kevin Armstrong

Activities Director/
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

Jill Underhill

Assistant Principal

Hubble Elem

600 N Locust St

Laura O'Quinn

Principal

Kara Boehmer

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 Regulation, click on the blue Marshfield Board Policies and Regulations and look at policies 2130 and 4810. 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

The Fear of Speaking Up

Are you afraid that you will suffer retaliation from the harasser? Or are you worried that people will think "you asked for it?" Perhaps you think you are somehow responsible for the harasser's behavior? If so, there are still things you can do.

Your Options

Don't Delay. Pay attention to cues or comments indicating harassment.

Say No. Tell the harasser that his or her advances are unwanted and you want them stopped.

Keep a Record. Should the harassment continue, keep track of dates, times, places and statements. List the names of any witnesses. This information can be used to support a complaint.

Talk to Others. Let the principal, supervisor of the harasser and the AA/EEO officer know what has happened.

Marshfield School Can Help

If you believe that you are being harassed, talk to someone you can trust—the sooner, the better. For instance, the School's AA/EEO officer will discuss your situation and offer advice on the informal and formal procedures available to you as a student, faculty member, or administrative service and support employee. The officer also can give advice on how to handle the situation, correct the behavior and prevent retaliation. All inquiries are held in strict confidence.

AA/EEO Officer
Mike Henry
Assistant Superintendent
170 State Hwy DD
Marshfield MO 65706
(417) 859-2120

Sexual Harassment

What it is and how to deal with it.

It's a Matter of Choice

Sexual harassment means different things to different people. To some, a dirty joke is offensive; to others, it's an overt proposition. No matter what form it takes, if someone's actions make you uncomfortable, or put you in a difficult situation, you need to seek help. You don't have to put up with unwanted sexual advances, unacceptable sexual behavior, or actions that create a hostile environment for you.

Recognizing Sexual Harassment

One of the reasons sexual harassment often goes unreported is that victims are afraid they've misread the intentions. Fortunately, there are guidelines. Sexual harassment may include any unwanted attention of a sexual nature such as:

- Sexually suggestive looks or gestures
- Sexual teasing or jokes
- Sexual demeaning comments
- Deliberate touching, cornering, pinching
- Pressure for sex
- Request for sex in exchange for favors, promotions, or salary increases
- Highly personal questions
- Unwanted requests/pressure for dates
- Sexual materials posted in the workplace

Does this sound Familiar?

Below are some examples of sexual harassment and how they might be handled. Although no two cases of sexual harassment are ever the same, this will give you an idea of what is considered unacceptable behavior.

Ann is an apprentice in a traditionally all-male job at school. Many of the men resent her being there. They think it is funny to watch her reaction as they tell obscene jokes, and leave pictures of nude women around the work station. Ann has told her principal she is offended by their behavior. He said, "Men will be men." The strain of the situation is beginning to have a negative effect on Ann's work. Ann discussed this situation with the sexual harassment officer who advises her about the matter. Sexual harassment training is immediately planned for the department.

Beth is enrolled in a regular education class. As she leaves, he tells her that if he got to know her personally outside the classroom he could help her with her job search. He then reaches out and gives her a squeeze. Upset about what just happened, Beth talks about it with other students in the class and discovers that the same teacher has recently made similar suggestions to two others. They decide to report him to the principal. The principal consults with the schools' sexual harassment officer after receiving a confidential statement from the student. After a thor-

ough investigation of the matter, the school reprimands the teacher and warns him that if such behavior occurs in the future, it could be grounds for further action.

Robert is a new support-staff employee. His supervisor has repeatedly talked to him about her personal problems. Recently, she has been pressuring him to take her out after work. He has avoided doing so. She is now telling him that his contract may not be renewed if he does not make arrangements to spend some personal time with her. Robert decides to file a complaint using the procedures on sexual harassment for administrative, service, and support staff.

Jennifer's teacher is going through a divorce. Lately, while talking about her class work, he has begun telling her about his fantasies and pressuring her into making his fantasies come true. She has refused, but now he is saying that she will never pass his class if she does not have sex with him. Jennifer is extremely depressed and fearful that her career is at stake. She is considering dropping out of class. Instead, she files a complaint under the Discrimination Grievance Procedure for students.