

SHREWSBURY PUBLIC SCHOOLS

POLICY FAMILY SAFETY AND SECURITY OF SCHOOLS 635

C.O.R.I. CHECKS

On November 27, 2002 the Massachusetts Legislature enacted Chapter 385 of the Acts of 2002, An Act Further Protecting Children. This statute requires that all schools conduct Criminal Offender Record Information (C.O.R.I.) checks on current and prospective employees, volunteers, school transportation providers, and any others who may have direct and unmonitored contact with children.

It shall be the policy of the Shrewsbury Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of employees, prospective employees, or volunteers of the school department including any individual who regularly provides school related transportation to children, and who may have direct and unmonitored contact with children.

The Superintendent, principals or their certified designees will also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal systems history board. Completed C.O.R.I. request forms must be kept in secure files. The Superintendent, principals and others designated to obtain information under this policy, shall prohibit the dissemination of school information of any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board. Under the provisions of the state law a new C.O.R.I. must be obtained every three years. The district will follow state guidelines in securing updated C.O.R.I. checks.

The Shrewsbury School Committee recognizes the potential for "direct and unmonitored contact with children" exists in all buildings and facilities within the district. The School Committee directs the Superintendent to conduct C.O.R.I. checks on all employees, prospective employees, and those individuals who regularly provide school related transportation to children. Further the School Committee directs the Superintendent and principals to conduct C.O.R.I. checks on all volunteers who are likely to volunteer on more than one occasion in the school.

The Superintendent or designee shall consult with appropriate bargaining unit representatives to establish procedures for implementing the requirements of this policy. Employees and volunteers will be provided with information relative to the implementation of this policy, including those employees not covered by a collective bargaining agreement. Attached is information sheet/procedural guidelines that will be the basis

for the C.O.R.I. process for those employees not covered by a collective bargaining agreement. A similar information/procedural process will be developed with each collective bargaining unit.

The School Committee authorizes the following individuals for access to C.O.R.I. data: Superintendent, Assistant Superintendent, Director of Business Services, Director of Human Resources, Director of Special Education, principals, Director of Food Services (only for those individuals affiliated with the food service program), Director of Extended School Care Program (only for those individuals affiliated with the Extended School Care Program), Director of Preschool (only for those individuals affiliated with preschool program), Athletic Director (only for those individuals affiliated with the athletic program), School Committee members (only for those individuals within the hiring authority of the School Committee and on an as needed basis for other individuals as requested by the Superintendent).

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6/18/03