

POLICY FAMILY	SAFETY AND SECURITY OF SCHOOLS	635
<p data-bbox="186 262 386 361"><u>635.</u> C.O.R.I. Checks</p>	<p data-bbox="446 262 1425 445">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. This statute requires that all schools conduct 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.</p> <p data-bbox="446 483 1453 634">It should 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.</p> <p data-bbox="446 672 1448 793">The Superintendent, principals or their certified designees will also have access to Criminal Offender Report Information for any subcontractor or laborer who performs work on school grounds, and who may have direct an unmonitored contact with children, and hall notify them of this requirement and comply with the appropriate provisions of this policy.</p> <p data-bbox="446 831 1432 982">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. 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.”</p> <p data-bbox="446 1020 1448 1239">In accordance with state law, all current and perspective employees, volunteers, and persons regularly providing 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.</p> <p data-bbox="446 1276 1458 1428">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 of the individual should contact the criminal history systems board. The district will follow state guidelines in securing updated C.O.R.I. checks.</p> <p data-bbox="446 1465 1421 1684">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.</p> <p data-bbox="446 1722 1445 1940">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.</p> <p data-bbox="1198 1940 1458 1969" style="text-align: right;">Continued on next page.</p>	

<p>Adopted 6/18/03</p>	<p>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.</p> <p>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 programs), 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 programs), 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).</p>
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