



## *Criminal Offender Record Information (CORI) Policy*

Pursuant to the provisions of Massachusetts General Laws Chapter 6 Section 172G, and Chapter 71 Section 38R, as amended by Chapter 385 of the acts of 2002, the North Attleborough School Committee adopts this policy.

The School Committee, Superintendent, Building Principals, or Human Resources Director shall obtain all available criminal offender record information from the CHSB of any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who will regularly provide school related transportation to children. Requests for CORI from applicants shall not be made prior to the final application screening process. All individuals subject to this policy shall complete and submit a CHSB CORI request form. The School Committee, Superintendent, Building Principals, or Human Resources Director shall, no less than every three years, obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) on all employees and volunteers under the provisions of Massachusetts General laws Chapter 71R Section 38R, as amended by Chapter 385 of the acts of 2002, during their term of employment or volunteer service.

The Superintendent or Human Resources Director shall obtain all criminal offender record information of any subcontractor or laborer to perform work on school grounds who may have direct and unmonitored contact with children.

Any criminal offender record information received shall be maintained in a secure location separate from personnel files at the School Administration Building. Said CORI shall be accessible to School Committee members, the Superintendent, Building Principals, and Human Resources Director at reasonable times. No copying of the Criminal History Systems Board information shall be allowed. All CORI shall be confidential and may only be disclosed as provided in this policy or disseminated:

- (a) To the applicant to whom the information relates, as described above.
- (b) In accordance with a court order.
- (c) As may be necessary to further the safety and protection of school children.

No School Committee member may disclose the contents of any Criminal Offender Record Information, other than with other School Committee Members, School Committee Counsel, Superintendent, or Human Resource Director, without prior School Committee approval.

Subject to the provisions of G.L. c. 6, Section 175, no other person shall be allowed access to any criminal offender record information. CORI shall be retained for three (3) years from the date of its receipt, or until all administrative and judicial proceedings concerning the individual's employment or volunteer service are exhausted, whichever is later.

Any information obtained under the provisions of Massachusetts General Laws Chapter 6 section 172 G, and Chapter 71 Section 38R, as amended by Chapter 385 of the acts of 2002, shall not be disseminated for any purpose other than to further the protection of children.

The Superintendent of Schools, Building Principals, or School Committee, as the case may be, shall be entitled to apply his/her own judgment when determining the extent to which CORI information may disqualify an individual from employment or volunteer service within the District.

***North Attleborough Public Schools***

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