

**HADLEY PUBLIC SCHOOLS  
CORI CHECK POLICY**

1. In keeping with Chapter 385 the Acts of 2002, An Act Further Protecting Children, approved on November 27, 2002, it is the policy of the Hadley Public Schools to perform CORI checks on all current and prospective employees, volunteers, individuals who regularly provide school related transportation and any sub-contractors providing services to pupils in the Hadley Public Schools. This shall also include any sub-contractor or laborer commissioned by the School Committee or the town to perform work on school grounds who may have direct and unmonitored contact with children. This CORI check shall be completed prior to the individuals being engaged in the performance of their duties. Also, periodically, but not less than every three years, the appropriate school official shall obtain a CORI check on all of the employees and volunteers during their employment or service. Further, the Hadley Public Schools will adopt and/or amend procedures when necessary to comply with this Act, including but not limited to, building rental and transportation policies, procedures and contracts.
2. The following statement of policy applies to requests for and dissemination of information obtained from the Commonwealth of Massachusetts Criminal History Systems Board, in conjunction with the Hadley School Committee's grant of access to Criminal Offender Record Information, Pursuant to **M.G.L. c. 6, Section 172 (c) and Section 95 of Chapter 71 of the Acts of 1993.**
3. Criminal Offender Record Information shall be defined as records and data obtained from the Criminal History Systems Board pursuant to a valid written request on the appropriate form by the Superintendent or his/her designee, which concerns an identifiable individual and relates to the nature or disposition of a criminal charge.
4. Recognizing the confidential and sensitive nature of the information involved, only the Superintendent or his/her designee shall have access to such data and only to the extent such information is needed for the performance of his/her duties, as follows: for the purpose of considering and making decisions regarding otherwise qualified applicants for employment or volunteer status, and in considering and making decisions regarding individuals who may be employed by sub-contractors or companies that provide transportation to students and in considering and making decisions for retention of current employees or volunteers.
5. Request for data will be made on the appropriate form in writing to the Criminal History Systems Board. Any prospective employee or volunteer, whether full time or part time, will be required to sign a form (see attached) acknowledging and authorizing the request of such information and will be advised in advance that a record check will be done.
6. Any current employee or volunteer will be required to sign this form acknowledging and authorizing the request of such information, and he/she will

be advised in advance that a record check is being done. Any offer of employment or permission to volunteer is conditional upon receipt of a CORI check that the Hadley Public Schools deems to be acceptable. Any such information gained will be treated in a confidential manner and retained in secured files with access only by the Superintendent or his/her designee and the assigned confidential secretary.

LEGAL REFS:       M.G.L. 71:41; 71:59C and  
                      M.G.L. 71:38R

Adopted By The  
Hadley School Committee: May 19, 2014

Reviewed by Hadley School Committee: April 30, 2019