

SOUTH SHORE CHARTER PUBLIC SCHOOL

Inspiring every student to excel in academics, service, and life

FY22 CORI (Criminal Offender Record Information) Request Form

South Shore Charter Public School is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to South Shore Charter Public School to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing South Shore Charter Public School with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: South Shore Charter Public School may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that South Shore Charter Public School must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided is true and accurate.

Applicant/Employee/Volunteer Signature Date

Last Name First Name Middle Name Suffix

Phone Number Email Address

Former Last Name:
1) _____ 2) _____ 3) _____ 4) _____

Date of Birth: _____ Place of Birth: _____

Last Six Digits of Your Social Security Number: _____ - _____

Sex: ____ Height: ____ft. ____in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Name **including Maiden Name:** _____
Last First Maiden

Father's Full Name: _____
Last First

Current Address and Phone Number:

Street City/Town State Zip Phone #

Former Address: _____
Street City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification.

VERIFIED BY: _____

Printed and Signature of Verifying Employee

100 Longwater Circle - Norwell, MA 02061 - 781/982-4202 - Fax 781/982-4201 - www.sscps.org



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To: All Volunteers

From: South Shore Charter Public School Administration

2021-2022 Confidentiality Agreement

Thank you for volunteering your time and energy towards such a worthy cause – our children.

As a volunteer, you will have the opportunity to work closely with students, teachers and staff. You will often encounter personal and confidential information that must be handled sensitively and respectfully. SSCPS considers confidentiality a fundamental principle that should guide every adult involved in our school. Each individual must take full responsibility for the information that he/she shares with others. You must also remember that any breach of confidentiality will cause pain to the students, their families and the school and may result in your no longer being able to serve as a volunteer at the school.

I have read the above and agree to honor the confidentiality of students, teachers, and staff.

Volunteer Print

Volunteer Signature

Date

SSCPS Staff Member

Date

100 Longwater Circle
Norwell, MA
781-982-4202/Fax 781-982-4201
www.sscps.org



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Volunteering at SSCPS

Parents founded the South Shore Charter Public School in 1996 and continue to be a driving force in the SSCPS community. Volunteers are one aspect of maintaining a successful partnership between student, school and family.

Helping students directly is a very challenging and potentially rewarding experience but it does take training, a certain type of temperament, and discretion. What follows is a brief outline of what are the responsibilities and purposes of volunteering in school.

- Work with the teacher to improve the education of all of the students
- Provide specific expertise or training
- Allow for more individualized attention
- Be confidential and non-judgmental
- Communicate directly with staff about any and all concerns but never in front of students or during teaching time
- Be a mentor or role model
- Observe and describe, but do not evaluate
- Volunteers must, at all times, be kind, respectful, and positive in all their interactions with students

A pair of examples:

Evaluative:

You are a great reader!

Descriptive:

We read together for ten minutes straight and you kept your focus the whole time. I never knew the female blue whale is larger than the male!

Working with students is an important aspect of helping in our school. It is, however, not the only way you can help our school continue to become better. Indirect help is also an important component of making us a better place for students and is a more comfortable place for many adults.

Helpful reminders for when you arrive to volunteer:

- Sign in at volunteer clipboard and wear badge (we keep track of the hours so that we can honor your work)
- Don't try to multitask, try to be present -- turn your ringer off on your phone.
- If you see something you don't like please tell us but don't have conversations with the child's family.

Most significantly this work is confidential.

Please read the other side of this form carefully and sign it.



Fingerprinting Requirements for School Volunteers

Dear Valued Volunteer,

You are receiving this memo as a Volunteer in a Commonwealth of Massachusetts school district. Massachusetts law states that School employers may review the results of a national criminal history check for certain individuals who may have direct and unmonitored contact with children, including volunteers.

The Massachusetts Department of Elementary and Secondary Education (DESE), the Department of Early Education and Care (DEEC), and the Executive Office of Public Safety and Security (EOPSS) have partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Service Program (SAFIS) and is working to provide applicants with fingerprinting enrollment centers throughout the Commonwealth of Massachusetts.

Step 1: First register online for an appointment to have your fingerprint taken by visiting www.identogo.com. Once on the website:

click on **Digital Fingerprint,**
Schedule a New Appointment,
select agency **Pre K-12 grade Education ESE,**
All other school personnel.
Provider ID: **04880000**
Enter **Zip Code**

Step 2: Please print the confirmation page and take note of the identification you will need to bring with you to the fingerprinting center. The fee for volunteers is \$35 and you may pay by credit card on line or in person, cash is not accepted.

Step 3: Bring your receipt and a Check Request to the front desk so that you can be reimbursed. You will be emailed when your check is ready to pick up at the front desk, (usually takes 10 business days).

If you have any questions or difficulties in completing your registration, please let me know, and we will help in any way that we can. Thank you for Volunteering!

Sincerely,

Kristine Bingham



**South Shore Charter Public School
Check Request Volunteer Fingerprinting**

The original receipt **must** accompany this form.

Date: _____

Amount: \$35

Approved by: Kristine Bingham

____ Check XX Reimbursement ____ Purchase Order

Person Making The Request _____

Payee Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Other Information:

Purpose/Grant Funding: _____ Volunteer Fingerprinting _____

Special Instructions: _____ Leave Check at 100 Front Desk _____