

LEXINGTON SCHOOL COMMITTEE POLICY

CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY

First Reading: September 14, 2006

Second Reading: September 26, 2006

**Date Approved by
School Committee: October 3, 2006**

Signature of Chair: _____

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I. BACKGROUND

The following policy is established by the Lexington Public Schools (LPS) for the purpose of complying with M.G.L. c. 71, sec. 38R. This statute requests public schools to obtain criminal offender record information from the Criminal History Systems Board (CHSB) of any current or prospective employee or volunteer of the public schools who may have direct and unmonitored contact with children, including any individual who regularly provides school-related transportation to children.

For the purposes of this policy, "direct and unmonitored contact with children" means contact with a child when no other CORI- 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 the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These commonly used areas do not include bathrooms and other isolated areas that are accessible to students, but are not commonly utilized by staff or are separated by sight or sound from other staff.

II. PURPOSE AND SCOPE

Required CORI Checks:

Criminal Offender Record Information (CORI) will be required of the following:

- All employees, prospective and current, who have or may have direct and unmonitored contact with children, including any individual who regularly provides school-related transportation to children. The Superintendent of Schools, or designee, shall review the job responsibilities and duties to determine if an employee may have unmonitored contact with children.
- Prospective employees who may have direct and unmonitored contact with children will be informed that their appointments are subject to a satisfactory CORI check. The Superintendent of Schools shall determine what constitutes "satisfactory."
- All volunteers who may have direct and unmonitored contact with children. The Superintendent or designee shall review the volunteer's responsibilities and duties to

determine if the volunteer may have unmonitored contact with children.

- NOTE: Updated criminal offender record information will be required at least every three years for both employees and volunteers, but may be required more frequently.

Notification to Employees and Volunteers:

- The Superintendent or designee shall distribute CORI Request Forms to individuals for whom a CORI report is required or requested.
- The Superintendent, or CORI certified designee, shall review information entered on the CORI Request forms for completeness, legibility and accuracy and shall maintain a photocopy of a government- issued photographic ID for the purposes of verifying the employee's identity.
- Current employees and volunteers for whom a CORI report has not been received in the past three (3) years will be notified by the Superintendent or CORI certified designee in writing that they will be required to complete the CORI Request Form so that a CORI check may be done by the school district.

Noncompliance

- Any current employee who refuses to sign the CORI Request Form will be considered insubordinate and subject to dismissal proceedings.
- Any volunteer who refuses to sign the CORI Request Form will be deemed ineligible to volunteer for the school district by the Superintendent.

Confidentiality:

- CORI reports and CORI Request Forms are confidential. As such, the Superintendent shall prohibit the dissemination of such information for any purpose other than to further the protection of school children.
- The CORI Request Forms and CORI Reports will be placed in a secure filing cabinet, retained in one location as determined by the Superintendent, separate from the personnel files, but shall be considered a part of the employee's personnel file.
- A CORI report 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 (CHSB).

III. IMPLEMENTATION

CORI Certification

1. The Lexington Public Schools shall submit a certification application to the Criminal History Systems Board (CHSB) as required by law.
2. The Superintendent of Schools, Director of Human Resources and their Administrative Assistants and Principals and their secretaries shall take the requisite steps to become certified by the Criminal History Systems Board.
3. The Superintendent of Schools, Director of Human Resources and their Administrative Assistants shall be the designated personnel for handling CORI information received from CHSB.
4. The Superintendent of Schools, Director of Human Resources, and Principals shall be the designated personnel for reviewing CORI information. All personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.

Employment/Volunteer Decisions

If the LPS reasonably believe the CORI report belongs to the applicant and is accurate, the Superintendent shall then determine which CORI report is satisfactory and which will disqualify an individual's eligibility for employment or service as a volunteer. Unless otherwise provided by law, factors considered in determining eligibility may include but are not limited to the following:

- Seriousness and specific circumstances of the offense
- Relevance of the crime to the position sought
- Nature of the work to be performed
- Time since conviction
- Age of the candidate at the time of the offense(s)
- Number of offenses
- Pending charges, if any
- Relevant evidence of rehabilitation or lack thereof
- Other relevant information, including information submitted by the candidate or requested by LPS

The Superintendent of Schools shall develop and promulgate procedures to implement this policy.

IV. REFERENCES

- Massachusetts General Laws, Chapter 71, section 38R.
- Ludlow Public Schools Employee Handbook, CORI Check Policy, page 5, October 25, 2005.
www.ludlowps.org/html/employeehandbook/policies.htm
- Criminal History Systems Board, c/o Executive Office of Public Safety, Commonwealth of
Massachusetts, 200 Arlington Street, Suite 2200, Chelsea, MA 02150, phone 617-660-4600.