

## CORI POLICY

As required by law, Littleton Public Schools will review criminal records of candidates under consideration for employment, individuals regularly providing school transportation for children in the district, or volunteer service, as well as current employees, volunteers and drivers. Per M.G.L. c. 71, Section 38R, Littleton Public Schools will obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) prior to hiring employees or engaging volunteers and subcontractors who may have direct and unmonitored contact with children. No volunteer will be allowed to have unmonitored contact with children prior to a CORI check. After hiring employees, subcontractors or engaging volunteers, the Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain CORI checks of these individuals.

The Littleton Public Schools will require that independent entities, such as out of district special educations schools or programs, or other entities or organizations which are primarily engaged in providing activities to or programs to Littleton Public School students, adhere to the Massachusetts CORI standard.

**Direct and Unmonitored Contact with Children Definition** – According to the Department of Education definition, 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 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.

**Disqualification** – The existence of a criminal record creates a high level of scrutiny of an applicant for or continued service in a position in the Littleton Public Schools. As determined by the Superintendent or designee, no applicant will be hired or current employee retained, or volunteer accepted or retained, or individual permitted to provide school transportation for students, who has a criminal record containing information which, in the judgment of the Superintendent or designee, demonstrates a potential risk to students or otherwise compromises that ability of the individual to perform the duties of the position applied for or currently occupied by the individual.

In reviewing the criminal record of an individual to determine whether to use discretion to disqualify the individual, the Superintendent may request that the individual submit additional information, including a letter from the individual's probation or parole office. The Superintendent may also contact police, courts, or prosecuting attorneys for additional information relevant to assessing the review standards described above. The Superintendent shall consider relevant factors such as the type and nature of the

offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

1. All individuals subject to this policy shall sign a request form authorizing the Littleton Public Schools to receive all available CORI from the Massachusetts Criminal History Systems Board (CHSB).
2. Applicants for employment and prospective volunteers will be required to sign a Request Form only if it has been determined that the individual is qualified to perform such employment or volunteer duties, and would be recommended for such position, contingent upon satisfactory CORI review under this policy. Failure of an applicant for employment or prospective or current volunteer to sign a Request Form will disqualify the individual from employment or volunteering in the Littleton Public Schools.

Applicants who have not lived in Massachusetts for the previous ten years will be required to provide a list of prior residences and CORI checks will be required for each state where the applicant resided during this period. The applicant may bear the cost of the CORI checks.

3. Current employees will be required to sign a request form for all initial and for each subsequent CORI review required by law and this policy. Refusal to sign the CORI request may result in discipline or other action consistent with any procedures of Massachusetts law and any relevant collective bargaining agreement. Any action under this policy, which affects the employment status of a current employee, will be taken consistent with any procedures required by Massachusetts law or relevant collective bargaining agreements.
4. Nothing in this policy prohibits an applicant or current employee, or prospective or current volunteer from meeting with the Superintendent or designee regarding the requirements of this policy.
5. All documents related to implementation of this policy, including but not limited to request forms and other CORI material shall be kept in a secure location, separate from personnel files. This policy specifically prohibits release of any information obtained under this policy for any purpose other than to protect children or to implement or enforce the provisions of this policy. Access to CORI information shall be restricted to persons certified to receive such information.
6. The Superintendent or designee shall assure that all applicants and current employees and prospective and current volunteers are notified of the requirement that the Littleton Public Schools obtain CORI information as set forth in this policy, both for initial CORI reviews, and for all subsequent reviews required by law and this policy.

7. The Superintendent or designee shall assure that all inquiries regarding an individual's criminal record comply with the guidelines issued by the Massachusetts Commission Against Discrimination regarding the permissible scope of inquiry into such matters.
8. All individuals covered by this Policy shall have the right to review their CORI information file in the Littleton Public Schools.

**Security of Records** – CORI 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. CORI 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. Access to CORI material must be restricted to those individuals certified to receive such information.

REFS.: Dept. of Education CORI Law Advisory, February 17, 2003  
M.G.L. c. 71, Section 38R, c. 6, Section 172G, Section 172H, 172I (St. 2002, c.385), c. 151B, c.276;  
MCAD Regulations; Mass. Dept. of Education Advisory, February 17, 2003

Adopted: September 14, 2006