

CRIMINAL OFFENDER RECORD INFORMATION POLICY

The Cambridge Public Schools seeks to provide a safe learning environment for its students and a safe working environment for its employees. Accordingly, it is the policy of the Cambridge Public Schools, in accordance with the provisions of M.G.L.c. 71, §38R, as amended by Chapter 385 of the Acts of 2002 and M.G.L.c. 6, §172I, to conduct criminal background checks (“CORI checks”) at least every three (3) years on current and prospective employee(s), contracted service providers, volunteer(s) and school transportation provider(s) and other individual(s) who may have direct and unmonitored contact with children. CORI checks will be conducted on current and prospective employee(s) and service providers prior to employment and/or contracting and on any volunteer prior to accepting the person as a volunteer.

The Cambridge School Committee authorizes the Superintendent of Schools to develop procedures and guidelines covering (i) the categories of persons for whom CORI checks may and will be obtained; (ii) standards for determining whether a staff or volunteer position entails direct and unmonitored contact with children; (iii) process for informing current and prospective employees, volunteers and others about CORI checks and for obtaining written confirmation from these individuals to conduct CORI checks by completion of a CORI Request Form; (iv) procedures to be followed when a person refuses to sign a CORI Request Form; (v) process for requesting, reviewing and maintaining CORI information; (vi) personnel who are authorized to request, access and review CORI information; (vii) process and standard of review for determining an individual’s eligibility for employment or service based upon CORI information, including whether any criminal offenses may disqualify an individual; (viii) procedures to be followed when the subject of a CORI check challenges the accuracy of the CORI report; and (ix) requirements of confidentiality and prohibitions against the unauthorized dissemination of CORI check information.

Adopted November 18, 2003