

CRIMINAL OFFENDER RECORD INFORMATION (CORI) PROCEDURES

1. Applicants for employment, current school employees, volunteers, and contractors, who may have direct and unmonitored contact with students, including contract school bus/van drivers will be required to complete a request form.
2. The Superintendent's Office will forward a request for CORI data to the Criminal History Systems Bureau for all applicants under consideration for employment, for all current employees for whom the School Department has no CORI data or whose current CORI data is approaching three years of age, as well as volunteers and contract school bus/van drivers.
3. Once received, the CORI Report will be reviewed by the Superintendent of Schools and/or Director of Personnel and Administrative Services, and/or the appropriate Building Principal or Department Head.
4. The School District will review and act on CORI information on a case-by-case basis. In determining what, if any, actions may be appropriate in response to a positive CORI report, the District may take into account the number, nature and severity of the offense(s), the age of the employee, applicant, volunteer, contractor or contract driver at the time the offense(s) occurred, the length of time since the offense(s) occurred, any rehabilitation undergone, the nature of the position held or applied for, and such other factors as the Districts may determine to be appropriate. Prior to taking any adverse action on the basis of a CORI report, the District will disclose the results of the report to the employee/applicant/volunteer/contractor/contract driver, and afford an opportunity to respond to it.
5. The Superintendent's Office will maintain a secure file of completed CORI Request Forms and will periodically, but not less than every three years, obtain an updated CORI Report for each employee, volunteer and contract school/van driver. CORI Reports will be kept in a secure central file (separate from other personnel files), and will be destroyed after three years.
6. The School Department shall not disseminate or use any CORI data other than to further the protection of children.

Approved: 11/20/14