

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

If you have undergone a background check by an agency that has received a criminal record from the CHSB, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to www.mass.gov/chsb/cori/cori_forms.html#pers.

The CHSB charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the CHSB waive the fee.

Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and "how to read a BOP" on the CHSB's website www.mass.gov/chsb/cori/cori_bop.html. The CHSB does not offer "walk-in" service but you may call our Legal Division at (617) 660-4760 for assistance or the CORI Unit of the Office of the Commissioner of Probation at (617) 727-5300.

If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CORI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.

If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CORI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CORI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see www.mass.gov/chsb/cori/cori_codes_court.html.

In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.

If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617) 660-4640.

C.O.R.I. REQUIREMENTS

Employers may ask the following series of questions:

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c. 276, § 100A.

It is unlawful for an employer to make any inquiry of an applicant or employee regarding:

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.
3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting therefrom, which ever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his failure to recite or acknowledge such information as he has a right to withhold by 804 CMR 3.02.

ADDITIONAL C.O.R.I. PROCEDURES

1. For those individuals that present an official letter from the CHSB with an ID Theft Personal Identification Number (PIN) confirming they are a victim of identity theft and as a result have a criminal record that is associated with their identity, the district will need to submit that ID Theft Number (assigned by CHSB) with the CORI request form. The revised CORI request form will include a field for this information.
2. If no government photo ID is available, Monson Public Schools may now use a Birth Certificate or Social Security card to verify a person's identification.
3. If the person applying for a CORI is not available to appear in person for verification at the time they complete their CORI paperwork, then Monson Public Schools shall accept a legible photocopy of their government identification. Their paperwork can then be processed, however, before the person can be employed by the district, be in the schools, go on a field trip, volunteer, etc. that person must come in and have their identification verified.
4. If a CORI request comes back with information from the Criminal History Board, the district is to provide the applicant with a copy of their CORI results and a copy of the CHSB's "Information Concerning the Process for Correcting a Criminal Record and Information on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes."

Adopted: October 8, 2008 in accordance with update from CHSB

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - (a) the council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - (b) the council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the Superintendent does not review the school improvement plan within 30 days of its receipt, the plan shall be deemed to have been approved.

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and *Robert's Rules of Order* shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

APPROVAL OF HANDBOOKS AND DIRECTIVES

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, or a controlled substance may be subject to expulsion from school by the Principal.
- (b) Any student who assaults any employee of the school district may be subject to expulsion from school by the Principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
- (d) Any student who has been expelled shall have the right to appeal to the Superintendent.
- (e) When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

LEGAL REFS.: M.G.L. 71:37H

FACILITIES DEVELOPMENT GOALS

Facilities

- (1) Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction or expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion or national origin of any such student.

- (2) The goal of each school shall be to provide equal numbers of males and females with those facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.: 603 CMR 26:07

HAZING

CH. 269, S. 17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S. 18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or

organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

**CONSENT FORM TO WAIVE REPORTING REQUIREMENTS
FOR PHYSICAL RESTRAINTS**

I/We, _____

Name of Parent(s)/Guardian(s)

parent(s)/guardian(s) of _____ hereby consent to

Name of student

waive the following specific reporting requirements for restraints which do not result in injury or extended restraint:

- a. The names and job titles of staff who administered the restraint and the persons who observed it;
- b. The date and time the restraint was used, the time it began and ended, and the name of the administrator who was verbally informed;
- c. A description of the activity of the restrained student and other students and staff in the vicinity immediately preceding the use of the restraint; the behavior which prompted it; the efforts made to de-escalate; alternatives which were attempted first; and the justification for resorting to physical restraint;
- d. A description of the restraint used and the reasons why; the student's behavior and reactions during the restraint; how it ended;
- e. Information regarding any further action(s) taken by school staff, including any disciplinary actions taken toward the student;
- f. Information regarding opportunities for the student's parent/guardian to discuss the restraint and related matters with the building Principal or designee, as well as their right to file a grievance.

I/We understand that a log of restraints used on my/our child shall be kept by the building Principal or designee, and shared with me/us at IEP Team or Section 504 team meetings, by the building Principal/designee, or at my/our request.

Parent/guardian signature(s)

Date

REPORT OF PHYSICAL RESTRAINT

To be completed by restrainer(s) and Principal/Designee:

Student _____ DOB _____

School _____ Grade _____

Parent _____ Address _____

Phone _____

Restrainer(s):

Job Titles:

_____	_____
_____	_____
_____	_____

Date of restraint:

Time begun:

Time ended:

_____	_____	_____
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Observers of Restraint:

Title:

_____	_____
_____	_____
_____	_____

1. Name of Administrator verbally informed _____

2. Activity of restrained student and others in vicinity immediately preceding use of the restraint

3. Behavior which prompted restraint _____

4. Efforts made to de-escalate physical restraint _____

5. Justification for resorting to physical restraint _____

6. Description of physical restraint/reason why _____

7. Student's behaviors during and reactions to restraint _____

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM
OR INSTRUCTIONAL MATERIALS**

Citizen's Request for Reconsideration of a Book or Instructional Material

Title of book or material _____

Author _____ Publisher _____ Publication date _____

Type of instructional material _____ Hardcover book _____ Paperback
_____ Pamphlet _____ Record _____ Film

Name of person making request for reconsideration _____

Address _____ Phone _____

Organization or group represented _____

1. To what do you specifically object? _____

2. Did you read the entire book or view entire material? _____ If not, what parts? _____

3. What do you feel might be the result of a student reading this book or viewing this material?

4. Is there another age group for which this material would be better suited?

5. Are you aware of the judgments of this book or material by literary critics? _____

6. What would you like your school to do about this book or material?

_____ Do not assign it to my child

_____ Withdraw it from all students as well as from my child

_____ Send it back to the appropriate department or library for reevaluation

Other recommendation: _____

Date Submitted to Superintendent _____ Signature _____

Disposition of request: _____

MONSON PUBLIC SCHOOL LIBRARIES

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please fill out the following form and submit to the Superintendent within two (2) days so that immediate attention may be given to questioned material.

Name of school where material is located _____

Grade level(s) in school _____

Name of librarian/media specialist _____

Nature of material (check one): Print _____ Nonprint _____

Title of material _____

Author or artist of material _____

Publisher or producer of material _____

Copyright date of publication or production of material _____

Specific details of questioned material:

(a) If printed material, state page(s) _____
Explain explicitly what you found objectionable and why. _____

(b) If nonprint material, check one: record(s) _____ cassette(s) _____
tape(s) _____ film(s) _____ filmstrip(s) _____ slide (s) _____ painting(s) _____

picture(s) __ other _____

Explain explicitly what you found objectionable to nonprint material. _____

Suggest alternative material that may be used in place of questioned material. _____

State your reason(s) for this particular selection. _____

Is this your first time filing such a complaint? _____

If no, explain the nature of your complaint and where and when you filed it. _____

Date _____

Your signature _____

Address _____

Telephone No. _____