



# PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

22 MAIN STREET

WEST NEWBURY, MASSACHUSETTS 01985-1897

TEL: (978) 363-2280 / FAX: (978) 363-1165

**Justin Bartholomew, Ed.D.** *Superintendent of Schools*    **Brent Conway** *Assistant Superintendent*    **Catherine Page** *IT & Digital Learning Director*    **Greg A. Labrecque** *Business Manager*    **Michael A. Jarvis, Ed.D.** *Director of Student Services*

---

## CORI OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

To be used by organizations conducting CORI checks for employment or licensing purposes Pentucket Regional School District is registered under the provisions of M/G/L.c.6, sec172 to receive CORI for the purpose of screening current and otherwise qualified prospective employee, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Pentucket Regional School District to submit a CORI check for my information to the DJIS.

This Authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Pentucket Regional School District with written notice of my intent to withdraw consent to a CORI check.

I understand that Pentucket Regional School District may conduct subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

---

Signature of CORI Subject

---

Date

---

Phone Number



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services**  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting.  
The fields marked with an asterisk (\*) are required fields.

\* First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\* Last Name: \_\_\_\_\_ Suffix (Jr., Sr., etc.): \_\_\_\_\_

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\* Last **SIX** digits of Social Security Number: \_\_\_\_ -- \_\_\_\_  No Social Security Number

Sex: \_\_\_\_\_ Height: \_\_\_\_ ft. \_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

**Current Address**

\* Street Address: \_\_\_\_\_

Apt. # or Suite: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by:

\_\_\_\_\_  
*Print Name of Verifying Employee*

\_\_\_\_\_  
*Signature of Verifying Employee*

\_\_\_\_\_  
*Date*



## PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
22 MAIN STREET  
WEST NEWBURY, MASSACHUSETTS 01985-1897  
TEL: (978) 363-2280 / FAX: (978) 363-1165

*Justin Bartholomew, Ed.D.*  
Superintendent of Schools

*Brent Conway*  
Assistant Superintendent

*Catherine Page*  
IT & Digital Learning Director

*Greg A. Labrecque*  
Business Manager

*Michael A. Jarvis, Ed.D.*  
Director of Student Services

Office of the Superintendent  
Pentucket Regional School District  
22 Main Street  
West Newbury, MA 01985

### **CRIMINAL INFORMATION:**

\*Have you ever been convicted, fined, imprisoned, placed on probation or sentenced in any civil, criminal or military court? Yes \_\_\_\_\_ No \_\_\_\_\_, **If "YES, please attach an explanation.**

I CERTIFY that the facts contained in this application (and accompanying resume and other documents supplied by me, if any) are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Superintendent of Schools (and or his designee) and the School Committee WILL RELY ON the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed any false statements or any material half-truths, material misstatements, or omission on this application shall be grounds for my immediate dismissal from employment with the Pentucket Regional School District.

I UNDERSTAND that no School District official or employee, other than the Superintendent of Schools, has an authority to enter into any agreement contrary to the forgoing to make an oral assurance regarding employment.

I AUTHORIZE the Pentucket Regional School District and its administrators to fully investigate all statements contained herein. Further, I authorize all references, persons, schools and previous employers and organizations named in this application (and accompanying resume and other documents supplied by me if any) to provide the Pentucket Regional School District any relevant information that may be required to arrive at an employment decision. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of their furnishing such information to the School District's representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number where you can be reached



## PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
22 MAIN STREET  
WEST NEWBURY, MASSACHUSETTS 01985-1897  
TEL: (978) 363-2280 / FAX: (978) 363-1165

**Justin Bartholomew, Ed.D.**  
Superintendent of Schools

**Brent Conway**  
Assistant Superintendent

**Catherine Page**  
IT & Digital Learning Director

**Greg A. Labrecque**  
Business Manager

**Michael A. Jarvis, Ed.D.**  
Director of Student Services

### 804 CMR 3.02

#### 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:

- An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
- First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affray 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.
- Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, whichever 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.

*Pentucket Regional School District*



# PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
22 MAIN STREET  
WEST NEWBURY, MASSACHUSETTS 01985-1897  
TEL: (978) 363-2280 / FAX: (978) 363-1165

**Justin Bartholomew, Ed.D.** *Superintendent of Schools*    **Brent Conway** *Assistant Superintendent*    **Catherine Page** *IT & Digital Learning Director*    **Greg A. Labrecque** *Business Manager*    **Michael A. Jarvis, Ed.D.** *Director of Student Services*

---

## CONFIDENTIALITY CODE AND GUIDELINES FOR VOLUNTEERS

As a volunteer in the Pentucket Regional School District (PRSD), I realize I am subject to a code of ethics similar to that which binds the professional staff. I, like them, assume certain responsibilities and expect to be held accountable for them. I understand the importance of confidentiality and will keep confidential any information I learn about students or their families, teachers or staff. I will discuss concerns about students with appropriate school personnel only. I will never ask students for information about other children or their teachers.

Each time I volunteer, I will use the volunteer sign in/sign out sheets to legibly sign in when I arrive and sign out when I leave. To identify that I am at school to work, I will wear my appropriate identification as each school dictates when volunteering. I will remember that a volunteer's role in the school is a supportive one and I will accept the direction of the teachers or staff with whom I work. If something is not clear I will ask for more specific instructions.

If I have a special skill or interest that I would like to share with students, I will discuss my idea with a teacher either before or after school to determine if what I have to offer fits with the curriculum. I will be sure that my presence does not disrupt the school's work of educating the children. I will not use my volunteer time to speak with teachers or staff about my child or grandchild nor will I go into a classroom unless I am scheduled and expected.

When working with students I will remember to offer encouragement. I know that students' need for recognition, attention and success is strong, persistent and demanding. If I am volunteering with my child or grandchild class I will remember that I am present to help all students and I will avoid providing special attention to my own child or grandchild.

I will refer all discipline problems to the teacher or other staff for appropriate action. If obvious misconduct happens in my presence I will stop it, but will leave the actual discipline to school personnel. If I know the family of the child being disciplined I will not share information with them. I will remember that it is the faculty's decision as to whether or not a child's difficulty should be left at school or reported home. If my volunteer work gives me access to the school's computers, networks and internet services, I understand that I will use them for school related purposes only. I know that I have no expectation of privacy in the use of school computers including e-mail messages and stored files.

As a school volunteer I can be an ambassador of goodwill within the PRSD Community. I understand that any concerns I have about things I observe at school (e.g. concerns about student or staff health or hygiene, concerns about cleanliness or safety of a classroom or other parts of the school building, concerns about noise levels of certain learning situations, concerns about teaching styles or classroom management styles) will be discussed with teachers, the Principal and not with other parents or community members.

Being eager to contribute to the education of our children, I have read, understand, and accept this code for volunteers understanding that your volunteer privileges may be revoked if a violation occurs.

---

Print Name

---

Date

---

Signature