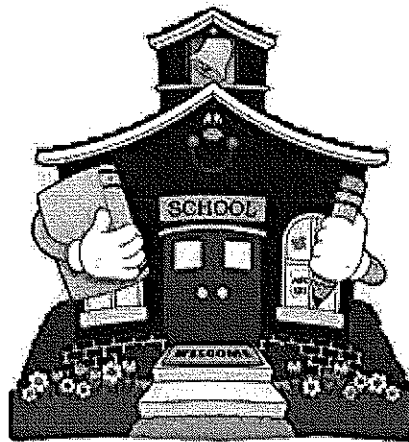


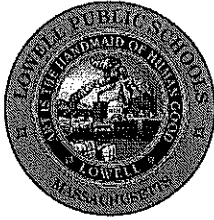
**Volunteers Needed  
for the  
2017 / 2018  
School Year**



If you are interested in Volunteer work in the  
Lowell Public Schools for the 2017 / 2018 School Year,  
please fill out the attached Volunteer Form and the CORI Form. Submit Both  
forms along with a government issued picture ID to your  
child's current school clerk before June 23, 2017.

Your CORI request will be processed during the summer vacation.

Thank You.



## LOWELL PUBLIC SCHOOLS

Office of Finance and Operations  
Henry J. Mroz Central Administration  
Offices  
155 Merrimack Street, 4<sup>th</sup> Floor  
Lowell, MA 01852

Anne Sheehy  
Director of  
Personnel & Recruitment

Tel: (978) 674-2162  
Fax: (978) 674-2143  
Email: [asheehy@lowell.k12.ma.us](mailto:asheehy@lowell.k12.ma.us)

TO: All Principals and School Clerks

FROM: Anne Sheehy, Director of Personnel & Recruitment

DATE: May 16, 2017

RE: **17 / 18 SCHOOL YEAR CORI CHECKS**

Attached please find the 2017/2018 Volunteer Needed Flyer, and the Volunteer Application along with a Massachusetts CORI form with your school name already inserted in the proper area. May I suggest that copies be made and distributed to students in early June 2017.

Volunteers residing in a different state or that have an ID outside of Massachusetts must have a CORI processed at [sentrylink.com](http://sentrylink.com) first - any fees for this process must be paid by the individual. Those individuals that complete an out of state CORI will need to attach the results of that CORI to our MA CORI and submit both.

All applications with an eligible copy of their Photo ID attached should be returned to your school before the close of school June 23, 2017.

**Once you receive your completed forms, please forward them to Karen Brekalis in the Personnel Office for processing during the summer recess.** All forms received should be mailed interoffice before you leave for summer break. Make sure you send the full package *Application for Volunteer Services* and the attached *MA. CORI*. This will give her the opportunity to have a list of approved volunteers ready for you as soon as school opens for the 2017/2018 school year.

Most important, for your use, please keep a list of your volunteers as well as copy of the *Volunteer Application* as a master to be used throughout the 2017/2018 school year.

Thank you for your continued cooperation. We all strive to make the opening of school a smooth and rewarding experience.

**Lowell Public Schools, Lowell MA  
CRIMINAL OFFENDER RECORD INFORMATION (CORI)  
ACKNOWLEDGEMENT FORM**

Lowell Public Schools is registered under the provisions of M.G.L. c.6, & 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers. As a prospective or current employee, subcontractor, volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Lowell Public Schools to submit a CORI check for my information to the DCJIS. This authorization is valid for the current school year. By signing below, I provide my consent to a CORI check and acknowledge that the information provided below is true and accurate.

\_\_\_\_\_  
Signature Date

Position: Volunteer School:

**APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)**

**This CORI will not be processed without all requested information below**

\_\_\_\_\_  
Last Name First Name Middle Name Suffix

\_\_\_\_\_  
Maiden Name (or other name(s) by which you have been known)

\_\_\_\_\_  
Date of Birth Place of Birth LAST SIX Digits of Your Social Security #

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

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

Mother's Full Maiden Name \_\_\_\_\_ Father's Full Name \_\_\_\_\_

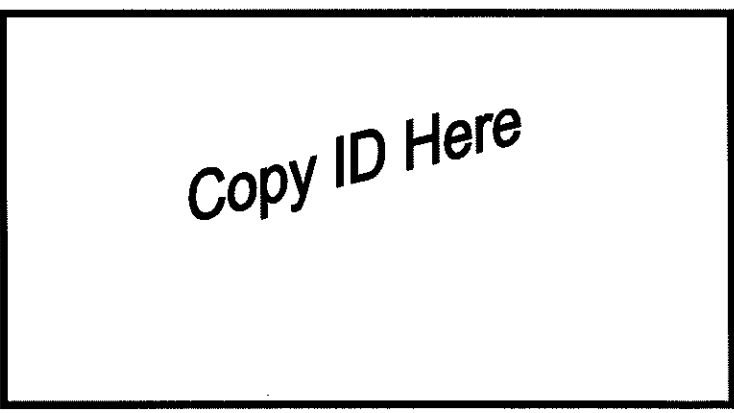
\_\_\_\_\_  
Current Street Number and Name City/Town State Zip

\_\_\_\_\_  
Former Street Number and Name City/Town State Zip

**THE ABOVE INFORMATION WAS VERIFIED BY  
REVIEWING THE FOLLOWING FORM OF  
GOVERNMENT ISSUED PHOTOGRAPHIC  
IDENTIFICATION**

A legible copy of this ID must be sent to Personnel to be placed on file.

Verified By: Office of Human Resources, Personnel & Recruitment



**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**APPLICATION FOR VOLUNTEER SERVICES**

At which school(s) do you wish to volunteer?

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_

Contact Telephone # \_\_\_\_\_

What is your relation or connection to the school: \_\_\_\_\_

VOLUNTEER SERVICES TO BE CONSIDERED FOR (Check all that may apply):					
	Student/Partner Reading		Field Trip Chaperone		PTO sponsored events
	Classroom Helper		Overnight Chaperone		Book fair
	Library Assistance		Office Helper		Book swap
	Lunch Room Assistance		Field Day		School Store
	<b>OTHER</b>				

**REFERENCES**

1. Name \_\_\_\_\_ 2. Name \_\_\_\_\_  
 Position \_\_\_\_\_ Position \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Telephone # \_\_\_\_\_

The Personnel Office will contact your listed references for the purpose of verifying recommendations relating to your volunteer application.

The Lowell Public Schools will also be conducting a criminal record check for conviction and pending case data. Please complete the attached **CRIMINAL OFFENDER RECORD INFORMATION (C.O.R.I.) FORM**. The information contained herein is a true and complete statement of my personal record to date.

\_\_\_\_\_  
 Signature of Applicant Date

I also acknowledge that I have received the **DRUG FREE WORKPLACE** Policy as adopted by the Lowell School Committee on May 10, 1989 and that I have read this document.

\_\_\_\_\_  
 Signature of Applicant Date

*“ It is unlawful in Massachusetts to require or administer a lie-detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”*

<b>Please return to</b>	Anne K. Sheehy, Human Resources Director Lowell Public Schools Office of Personnel and Recruitment 155 Merrimack Street, 4 <sup>th</sup> floor, Lowell, MA. 01852
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## DRUG FREE WORKPLACE

FEDERAL LAW SPECIFIES THAT SCHOOL DISTRICTS WHICH ARE RECIPIENTS OF FEDERAL FUNDS MUST MEET THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988. IN ORDER TO MEET THESE REQUIREMENTS IN COMPLIANCE WITH THIS ACT, THE LOWELL SCHOOL COMMITTEE HAS ADOPTED THE FOLLOWING POLICY:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited, whether or not on school property or while engaged in school business.
2. Violation of laws relative to manufacture or distribution of controlled substances, whether or not on school property or while engaged in school business shall result in suspension and termination proceedings for any convicted employee.
3. Violation of laws relative to possession of controlled substances, whether or not on school property or while engaged in school business shall result in suspension and may result in termination of the employee.
4. An employee convicted of possession of a controlled substance may be offered the opportunity to participate in an approved program of rehabilitation. The Lowell School Department may also allow the employee to resume duties at a point in the program where the approved rehabilitation agency, the Lowell School Department and the employee agree that the resumption of duties would not be affected by the employee's chemical dependency. The Lowell School Department may require a convicted drug user to submit to and allow release to the School Department the results of blood and/or urine tests to determine that the employee is remaining free of illicit chemicals.
5. A second arrest for violation of the controlled drug statutes shall result in further suspension and institution of suspension proceedings by the Lowell School Department.
6. All employees, as a condition of employment, must agree to the terms of this policy statement and are required to report, in writing, to the Superintendent of Schools, any controlled substance conviction arising from any incident in the workplace.
7. The Lowell School Department maintains a Substance Abuse Awareness Resource facility at Lowell high School all employees are encouraged to learn about substance abuse and related problems by reading materials and consulting with staff members at the facility. In-service programs are also offered by the School Department and are available to all employees.
8. Employees who believe that they may have a substance abuse problem, whether with alcohol or with other drugs, are encouraged to seek assistance from a counseling agency. Confidential referrals to such agencies may be made through the Drug Program Education Program Office at 937-8938.

THIS POLICY WAS ADOPTED BY THE LOWELL SCHOOL COMMITTEE ON MAY 10, 1989.