

***G 2 m. Criminal History Checks of Employees, Volunteers and Others***  
**(CORI Policy Voted 6/19/03; #03-75; New Policy Voted 3/14/13; #13-16)**

In order to ensure a safe teaching and learning environment and pursuant to G.L. 71, s. 38R, the Public Schools of Brookline (PSB) shall access criminal offender record information (“CORI”), fingerprint-based criminal background information, and/or sexual offender registry information (“SORI”) for the purpose of determining the suitability of current and prospective PSB employees, volunteers, and others who may have direct and unmonitored contact with students in the PSB.

**1. Access to Criminal History Information**

- a. Criminal Offender Record Information (CORI). The PSB shall obtain from the MA Department of Criminal Justice Information System (DCJIS) all available CORI for any current or prospective employee or volunteer within the school district and for any subcontractor or laborer commissioned by the school committee or school to perform work on school grounds, who may have direct and unmonitored contact with children, including individuals who regularly provide school-related transportation to children. Such CORI shall be accessed periodically, but not less than every three years.
- b. Fingerprint-Based Criminal Background Checks. The PSB shall obtain a state and national fingerprint-based criminal background check for all current and prospective employees of the school department who may have direct and unmonitored contact with children, for all individuals who regularly provide school-related transportation to children, and for any subcontractor or laborer commissioned by the school committee or school to perform work on school grounds who may have direct and unmonitored contact with children, including, but not limited to, employees of extended day and/or other after school programs that are regularly conducted on PSB school property.
- c. Sex Offender Registry Information (SORI). The PSB shall annually request SORI from the Brookline Police Department for the purpose of determining the suitability of current and prospective employees and volunteers.

2. **Procedures for Accessing Criminal History Information.** All criminal history checks, including access to CORI, fingerprint-based criminal background information, and SORI shall be conducted solely for the purpose meeting the PSB’s obligations under G.L. c. 71, s. 38R and for other lawful purposes, and in conformity with all applicable federal, state and local laws, regulations, by-laws, and this policy. The Superintendent of Schools or his/her designee shall develop procedures for the implementation of this policy that are consistent with G.L. c. 71, s. 38R, 803 CMR, and this policy, and that reflect the minimum standards of the DCJIS Model CORI Policy, including, procedures for conducting CORI screening, accessing CORI, CORI training, the use of criminal history in background screening, verifying subjects’ identities, inquiring about criminal history, determining suitability, making adverse decisions based on CORI, and the maintenance of secondary dissemination logs.

3. **Training of Personnel.** All personnel authorized to conduct CORI and fingerprint-based criminal background checks shall review, and be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
4. **Confidentiality.** Access to CORI, the results of fingerprint-based criminal background checks, and SORI is restricted by law and shall be disseminated only as authorized by law or regulation. Access to criminal history information within the PSB shall be limited to those individuals who are authorized to have such access.
5. **Fees.** Any PSB employee or prospective employee required under G.L. c. 71, s. 38R to submit to registration in any or all criminal background registries shall be responsible for any fees related to the processing of that registration, unless such fee is waived due to financial hardship on the part of the employee or applicant.

References:

G.L. c. 71, s. 38R, as amended by *Chapter 459 of the Acts of 2012*  
803 CMR 1.00, *et seq.* and 803 CMR 2.00, *et seq.*  
DCJIS Model CORI Policy (2013)  
G.L. c. 6, s. 172, 178