TOWNSHIP HIGH SCHOOL DISTRICT 211

1750 South Roselle Road
Palatine, Illinois 60067
Telephone (847) 755-6600
Website adc.d211.org

Dr. Judith Campbell
Superintendent

Contractor/Vendor Background Check Requirements

We are excited to have you join us here in Township High School District 211 and look forward to the work you will do for our students, staff, families, and community members. As we prepare to welcome you, there are a few things we need from you to ensure your project runs as smoothly as possible and to protect our students' safety and welfare.

Every Contractor/Vendor employee who may have interactions with any District 211 students must successfully complete a fingerprint-based criminal background check through the District prior to beginning any work in a District 211 facility or with District 211 students. This includes virtual services when contact with students is expected/required.

Additionally, under Faith's Law (105 ILCS 5/22-94), all firms holding contracts with an Illinois school district are required to conduct sexual misconduct background checks of any employee hired by the Contractor after July 1, 2023 who will have direct contact with children or students. According to the Illinois State Board of Education, "direct contact" means "the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students."

Prior to entering into a contractual relationship, the District will review the circumstances surrounding the work the contractor will be engaged in (work location, months of the year, time of day, etc.) to determine whether Faith's Law sexual misconduct background checks are required. **If required, certification that the Contractor has complied with the requirements of Faith's Law will be required as part of the agreement with the District.** Proof of compliance (including completed Faith's Law forms) for all assigned employees may be required by the District in its sole discretion.

The following steps are used to facilitate all required checks:

1. **Project Information**

   The information below should be emailed to pgroves@d211.org.

   - Contractor/Vendor company name
   - Contact person for company (this person will receive the results of the checks)
   - Name/Location of the project
   - Date(s) of the project
   - Full names of all contractor/vendor employees scheduled on the project who require fingerprinting

- A statement that the Contractor has complied with the requirements of Faith's Law OR email confirmation from a District 211 official that Faith's Law checks are not required (see above)
- Full names of contractor/vendor employees scheduled on the project for whom Faith's Law applies (if applicable)

All required information must be turned in prior to scheduling any background checks. **The District will NOT conduct any fingerprint background check without this information on file.**

2. **District 211 In-House Fingerprinting**

The District conducts in-house fingerprinting at the Township High School District 211 Administrative Center (1750 S. Roselle Road in Palatine). To set up appointments, please contact the Administrative Assistant Pam Groves at (847) 755-6621 during normal business hours. When a Contractor/Vendor employee comes for an appointment, they will need to bring the following:

- Payment in cash/check for the cost of this background check, currently $27. (Alternately, the company contact can provide one check with payment for all employees who will be fingerprinted. If this option is chosen, please note that refunds will not be issued if some employees do not complete the process.)
- One form of photo ID, preferably a Driver's License, State ID card, or Passport.

3. **Faith's Law Sexual Misconduct Background Checks (if required)**

Please review the introduction to this document. If Faith's Law background checks are required, the Contractor is responsible for conducting the required checks as outlined at the following link and certifying compliance to the District. https://www.isbe.net/faithslaw.

4. **Fingerprint Background Check Results**

Fingerprint background check results may be back within 24 hours but can sometimes take up to one month if further investigation is required. **Please schedule accordingly.**

As each Contractor/Vendor employee has cleared the fingerprint background check, the Company Contact Person will receive a clearance email from Pam Groves. This email serves as the final authorization for that Contractor/Vendor employee to begin work on a project.

Under NO CIRCUMSTANCES will any Contractor/Vendor employee be allowed on site if they have not been cleared! Every company is expected to monitor their workforce carefully for compliance and the District may take legal action against any Contractor/Vendor that fails to do so.

The District maintains a database of Contractor/Vendor employees who have cleared fingerprint background checks. If a Contractor/Vendor employee returns to the District for another project, they will only be required to complete another fingerprint background check if they have not done any work for the

District **within the last twelve months**. A new Faith's Law background check will be required, however, if the employee worked in another position with direct contact with children between their previous project in the District and the new project.

To further streamline the clearance process and minimize disruptions on projects, the database will also be shared with Construction Managers, if utilized for a particular project. (Please note that the database does not contain detailed information about the results; it only contains names of Contractor/Vendor employees and a note about whether or not they are cleared to work. The District does NOT share copies of the actual background checks with anyone.)

If you have questions about background check requirements, please call Administrative Assistant Pam Groves at (847) 755-6621 or email pgroves@d211.org. Questions related to the project itself should be directed to the designated contact in the Facilities Department (or other relevant department).