

Chelle Zimmerman  
Activities Coordinator  
**North Hills School District**

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[www.nhsd.net](http://www.nhsd.net)

Dear Volunteer/Chaperone Applicant:

Thank you for your interest in a volunteer/chaperone position with the North Hills School District. Enclosed are required forms to be completed and returned **in person** by scheduling an appointment with Chelle Zimmerman, Activities Coordinator in the Athletic & Activities Office at [zimmermanm@nhsd.net](mailto:zimmermanm@nhsd.net).

**All documents must be submitted at your scheduled appointment - incomplete applications will not be accepted.**

- ✓ North Hills School District Application and Agreement forms;
- ✓ **Original** Act 34 clearance form (valid within one year of date of issuance);
- ✓ **Original** Act 151 Child Abuse Clearance (valid within one year of date of issuance)
- ✓ Your **PAE Registration ID #** for Act 114 FBI clearance (valid within one year of date of issuance);

Information to obtain the above-referenced clearances is also enclosed. If information obtained through clearances reveals that the applicant is disqualified from employment or approval, the individual's opportunity for volunteering and/or chaperoning will be terminated. All costs associated with clearance applications will be borne by the applicant.

In addition, if you are a current or former employee, volunteer or chaperone of a school entity OR you are currently or formerly employed in any type of position that involves direct contact with children, you must complete Section 1 of the enclosed Commonwealth of PA Sexual Misconduct/Abuse Disclosure (Act 168) Release Form for EACH such employer, and submit the completed form(s) with the rest of your application materials. My office will submit the completed form(s) to the current/former employer(s), who has 20 days to respond to the request. **Any affirmative response by the current/former employer(s) to the questions regarding abuse and/or sexual misconduct will terminate your opportunity for volunteering or chaperoning.** Act 168 also requires the District to verify that you have not been the subject of public professional discipline, and to ascertain whether you have any pending criminal charges. **Any pending criminal charge may terminate your opportunity for volunteering/chaperoning.**

Those interested in a volunteer/chaperone position are required to have School Board approval followed by written confirmation from the District's Human Resources office before beginning their assignment. **You may not begin your assignment until I am notified by Human Resources that your appointment has been approved.**

Also enclosed is information on Act 126 Child Abuse Identification and Reporting including the procedure for verifying this requirement with Kathy Zawojski, secretary to the Assistant Superintendent for Secondary Education, at [zawojskik@nhsd.net](mailto:zawojskik@nhsd.net) following your Board appointment as a volunteer or chaperone.

It is important to note that this process must begin well in advance of the sports season or school year in which you desire to volunteer or chaperone. If the sports season and/or school year is underway, your volunteer/chaperone application will not be presented to the North Hills School Board for approval until the start of the following school year.

Sincerely,

Chelle Zimmerman  
Activities Coordinator

Enclosures (5)

# Volunteer/Chaperone North Hills School District Agreement

I would like to volunteer my time and services to participate as a \_\_\_\_\_ for the \_\_\_\_\_ school year for the North Hills School District.

I am volunteering of my own free will. I understand and agree that my volunteer/chaperone participation is not in any way required by North Hills School District or its Board of Education.

I have not been promised and do not expect to receive any payment, benefits or other compensation for my time and service.

I understand that my participation as a volunteer may be terminated at any time without cause, and that I cannot begin my assignment until all proper documentation is complete, and my assignment as a volunteer/chaperone has been approved and that I received written confirmation by the Director of Human Resources.

VOLUNTEER'S NAME: \_\_\_\_\_

VOLUNTEER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED DISTRICT OFFICIAL'S SIGNATURE: \_\_\_\_\_



# Application Volunteer/Chaperone North Hills Athletic/Activities Department

Name: \_\_\_\_\_

High School Graduating Year: \_\_\_\_\_

Address:                      Street/No                      \_\_\_\_\_  
   City/State                      \_\_\_\_\_  
   Zip Code                      \_\_\_\_\_

Phone:                      Home                      \_\_\_\_\_  
   Work                      \_\_\_\_\_  
   Cell                      \_\_\_\_\_  
   Email                      \_\_\_\_\_

Current/Prior Work History: Please list any current or former employer that was a school entity OR where you were employed in a position that involved direct contact with children. Any such experience requires completion of the Commonwealth of PA Sexual Misconduct/Abuse Disclosure (Act 168) Release Form – one form for each listed employer:

Name and Address of Current or Former Employer	Dates of Employment	Position

Add additional pages if necessary \_\_\_\_\_

Sport/Activity Interested in Volunteering: \_\_\_\_\_

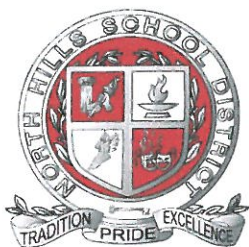
Grade Level: \_\_\_\_\_

Please describe your reason for wanting to be a volunteer/chaperone.

Reason:

Background:

Experience:



## Instructions for Obtaining Clearances

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The following information is being provided to you to obtain the clearances required in order to be employed by the North Hills School District. You must present **ORIGINAL** clearances which are valid within one year of date of issuance.

1. **Act 34 - Pennsylvania State Police Criminal Background Check**
  - Visit <http://epatch.state.pa.us/Home.jsp>
  - Complete and submit all required information
  - Cost of application - \$10
  - After payment, access the "Certification" link and print the clearance
2. **Act 151 - Pennsylvania Child Abuse History**
  - Visit <http://www.compass.state.pa.us/CWIS>
  - You will be promoted to "Create an Account"
  - Complete and submit all required information
  - Select "Public School Employee" as purpose for clearance
  - Cost of application - \$10
3. **Act 114 - FBI Criminal Background Check**
  - Visit <https://www.pa.cogentid.com>
  - Choose "Pennsylvania Department of Education"
  - Select "Register Online"
  - Complete and submit all required information
  - Cost of registration - \$27.00
  - Payment can be made online with a valid credit card or "on-site" using a money order or cashier's check made payable to "3M Cogent".
  - Once payment is complete, print receipt to take to a fingerprint site
  - Access the "Find a Fingerprint Location" link to locate the nearest site
  - Once you have been fingerprinted, you must submit your receipt to the human resources office who will then access your "Rap Sheet" electronically.

If information obtained through these clearances reveal that you are disqualified from employment, your appointment will be immediately revoked and you will be removed from the position or your opportunity for employment will be terminated.

Under Act 153 of 2014, all public school employees, substitute employees, volunteers and independent contractors shall be required to renew the above-referenced clearances every 36 months. All costs associated with clearance applications and renewals will be borne by the employee.

If you have any questions regarding this information, please contact Annie Mersing at [mersinga@nhsd.net](mailto:mersinga@nhsd.net) or (412) 318-1010.



## Act 126- Child Abuse Recognition and Reporting Act

As per Pennsylvania Act 126 all North Hills School District employees, coaches, and/or volunteers/chaperones are required to provide a certificate of attendance or, attend within 90 days of your employee (or voluntary approval) start date, an Act 126 training. Once the training has been completed it will be valid for five years, then you will need to refresh your training.

The following information outlines the requirements of the Act:

1. The Act was effective January 1, 2013. That is the start date for first the 5 year training cycle requirement.
2. Any Child Abuse Recognition training that a school employee or contractor has participated in starting in July 1, 2012 is acceptable for inclusion of the three (3) hour training requirement.
3. Both PDE and the DPW recommend that all current school employees and contractors obtain the Child Abuse Recognition training portion of the Act as soon as reasonably possible in order to avoid potential legal issues.
4. Each school entity must augment the training with a session to all school employees and contractors outlining the district's policy on child abuse.
5. PDE is currently working with the Legal Counsel Professional Standards and Practices Commission that handles educator misconduct/disciplinary actions to develop a one hour online course on the provisions of the Act of December 12, 1973 known as the " Educator Discipline Act" and to make it available, at no cost, to each school employee and contractor.

There are a few different provider-training options available to you. Below are two options, which you can complete on your own. If these choices are not conducive to your schedule the school district also provides 3-hour trainings twice a year, tentatively, in August and January.

Provider Name/Contact Information	Length of Course	Course Delivery Type	Cost of Course	Signs of Child Abuse	Child Abuse Law Provisions: Mandatory Reporting	Educator Discipline Act/Professional Relationships/ Sexual Misconduct
Family Support Alliance 717-238-0937	3 hours	Face-to-Face; Train/Trainer; Online; Webinar	Free; \$20 for trainer guides; \$75-\$100; \$10 per person	Yes	Yes	No
Pennsylvania Child Welfare Resource Center 717-795-9048 <a href="http://www.reportabusepa.pitt.edu">www.reportabusepa.pitt.edu</a>	3 hours	Online	Free	Yes	Yes	No

If you are planning to attend an in district training contact Kathy Zawojski either by phone or email [zawojskik@nhsd.net](mailto:zawojskik@nhsd.net) at 412-318-1007.

Please note your completion of this training is part of the state required clearance package. The district does not reimburse for this certification.

**COMMONWEALTH OF PENNSYLVANIA  
SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE  
(under Act 168 of 2014)**

(Hiring school entity or independent contractor submits this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

To:	Name of Current or Former Employer:	<input type="checkbox"/> No applicable employment
	Street Address:	
	City, State, Zip:	
	Telephone Number:	

The named applicant is under consideration for a position with our entity. The Pennsylvania General Assembly has determined that additional safeguards are necessary in the hiring of school employees to ensure the safety of the Commonwealth's students. The individual whose name appears below has reported previous employment with your entity. We request you provide the information requested in SECTION 2 of this form within **20 business days** as required by Act 168 of 2014.

**SECTION 1: APPLICANT CERTIFICATION AND RELEASE (TO BE COMPLETED BY THE APPLICANT EVEN IF THE APPLICANT HAS NO CURRENT OR PRIOR EMPLOYMENT TO DISCLOSE)**

Applicant's Name (First, Middle, Last):	
Any former names by which the Applicant has been identified:	
DOB:	
Last 4 digits of Applicant's Social Security Number:	PPID (if applicable):
Approximate dates of employment with the entity listed above:	
Position(s):	

Have you (Applicant) ever:

Yes ☐ No ☐ Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?

Yes ☐ No ☐ Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?

Yes ☐ No ☐ Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any willful failure to disclose the information



required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and to discipline up to, and including, termination or denial of employment, and may subject me to civil penalties and disciplinary action under the Educator Discipline Act. I also hereby authorize the above-named employer to release to the entity listed on page 3, the information requested in SECTION 2 of this form and any related records. I hereby release, waive, and discharge the above-named employer from any and all liability of any kind that may arise from such disclosure or release of records.

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

\_\_\_\_\_  
Date

**SECTION 2: CURRENT/FORMER EMPLOYER VERIFICATION (TO BE COMPLETED BY THE APPLICANT'S CURRENT EMPLOYER(S) AND ALL FORMER EMPLOYERS THAT WERE SCHOOL ENTITIES AND/OR WHERE THE APPLICANT HAD DIRECT CONTACT WITH CHILDREN)**

Employing Entity receipt date \_\_\_\_\_

Received by \_\_\_\_\_  
Contact telephone # \_\_\_\_\_

Dates of employment of Applicant: \_\_\_\_\_

To the best of your knowledge, has Applicant ever:

Yes ☐ No ☐ Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?

Yes ☐ No ☐ Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?

Yes ☐ No ☐ Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

\_\_\_\_\_  
Former Employer Representative Signature and Title

\_\_\_\_\_  
Date

Pursuant to Act 168, an employer, school entity, administrator, and/or independent contractor that provides information or records about a current or former employee or applicant shall be immune from criminal liability under the CPSL, the Educator Discipline Act, and from civil liability for the disclosure of the information, unless the information or records provided were knowingly false. Such immunity shall be in addition to and not in limitation of any other immunity provided by law or any absolute or conditional privileges applicable to such disclosure by the virtue of the circumstances of the applicant's consent thereto.

Under Act 168, the wilful failure to respond to or provide the information and records as requested may result in civil penalties and/or professional discipline, where applicable.

Return all completed information to:

School Entity: North Hills School District	Attn: Human Resources
Address: 135 Sixth Avenue	Phone: 412-318-1010
State: Pittsburgh, PA Zip: 15229	Fax: 412-318-1084

**COMMONWEALTH OF PENNSYLVANIA**  
**SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE**  
**(Pursuant to Act 168 of 2014)**

**Instructions**

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities and by applicants who would be employed by or in a school entity in a position involving direct contact with children to satisfy the Act's requirement of providing information related to abuse or sexual misconduct. As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law ("CPSL"), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in SECTION 1 of this form and a written authorization that consents to and authorizes the disclosure by the applicant's current and former employers of the information requested in SECTION 2 of this form. The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form). Upon completion by the applicant, the hiring school entity or independent contractor shall submit the form to the applicant's current and former employers to complete SECTION 2. **A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.**

**Relevant Definitions:**

**Direct Contact with Children** is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children."

**Sexual Misconduct** is defined as: "any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designated to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to: (1) sexual or romantic invitation; (2) dating or soliciting dates; (3) engaging in sexualized or romantic dialogue; (4) making sexually suggestive comments; (5) self-disclosure or physical exposure of a sexual, romantic or erotic nature; or (6) any sexual, indecent, romantic or erotic contact with the child or student."

**Abuse** is defined as "conduct that falls under the purview and reporting requirements of the CPSL, 23 Pa.C.S. Ch. 63, is directed toward or against a child or a student, regardless of the age of the child or student."

**Please Note**

A prospective employer that receives any requested information regarding an applicant may use the information for the purpose of evaluating the applicant's fitness to be hired or for continued employment and shall report the information as appropriate to the Department of Education, a state licensing agency, law enforcement agency, child protective services agency, another school entity or to a prospective employer.

If the prospective employer decides to further consider an applicant after receiving an affirmative response to any of the questions listed in SECTIONS 1 and 2 of this form, the prospective employer shall request that former employers responding affirmatively to the questions provide additional information about the matters disclosed and include any related records. The **Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request** can be used to request this follow-up information. Former employers shall provide the additional information and records within 60 days of the prospective employer's request.

The completed form and any information or records received shall not be considered public records for the purposes of the Act of February 14, 2008 (P.L. 6, No. 3) known as the "Right to Know Law."

The Department of Education shall have jurisdiction to determine wilful violations of Act 168 and may, following a hearing, assess a civil penalty not to exceed \$10,000. School entities shall be barred from entering into a contract with an independent contractor who is found to have wilfully violated the provisions of Act 168.



## NORTH HILLS SCHOOL DISTRICT EMPLOYEE INFORMATION

Please provide the following employee contact and emergency contact information for our records. Your contact information will be accessible in the employee web portal. If you do not wish for this information to be listed, please indicate below. Your information will not be shared with any third-party.

Employee Name:

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

Position: \_\_\_\_\_

Location: \_\_\_\_\_

Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip+4

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_ Unlisted Address      \_\_\_\_ Unlisted Phone Number      \_\_\_\_ Unlisted Email Address  
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In case of emergency, please contact the following:

Emergency Contact Name:

Relationship:

\_\_\_\_\_  
First

\_\_\_\_\_  
Last

Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip+4

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### AUTHORIZATION

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_