HUMBOLDT
UNIFIED SCHOOL DISTRICT

2026-2027
Volunteer Handbook

Rev. 06/04/2026

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DISTRICT SHARED PURPOSE

HUMBOLDT UNIFIED SCHOOL DISTRICT has achieved a wide commitment by all groups of stakeholders to a Shared Purpose. The Governing Board establishes and communicates that Shared Purpose with the objective of fulfilling its three Governing Board goals:

Board Goal #1: To Raise the Level of Student Achievement
Board Goal #2: To Focus on Planning for Future Student Needs
Board Goal #3: To Increase Parental and Community Engagement
Board Goal #4: To Attract and Retain Highly Effective Employees

SHARED PURPOSE

***To* educate** our students—
with rigor, dedication, depth, and the
application of innovative technology.

* * *

***To* involve** our students—
along with their parents and community, in a
cooperative vision of education as a key to
responsible and productive citizenship.

* * *

***To* prepare** our students—
to meet the events of their lives with
knowledge, insight, and perseverance.

* * *

***To* inspire** our students—
to believe that, with hard work, they can
achieve great things in whatever career
they choose, and thus help to
make a better world.

Humboldt Unified School District Contacts

Bright Futures Pre-School
Phone: 928-759-5130
8601 E Loos Dr
Prescott Valley, AZ 86314

Elementary Schools

Coyote Springs (Pre K-5)
Principal: Michelle McCabe
Phone: 928-759-4300
6625 N. Cattletrack
Prescott Valley, AZ 86314

Granville (Pre K-5)
Principal: Patricia Scarpa
Phone: 928-759-4800
5250 Stover Dr
Prescott Valley, AZ 86314

Humboldt (Pre K-5)
Principal: Melissa Tannehill
Phone: 928-759-4400
2750 S Coral St
Dewey, AZ 86327

Lake Valley (K-5)
Principal: Dr. Christina Gabaldon
Phone: 928-759-4200
3900 N. Starlight Dr.
Prescott Valley, AZ 86314

Liberty Traditional (k-8)
Principal: Jamie Stretton
Phone: 928-759-4500
3300 N Lake Valley Rd
Prescott Valley, AZ 86314

Mountain View (Pre K-5)
Principal: Kim Grant
Phone: 928-759-4700
8601 E. Loos Dr.
Prescott Valley, AZ 86314

Middle Schools

Bradshaw Mountain (6-8)
Principal: Kristi Pashley
Phone: 928-759-4900
12255 Turquoise Circle
Dewey, AZ 86327

Pronghorn Ridge (6-8)
Principal: Jared Friedrich
Phone: 928-759-4600
6411 N Robert Rd
Prescott Valley, AZ 86314

High School (Grades 9-12)
Bradshaw Mountain High
Principal: Richard Bradshaw
Phone: 928-759-4100
3300 N Lake Valley Rd
Prescott Valley, AZ 86314

Administration
Superintendent- Brett Dahl 928-759-5007
EA to the Superintendent & Governing Board- Mindy Clifford 928-759-5007
Director of Federal Grants- Kathryn Johansen 928-759-4010
Director of Human Resources- Danette Derickson 928-759-5016
Director of Finance & Operations- Mike Tannehill 928-759-4027
Director of Special Services- Elizabeth Rushton 928-759-4040
Director of Educational Services- Katrina Kadah 928-759-4036
ELD Coordinator - Jennifer Medina 928-759-4047
Director of Transportation - Krystal Anglin 928-759-5191
Communication Specialist- Jayme Tisdale 928-759-5109

HUSD Welcomes You

Volunteer assistance in schools enriches the educational programs, enhances supervision of students, contributes to school safety, and strengthens the District's relationships with the community. Thank you so much for supporting Humboldt Unified School District as a volunteer. We hope that you will find it to be a rewarding experience.

Volunteer Categories

- "Regularly-Scheduled Volunteer"—Someone who volunteers on a regular basis with a schedule that has set days and times.
- "Occasionally-Scheduled Volunteer"—Someone who volunteers only occasionally or intermittently (i.e. field trips, special events, etc.)

COVID-19

Our ability to remain in in-person learning, while also keeping everyone safe, rests in our willingness and ability to relentlessly follow our protocols:

- Wear a cloth face mask at all times while on campus
- Socially distance whenever possible
- Wash hands/use hand sanitizer frequently, and avoid touching your face, mouth, or eyes
- Conduct daily wellness checks of yourself before arriving at an HUSD campus. STAY HOME if you don't feel well, are experiencing any symptoms of COVID-19, have been exposed to, or are being tested for COVID-19.

Rewards of Volunteering

In sharing your time with students and staff, you will:

- Model service and volunteerism to our children and staff
- Establish valuable school/community partnerships that support quality education
- Have the opportunity to offer your skills and talents
- Gain a better understanding of how children learn
- Have a chance to meet and work with teachers, administrators and staff
- Obtain valuable new skills for the future

Time and Attendance

Always sign in and out in the school volunteer log book. For your security and insurance coverage, the District must keep records reflecting volunteer days and hours spent at each site. Keeping track of volunteer hours also enables the District to evaluate the program and recognize our volunteers.

The teacher or staff member with whom you are working will schedule duties for you each day that you volunteer. It is very important that you notify the school office if you are unable to report for duty.

Confidentiality

When you begin your volunteer position with the District, you will be asked to sign a Volunteer Code of Conduct (included in Handbook). It is important to remember that you may see or have information regarding a student or staff which should not be repeated. Do not offer advice or express opinions regarding school policies or procedures. Most are approved and established by the Governing Board.

Emergencies and Illness

If a student is injured or becomes ill during the school day, or while attending a school sponsored activity, it is the responsibility of any staff member, including volunteers, to render reasonable assistance and summon help. Immediately refer students who are ill to the school nurse. Do not administer any medication or give medical advice. Always follow school and District established policies and procedures.

Please do not come to work if you are ill. We don't want you to jeopardize your own health, and we want to protect our students and staff. One of the best methods to prevent illness is to practice good hygiene by washing your hands before eating and after using the restroom. You should wash for at least 15 seconds. Use running water, soap and friction. Dry with a paper towel and turn off the faucet with the towel.

Safety Rules

Employees and volunteers are required to comply with District policies and procedures. Following is a list of some general safety rules for all volunteers.

- Under no circumstances should a volunteer place him/herself or anyone else in a dangerous situation.
- Work areas (on or off school site) are to be kept orderly and clean. Report unsafe conditions to your supervisor immediately.
- Protective equipment (i.e. goggles, shoes, gloves, etc.) should be worn when specifically required. Loose jewelry or clothing should be avoided.
- Follow good lifting practices; ask for help when needed; stack materials safely. • Do not attempt to repair defective electrical equipment.
- Use tools and school equipment only for their intended purpose.
- Know evacuation procedures and the location of alarms and fire extinguishers. • Always keep your personal property secured.

Working with Students

- Relax and be yourself.
- Be friendly toward all students and staff.
- Follow school/classroom student discipline protocols.
- Be interested in the students' activities.
- Encourage and praise students for a job well done.
- Remember that students often respond better to suggestions rather than commands. • Don't do for a student what he or she can do for him/herself.
- Call students by name at each opportunity.
- Be flexible and don't be afraid to admit your mistakes, no one is perfect. Students are usually delighted by honesty and authenticity.

Volunteer Opportunities

Following is a common list of volunteer opportunities. For information or suggestions regarding additional areas where volunteer services might be needed, please contact the school administration or volunteer coordinator.

- Read stories to children
- Operate listening center equipment
- Help in the computer lab
- Assist teachers with classroom responsibilities
- Assist in the library
- Help with playground duty
- Work with children in special interest areas (music, drama, art, sports, etc.)
- Help prepare and present materials in different content and elective areas
- Accompany groups on field trips
- Assist with school special events
- Assist with PTO activities and functions
- Tutor students
- Mentor students
- Assist in the school office with clerical jobs
- Share technology skills
- Share travel experiences
- Give a lecture on your area of expertise
- Assist in the Food and Nutrition area
- Assist with parent involvement and parent activities
- Serve on focus or advisory committees
- Make phone calls

Background Investigation & Fingerprinting Requirement

According to ARS § 15-512, "Non-certificated personnel and personnel who are not paid employees of the school district and who are not either the parent or the guardian of a pupil who attends school in the school district but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee . . . shall be finger-printed as a condition of employment. . ." Background investigations are required in the same regulation in subsection F.

According to ARS § 13-3716, it is unlawful for a person who has been convicted of a dangerous crime against children, as defined in Section 13-604.01, to fail to give notice of the fact of the conviction to the school when applying to volunteer.

In addition to fingerprinting, background checks will be conducted by the District Office and kept in school volunteer files.

Volunteer Code of Conduct

(Volunteers will agree to the Code during the application process.)

- Sign in and out at the main office and agree to be punctual and reliable. • Maintain confidentiality regarding sensitive student and/or school related information.
- Will not disclose, use, or disseminate student photographs or personal information about students.
- Volunteers are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. Volunteers have the responsibility of maintaining an appropriate volunteer-student relationship at all times.

  Volunteers are prohibited from any form of communication with students outside of the school day or school-sponsored program. Volunteers are prohibited from internet-based communication with students. Volunteers are not to "friend" students on social media sites or engage in texting with students.

  EXCEPTIONS: Volunteers may communicate with their family members and with students known outside of the school community whose parents have authorized such communications.
- Follow school/District protocols and procedures during fire and emergency drills and lockdowns.
- Follow all school policies and procedures regarding student discipline.
- Maintain professionalism and demonstrate respect for school/District policies regarding staff conduct and dress code.

Application Process

If you wish to complete the volunteer application process, please go to our website www.humboldtunified.com

- Click on "**Family/Community**"
- Select "**Volunteer Opportunities**" from the drop-down
- menu
- Choose "**Online Volunteer Application**"
- Finally, choose "**Create New Account and Apply**" to be taken through the online • application process.

If you do not have access to a computer, we welcome you to visit our District Office, located at 6901 Bear Path, where we offer computer access for those wishing to fill out an application for job/volunteer opportunities within our District.

VolunteerCodeof Conduct

As a Humboldt Unified School District Volunteer, I agree to abide by the following Code of Conduct:

- Upon arrival, I will sign in and out at the main office and agree to be punctual and reliable.

- I will maintain confidentiality regarding sensitive student and/or school related information.

- I will not disclose, use, or disseminate student photographs or personal information about students

- Volunteers are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. Volunteers have the responsibility of maintaining an appropriate volunteer-student relationship at all times. Volunteers are prohibited from any form of communication with students outside of the school day or school-sponsored program. Volunteers are prohibited from internet- based communication with students. Volunteers are not to friend students on social media sites or engage in texting with students. EXCEPTIONS: Volunteers may communicate with their family members and with students known outside of the school community whose parents have authorized such communications.

- I will follow school/District protocols and procedures during fire and emergency drills and lock-downs.

- I will follow all school policies and procedures regarding student discipline.

- I agree to maintain professionalism and demonstrate respect for school/District policies regarding staff conduct and dress code.

- I agree to comply with the HUSD Volunteer Code of Conduct at all times. Failure to do so could result in my immediate release as a Humboldt Unified School District Volunteer.

- A copy of the HUSD Volunteer Handbook has been made available to me through the District's website. I understand that it is my responsibility to read and comply with the guidelines contained in the Handbook and any revisions made to it. I acknowledge that updated versions of the HUSD Volunteer Handbook may occur and will also be made available on the District's website

NON-DISCLOSURE AGREEMENT

The Family Educational Rights and Privacy Act (FERPA) of 1974, is a federal law that establishes the rights of students with regard to education records, and ensures students of the right to privacy and confidentiality with respect to those records. The undersigned hereby agrees and acknowledges:

1. That during the course of my employ or volunteer service with Humboldt Unified School District (HUSD), I may see, or there may be disclosed to me, certain confidential or sensitive information, including information concerning students in the district schools; said information consisting of, but not limited to, personal information. I understand that unauthorized disclosure of such Protected Information can adversely impact HUSD, individual students and their families.

2. I shall treat ALL information accessible to me in the performance of my service as Protected Information, regardless of its format (e.g., electronic, paper, oral); and shall use it for the sole purpose of performing my duties at HUSD.

3. I agree that I shall not, during or after my employment with or association with HUSD, use for myself or others, or disclose or divulge to others including future employers, any confidential information, or any other proprietary data of HUSD or of the students in the schools of Arizona in violation of this agreement.

4. That upon the termination of my employment with or association with HUSD

    a. I shall return to HUSD all documents (physical or electronic) and property including but not limited to reports, manuals, correspondence, lists, computer programs, and all other materials and all copies thereof relating in any way to HUSD business or information concerning students in the HUSD schools or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

    b. HUSD may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

I understand that failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action or termination as a HUSD volunteer and may result in prosecution through appropriate judicial processes and civil and criminal legal sanctions.

Volunteer
Code of Conduct & FERPA
Signature Page

I have read, understand and agree to abide by the Humboldt Unified School District policies and regulations, Volunteer Code of Conduct and Family Educational Rights and Privacy Act (FERPA) of 1974. I understand that any violation of the above terms and conditions may result in disciplinary action, up to and including the revocation of my volunteer privileges.

Volunteer Name: (Print) _____

Signature: _____Date:_____