



HUSD VOLUNTEER PROGRAM

Handbook & Program Guide | 2026-27

SERVING SCHOOLS • SUPPORTING STUDENTS • STRENGTHENING COMMUNITY



[Volunteer information and resources](#)

Higley Unified School District | 2935 S. Recker Road, Gilbert, AZ 85295 | 480.279.7000



Welcome

Thank you for your interest in volunteering with Higley Unified School District. Volunteers contribute time, talent, experience, and care that strengthen classrooms, programs, events, athletics, and the broader school community.

HUSD is committed to providing meaningful volunteer opportunities while maintaining clear safeguards for student safety, privacy, and well-being. This handbook explains the volunteer levels, application processes, standards of conduct, and responsibilities that apply across the District.

District Vision: An innovative district that prepares learners for limitless opportunities.

Purpose of This Handbook

- Help volunteers determine the appropriate clearance level for the work they wish to perform.
- Explain application, screening, renewal, and school-site procedures.
- Establish consistent expectations for student safety, confidentiality, professional boundaries, and conduct.
- Provide school staff with a common reference for assigning and supervising volunteers.

This handbook is a summary. Arizona law, HUSD Governing Board policy, administrative procedures, the HUSD Student Code of Conduct, and directions from school administrators or supervising staff members control if there is a conflict.

Volunteer Levels at a Glance

Volunteer Level	How to Apply	Requirements	Examples
Student	Paper packet submitted to school	Current HUSD student; staff-created and administrator approved opportunity; parent/guardian and staff signatures; direct supervision	School-approved student service opportunities
Tier 1	Paper application submitted to school	Direct supervision by HUSD employee; no unsupervised interaction with students	Own child's classroom; copies/materials; classroom setup; campus events and general site support
Tier 2	Raptor Volunteer Portal	JDP background check; volunteer pays initial \$34; approval valid 2 years	All Tier 1 activities plus day field trips, reading/facilitating activities with other students, and supervised small groups
Tier 3	Raptor Volunteer Portal	Valid IVP Level One Fingerprint Clearance Card before applying; JDP background check; approval valid 2 years or until IVP expires	All Tier 2 activities plus overnight trips, tutoring, and volunteer athletic coaching

Approval confirms that an applicant has met the requirements for a volunteer level. It does not guarantee selection for a particular classroom, trip, event, team, or assignment. Each school determines how volunteers are selected based on program needs and available opportunities.



Choosing the Right Volunteer Level

Student Volunteers

Student volunteers must be currently enrolled in HUSD. Opportunities must be created and supervised by a current HUSD staff member. Students submit the paper Student Volunteer Agreement at the school site where they will be volunteering, with parent/guardian permission, supervising staff acknowledgment, and site administrator approval.

- Remain under direct staff supervision at all times
- Never supervise other students or be left alone with students
- Follow the HUSD Student Code of Conduct and all applicable school expectations
- Use only school-approved communication methods
- Document service hours using the approved volunteer log

Tier 1 - Directly Supervised School Support

Tier 1 is appropriate for parents or guardians volunteering in their own child's classroom and for community volunteers whose duties do not involve direct or unsupervised interaction with students. A Tier 1 volunteer must remain under the direct supervision of an HUSD employee whenever students are present.

- Classroom materials, copies, and organizational support
- Classroom or event setup
- Community breakfasts, pep rallies, book fairs, and similar campus events
- Other site-level support assigned and supervised by school staff

Tier 1 applicants complete the paper application and return the entire packet to the front office of the school where they wish to volunteer. The school reviews and approves Tier 1 applications.

Tier 2 - Expanded Supervised Student Activities

Tier 2 volunteers may perform all Tier 1 activities and may also participate in supervised activities involving students other than their own. Tier 2 volunteers remain under the direction and periodic supervision of an HUSD staff member.

- Chaperoning on-campus or off-campus day field trips
- Reading to small groups of students or facilitating small group student activities
- Leading small groups during day trips or campus-wide activities under staff direction

Tier 2 applicants apply through the Raptor Volunteer Portal and authorize a JDP criminal background check. The volunteer pays the initial \$34 screening fee through Raptor; HUSD funds any screening costs above the initial \$34. Approval is valid for two years from the approval date.



Tier 3 - Overnight Trips and Athletics

Tier 3 volunteers may perform all Tier 1 and Tier 2 activities. Under the direction of HUSD staff, Tier 3 volunteers may also serve as overnight trip chaperones or volunteer athletic coaches.

- A valid Arizona IVP Level One Fingerprint Clearance Card is required before the Tier 3 application is submitted.
- The applicant must also apply through Raptor and authorize a JDP background check.
- The applicant pays the initial \$34 background screening fee; HUSD funds any amount above the initial \$34.
- Tier 3 approval remains valid for two years from approval or until the IVP card expires, whichever occurs first.

A previously approved Tier 3 volunteer may reactivate after the two-year approval period by completing a new background check, provided the IVP card remains valid. A new or renewed IVP card is required when the card has expired.

How to Apply

1. Identify the activity you wish to support and confirm the required volunteer level with the school.
2. Tier 1 and Student Volunteers: complete the appropriate paper packet and submit all pages to the school front office.
3. Tier 2 and Tier 3: apply electronically through the Raptor Volunteer Portal. Information must match government-issued identification, including the full legal name.
4. Provide a valid email address. Raptor uses email for application updates, approvals, renewals, and other volunteer communications.
5. Wait for approval before volunteering. Submit applications at least two weeks before a planned event whenever possible.

Volunteer Page

Tier 1 and Student applications

<https://www.husd.org/services/human-resources/volunteers>



Raptor Volunteer Portal

Tier 2 and Tier 3 applications

<https://apps.raptortech.com/Apply/Njk4NTplbi1VUw==>





Application Information and Privacy

- Application information must match government-issued identification, including the applicant's full legal name.
- Accepted identification for Raptor application and school check-in includes a driver's license, state ID, military ID, or passport.
- Tier 1 must submit a new application for each school
- Student volunteers must submit a new application for each student volunteer activity.
- Tier 2 and 3 may select more than one HUSD school in the Raptor application and only need to submit one application.
- Information collected through the application and screening process is treated as confidential and used to administer the volunteer program and complete required screening and verification.
- Student and Tier 1 paper packets are retained at the school site for one year from the application date.
- Tier 2 and Tier 3 records are maintained through the Raptor workflow and applicable District systems.
- Applicants' Social Security numbers are required for Tier 2 and Tier 3 applicant background checks, but are not viewed, accessible, or stored by Higley Unified School District and are transmitted through an encrypted secure web link.
- Tier 2 and Tier 3 applicants are screened through JDP and are monitored through JDP's Monthly Monitoring Service.
- JDP's Monthly Monitoring entails a database search of the enrolled consumer's provided Personal Identifiable Information against the JDP National Criminal Search and JDP National Sex Offender Search.
- Monthly monitoring may be obtained for safety purposes for the length of the volunteering period (2 years from date of approval)
- Volunteers may become inactivated upon request at any time, and monitoring will cease upon receipt of request by HUSD

Volunteer Standards & Expectations

Campus Procedures

- Sign in at the front office or designated Raptor station upon arrival.
- Present valid identification when requested.
- Wear the issued visitor or volunteer identification so it remains visible.
- Report to the assigned staff member and remain only in approved areas.
- Follow all emergency, safety, health, and site procedures.

Student Safety and Supervision

- Remain within the scope of the approved assignment.
- Do not be alone with an individual student unless the volunteer level, assignment, and District procedure specifically authorize it. Tier 1 and student volunteers must never be alone with students.
- Do not use corporal punishment, physical discipline, threats, intimidation, or humiliating practices.
- Do not administer medication or provide medical treatment unless specifically authorized by District procedure and the individual is appropriately qualified.
- Immediately report injuries, hazards, unsafe conduct, or concerns to the supervising staff member or administrator.



Professional Boundaries

- Maintain respectful, age-appropriate, and professional interactions.
- Do not initiate private or personal communication with students through personal phone numbers, email, social media, messaging applications, or gaming platforms.
- Do not meet or communicate with students outside approved school activities without parent/guardian and administrative involvement.
- Do not exchange home addresses, private contact information, gifts, or money with students unless specifically approved as part of an authorized program.
- Do not transport students unless specifically authorized in writing and all District transportation requirements have been met.

Confidentiality and Student Privacy

- Treat student records, grades, services, behavior, medical information, family information, and other personally identifiable information as confidential.
- Access information only when needed for the assigned volunteer role and only as directed by staff.
- Do not discuss students in public areas, with other families, or on social media.
- Do not photograph, record, publish, or share student images or information unless specifically authorized by the District.
- Return or securely dispose of all materials as directed by the supervising staff member.

Professional Conduct

- Use respectful language and maintain attire appropriate to the assignment and school setting.
- Do not report to a school or event while impaired by alcohol, cannabis, illegal drugs, or medication that prevents safe performance.
- Do not possess alcohol, tobacco, vaping products, illegal drugs, or weapons on District property, volunteer locations, or at school-sponsored activities.
- Do not engage in discrimination, harassment, retaliation, hazing, bullying, or conduct that interferes with school operations.
- Use District property, technology, and resources only for approved purposes.

Reporting Student Safety Concerns

Volunteers must act immediately when they become aware of a concern involving student safety, abuse, neglect, exploitation, threats, harassment, or other potentially unlawful conduct.

1. Ensure immediate safety. Contact 911 or the school administration in an emergency or when there is imminent danger.
2. Do not investigate, interview the student in detail, confront the alleged offender, or promise confidentiality.
3. Immediately make any report required by A.R.S. § 13-3620 to the appropriate law-enforcement or child-safety authority and notify the school administrator that a report or concern exists.
4. Share information only with those responsible for responding to the concern.



A report made only to a school resource officer or school safety officer may not satisfy the statutory reporting requirement. Follow the District's current child-abuse reporting procedure. See the school administration for further information.

Approval, Renewal, and Removal

- Tier 1 applications are site-approved and retained for one year. A new Tier 1 application is required each year or when directed by the school.
- Tier 2 approval is valid for two years from the approval date.
- Tier 3 approval is valid for two years from approval or until the IVP card expires, whichever occurs first.
- All volunteers must immediately notify the school principal and Human Resources of an arrest, criminal charge, loss or suspension of an IVP card, or another circumstance that may affect eligibility or student safety.
- HUSD may deny, limit, suspend, or revoke volunteer privileges at any time based on student safety, program needs, conduct, failure to follow directions, inaccurate information, or other legitimate District concerns.
- Volunteer service is unpaid, does not create an employment relationship, and does not guarantee future employment.

Frequently Asked Questions

Can I visit my child without becoming a volunteer?

Parents and guardians may visit in accordance with school visitor procedures. A visitor must sign in, wear identification, remain in approved areas, and follow site directions. Performing an assigned service may require volunteer approval.

Do currently cleared volunteers need to apply?

Yes, all volunteers for all tiers need to submit a new application for the new school year. If you were approved prior to August 1, 2026, you must submit a new application to be approved.

Which tier should I choose?

Ask the school about the specific activity. Tier 1 is for directly supervised site support. Tier 2 adds supervised day trips and activities involving students other than your own. Tier 3 adds overnight trips and volunteer athletic coaching.

Can I apply for Tier 3 even if I only need Tier 2?

Yes. Tier 3 includes Tier 2 requirements and provides the greatest flexibility, but a valid IVP card is required before applying.

How long does the background check take?

Results may be available in as little as 24 hours but can take up to two weeks or longer depending on record searches and court processing. Apply at least two weeks before the activity.

How long does it take to get an IVP card?

Processing can take up to four weeks or longer. Apply at least six weeks before the activity.



What does a background check cost?

Tier 2 and Tier 3 applicants pay the initial \$34 JDP screening fee through Raptor. HUSD pays screening costs above the initial \$34, as well as any costs associated with Monthly Monitoring.

How long is an IVP card valid?

Arizona IVP fingerprint clearance cards are generally valid for six years. Tier 3 approval still requires renewal after two years and ends earlier if the IVP card expires.

Does approval guarantee I will be selected?

No. Schools select volunteers based on program needs, available space, staffing, and the school's selection process.

Do current HUSD employees apply as volunteers?

Current active HUSD employees do not complete a separate volunteer application. They must still coordinate the assignment with the school and comply with all applicable employee and program requirements.

Can I volunteer at more than one school?

Yes. Raptor applicants may select multiple schools. Tier 1 applicants should submit the application to each school that will maintain and approve the assignment.

Can I take photos or post about volunteering?

Only when expressly authorized. Student images and personally identifiable information must not be photographed, recorded, or shared without District authorization and applicable photo clearance.

Key References

Relevant authorities include A.R.S. §§ 13-3620, 15-512, 23-901.06, 41-1758.03, and applicable HUSD Governing Board policies and administrative procedures concerning nondiscrimination, harassment, staff and public conduct, student conduct, student records, child-abuse reporting, technology, corporal punishment, and school volunteers.