



HARKER.
K through Life.

Dear Parents,

Harker's culture and tradition of philanthropy plays a key role in providing our students and families with a quality experience. In addition to your charitable contributions, your heartfelt volunteerism absolutely enhances the children's experience.

The benefits from volunteering are numerous. Parents become involved in their child's school and education; a sense of personal satisfaction unfolds as does the ability to meet new people and develop new friendships. And perhaps new talents are discovered. Your involvement certainly helps build school community and the student are the beneficiaries of your efforts.

We appreciate and value your time and we extend a sincere invitation to be part of creating wonderful experiences and lasting memories!

Each grade provides many opportunities, each with a different level of commitment, for parents to volunteer during the school year.

Be a volunteer - you will thrive!

Teré Aceves

Director of Grades 6-12 & Alumni Volunteer Programs

Director of Event Fundraising

VOLUNTEER BILL OF RIGHTS

As a Volunteer it is Your RIGHT:

- To be assigned a meaningful task
- To be oriented, trained and supervised during the duration of your activity
- To ask questions about your task and seek feedback about your performance
- To be treated with respect and kindness at all times by every member of the organization for which you volunteer
- To offer input and feedback to the organization about the job or task you are performing in an effort to improve your situation and the needs of volunteers in the future
- To be trusted with confidential information that may be necessary to fulfill your task
- To expect that your time will be used efficiently and effectively

As a Volunteer it is Your RESPONSIBILITY:

- To follow the rules, policies and procedures of the organization
- To have read and initialed the Volunteer code of ethics and signed the Volunteer Agreement before volunteer work begins (Code of Ethics, Confidentiality Agreement, release forms, etc.)
- To meet time commitments and show up ready to work. To be considerate and give adequate notice if you will be unable to fulfill your responsibilities
- To perform your tasks to the best of your ability
- To provide constructive feedback if your expectations aren't met so that a new assignment may be given if appropriate
- To not take on more responsibility than you can handle and to not agree to commitments that you can't keep
- To provide constructive input and offer suggestions on ways to improve the work flow of your assignment if appropriate
- To respect the confidential nature of issues shared with you in order to complete your job

VOLUNTEER CODE OF ETHICS

Attitude: Volunteers will always represent The Harker School and its students with a positive attitude, interest in and enthusiasm for working with children.

Commitment: Volunteers will honor and respect commitments to the school and the students by fulfilling their responsibilities. Volunteers will notify the teacher or staff if they are not able to meet their commitments.

Communication: Good communication is important to make the volunteer experience enjoyable. If volunteers have any questions, concerns or ideas, they should feel free to contact the director of volunteer programs.

Confidentiality: During volunteer-related activities, volunteers should not discuss academic issues with their children's teachers or other parents. Volunteers must understand and abide by the confidentiality policies of the school.

Impartiality: Volunteers must not allow their personal feelings to affect their work or that of others. Volunteers shall not favor one side or party more than another. Their first priority is to the students they are serving.

Respect: A volunteer treats other volunteers, staff and students with the proper respect. Volunteers shall take any concern directly to the person involved, and not tolerate gossip, innuendo or hearsay.

Appearance: Volunteers are encouraged to be attired neatly and in a manner that projects a positive public image of the school.

Please be advised that any concerns or problems will be reviewed and may be communicated to the administration for proper consideration if necessary. We will resolve any issue in a swift and discreet manner. It is our hope that following this procedure will eliminate the dissemination of misinformation and will foster a lively exchange of information, ideas and suggestions. We are dedicated to making volunteer experiences pleasant and rewarding for all those involved, as well as sustaining the warm and welcoming atmosphere of our school community.

Parent Volunteer Agreement

I, **Parent Volunteer**, understand that I am to always be under the supervision of a Harker staff member and will abide by instructions and directives given to me from the staff. I further understand that I am not to interrupt or be a distraction to student instruction or activities and will not enter any unauthorized areas or offices without first asking permission and, if needed, being escorted. I also understand that I am not to be alone in a non-public place with any child. I also understand that I am not to use any equipment I have not been authorized to work with.

I further understand that I will report as agreed upon and complete the work required, to the best of my ability. I further state that I am in good health and have advised The Harker School of any known medical condition that may prohibit me from performing certain types of work.

I further release, hold harmless, for myself and for my heirs, assigns, successors, executors, administrators, and legal representatives, and agree that I will not sue The Harker School or its agents, servants, or employees, from or regarding any injury or loss to person or property, including wrongful death or emotional injury, that I may sustain while performing volunteer work for The Harker School, even if such injury or loss was caused by the negligence of the Harker or its agents, servants or employees.

I do understand that if I am injured while performing assigned work I will report it immediately, but as I am not an employee of The Harker School I have no right to claim a worker's compensation injury. Further, that I will be responsible for any medical bills should I become injured. I also know that if I am given a task and I am not familiar with a piece of equipment that I will ask for training in its use, or, that I can decline to use the piece of equipment, such as a power tool. By my use of the tool I state that I know how to use it safely and properly.

Volunteer Confidentiality Agreement

All student information should be treated confidentially. Sharing student and family information with others is a violation of Harker policy and the law. Do not make a promise to a student that you will keep confidential any information that pertains to the welfare of a student, to protect you from violating the law. Although a student may share confidential information with you, there are certain issues that you must report to a campus administrator:

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse
2. If a student confides that he or she is involved in any illegal activity
3. If a student confides that he or she is considering harming themselves or others

Should one of these exceptions arise, you must immediately notify a school administrator. Note on your calendar when this information was reported and to whom it was given. Since this information may be extremely personal and capable of damaging lives, do not share it with anyone except the appropriate school authorities. If you have questions, please ask an administrator. Any student or family needs communicated to the volunteer should be referred to the appropriate Harker staff person.

I understand that if in the course of my volunteer work with The Harker School, I become aware of confidential information about specific students, I agree that I will not disclose such confidential information except to school employees who have a need to know.