



# Volunteer Code of Conduct

## 2025 – 2026

### Introduction

The purpose of this memo is to provide information that will help with questions and pave the way for a successful year. It is a guide to and a brief explanation of district policies and procedures as they relate to Hays CISD Volunteers in Public Schools (VIPS). These policies are standard across the 28 campuses in Hays CISD, and each campus has the authority to implement additional protocols as they see fit.

### Volunteer Policies

1. Individuals who are volunteering on a campus must present a current school year VIPS badge along with their driver's license or other acceptable form of identification to the campus front office receptionist. Please note – your legal name must match the name printed on your VIPS badge.
2. Volunteers must use their badge to scan in at the designated VIPS kiosk at the campus front office, band hall, or athletics hall upon their arrival. This process is necessary for the safety of all on campus in the event of an emergency.
3. Volunteers must wear their badges at all times while serving as volunteers on or off campus. VIPS badges are not to be confiscated at any time by campus staff.

4. Volunteer badges are required to identify adults on campus. However, adults who are visiting their student for events, including but not limited to the following, must present an acceptable form of identification as visitors. **A VIPS badge is not applicable for campus entry.**
  - Lunch with your student
  - Grandparents' Day Lunch
  - Thanksgiving Lunch
  - Holiday Lunch

## **Safety & Security of Volunteers**

1. All volunteers must complete a criminal history background check upon registration to become a volunteer in public schools.
2. Volunteers will be subject to resubmitting their background check annually, depending on the original date of registration.
3. To dispute the results of a background check, please contact the Hays CISD Human Resources Department volunteer liaison, Mr. Tim Robinson, at [Tim.Robinson@haysisd.net](mailto:Tim.Robinson@haysisd.net)
4. All volunteers must notify their campus principal and/or the district's coordinator of volunteers within 3 calendar days and before serving in a volunteer capacity of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony and/or class A, B, or C misdemeanor. Failure to report will result in the revocation of volunteer privileges with Hays CISD.

## **Standards of Conduct**

1. All volunteers are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, district staff, and the public.
2. Each campus principal and administration holds the authority to revoke volunteer privileges from individuals who violate a campus and/or district policy after due diligence is conducted in partnership with the Hays CISD Human Resources, Safety & Security, and/or Communications Departments.
3. Volunteers are responsible for scanning their badge at the arrival of each volunteer opportunity and again at their departure. During off-campus events, please use a smartphone to scan the campus VIPS QR code and enter the arrival and departure details.

## **Conclusion**

Community engagement is a vital component of the success of Hays CISD. By fostering a positive relationship between the school district and the community, Hays CISD is better positioned to meet the needs of its students and provide a high-quality education. Thank you for your continued support of Hays CISD!

## **Troubleshooting**

For any additional questions or concerns, please contact your campus volunteer coordinator or the district's volunteer coordinator listed below:

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