

# CODE OF ETHICS AND CODE OF CIVILITY

**As a volunteer, you are also expected to adhere to both the Code of Ethics and Code of Civility.**  
(See below and on next page.)

## **VOLUNTEER CODE OF ETHICS**

As a volunteer, I realize I am subject to the same high code of ethics as that of the paid professional. I expect to be held accountable for fulfilling my responsibilities. I promise to serve with an attitude of open-mindedness, a willingness to be trained, and a respect for confidential matters. My goal is dedicated service to the students of the Houston Independent School District (HISD).



- Be sure to sign in and out of the school and wear the required VIPS photo ID badge.
- Be a positive role model by acting professionally and dressing appropriately.
- Be familiar with all school policies, such as use of office machines, parking regulations, and emergency procedures.
- Remember that all school, staff, and student information is confidential per FERPA.
- Remember that it is the principal's decision when to allow volunteers into the building and what tasks the volunteers are allowed to do. This is determined based on the needs of the school and may differ from campus to campus.
- Never verbally or physically discipline or touch a student.
- Never allow a child to leave your care.
- Discussions with students should remain on-topic, school and age appropriate, and within the context of the nature of the assignment.
- Treat fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
- Please remember the parent role is separate from the volunteer role. Please refrain from visiting your child's classroom or teacher during instruction hours.
- Notify, as soon as possible, the school's Family Liaison or Volunteer Coordinator if you must be absent.
- Discuss any concerns with the campus volunteer coordinator, principal, or the central VIPS office (713-556-4877).
- All volunteers will follow the Houston Independent School District Code of Civility.

Failure to follow the Volunteer Code of Ethics and the responsibilities thereof will result in the termination of my volunteer services.

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