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R 9180 <u>SCHOOL VOLUNTEERS</u>

A. Assignments

The tasks to which volunteers may be assigned include, but need not be limited to, the following:

- 1. Duplicating tests and other materials;
- 2. Helping with classroom housekeeping;
- 3. Typing class materials, tests, and the like;
- 4. Setting up audio-visual and other instructional equipment, if qualified to do so;
- 5. Helping children remove and don outerwear and boots;
- 6. Supervising the playground;
- 7. Correcting workbooks, as qualified to do so and as appropriate to the sensitivity of the materials;
- 8. Reading aloud and telling stories;
- 9. Assisting with the school library program;
- 10. Assisting pupils locate material in reference works;
- 11. Assisting with the school lunch program;
- 12. Serving as chaperones on field trips; and
- 13. Serving as resource persons in a special subject area.
- B. Rules of Conduct for Volunteers
 - 1. A volunteer may serve only under the direction and supervision of a teaching staff member.
 - 2. A volunteer should perform no duties other than those expressly assigned him or her.
 - 3. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.



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- 4. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
- 5. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.

