

# REGULATION

## 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. Supervise 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
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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School Volunteers

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.