

DEVELOPING AND SHARING RESPONSIBILITY

Originally Prepared By

COMMUNITY PARENT-TEACHER-COUNSELOR EDUCATION CENTER
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SHARING RESPONSIBILITY

In today's changing society, children are challenged to become "working partners" with parents and teachers. Such a challenge can be met in many ways: mutual respect, sharing of opinions, acceptance of decisions, cooperative setting of goals, standards, or limitations, and permitting certain rights and privileges.

Assuming responsibilities can enhance the individual interpersonally and intrapersonally. As the child learns the benefits of order resulting from cooperation, he begins to view himself as a person who is capable of making a contribution to others. Growth in this area is best acquired developmentally, whereby the child becomes useful and needed at an early age, with expectation of becoming more self-reliant and independent as time passes.

The adult's personal experiences and situation may lead him to find many ways in which a child can contribute. Sometimes parents and teachers, aware of the need for giving children responsibility, are stymied at knowing what to do and what to expect. The following is intended to meet this need.

The list, prepared by teachers and parents, is cumulative, as a child advances in age or grade he can continue to maintain past responsibilities as well as assuming new ones. The list, meant to suggest possibilities, is only a starting point subject to the situation and creativity of the adults. Children may be able to accomplish tasks at ages above or below those suggested.

In training for these responsibilities, it may be wiser to proceed gradually. First establish a relationship, and then through friendly discussions the adult and the child together may determine the manner in which the child can become a contributing member.

Before assigning duties, it would be helpful to keep some of the following principles in mind.

1. Children have rights as well as responsibilities. If these are arbitrarily or impulsively withdrawn by the adult, the child may feel dominated or revengeful and will resist any efforts to elicit his cooperation.
2. Children should be consulted about the jobs that need to be done. After they have helped identify the work, then they must help set the standards for work, and be involved in the evaluation of the completed job.
3. Allow the children choices in the jobs they would like to do (Not doing anything is not one of the choices.) They must then follow through with their choice or experience the consequences.
4. Allow the consequences to follow logically from the uncompleted job. Do not discuss beforehand what will happen if someone does not fulfill the commitment.

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5. Place appropriate time limits on when a task should be completed. If the child participates in setting these time limits, he will be more willing to meet them.
6. Vary the tasks to do. Children become easily bored with the same thing. They like the challenge of a new or unusual job.
7. Use common sense in the number of tasks expected of each child. He may stage a "sitdown" strike if he feels used.
8. Remember you are a model of "order" to your child. Do not expect an orderliness or cleanliness from them that you would not expect of yourself.
9. Examine your own standards. Perhaps you are a perfectionist about your house or classroom, feel uncomfortable if things are slightly out of order, or are concerned about what others will think. Learn to accept the house or the classroom as a place of work and communication for the members, not as a reflection of your own personal worth.
10. Never do anything for a child that he can do himself.

HOME RESPONSIBILITIES FOR 2-3 YEAR OLDS*

1. Pick up unused toys and put in the proper place.
2. Put books and magazines in a rack.
3. Sweep the floor.
4. Empty ashtrays.
5. Place napkins, plates, and silverware on the table. The silver is on but not correctly at first.
6. Clean up what they drop after eating.
7. Given a choice of two foods for breakfast. Learning to make simple decisions.
8. Clears own place at table. Puts the dishes on the counter after cleaning the leftovers off the plate.
9. Toilet training.
10. Simple hygiene - brush teeth, wash and dry hands and face, and brush hair.
11. Undresses self - dresses with some help.
12. Wipes up own accidents.
13. Carrying boxed or canned goods from the grocery sacks to the proper shelf. Putting some things away on a lower shelf.

* These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 4 YEAR OLDS*

1. Setting the table - with good dishes, too.
2. Put the groceries away.
3. Help with grocery shopping and compile a list.
4. Polish shoes and clean up afterwards.
5. Follow a schedule for feeding pets.
6. Help do yard and garden work.
7. Help make the beds and vacuum.
8. Help do the dishes or fill the dishwasher.
9. Help the child learn responsibilities by making a goal chart. Then if the work is done all week the parent and child get to (example) go out to lunch.
10. Dust the furniture.
11. Spreading butter on sandwiches.
12. Preparing cold cereal.
13. Help mother prepare plates of food for the family dinner.
14. Make a simple dessert (add topping to cupcakes, jello, pour the toppings on ice cream.)
15. Hold the hand mixer to whip potatoes or mix up a cake.
16. Share toys with friends (practice courtesy).
17. Getting the mail.
18. Tell parent his whereabouts before going out to play.
19. Should be able to play without constant adult supervision and attention.
20. Bringing in the milk from the milkbox.
21. Hanging socks, handkerchiefs, and washclothes on a lower line.

*These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 5 YEAR OLDS*

1. Help with the meal planning and grocery shopping.
2. Making own sandwich or simple breakfast. Then cleaning up.
3. Pouring own drink.
4. Preparing the dinner table.
5. Tearing up lettuce for the salad.
6. Putting in certain ingredients to a recipe.
7. Making bed and cleaning room.
8. Dressing on own and choosing outfit for the day.
9. Scrubbing the sink, toilet, and bathtub.
10. Cleaning mirrors and windows.
11. Separate clothing for washing. Putting white clothes in one pile and colored in another.
12. Fold clean clothes and put them away.
13. Answer the telephone and begin to dial for use.
14. Yard work.
15. Paying for small purchase.
16. Help clean out the car.
17. Taking out the garbage.
18. Deciding how he wants to spend his share of the family entertainment fund.
19. Feeding his pets and cleaning the living area.
20. Learn to tie shoes.

*These are suggested activities for involving children in family life.
No one would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 6 YEAR OLDS*

FIRST GRADE

1. Choose own clothing for the day according to the weather or a special event.
2. Shake rug.
3. Water plants and flowers.
4. Peel vegetables.
5. To cook simple food (hot dogs, boiled egg and toast).
6. Prepare own school lunch.
7. Help hang clothes on the clothes line.
8. Hang up own clothes in the closet.
9. Gather wood for the fireplace.
10. Rake leaves and weeds.
11. Take pet for walk.
12. Tie own shoes.
13. Responsible for own minor injuries.
14. Keeping the garbage container clean.
15. Clean out inside of car.
16. Straighten or clean our silverware drawer.

*These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 7 YEAR OLDS*

SECOND GRADE

1. Oil and care for bike and lock it when unused.
2. Take phone messages and write them down.
3. Run errands for parents.
4. Sweep and wash patio area.
5. Water the lawn.
6. Proper care for bike and other outside toy or equipment.
7. Wash dog or cat.
8. Train pets.
9. Carry in the grocery sacks.
10. Get self up in the morning and to bed at night on own.
11. Learning to be polite, courteous, and to share; respect others.
12. Responsibilities like carrying own lunch money and notes back to school.
13. Leave the bathroom in order; hang up clean towels.
14. Do simple ironing; flat pieces.
15. Wash down walls and scrub floors.

*These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 8-9 YEAR OLDS*
THIRD GRADE

1. Fold napkins properly and set silverware properly.
2. Mop or buff the floor.
3. Clean venetian blinds.
4. Help rearrange furniture. Help plan the layout.
5. Run own bath water.
6. Help others with their work when asked.
7. Straighten own closet and drawers.
8. Shop for and select own clothing and shoes with parent.
9. Change school clothes without being told.
10. Fold blankets.
11. Sew buttons.
12. Sew rips in seams.
13. Clean storage room.
14. Clean up animal "messes" in the yard and house.
15. Begin to read recipes and cook for the family.
16. Babysit for short periods of time.
17. Cut flowers and make a centerpiece.
18. Pick fruit off trees.
19. Build a campfire, get items ready to cook out (charcoal, hamburgers).
20. Painting fence or shelves.
21. Help write simple letter.
22. Write thank-you note.
23. Help with defrosting and cleaning out the refrigerator.
24. Feed the baby.
25. Bathe younger sister or brother.
26. Polish silverware, copper or brass items.
27. Clean patio furniture.
28. Wax livingroom furniture.

*These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 9-10 YEAR OLDS*

FOURTH GRADE

1. Change sheets on the bed and put dirty sheets in the hamper.
2. Operating the washer or the dryer.
3. Measure detergent and bleach.
4. Buying groceries using a list and comparative shopping.
5. Crossing streets unassisted.
6. Keeping own appointments (dentist, school, etc., and making them within bike distance).
7. Preparing pastries from box mixes.
8. Preparing a family meal.
9. Receiving and answering own mail.
10. Pouring and making tea, coffee, and kool-aid.
11. Waiting on guests.
12. Planning own birthday or other parties.
13. Simple first aid use.
14. Doing neighborhood chores.
15. Sewing, knitting or weaving (even using a sewing machine).
16. Do chores without a reminder.
17. Learning banking and to be thrifty and trustworthy.
18. Wash the family car.

*These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

HOME RESPONSIBILITIES FOR 10-11 YEAR OLDS*

FIFTH GRADE

1. Earn own money (babysit).
2. Be alone at home.
3. Handle sums of money up to \$5 (honestly).
4. Able to take the city bus.
5. Proper conduct when staying overnight with a friend. Packing own suitcase.
6. Responsible for personal hobby.
7. Able to handle self properly when in public places alone or with peers (movies).

HOME RESPONSIBILITIES FOR 11-12 YEAR OLDS*

SIXTH GRADE

1. Joining outside organizations, doing assignments and attending. Able to take responsibility as a leader.
2. Put siblings to bed and dress them.
3. Clean pool and pool area.
4. Respect others property.
5. Run own errands.
6. Mow lawn.
7. Help father build things and do the family errands.
8. Clean oven and stove.
9. Able to schedule himself ample time for studies.
10. Buy own sweets or treats.
11. Responsible for a paper route.
12. Checking and adding oil to car.

*These are suggested activities for involving children in family life.
No one child would be expected to assume all of these duties.

SCHOOL RESPONSIBILITIES FOR FIRST GRADE

6 YEAR OLDS

1. Leader of the flag salute.
2. Girl line leader.
3. Boy line leader.
4. Lights.
5. Door.
6. Messenger (carries notes to requested place; return with a written or verbal answer).
7. Opening and closing the blinds or drapes.
8. Leaders to hand out papers for their group.
9. Put finished work in the basket or folder with own name on.
10. Taking charge of group books and workbooks.
11. Taking care of writing center (2 groups)

board clean	replenish pencils and paper
plenty of chalk	books straightened
erasers clean	
12. Charge of the toy shelves.
13. Charge of the playground equipment.
14. Charge of reading center.

books available, neatly	chairs available; putting up and down for the day
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15. Charge of room pets; feeding and cleaning area.
16. Charge of art center.

clean brushes	wipe area and sinks clean
mix paint	
17. Charge of the milk money and lunch boxes.
18. Help with the bulletin board (putting up and down).
19. Able to choose materials for free time, then return it.
20. Responsible for any extra clothing.

SCHOOL RESPONSIBILITIES FOR SECOND GRADE

7 YEAR OLDS

1. Calendar; put the date on the board.
2. Charge of operating projector, rewinding tape, tape recorder, phonograph, and viewer.
3. Record attendance.
4. Empty pencil sharpener.
5. Charge of telling children it is time for a new activity and passing correct material.
6. Team captains of organized games
 leads children out
 organizes games
 work out own fights
7. Charge of checking library book due date file cards, ROOM LIBRARIAN.
8. Charge of clean cupboards.
9. Watering plants and flowers.
10. Respect others talking, raise hand first and wait to be called on (courtesy and sharing).
11. Charge of bathroom.
 clean toilet and sink
 pick up papers
 keep supplies available
12. Keeping well groomed.
13. Take home all school notes without pinning on and returning parents' reply.
14. Each child uses a book to put assignments in, responsible for weekly assignments and checks his reminders.
15. Remembering when he is scheduled to see a specialist or resource person in the building, then leaving on his own accord.
16. Serving as a chairman of a committee and making decisions concerning the delegation of work responsibilities for the group.
17. Correct conduct in the halls on his own and during fire drills.

SCHOOL RESPONSIBILITIES FOR THIRD GRADE

8-9 YEAR OLDS

1. Charge of heater and refrigeration controls.
2. All students help get the room clean for special events (PTA). Also take part in explaining the room activities. Example, a boy is in charge of the science center and explains the project and materials used.
3. Clean and scrub desks and area once a week.
4. Wash shelves and dust (learn housekeeping).
5. Ability to help other students in daily tasks.
6. Going to the main library and selecting books for the class.
7. Report on the weather.
8. Setting the classroom clock.
9. Knowing simple first-aid assistance.
10. The teacher makes a progression chart of weekly responsibilities. Each Monday the teacher draws a student's name for each work slot. The duties are alternated each week to give a variety of experience.
11. Give learning help to another student.
12. Referring to and reading assignments from the board.
13. Constructing a bulletin board.

SCHOOL RESPONSIBILITIES FOR FOURTH GRADE

9-10 YEAR OLDS

1. Keep self well supplied for school.
2. Read and follow directions from books on own.
3. Making and obeying classroom rules.
4. Election of officers. Fill the requirements to his best.
5. Remember to leave the room at the right time for extra activities (band or chorus).
6. Make up work when absent.
7. Know how to bank money.
8. Writing announcements on the board.
9. Writing the daily plans on the board.

SCHOOL RESPONSIBILITIES FOR FIFTH GRADE

10-11 YEAR OLDS

1. Working in small groups without supervision from the teacher. Choosing a leader for this group. Compiling the group work and handing it in. Then reporting it to the class. Take turns in being leader for a week.
2. Spokesman to evaluate the day.
3. Tape stories.
4. Lead class in open discussions on any topic.
5. Set up and demonstrate projects without supervision.
6. Patrolman, safety duties.
7. Correction of papers as a class or as a helper for the teacher.
8. Work as a school assistant (office or cafeteria).
9. Banking, counting and rolling money.
10. Use the card catalog in the library.

SCHOOL RESPONSIBILITIES FOR SIXTH GRADE

11-12 YEAR OLDS

1. Elect officers for each month.
2. Serve as a committee member.
3. Teach lessons and present demonstrations on Social Studies, Science and Art.
4. Help plan parties and field trips.
5. Assume some measure of responsibility in case of an emergency.
6. Recognize the rights of others including teachers. Sometimes exercising their rights may infringe on the rights of others.
7. Assisting as a tutor.
8. Responsible for self-control in and out of classroom.
9. Ready for longer range planning and follow through.
10. Able to supervise younger children in work and play.
11. Able to conduct, discipline and continue a student government and/or classroom government using parliamentary procedure.
12. Able to participate in devices to improve or reprimand pupil behavior (student court or counseling body).
13. Organize, plan, and participate in activities for school-community-service programs. Example, actively supporting and working with other local service organizations, creating new service bodies designed to serve school or community needs.
14. Able to write, produce and present class play or work with other grades on school play and assembly.
15. Able to plan with teacher an outline for various classroom jobs, responsibilities and able to set up a plan for shifting between each other.
16. Write thank you and congratulation notes.

SCHOOL RESPONSIBILITIES FOR JUNIOR HIGH STUDENTS

1. Help plan and choose curriculum.
2. Student council work.
3. Sport obligations and participation.
4. School newspaper work.
5. Career planning; self-directed pursuit.
6. Behavior; open-mindedness, dependability and cooperation.
7. Anticipating the needs of others and initiating appropriate action.
8. Realistic acceptance of capabilities and limitations.
9. Self respect of individual worth.
10. Responsibility for one's decisions.
11. Respect the privacy of the others.