

**Mendocino Unified School District**

**Community Relations**

**Administrative Regulation 1200**

Reviewed by Board 7/24/80

Reviewed by Board 11/3/88

Reviewed by Board 8/22/91

Reviewed by Board 2/27/92

**Volunteers in the Schools**

Each site administrator or head teacher is responsible for developing procedures to utilize community volunteers in ways that further the best interests of the school. These procedures shall provide for:

1. Identifying the need of the staff and students for assistance that might be provided by volunteers.
2. Orienting and/or training volunteers in the general programs of the school and the specific requirements of their assignments.
3. Dealing with problems that might arise in the course of the volunteer's participation.

To ensure continuity and balance in the school's programs, all volunteer participation must be approved by the site administrator (or his/her authorized representative) and the involved teacher.