

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 38  
Series 2019–2020

February 20, 2020

Chief Operating Officer

Children of Employees in the Workplace &  
National Take Our Daughters and Sons to Work® Day

To: All Staff

From: Scott W. Washington, Acting Chief Operating Officer

With the exception of the National Take Our Daughters and Sons to Work® Day in April each year, employees are not permitted to bring their children into their school or office while in the course of their employment. Managers may prohibit employees within their organizations from bringing their children to work on National Take Our Daughters and Sons to Work® Day if they believe that the presence of a child may pose an undo safety risk for the child, the employee or if they believe work performance will be significantly affected.

The fourth Thursday in April of each year has been designated as National Take Our Daughters and Sons to Work® Day (this year it falls on April 23, 2020). Developed by the Take Our Daughters and Sons To Work Foundation, the day revolves around parents taking their children to work to expose students to future job possibilities and the value of education. In HCPSS, it provides an opportunity for daughters and sons to become more aware of their parents' workday, and encourages them to think about their own futures. A student in our school system that is participating in this program will be considered to be on a field trip and will not be marked absent for the day.

In an effort to ensure the safety of students, staff and visitors, please adhere to the following guidelines:

- HCPSS employees must recognize that their first responsibility is the safety of students entrusted to their care.
- The age of the daughter or son brought to work is to be considered. A child brought to work must be at least eight years old and capable of sitting quietly during observation of the parent, without causing a disruption to students or staff members.
- Parents may only bring one child to work on Take Our Daughters and Sons to Work® day. It is understandable that a parent is proud of what they do and would want to share it with their children. However, they should realize that it is not appropriate to bring all their children in on the same day. Parents are encouraged to alternate one child per year.

- For safety and liability reasons, employees may only bring their own child to work on Take Our Daughters and Sons to Work® day. Neighbors, friends' children, or other relatives do not qualify. Participation is "*at your own risk.*" Supervision of the child is the parent's responsibility. HCPSS will not assume responsibility for a child's injuries.
- Children must stay with the parent, and not be allowed to wander.
- Parents wishing to bring their child to work for the day are encouraged to make a written request to their building administrator, prior to the date.
- Due to safety and liability concerns that arise out of the type of work performed, Custodial, Grounds and Maintenance personnel are prohibited from bringing their children to the worksite on National Bring Your Child to Work Day.
- Parents and children must comply with any HCPSS, county, state, and federal safety requirements.
- Parents are solely responsible for transportation of their child. Children brought to work are not to be transported on school busses.

With the exception of the National Take Our Daughters and Sons to Work® Day, employees, while in the course of their employment, are not permitted to bring their children into their school or office.

We hope that you find these guidelines to be helpful. If you have additional questions pertaining to safety/liability concerns, please call the Safety & Risk Management Officer at 410-313-6739.

SWW/PvG/vw