

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

Circular No. 44
Series 2015–2016

April 13, 2016

Chief Operating Officer

National Take Our Daughters and Sons to Work® Day

To: All Staff

From: Camille B. Jones
Chief Operating Officer

The fourth Thursday in April of each year has been designated as national Take Our Daughters and Sons to Work® Day. The program was created by the Ms. Foundation for Women as an educational experience for daughters and sons. It provides an opportunity for daughters and sons to become more aware of their parents' work day, 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.

Each year, the Office of Safety, Environment and Risk Management receives numerous calls relating to participation in this event. 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.
- 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 410-313-6739.

CBJ/TS/vw