

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 7
Date: August 24, 2018

TO: Administrative/Supervisory Staff Members

FROM: Gregory C. Hutchings Jr., Ed.D.
Superintendent of Schools

TOPIC: **Children of employees at work site**

PURPOSE:

- To establish rules and regulations regarding the children of employees accompanying them at their job.

PROCESS:

1. All employees are expected to be attentive to their employment responsibilities.
2. The school system recognizes the value of employees sharing and explaining their important work to family members. All employees wishing to arrange visits to the work site for this purpose must secure the approval of their supervisors.
3. The work site is not appropriate for employees to bring their children for any regular or extended period. Employees are not permitted to bring children to the work site, except as noted above. (Work site refers to all facilities of the Alexandria City Public Schools, e.g., school buildings, central office, maintenance, etc.) The exception to this directive is that, with the approval of the Director of Transportation, the children of our bus drivers and monitors may ride with them to school in the morning.
4. It is understood that, on rare occasions, unexpected situations may occur requiring the temporary presence of a child until other arrangements are made.

Your cooperation and assistance are appreciated.

FOR ADDITIONAL INFORMATION CONTACT: Ms. Sandra Hardeman, Director of Employee Relations – 703-619-8178

