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PLEASE POST

To: All Employees

Bulletin No. RM-16-002

From: Derek Harris, Senior Director
Risk Management

August 20, 2015

Subject: **Minor Children in the Workplace**

The presence of minor children of District employees on school campuses or at District departments causes additional liability due to the added risk exposure of non-student children, in the event of a catastrophic event, such as earthquake or fire. There is an increase in the risk of personal injury to non-student children, students or staff members. Furthermore, there is a lack of adequate supervision, disruption to the educational program and disruption of departmental operations.

As a reminder, the District does not allow employees to bring their minor children to work for the purpose of day care. Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session (BP 1250, 2012). The District extends these policies to the entire work place, including employee break rooms, lounges and other places where employees gather.

Visitors and volunteers on school campuses must comply with existing District policy, local, state, and federal regulations for K-12 educational programs. Board Policies 1240, 1250, 3530 and 6116 indicate that visits during school hours should be pre-arranged with the teacher and principal or designee. The Board of Education recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community (BP 1240, 2010). Finally, classroom interruptions, which are not related to the educational program, should be kept at an absolute minimum (BP 6116, 1999).

The following information will assist you in ensuring that you adhere to District policy:

1. Employees are **not** to bring minor children to their worksite during their work day for the purposes of day care.
2. Volunteers/Parent chaperones are encouraged to leave their non-student children at home while participating in volunteer work.
3. Adults, who do not fit the volunteer description, and bring their children to the school in order to conduct school business, are to supervise their children at all times.
4. Student volunteers are not to be assigned to their parent and may not be students of other districts. They are to follow the student volunteer process.
5. Adult children are not allowed to be on campus without following the volunteer process.
6. In all cases, prior authorization to volunteer must be obtained from the site administrator, and approved by Personnel Services.

Please feel free to contact my office at (909) 820-7700 Ext 2110, should you have any questions. A copy of the Parent Volunteer Handbook can be obtained from the District website.