



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Employees' Children and Visitors in the Workplace

**NUMBER:** BUL-6600.0

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
School Operations

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Chief Executive Officer  
Office of Educational Services

**DATE:** October 19, 2015

**MAJOR CHANGES:** This is a new policy Bulletin.

**PURPOSE:** The purpose of this Bulletin is to provide site administrators and supervisors with guidelines regarding the presence of visitors or family members in the workplace.

**GUIDELINES:** The Los Angeles Unified School District (District) is committed to supporting schools and offices as they create and maintain safe and caring learning and working environments for all students and staff. The District values an atmosphere that fosters a healthy balance between workplace obligations and family matters. However, frequent recurring presence of visitors or family members during work hours is unsuitable in that it detracts from the District's goals of proficiency for all students, presents potential health and safety issues to all involved, and poses a liability to the District.

The District does not permit the presence of employee's children or visitors at the work site during employee's work assignment. Critical emergencies should be discussed and pre-approved in writing by the administrator or supervisor. These situations are considered on a case by case basis and should be approved only in case of dire emergency (hospitalization, automobile accident, death, etc.). Employees should also be cognizant of the ability to request leave time based on the applicable collective bargaining agreement.

This policy applies to all District worksites. This policy is not intended to prohibit family members, minors, and dependents from attending school, cultural or sporting events, or during authorized use of District property. Employee's children meeting eligibility requirements are welcome to visit the worksite on the day designated by the District as "Take Your Child to Work Day" issued annually by the Office of School Operations.

**ROUTING**  
All Schools and Offices



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**AUTHORITY:** This is a policy of the Office of Educational Services.

**RELATED  
RESOURCES:** Los Angeles Unified School District Parent/Student Handbook

**ASSISTANCE:** For assistance, call the Office of School Operations at (213) 241-5337.