



# Santa Ana Unified School District

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Associate Superintendent  
Mark A. McKinney

Human Resources

Date: August 18, 2016  
To: All Employees  
From: Mark A. McKinney, Associate Superintendent, Human Resources  
Subject: Bringing Relatives, Children, and Pets to Work

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As an employee of the Santa Ana Unified School District (SAUSD), you are not permitted to bring relatives, children, or pets to work with you at any time. Bringing relatives, children, and pets to school is a prohibited and unsafe practice for several reasons:

1. Relatives, children, and pets are a distraction to the employee and take away a staff member's attention from their duties.
2. Relatives, children, and pets are a liability to a staff member and/or the District as they risk getting injured or injuring others while in District facilities.
3. Bringing or authorizing a relative, child, or pet on an SAUSD campus would be considered outside the scope of employment and any injury or liability ensuing would not be covered by SAUSD.
4. Parents and community members perceive relatives, children, and pets at the work site as a negative issue. They expect that our teachers and employees are at work to serve the children of the community and not their own children, relatives, and/or pets.

We understand that there are certain occasional instances when a relative or child is able to be a great assistance to our schools and employees. Some of these instances include: class parties, school carnivals or special events, fieldtrips, career days, college days, etc. We welcome and invite relatives to assist during these special events with the understanding that these are infrequent and occasional events. Please work with your site or department administrator in order to obtain the appropriate clearance and forms for your relative or child to volunteer for these special events. Pets are never permitted on any SAUSD property or at any school-sponsored event.

If you need any further clarification or have any questions, please contact Mark A. McKinney, Associate Superintendent of Human Resources at (714) 558-5859.

MAM:ea

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