



ADMINISTRATIVE PROCEDURE 7325  
CHILDREN AND PETS AT WORKSITE  
AND ON FIELD TRIPS

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**Responsible:** Office of Human Resources – Risk Management Department

**PURPOSE**

This administrative procedure shall set the guidelines related to District faculty, staff and volunteers bringing children and/or pets to the worksite or school and on field trips in the Washoe County School District ("District").

**PROCEDURE**

1. Children
  - a. Faculty and Staff
    - i. No District faculty or staff member may bring his/her children to the worksite or school in lieu of childcare services. Worksite shall include school buses and other District owned vehicles.
    - ii. A child of a faculty or staff member is not allowed on a school field trip unless the child is a student in the class actually attending the field trip.
  - b. Volunteers
    - i. District volunteers may not bring their children to school while performing volunteer services unless the children attend the school.
    - ii. A child of a volunteer is not allowed on a field trip unless he/she is a student in the class actually attending the field trip.
2. Pets
  - a. Pets are not allowed on District premises or in a District vehicle at any time.
  - b. Pets shall not include authorized service animals under the Americans with Disabilities Act as Amended.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure complies with the following WCSD governing documents:
  - a. Board Policy 1505, Visitors to District Property
  - b. Board Policy 7520, Safety

c. Administrative Procedure 7330, Animals on School Grounds

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed as part of an annual audit of the District's governing documents.

**REVISION HISTORY**

Date	Revision	Modification
7/01/2014	1.0	Adopted