

DISCOVERY COMMUNITY SCHOOL POLICY

Committee: Enrichment	Number: ENR.01
Title: Event Sponsorship – District, Community Group, or Non-	
Created: 1/05	Date Reviewed:
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LEGAL/REGULATORY REFERENCE

RCW 46.61.687 Washington State Child Passenger Restraint Law
Lake Washington School District Child Seating Information (see attachment)

POLICY STATEMENT

Discovery Community School (DCS) recognizes three distinct types of event sponsorship: “District”, “Community Group”, and “Non-” Sponsored Events. The principal differences between them lie with insurance and liability issues, and the logistics for coordination of the events.

POLICY DISCUSSION

1. “District”- Sponsored Events:

1.1 Insurance and Liability Issues

1.1.1 The event is covered by Lake Washington School District (LWSD) insurance.

1.1.1.1 Any contracts requiring signatures will be signed by the DCS/Carl Sandburg Principal or LWSD Risk Management representative.

1.1.2 At least one LWSD staff member will be present at all times during the event to uphold LWSD policies and procedures.

1.1.2.1 The eligible LWSD staff members include the three DCS teachers, the DCS/Carl Sandburg Principal, DCS/Carl Sandburg Vice Principal, and the DCS Secretary/IA.

1.1.3 No alcohol, drugs or weapons will be brought to or distributed at the event.

1.1.4 All permission slips and required forms will be completed.

1.1.5 Events can be held when school is not in session (weekends, vacations, summers).

1.1.6 Booster seats will be used per State of Washington law and the requirements of LWSD.

1.2 Logistics for Coordination

1.2.1 Parent Organizer can be utilized.

1.2.2 E-mail can be utilized.

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1.2.3 Flyers can be sent home from school through kidmail.

1.2.4 Teachers may discuss the event in school to incorporate it into the school curriculum.

2. “Community Group” - Sponsored Events

Insurance and Liability Issues

2.1.1 The event is covered by the “Community Group of Discovery Community School” insurance.

2.1.2 As only elected Steering Committee officers are covered under the Community Group of DCS liability insurance, all contracts are signed by one of the following: one of the two Co-Chairs, Secretary or Treasurer.

2.1.3 All advertisements for the event will contain the statement, “This is a “Community Group of Discovery Community School” Event; it is not DCS or LWSD Sponsored.”

2.1.4 No alcohol, drugs or weapons will be brought to or distributed at the event.

2.1.5 Booster seats will be used per State of Washington law and the requirements of LWSD.

Logistics for Coordination

2.2.1 Parent Organizer can be utilized.

2.2.2 E-mail can be utilized.

2.2.3 Flyers cannot be sent home from school through kidmail. Flyers can be sent via regular mail and the postage is reimbursable.

2.2.4 A Community Group representative (parent) may present the event to students in the classroom during non-instructional time. Teachers cannot present the event in school as it is not part of the school curriculum. They may however, address questions as they arise.

2.2.5 Funds can be used from the DCS account to pay for this event.

2.2.6 Checks can be written from the DCS Reimbursement Account.

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3. “Non” - Sponsored Events

Insurance and Liability Issues

- 3.1.1 The event is not covered by the LWSD or the “Community Group of Discovery Community School” insurance.
- 3.1.2 All liability is assumed under Community Group members’ personal insurance coverage.
- 3.1.3 All advertisements for the event will contain the statement, “This is a “Non-Sponsored” Event; it is not LWSD, DCS or “Community Group of Discovery School” Sponsored.”
- 3.1.4 Alcohol, drugs and/or weapons will not be advertised as part of the event.

Logistics for Coordination

- 3.2.1 Parent Organizer can be utilized.
- 3.2.2 E-mail can be utilized.
- 3.2.3 Flyers cannot be sent home from school through kidmail. Postage for flyers sent via regular mail is not reimbursable.
- 3.2.4 The event will not be presented to students in the classroom. Teachers may however, address questions as they arise.
- 3.2.5 Funds cannot be used from the DCS account to pay for this event.
- 3.2.6 Checks cannot be written from the DCS Reimbursement Account.

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Approved by _____ Date _____
DCS/Carl Sandburg Principal

Approved by _____ Date _____
DCS Chair

CROSS REFERENCES

POLICY AUTHOR(S)

Pauline Thompson, Shannon Barnes, Janice Goebel, Ron Richter

REVISION HISTORY

Child Seating Information

Booster seat Clarification

The LWSD is requiring any child under 60 pounds, through the age of 8, to be in a booster seat this year which is a little different than the law.

It appears that there is some confusion on when a child must be in a booster seat. The law states that any child between four and six years OR less than 60 pounds must be transported in a federally approved booster seat. Our insurers' have added the following clarification; if a child is eight years old, but weighs less than 60 pounds, they must be transported in a booster seat. Once the child turns 9 years old, their weight is not an issue for the district.

This booster seat regulation affects all Youngers students for transportation to and from field trips. We need to know if you have a booster seat that is a 5-point harness (requiring a lap belt) or a seat that requires a shoulder strap. This is the only way we can insure we have proper transportation for all students.

Child information

Child's name: _____ Weight: _____

Child's booster seat type (check one): 5 point harness Shoulder harness

Child-appropriate seating capacity for Vehicle 1

Note - children may not be seated in a front seat with an airbag

Number of seats with shoulder belts: _____

Number of seats with lap belts: _____

Vehicle make: _____ Vehicle model: _____

Child-appropriate seating capacity for Vehicle 2 (optional)

Note - children may not be seated in a front seat with an airbag

Number of seats with shoulder belts: _____

Number of seats with lap belts: _____

Vehicle make: _____ Vehicle model: _____