

# DISCOVERY COMMUNITY SCHOOL POLICY

**Committee: Enrichment**

**Number: ENR.01**

**Title: Event Sponsorship**

**Created: 1/05**

**Date Reviewed: 04/12**

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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 different types of events, based on sponsorship: District Sponsored Events, Community Group Sponsored Events, and Non-Sponsored Events. These events differ with respect to insurance coverage and coordination of logistics.

## POLICY DISCUSSION

1. **District Sponsored Events.** District Sponsored Events are events which are approved and sponsored by the Lake Washington School District (“*LWSD*”).
  - 1.1 Insurance and Related Issues
    - 1.1.1 These events are covered by insurance carried by LWSD.
    - 1.1.2 Contracts and agreements will be signed by the DCS/Carl Sandburg Principal or a LWSD Risk Management representative.
    - 1.1.3 At least one LWSD staff member will be present at all times during the event to enforce LWSD policies and procedures. Eligible LWSD staff members include DCS teachers, DCS/Carl Sandburg Principal, DCS/Carl Sandburg Vice Principal, and DCS Secretary/IA.
    - 1.1.4 No alcohol, drugs or weapons will be brought to or distributed at the event.
    - 1.1.5 Permission slips and other required forms will be completed by participants prior to any participation in District Sponsored Events.
    - 1.1.6 Events may be held when school is not in session (i.e., weekends, summer break and other non-school days).
    - 1.1.7 Child restraint systems will be used in accordance with State of Washington law and LWSD requirements. The term “child restraint system” as used herein shall have the same meaning as defined in RCW 46.61.687.
  - 1.2 Logistics and Coordinating of District Sponsored Events
    - 1.2.1 Information about District Sponsored Events may be distributed via e-mail or other electronic messaging/e-mail distribution.

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1.2.3 Flyers containing information about District Sponsored Events may be sent home with students (i.e., “kidmail” ).

1.2.4 Teachers may discuss District Sponsored Events in school to incorporate them into the school curriculum.

2. **Community Group Sponsored Events.** Community Group Sponsored Events are events which are approved and sponsored by the Community Group of Discover Community School (“*Community Group*”).

2.1 Insurance and Related Issues

2.1.1 Community Group Sponsored Events are covered by insurance carried by the Community Group.

2.1.2 Contracts and agreements related to Community Group Sponsored Events will be signed by one of the following Community Group Steering Committee members: one of the two Co-Chairs, Secretary or Treasurer.

2.1.3 Advertisements for Community Group Sponsored Events will contain the statement, “This is a Community Group of Discovery Community School event; it is not sponsored by Discovery Community School or the Lake Washington School District.”

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

2.1.5 Events may be held when school is not in session.

2.1.6 Child restraint systems will be used in accordance with State of Washington law and LWSD requirements.

2.2 Logistics and Coordinating of Community Group Sponsored Events

2.2.1 Information about Community Group Sponsored Events may be distributed via e-mail or other electronic messaging/e-mail distribution.

2.2.2 Flyers containing information about Community Group Sponsored Events shall not be distributed via kidmail. Flyers may be sent via regular mail. Postage may be paid by funds provided by the Community Group.

2.2.4 A Community Group representative (i.e., parent of a DCS student) may present information regarding Community Group Sponsored Events to students in

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classrooms during non-instructional time. Teachers may not present information regarding Community Group Sponsored Events in school, but may answer questions regarding such events.

2.2.5 Community Group funds may be used to pay for expenses related to Community Group Sponsored Events.

3. **Non-Sponsored Events.** Non-Sponsored Events are events which are not approved or sponsored by LWSD or the Community Group.

3.1 Insurance and Related Issues

3.1.1 Non-Sponsored Events are not covered by insurance carried by LWSD or the Community Group.

3.1.2 Community Group members and other persons participating in Non-Sponsored Events shall be responsible for their own actions or inactions, and any claims, causes or action or liabilities arising out of any such actions or inactions shall be the responsibility of such participating individuals.

3.1.3 Advertisements for Non-Sponsored Events will contain the statement, "This is a Non-Sponsored Event; it is not sponsored, endorsed or approved by the Lake Washington School District, Discovery Community School or the Community Group of Discovery Community School."

3.1.4 Advertisements for Non-Sponsored Events will not mention alcohol, drugs and/or weapons.

3.1.5 Events may be held when school is not in session.

3.1.6 Child restraint systems will be used in accordance with State of Washington law and LWSD requirements.

3.2 Logistics and Coordinating of Non-Sponsored Events

3.2.1 Information about Non-Sponsored Events may be distributed via e-mail or other electronic messaging/e-mail distribution.

3.2.3 Flyers containing information about Non-Sponsored Events shall not be distributed via kidmail. Flyers may be sent via regular mail. Postage shall not be paid by funds provided by the Community Group.

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P O L I C Y

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- 3.2.4 Information regarding Non-Sponsored Events will not be presented to students in the classroom. Teachers may address questions from students regarding Non-Sponsored Events.
  
- 3.2.5 Community Group funds may not be used to pay for expenses related to Community Group Sponsored Events.

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, Lloyd Chee

**REVISION HISTORY**

04/12 – Revised to update changes in communications related to events and for purposes of clarity.

## 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.**

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**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:\_\_\_\_\_