

STUDENTS,

HELP is available if you cannot afford to pay school fees. If you are eligible based on income verification, receive TANF (currently qualified for financial assistance or food stamps) or (SSI) Supplemental Security Income (QUALIFIED CHILD WITH DISABILITIES), or if you are in the custody of a Utah State or local governmental agency or foster care, you probably qualify for fee waivers (meaning that you will not be required to pay the fees). You may also be eligible for fee waivers if your family is having serious financial difficulties.

You may be required to perform community service in return for the waiver of fees other than textbook fees. Your principal or counselor can give you more information about community service options. If fee waivers are sought for activities where students are required to participate in fund-raisers, all students will be expected to participate in group fund-raisers to the same extent for fees to be waived. If you are required to apply for fee waivers by your school district, you will be asked, consistent with local board policies and/or guidelines and school district timelines, to provide documentation of your fee waiver

eligibility. If you qualify, ALL fees must be waived, including fees for registration, books, classes, sports, clubs, drill teams, trips, uniforms, activity cards, lockers, extracurricular activities, team summer camps, etc. **No school may raise, lower, or withhold grades, report cards, or school records to enforce payment of school fees. A school may withhold the official student records of a student responsible for lost or damaged school property consistent with Section 53A-11-806, but may not withhold a student's records that would prevent a student from attending school or being properly placed in school.** To find out more, contact your principal or counselor. If you still have questions or problems, contact:

Your school at: _____

or the following:

Utah State Board of Education 250 East
500 South P.O. Box 144200 Salt Lake
City, Utah 84114-4200

**COMMUNITY SERVICE ASSIGNMENT
AND
NOTICE OF APPEAL RIGHTS**

To the parent or legal guardian of: _____
If the following community service requirement is completed, your student's school fees will be waived.

The total amount of fees which will be waived in return for completion of the community service obligation is \$ _____.

Your student will be required to perform _____ hours of community service as follows:

Location: _____
Supervisor: _____ Hours: _____
Starting date: _____ Ending date: _____

Location: _____
Supervisor: _____ Hours: _____
Starting date: _____ Ending date: _____

Location: _____
Supervisor: _____ Hours: _____
Starting date: _____ Ending date: _____

Location: _____
Supervisor: _____ Hours: _____
Starting date: _____ Ending date: _____

School fees credit is given for performance of community service at the rate of \$_____ per hour.

By: _____ Date: _____
(Signature of school employee)

PARENTAL APPEAL RIGHTS

Please be sure to read the School Fees Notice and the back of this form before deciding to appeal the community service decision!

IF YOU THEN STILL DISAGREE WITH THIS DECISION, YOU HAVE THE RIGHT TO APPEAL. To appeal, send a letter to the school principal explaining why you disagree with the decision. Include your name, your child's name, and the date. If you prefer, the school will provide you with an appeal form which you can fill out and send instead of a letter.

YOU MUST MAIL OR HAND-DELIVER YOUR APPEAL WITHIN TEN SCHOOL DAYS OF RECEIVING THIS NOTICE. *Keep a copy of the appeal for your records.* A school representative will contact you within two weeks after receiving your appeal and schedule a meeting to discuss your concerns. You will also be given a copy of the school district's School Fees Appeals Policy containing a complete statement of policies and procedures for appeals. **ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.**

COMMUNITY SERVICE OBLIGATIONS

State law requires a school district to provide alternatives in lieu of fee waivers for students who are eligible for fee waivers (except for textbooks), "to the fullest extent reasonably possible according to individual circumstances of both fee waiver applicant and school," consistent with local board policies and/or guidelines. Your student will have several options from which to choose in completing the community service requirement. Those options include:

- Community service at the school, such as tutorial assistance to other students, or service outside of regular school hours as a student aide to school staff;
- Community service in the community; or
- When special needs require, community service in the home.

Students may not provide community service to their own employers, nor may they fulfill a community service requirement by working for a commercial establishment other than a facility such as a nursing home or hospital where volunteer services are commonly provided.

Community service requirements must be appropriate to the age, physical condition, and maturity of the student; must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation; and must not provide direct private benefit to school employees or their families. In addition, community service requirements must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities. If circumstances arise which make it too difficult for a student to complete a community service assignment, notify the school principal immediately to determine what adjustments should be made. Failure to complete a community service assignment may result in denial of fee waivers.

Community service hour requirements will be computed using a formula based upon not less than the minimum hourly wage. For example, if a fee-waiver eligible student is assessed \$100 for school fees and the school policy is based upon a \$5 per hour community service credit, then the student may be required to perform up to 20 hours of community service. **Community service students will not be considered to be employees of those for whom they provide the service, and no money will be paid to the students or to the school in return for community service.**

Regular employees who work in places where students perform community services may not be replaced, nor may their hours be reduced, as a result of the students' community service activities. Community service is intended to supplement existing services, not replace that which is already being done by others.

(Name of student) _____ agrees to complete _____ hours of community service (describe briefly) _____

_____ to be completed before _____ (date). This will satisfy the student's obligation for _____ (amount) of school fees.

SIGNATURES:

Student: _____ Date: _____

Parent/guardian: _____ Date: _____

School administrator: _____ Date: _____

If a parent/guardian feels that community service has been unreasonably or unfairly required, the parent may appeal that decision using a form available from the school district.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed:

School telephone no.: _____
Ask for: _____

Utah State Board of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
801-538-7830

District telephone no.: _____
Ask for: _____