

**ELEMENTARY SCHOOL CERTIFICATION OF COMPLIANCE
(FOR USE IN SCHOOLS SERVING ANY GRADE, K-6)**

Note: as used in this form, "we" means staff members and other persons who assist staff members in school-sponsored activities.

I, _____, Principal of the _____
School in the _____ School District, hereby certify that:

A. ASSURANCES (GENERAL)

1. I have read this Elementary School Certification of Compliance, the School Fees Notice for Families of Students in Kindergarten through Sixth Grades, the permanent injunction issued by the Third District Court, the school fees policy for my school district, and the school fee schedule approved by the board of education.
2. Copies of all of the documents listed in item A.1. have been kept in the faculty lounge.
3. I gave a copy of the School Fees Notice for Families of Students in Kindergarten through Sixth Grades to each member of the faculty.
4. I discussed school fees and fee waivers, the definitions and limitations governing school fees set forth in the Permanent Injunction, this school's fee schedule, if any, as approved by the Board of Education, and the terms of this Certification of Compliance Form with my staff and advised them that they must fully comply with all laws and policies governing school fees and fee waivers, and that no fee may be charged which is not listed on the board-approved fee schedule.
5. I advised the staff that **no fees may be charged** in connection with any class, program, or activity that occurs during the regular school day in grades K-6 except fees may be charged to sixth grade students only in schools that include one or more 7-12 grades.
6. Information submitted in connection with fee waiver applications, the names of persons who have or have not paid fees, donations, or contributions, and the names of persons who have applied for, received, or been denied waivers, are confidential. We do not make any disclosure, without permission, of any of those names to any person lacking both the right and the need to know, and from posting any list accessible to unauthorized persons regarding the payment or non-payment of any fee, contribution, or donation by any student, parent, or guardian. However, appropriate recognition may be given to any person or organization which makes a major donation or contribution.
7. We do not permit the withholding, enhancement, or reduction of grades, or the withholding of report cards or other school records, to enforce the payment of fees or donations. We may withhold **official** copies of report cards or transcripts under Utah Code Section 53A-11-806 if fines or other charges for lost or damaged school property have not been resolved.

B. ASSURANCES (RELATING TO THE REGULAR SCHOOL DAY)

1. No fees are charged for textbooks, equipment or supplies, field trips, assemblies, enrichment programs such as gifted and talented programs, snacks (other than food or drinks supplied through the School Lunch Program in accordance with state and federal rules, including those governing free and reduced price meals), or anything else that takes place during the

regular school day except fees may be charged to sixth grade students only in schools that include one or more 7-12 grades.

2. Staff are prohibited from requiring students to bring items other than common household articles from home. If donations of school materials are requested, children and families that fail to bring such articles are not excluded, named, or otherwise humiliated in any way.
3. Although we may permit the solicitation of donations or contributions, any solicitations clearly state that donations and contributions are voluntary, and that we do not require a donation in order for a given student to participate in an activity.

C. ASSURANCES (OUTSIDE THE REGULAR SCHOOL DAY)

1. Our fee schedule, and fee waiver policy are in full compliance with applicable State and federal law and with the rules of the District and State Boards of Education.
2. If after-school or school vacation programs or activities are held for which fees are charged, we comply with school fee rules requiring Board of Education approval, notice, waiver application, and appeal.
3. Copies of the school district's Fee Policy, Fee Waiver Policy, and the Fee Schedule approved by the Board of Education for this school are maintained in the school and are made available to parents and guardians during registration and at other times upon request.
4. Prior to the time when fees became due, we sent the School Fees Notice for Families of Students in Kindergarten through Sixth Grades; and the Fee Waiver Application (Grades K-6) to the parent or guardian of each student who was attending, had applied to attend, or was scheduled to attend this school.
5. We undertook a general distribution of the forms listed in Section C.4. on _____, 20____. The forms were sent in the following manner:

6. Students who apply for or receive fee waivers are allowed to register at the same time and in the same manner as would have been the case if waivers were not involved.
7. School personnel are prohibited from asking those eligible for fee waivers to consent to delayed or time payment plans or IOU's as alternatives to fee waivers.
8. Fundraisers offered to students as alternatives to fee waivers are appropriate to the age, physical condition, and maturity of the student, and are conducted in such a way that students are not subjected to stigma, unnecessary identification as fee-waiver students, or to ridicule or humiliation.
9. Fundraising activities avoid excessive burdens on students and families and give proper consideration to a student's transportation needs and other responsibilities. If it is not reasonably feasible to arrange an assignment meeting those requirements, the fees in question are waived.
10. In the case of programs, classes, and activities which are subject to fees and require "tryouts" or "lotteries":
 - a. persons involved in the selection process are not informed about the fee waiver eligibility of any student until selections have been announced;
 - b. questions and discussions relating to ability to pay are prohibited during the selection process;
 - c. ability to pay is not a factor in the selection process; and
 - d. no fees relating to the program, class, or activity in question are collected from any

- student until the selection process has been completed.
11. We provide the *Fee Waiver Application (Grades K-6)* to each prospective, new, or current student's parent or guardian who requests information about school fees or seeks to apply for a fee waiver.
 12. We use the *Fee Waiver Decision and Appeal Form* to notify applicants about decisions relating to their applications for waivers.
 13. We do not collect school fees, whether class, project, or activity fees, or require students to purchase materials or supplies, unless the fees or other requirements have been approved by the district's School Board and are listed on this school's approved fee schedule.
 14. We waive fees for eligible students if a class or program outside of regular school hours is established or approved which requires payment of fees or purchase of materials, special clothing, tickets to events, etc., in order for students to participate fully.
 15. We use confidential application and notice procedures regarding school fees and school fee waivers to avoid stigmatizing or embarrassing students or families applying for or receiving fee waivers. The procedures for confidentiality include, but are not limited to, the following:
 - a. we do not use a separate line during registration for families or individuals seeking to obtain a school fee waiver;
 - b. we do not discuss or determine a student's eligibility for school fee waivers in the presence of other parents or children;
 - c. we do not use students to collect fees or assist in the fee waiver application process.
 16. We do not ask any student, parent, or guardian why school fees cannot be paid or why fees cannot be paid later or in installments when information about school fee waivers is sought or an application is submitted for a school fee waiver, except that a school will require documentation consistent with Section 53A-12-103(5) and local board policies and/or guidelines requiring documentation, if the affected student is eligible for a school fee waiver under any of the following categories:
 - a. the student is eligible based on income verification;
 - b. the student receives (SSI) Supplemental Security Income (QUALIFIED CHILD WITH DISABILITIES);
 - c. the family receives TANF (currently qualified for financial assistance or food stamps);
 - d. the student is in Foster Care (under Utah or local governmental supervision); or
 - e. the student is in State Custody.
 17. Persons not included under Section C.16. who request waivers because of exceptional financial hardships are given the opportunity to meet privately with a school administrator to discuss their ability to pay and their eligibility for fee waivers.
 18. We provide reasonable assistance to persons who lack sufficient mastery of the English language to understand the provisions of the fee schedules, disclosures, and waiver application forms.
 19. Our school (if the school charges fees of any kind as defined under R277-407-1A or *Doe v. Utah State Board of Education*, Civil No. 920903376), adequately required fee waiver eligibility documentation consistent with Section 53A-12-103(5).
 20. OUR SCHOOL DOES NOT RETAIN DOCUMENTATION OF FEE WAIVER ELIGIBILITY.

NOTE: Schools may transfer fee waiver eligibility information to other schools to which

students advance or transfer.

FINAL NOTE: If your district does not require parents in the entire district area or parents and students in specific schools or sections of the district to "apply for fee waivers," district administrators NEED NOT require verification of eligibility under this section.

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATED this _____ day of _____, 20____ _____
(Signed) School Principal

USOE 8/27/14