

HAWTHORN ACADEMY STUDENT REGISTRATION PACKET



Welcome to Hawthorn Academy! We are thrilled to have you join us. To complete the enrollment of your children, the forms included in this registration packet need to be completed and returned to Hawthorn Academy.

Please review each form carefully and make sure all requested information and signatures are included. If completed paperwork for your children is not received by the stated deadline, it will be assumed you are waiving your spot and this spot will go to the next available child on the lottery list.

Forms included in this packet to be returned:

1. Student Information Form 2010-2011 including the Field Trips Authorization Form and the USIIS Vaccine Information-Sharing Authorization Form
2. Acknowledgment of Special Notices, including the FERPA Authorization Form.
3. Declaration of Household Income Form (*return only if necessary*)
4. Vision Screening Authorization Form (Utah Code 53A-11-203)
5. Carpool Information Form (*return only if necessary*)
6. Request to Transfer Records to Hawthorn Academy (Utah Code 53A-11-504)
7. Fee Waiver Application for Grades 7-12; Return only if necessary. (Utah Code 53A-12-103)

Other information to bring:

1. A copy of your child's original birth certificate. (Utah Code 53A-11-503)
2. Your yellow immunization card from the State of Utah, or other proof of immunizations (Please Note: Your child must have the second Hepatitis A shot given at least six months after the first—please plan ahead!) (Utah Code 53A-11-301)
3. A photocopy of **IEP** for Special Education students or a **Section 504** Plan, if applicable.
4. **A child under seven years of age entering school for the first time in Utah** must present a certificate signed by a licensed physician, optometrist, or other licensed health professional, stating that your child has received vision screening to determine the presence of amblyopia or other visual defects. (Utah Code 53A-11-203)
5. **Kindergarten Only:** Physician's Report. You may use our form available on the school's website, or the physician's form.

Once again, thank you for choosing the Hawthorn Academy. If you have any questions, please contact info@hawthornacademy.org.

Hawthorn Academy
STUDENT REGISTRATION FORM

Child's Legal Last Name _____ Legal First Name: _____ Legal Middle Name: _____
(Please use the entire name on the child's birth certificate for legal records)

Preferred first and/or last name (if different than legal) _____ Birth Date: _____ Gender M F

Is this Student Hispanic or Latino? (Choose only one)

- No, Not Hispanic / Latino
 Yes, Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Which of the following groups describe the student's race?

- (1) American Indian or Alaska Native,
 (2) Asian,
 (3) Black or African American,
 (4) Native Hawaiian or Other Pacific Islander,
 (5) White

Name of Last School Attended: _____ District: _____ City: _____ State: _____

Home Address: _____ City: _____ State: _____ Zip _____

Mailing Address: _____ City: _____ State: _____ Zip _____

Child's Home Phone: (801) _____

Grade as of Fall 2010: _____ If Kindergarten, do you have a Morning or Afternoon Preference? _____

If born outside of the United States, which Country?: _____ Date Entered U.S. _____

Father's Name: _____ Custodial Parent? Y N E-Mail Address: _____

Home Address (If different from student): _____ City _____ State _____ Zip _____

Mailing Address (If different from student): _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Mother's Name: _____ Custodial Parent? Y N E-Mail Address: _____

Home Address (If different from student): _____ City _____ State _____ Zip _____

Mailing Address (If different from student): _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Do you grant permission to release the student to the Guardians (s) named above? Yes No Signature: _____

Name of Primary Emergency Contact: _____

Phone #1: _____ Phone #2: _____

Name of Secondary Emergency Contact: _____

Phone #1: _____ Phone #2: _____

Do you grant permission to release the student to the Emergency Contacts (s) named above? Yes No

Signature: _____

HOME LANGUAGE SURVEY INFORMATION: (Please Exclude Languages Learned in School.)

What was the first language the student learned to speak? _____
What is the language spoken most often by the student? _____
What is the language spoken most often in your home? _____

OTHER INFORMATION: (Completing this section is strongly recommended.)

(Please contact either the school secretary or the principal in writing or by e-mail to give any additional information.)

Does your child wear **glasses or contacts** or have other vision requirements? Y N
Does your child have a **hearing aid** or require other hearing assistance? Y N
Does your child have any **medications** that should be taken while at school? Y N
Does your child have **physical problems** that may require assistance from the school? Y N
Does your child have a current (or previous) **Individualized Educational Plan (IEP)**? Y N

Other Items the School may need to be aware of: _____

In case of ACCIDENT OR SERIOUS ILLNESS, I request the school to take whatever action seems appropriate. If the school is unable to reach me, or the emergency contact persons, I hereby authorize the school to call our physician or dentist and follow his/her instructions. If it is impossible to contact the physician, the school administration may make whatever arrangements they deem necessary.

Parent or Guardian Signature: _____ **Date:** / /

HOMELESS? (Please mark any of the following that may apply.)

- _____ 1. Lacks a fixed or regular residence.
- _____ 2. Lacks adequate residence. Is out of necessity temporarily living in a residence that lacks indoor plumbing, electricity, heat, etc.
- _____ 3. Has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide temporary or emergency living accommodations (including a congregate shelter, welfare, hotel, domestic violence shelter, and transitional institution for individuals with mental illness).
- _____ 4. Has a primary nighttime residence that is a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human being (including campgrounds, vacant buildings, cars, garage, etc.) All referred to as "unsheltered."
- _____ 5. Children and youth living in "double up" accommodations due to a loss of housing or other similar situation. (Families living in doubled-up housing accommodations voluntarily to save money should not be considered homeless).

I certify that I am the legal guardian or custodial parent of this student. I agree to notify the school in writing of any changes in the registration information.

Parent or Guardian Signature: _____ **Date:** / /

Note: We are requesting this information to better serve the needs of our students under the authority of PL 94-142, Title IV of the Civil Rights Law and State Administrative Rule R227-716 (1 to 5). This information will be handled confidentially and will be used only for purposes noted in the law or rule. This information will not subject you to unfair or discriminatory treatment.

FIELD TRIPS:

I give my permission for my child to go on supervised field trips: NOTE: Parent(s) will still be notified each time a field trip is planned.

Parent or Guardian Signature: _____ **Date:** / /

USIIS VACCINE INFORMATION: SHARING AUTHORIZATION FORM

Utah 53A-11-301 requires documentation of immunizations for school attendance. The Utah Department of Health maintains a voluntary, confidential record system to assist parents/guardians, health care providers, and schools in documenting your child's immunizations. This record system is called the Utah Statewide Immunization Information System (USIIS). Allowing your child's school to share your child's immunization history with USIIS will aid you, your child's health care provider, and the school to determine which immunizations your child has received and which may still be needed.

- I **give** my permission for the school to exchange my child's/legal dependent's immunization information with USIIS.
- I **do not give** my permission for the school to exchange my child's/legal dependent's immunization information with USIIS.

Parent or Guardian Signature: _____ **Date:** / /



ACKNOWLEDGMENT OF SPECIAL NOTICES

Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), Hawthorn Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Education Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Hawthorn Academy's policy to provide alternative language services to limited English Proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in Hawthorn Academy's educational programs. Hawthorn Academy provides English as a Second Language (ESL) instructions and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact Hawthorn Academy.

Equal Educational and Employment Opportunity

It is the policy of Hawthorn Academy to provide equal educational and employment opportunity for all individuals. Therefore, Hawthorn Academy prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of Hawthorn Academy educational programs, as well as to the use of all Hawthorn Academy facilities, and participation in all school sponsored activities.

Civil Rights Grievance Procedure

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the school Compliance Officer/EEO Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are at Hawthorn Academy. If the complaint is against the principal or supervisor, the complaint may be filed directly with the Compliance Officer/EEO Coordinator. The Compliance Officer/EEO Coordinator, who has been designated to monitor and coordinate Hawthorn Academy's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address:

Academica West
Attn: Emily Coon
352 N. Flint St., Suite A
Kaysville, UT 84037

Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as a consultant, attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ANNUAL NOTICE FOR DIRECTORY INFORMATION

FERPA also requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook and/or video yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing by September 30th or ten (10) days after the student enrolls in the School. The School has designated the following information as directory information:

<ul style="list-style-type: none">• Student's name• Address• Telephone listing• Electronic mail address• Photograph and video images• Date and place of birth• Grade level	<ul style="list-style-type: none">• Major field of study• Dates of attendance• Degrees, honors, and awards received• Participation in officially recognized activities and sports• Weight and height of members of athletic teams• The most recent educational agency or institution attended
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Publishing or Display of Pictures, Videos & Student Art/Work

The School likes to celebrate the achievements of our students and staff. Throughout the year, members of the School staff or parent organization may take photographs or video of students and school activities. These photographs/videos may appear in various school materials, including the School's website, newsletters, yearbooks, brochures, calendar, etc. At times we may also publicize student work.

Release of Student Information & Photo Release "Opt Out" Form

*This form should be filled out **ANNUALLY** and will be kept on file **ONLY** IF PARENTS CHOOSE AN OPT-OUT OPTION.*

Student's Name: _____ **Grade:** _____ **School Year:** _____

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must check the box(es) below and return this form no later than September 30 or ten days following the student's enrollment in the School, whichever is later. This election is good for the remainder of the current school year.

Parent, please check all that apply:

- PLEASE DO NOT INCLUDE MY STUDENT'S INFORMATION IN **DIRECTORY INFORMATION** THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO:
 - YEARBOOKS
 - NEWSLETTERS
 - BROCHURES
 - AWARDS
 - CALENDAR

- PLEASE DO NOT PUBLISH MY STUDENT'S **PHOTO/IMAGE AND STUDENT WORK**.

Parent/Guardian's Name (Please Print)

Date:

Parent/Guardian's Signature

Dear Hawthorn Academy Families –

This form may be used to submit data to the Utah State Office of Education to generate funds for the school from state and federal government programs which require data on “economically disadvantaged,” “low income” or “poverty” students; and to hold the school accountable for the academic performance of its economically disadvantaged subgroup of students. Each family has a right to NOT submit this form.

Declaration of Household Income School Year 2010-2011

This form is exclusively for use by Utah charter schools which do **NOT** offer a federally supported school meals program. Acceptable completion of this form does **NOT** confer any meal benefits on the student.

Student’s Name

Student’s School District of Residence
(i.e. Jordan, Granite, Salt Lake, etc.)

If the total annual income before deductions of all persons in the student’s household does not exceed the amount given in the table below for a household of that size, the student qualifies as “economically disadvantaged” (based on the Income Eligibility Guidelines for reduced price meals published by the USDA on page 13412 of the Federal Register on March 27, 2009)¹:

Household Size Annual Income (\$)

1.....	20,036
2.....	26,955
3.....	33,874
4.....	40,793
5.....	47,712
6.....	54,631
7.....	61,550
8.....	68,469

For each additional family member, add 6,919

By signing this form, I certify that my child qualifies as economically disadvantaged according to the table above. I understand that this information will be submitted by the school to the Utah State Office of Education and may be used to determine how certain state and federal funds are allocated and how well the school performs academically; that school officials may need to verify my claim in case of an audit; and that deliberate misrepresentation of my household size or income may subject me to prosecution under applicable state and federal laws.

Signature of a parent or legal guardian of the student named above

Date

Printed name of the person who signed this form

¹ <http://www.fns.usda.gov/cnd/governance/notices/iegs/IEGs10-11.htm>

VISION SCREENING PERMISSION FORM

Vision screenings to screen your child for visual problems such as Amblyopia (lazy eye) will be conducted throughout their school years and is required by Utah State Law (see reverse side) for their school to perform for all preschoolers and kindergarteners in their school.

Utah State law requires all children entering kindergarten must provide proof they had a vision screening within a year prior to enrollment.

Many pediatricians and Head Starts provide this proof as they conduct vision screenings at their locations and during medical physicals. It is each child's parent or guardian's responsibility to comply with the law to provide this proof of a vision screening. This proof is needed along with their immunizations records.



Please be sure your child brings their eye glasses on the day of the vision screening at their school if they wear glasses. Children's eyes can change in as short of time as 6 months and there may be a need to see their eye doctor for a possible change in the prescription.

If children cannot see the blackboard, they cannot learn.

Children often do not complain of poor vision whereas they may have seen everything in the same manner for years and are not aware the world doesn't look the way they see it. Amblyopia is a common, but not always obvious, eye defect which must be identified before the age of seven for the most effective treatment. If not treated early, permanent visual loss may occur. It is often correctable, if treated promptly.

Please complete the following portion and return to your child's school.

I DO give permission

I DO NOT give permission

for my child, _____
(Please PRINT child's full name)

to receive vision screening consistent with the requirements of Utah Law. I understand that the results of the vision screening and necessary additional information about my child that may be in his/her school records may be shared with other educators and health care professionals working with the schools to provide appropriate follow-up services for my child.

Signature of Parent or Legal Guardian

Date

Current Utah Statutory Codes (regarding vision screening)

53A-11-201. Rules for examinations prescribed by Department of Health -- Notification of impairment.

(1) (a) Each local school board shall implement rules as prescribed by the Department of Health for vision, dental, abnormal spinal curvature, and hearing examinations of students attending the district's schools.

(b) Under guidelines of the Department of Health, qualified health professionals shall provide instructions, equipment, and materials for conducting the examinations.

(c) The rules shall include exemption provisions for students whose parents or guardians contend the examinations violate their personal beliefs.

(2) The school shall notify, in writing, a student's parent or guardian of any impairment disclosed by the examinations.

53A-11-203. Vision screening.

(1) A child under seven years of age entering school for the first time in this state must present the following to the school:

(a) a certificate signed by a licensed physician, optometrist, or other licensed health professional approved by the division, stating that the child has received vision screening to determine the presence of Amblyopia or other visual defects. As used in this section, "division" means the Division of Services for the Blind and Visually Impaired, State Office of Education; or

(b) a written statement signed by at least one parent or legal guardian of the child that the screening violates the personal beliefs of the parent or legal guardian.

(2) The division shall provide vision screening report forms to persons approved by the division to conduct the screening.

(3) Each school district may conduct free vision screening clinics for children aged 3-1/2 to seven.

(4) The division shall maintain a central register of children, aged 3-1/2 to seven, who fail vision screening and who are referred for follow-up treatment. The register shall include the name of the child, age or birth date, address, cause for referral, and follow-up results. Each school district shall report referral follow-up results to the division.

(5) The division shall coordinate and supervise the training of persons who serve as vision screeners.

(6) A licensed health professional providing vision care to private patients may not participate as a screener in free vision screening programs provided by school districts.

(7) The Department of Health shall, by rule, set standards and procedures for vision screening required by this chapter, and shall provide the division with copies of rules, standards, instructions, and test charts necessary for conducting vision screening.

(8) The division shall supervise screening, referral, and follow-up required by this chapter.

DISCIPLINARY HISTORY FORM

This information is permitted under Utah Code 53A-2-208(3)(b)

STUDENT NAME _____ GRADE _____

Please circle the appropriate answer:

- 1. Has your student ever been suspended from school? Yes No
- 2. Has your student ever been expelled from school? Yes No
- 3. Is there any disciplinary action pending concerning your student from his/her previous school of enrollment? Yes No

If you answered yes to any of the above questions, please provide details below. (Include school name, student's grade level at the time of the incident, approximate date of the incident, describe the incident for which the discipline was taken, and the type of discipline handed down by the school.)

I certify that the above information is true and complete: _____ Date _____

(PLEASE DETACH AND KEEP THIS COPY)

**SCHOOL FEES NOTICE
FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES**

[IF YOU NEED HELP IN UNDERSTANDING THIS LETTER, CALL THE SCHOOL AT (801) 282-9066.]

The Utah Constitution prohibits the charging of fees in elementary schools That means that if your child is in kindergarten through grade six (even though the grade may be part of a middle school), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day..

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. **All information which you provide in your application will be kept confidential.**

State law and State Board of Education rules **do not permit schools to charge fees for anything that takes place during the regular school day!** Fees may only be charged for programs offered before or after school, or during school vacations. *If your family's assets do not exceed the statewide fee waiver asset limits and your child is eligible for free school lunch or receives SSI payments, or if you are receiving AFDC or if the child was placed in your home by the government as a foster child, the school must waive the fees.* A school administrator may require your family to complete a *Statewide Fee Waiver Assets Questionnaire* even if you satisfy the income eligibility guidelines for fee waivers. The conclusion of this asset test may determine your student's eligibility for fee waivers. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you **might** be eligible for a waiver even if other eligibility criteria are not met. **If your local school board allows your school to charge fees, a Fee Waiver Application (Grades K-6) and, if required by your district, a Statewide Fee Waiver Assets Questionnaire, are enclosed.** Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, **the school may ask you for tax deductible donations of school supplies, equipment, or money,** but the school **cannot require donations** or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). **No child may be penalized for not making a donation.** For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

2005 legislation, H.B. 183, requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must "apply for fee waivers." Local boards will have policies and/or guidelines for determining eligibility for fee waivers.

School district administrators shall request documentation of fee waiver eligibility from those who apply for fee waivers if fees or charges are required for non-regular school day activities, such as after-school music or foreign language programs or Friday ski programs.

Fee waiver eligibility documentation is NOT required annually. Also, documentation shall NOT be maintained for family privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.

If you have questions, first talk to your school representative (801) 282-9066. If you still need help, contact one of these other agencies listed:

Utah Legal Services, Inc.
254 West 400 South
2nd Floor
Salt Lake City, Utah 84101
328-8891 (Salt Lake Area)
or 1-800-662-4245 (other areas)

Utah Issues Information Program, Inc.
330 West 500 South
Salt Lake City, Utah 84101
521-2035 (Salt Lake area)
or 1-800-331-5627 (other areas)

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

SCHOOL FEES NOTICE FOR FAMILIES OF STUDENTS IN GRADES SEVEN THROUGH TWELVE

IF YOU NEED HELP IN UNDERSTANDING THIS NOTICE, CALL the School at (801) 282-9066.

Utah law permits the charging of fees in grades seven through twelve. This means that your student may be charged fees for school materials, supplies, activities and programs. Except for common household articles and common articles of clothing, your student cannot be required by a teacher or other person to pay fees or provide any materials, money, or any other thing of value unless that requirement has been approved by the local Board of Education and included in the school or district fee schedule. In addition, no teacher, coach, or other person acting as a representative of the school may invite or require your student to participate in any summer camp or other activity unless the costs have been approved by the local Board of Education and placed on the fee schedule.

If your family assets do not exceed the statewide fee waiver asset limits and your student is eligible for free school lunch or receives SSI payments, or if you are receiving AFDC or the student was placed in your home by the government as a foster child, the school must waive the fees (meaning that you will not be required to pay the fees). A school administrator may require your family to complete a *Statewide Fee Waiver Assets Questionnaire* even if you satisfy the income eligibility guidelines for fee waivers. The conclusion of this asset test may determine your student's eligibility for fee waivers. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, your child might be eligible for a fee waiver even if other eligibility criteria are not met.

You may apply for fee waivers by submitting the *Fee Waiver Application (Grades 7-12)*. A copy of the application and, if required by your district, the *Statewide Fee Waiver Assets Questionnaire*, is included with this notice. Additional copies may be obtained from the school office. As soon as you have sent in the completed forms, the fee requirement will be suspended until a final decision has been reached about your student's eligibility for fee waivers. If the application is denied, the school will send you a *Decision and Appeal Form*. The Form will tell you why the application was denied, and explain how to appeal the decision. The form for starting an appeal is on the same page as the form for the decision. Remember to always keep a copy for yourself. If you appeal a denial of fee waivers, you will not need to pay the fees until the appeal is decided.

If your student is eligible for fee waivers, all fees must be waived, including--but not limited to--the following:

Fees for registration, textbooks, textbook and equipment deposits, school supplies, activity cards, extracurricular activities, and school lockers; lab and shop fees; gym and towel fees; costs for uniforms and accessories; field trips and assembly fees; costs for class or team trips; and costs of musical instruments used in school classes or activities.

There is no such thing as a "non-waivable" or "optional" fee, but alternatives to fee waivers may be arranged in some cases, but not for textbook fees. Alternatives to waivers are not permitted for textbook fees. Alternatives to simply waiving school fees may include such things as a reasonable requirement for community service or an assignment to help on a fundraiser, but may not include installment payments, IOU's, or other delayed payment plans. Community service requirements and fundraisers must be appropriate to the age, physical condition, and maturity of the student, and must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation. In addition, community service requirements and fundraisers must avoid excessive burdens on students and families and give proper consideration to a student's educational and transportation needs and other responsibilities.

Your school will inform you if it will be requiring community service as an alternative to fee waivers.

All students involved in a program for which funds are being raised must be invited to participate in the fundraiser, not just those who are eligible for fee waivers. All participants in the fundraiser should share in the earned benefits. Participation in the fundraiser may be required for those who have requested fee waivers. If a fee-waiver eligible student has already performed a community service requirement covering all of the fees in question, then additional fundraising shall not be required of that student unless all students are subject to the same requirement.

Since people in low-income areas usually have less discretionary income and so may be less able to donate or spend money on fundraisers than those in higher-income areas, quotas should not be used. The question should be whether a student made a good-faith effort, not whether a particular student met a sales quota. If a student makes the requested effort, but sufficient money is not raised in the fundraiser to cover all charges for the school activity and the activity goes forward anyway, then the difference between the fee-waiver eligible student's share of the proceeds and the actual amount of the fee must be waived.

School funds are limited, and your school may need help other than fees. As a result, the school may ask you for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations. No student may be penalized for not making a donation. For example, if donations are used to pay for a field trip, every student must be allowed to go on the trip even though some may not have made a donation.

Regardless of whether you have paid fees, donations, and contributions or not, or have applied for, received, or been denied waivers, your name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information. The school may, however, with the consent of the donor, give appropriate recognition to any person or organization making a major donation or contribution to the school.

Charges for class rings, yearbooks, school pictures, letter jackets, and similar items are not fees and need not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver. In addition, only those students who have paid a textbook or equipment deposit are eligible to receive a deposit refund at the end of the year.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, credit, report cards, transcripts, or diplomas to enforce the payment of fees. However, the school may withhold official copies of report cards, transcripts, or diplomas if fines or other charges for lost or damaged school property have not been resolved.

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.: (801) 282-9066

Utah Legal Services, Inc.
254 West 400 South
2nd Floor
Salt Lake City, Utah 84101
328-8891 (Salt Lake Area)
or 1-800-662-4245 (other areas)

Utah Issues Information Program, Inc.
330 West 500 South
Salt Lake City, Utah 84101
521-2035 (Salt Lake area)
or 1-800-331-5627 (other areas)

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

PLEASE DETACH AND KEEP THIS COPY.



Hawthorn Academy FEE WAIVER POLICY

Approval Date: October 8, 2008

PURPOSE

The purpose of a Fee Schedule and a Fee Waiver is to provide educational opportunities for all students. This allows the school to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in school-sponsored activities.

We must abide by the State Board of Education rules which direct the Board of Education to implement a policy regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution which vests general control and supervision of the public education system in the State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature. State Law also allows schools to establish money collection and handling procedures.

POLICY

Under the direction of the Board of Trustees, the principal is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/ guardians.

If at anytime in the future this policy is in conflict with state law the Board recognizes that state law prevails.

CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or for any class or activity, including assemblies and field trips.

SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

Fees may be charged, subject to the Board approving a fee schedule in connection with any school-sponsored activity which does not take place during the regular school day, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day. Such fees are subject to the fee waiver requirement. Hawthorn Academy currently does not offer any school-sponsored activities outside of the regular school day. If the school chooses to offer school-sponsored activities outside of the regular school day, a fee schedule will be approved by the Board.

GENERAL PROVISIONS

No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Trustees and distributed in an approved fee schedule.

In accordance with Utah Code Ann. § 53A-11-806, any school whose property has been lost or willfully cut, defaced, or otherwise injured may withhold the issuance of official written grade reports, diploma, and transcripts of the student responsible for the damage or loss until the student or the student's parent or guardian has paid for the damages.

- A. Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts.
- B. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the school in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then, the school may provide for a program of voluntary work for the student in lieu of the payment.
- C. A general breakage fee levied against all students in a class or school is not permitted. A student may not be excluded from school or withhold unofficial transcripts to obtain payment of school fees or fines.

Donations or contributions may be solicited and accepted, but all such requests must clearly state that donations and contributions are voluntary. A donation is a fee if a student must make a donation in order to participate in an activity. No student may be excluded from an activity or program because they did not make a donation.

In the collection of school fees, the school must comply with statutes and State Tax Commission rules regarding the collection of state sales tax.

ITEMS NOT SUBJECT TO WAIVERS

The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. The school shall pursue reasonable methods for obtaining payment for such charges, including withholding official grade reports, diplomas, and transcripts as indicated in this policy.

Charges for yearbooks, picture books, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements.

AVAILABLE REFERENCES

Article X § 2-3, Utah State Constitution



FEE WAIVER APPLICATION (GRADES 7-12)
 Please read the School Fees Notice before completing the application!
 All information on this application will be kept confidential

SECTION A: STUDENT INFORMATION AND BASIS FOR FEE WAIVER.

Name of Student: _____ **Grade Level:** _____ **Address:** _____
Name of Parent or Guardian: _____ **Phone Number:** () _____

Please check if applicable: (attach supporting documents for each category that applies)

- _____ Student is eligible based on income verification. (See Section D, Page 2 of 2)
- _____ Student receives (SSI)* Supplemental Security Income (ONLY FOR BLIND OR DISABLED CHILDREN)
- _____ Family receives AFDC (currently qualified for financial assistance or food stamps)
- _____ Student is in Foster Care (under Utah or local governmental supervision)
- _____ Student is in State Custody

***Please note: Students who receive Survivor Benefits Do Not Quality for the SSI category listed above.**

Parent(s)/guardian(s) shall provide income eligibility documentation in the form of income tax returns or current pay stubs demonstrating compliance with requirements consistent with state law and school district policies and/or guidelines for all of the above qualifiers.

If none of the above applies but you wish to apply for fee waivers or other help with school fees because of serious financial problems, please state the reason(s) for the request:

(If you need more space, please continue on the back of this page)

Please check the school fee schedule and list all fees that you wish to have waived. If your student is eligible for fee waivers, all of those fees identified will be waived. **Please note that costs for yearbooks, class rings, letter jackets, school pictures, and similar items are not fees and will not be waived. Students may be required to pay fees for concurrent enrollment or advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credit is not subject to fee waiver.**

Fee Description	Amount	Fee Description	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Please give this application to the school secretary when you have completed it. All fee payments will be suspended until the school has determined if your student is eligible for fee waivers. You will then be given a written notice of that decision. **The school shall require you to present proof of eligibility.** State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must "apply for fee waivers." State law also requires that school districts provide alternatives in lieu of fee waivers, "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 which may include tutorial assistance to other students, assistance before or after school to teachers and other school personnel on school related matters, and general community or home service. If your student is eligible for a waiver, the school cannot require you to agree to an installment payment plan or sign an IOU in place of a waiver.

I HEREBY CERTIFY THAT THE INFORMATION AND DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO GIVE SCHOOL OFFICIALS PERMISSION TO USE THIS FORM AS A RELEASE TO OBTAIN INFORMATION NECESSARY FOR VERIFICATION OF ELIGIBILITY.

PARENT'S OR GUARDIAN'S SIGNATURE: _____ **DATE:** _____

Section B: INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS (Required for students who do not qualify based on a special category.) LIST ALL INCOME BEFORE DEDUCTIONS IN THE APPROPRIATE COLUMN(S) ON SAME LINE AS RECEIVER.

Convert to monthly income: (weekly) multiply by 4.33; (every two weeks) multiply by 26 divide by 12; (twice a month) multiply by 2; and (annually) divide by 12

The last income tax return or the last three pay stubs, or both, if available, of each household member are required to be attached to this form.

NAME	Earnings from work (before deductions) Job 1 (Monthly)	Pension/Retirement Social Security (Monthly)	Welfare, alimony, child support (Monthly)	Other income: 2nd job, etc. (Monthly)	Total by Adult Monthly Income
Last , First, Middle Initial					
1	\$	\$	\$	\$	\$
2	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$
6	\$	\$	\$	\$	\$
7	\$	\$	\$	\$	\$
8	\$	\$	\$	\$	\$

Total number of ALL PEOPLE living in household _____

Section C. EXAMPLES OF INCOME

Earnings from Work	Pension/Retirement Social Security	Welfare, Alimony Child Support	Other Income
Wages, salaries and tips, strike benefits, unemployment comp., workers' comp, net income from self-owned business or farm	Pensions, supplement, security income, retirement payments, Social Security Income (including SSI a child receives)	AFDC payments, welfare payments, alimony, and child support payments	Disability benefits; cash withdrawn from savings; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

Section D: Income Eligibility Guidelines July 1, 2010 to June 30, 2011

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$14,079	\$1,174	\$587	\$542	\$271
2	\$18,941	\$1,579	\$790	\$729	\$365
3	\$23,803	\$1,984	\$992	\$916	\$458
4	\$28,665	\$2,389	\$1,195	\$1,103	\$552
5	\$33,527	\$2,794	\$1,397	\$1,290	\$645
6	\$38,389	\$3,200	\$1,600	\$1,477	\$739
7	\$43,251	\$3,605	\$1,803	\$1,664	\$832
8	\$48,113	\$4,010	\$2,005	\$1,851	\$926
For each additional family member, add:					
	\$4,862	\$406	\$203	\$187	\$94

In lieu of income verification, attach supporting documents to this form for each special category that applies. For AFDC (financial assistance or food stamps) attach a letter of decision covering the current period from Workforce Services.

For SSI, attach the benefit verification letter from Social Security. For State custody or foster care, provide the "youth in custody required intake form" and/or "school enrollment letter" provided by the case worker from DCFS or Juvenile Justice Department.

This form and all supporting documents will be destroyed after the approval process is complete.