Welcome to Lehigh Career & Technical Institute (LCTI). We are incredibly excited for the 2020-2021 school year to begin. LCTI begins classes on Tuesday, September 1, 2020 and the online lessons will be available. However, students should follow their sending school schedules for the first day of school. Due to the current situation related to COVID-19, below is information regarding the LCTI Reopening Plan:

Lehigh Career & Technical Institute continues to develop our COVID-19 Reopening plan, as state guidance, COVID-19 cases, and CDC information continually evolves. LCTI serves nine sending school districts and our team is continually cross-walking our sending school districts’ Reopening Plans to our plan in order to evolve and integrate our plan to be as flexible for our sending school districts as possible. It is our goal to provide the best CTE educational experience to our students given the logistical challenges we face in this current environment. Plan development will continue as state, local, and federal guidance is released, along with input from our sending school districts and we anticipate approving our amended reopening plan at the August JOC meeting. Below is our current planned schedule for the start of the 2020-2021 school year:

<table>
<thead>
<tr>
<th>Monday/Tuesday</th>
<th>Wednesday</th>
<th>Thursday/Friday</th>
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</thead>
<tbody>
<tr>
<td>AM/PM Sessions</td>
<td>Remote Learning</td>
<td>AM/PM Sessions</td>
</tr>
<tr>
<td>Letters A-K/L</td>
<td>No students present</td>
<td>Letters K/L – Z</td>
</tr>
<tr>
<td>All member districts</td>
<td></td>
<td>All Member Districts</td>
</tr>
</tbody>
</table>

*Please refer to your school district’s Reopening Plan for specific questions concerning their instructional delivery and operations and direct questions specific to your child’s LCTI schedule to our Student Services Department at 610-799-1366.

*Students will be permitted to drive to LCTI on their assigned days per the LCTI Hybrid Schedule. Please contact Mr. Sean Will, Supervisor of Career & Technical Education, at wills@lcti.org or by phone at 610-799-1352 for further information.

LCTI will be using our Skyward Student Information System and our LCTI Website to communicate with all parents/guardians and students for the 2020-2021 school year. A Skyward Brochure is included for additional information about our Skyward Student Information System. Please access the Skyward Student Information System and review your child’s schedule at LCTI. If your child is attending LCTI physically, please have him/her bring the schedule with them on their first day. You can access our website at www.lcti.org to log into our Skyward Student Information System using your log in and password below. On the website you will find important information regarding LCTI.

It is extremely important for you to access the Skyward system as there are important required online forms that should be completed prior to the first day of school, but no later than the first week of attendance at LCTI. These forms include: Handbook Compliance Form, Home Language Enclosures, AM/PM Sessions, Letters A-K/L, All member districts, Rotation Schedule Information, LCTI’s Meal Charges Policy, Skyward Brochure.

Below is the Skyward Family Access log in and password information for the primary guardian of this student. Due to the confidential nature of the information, please do not share your log on information with anyone else. If you need log on information for another parent/guardian please call Student Services at 610-799-1366. Students will receive their own log on information when they begin classes.

*Please note: If your password information is blank, this indicates that you have already entered a personal password for this account.

Name:
Log In:
Password:

We look forward to working with you as you begin your career preparation. We believe you will find your education at LCTI to be exciting and rewarding. Please feel free to browse our website at www.lcti.org to read more about our school and to check for current and updated information.

LCTI Student Services Department

Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI’s Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville PA, 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 610-799-1385.
Bienvenido a Lehigh Career & Technical Institute (LCTI). Estamos increíblemente emocionados por el año escolar 2020-2021 para comenzar. LCTI comienza las clases el martes 1 de septiembre de 2020 y las lecciones en línea estarán disponibles. Sin embargo, los estudiantes deben seguir sus horarios de envío escolar para el primer día de escuela. Debido a la situación actual relacionada con COVID-19, a continuación, se muestra información sobre el Plan de Reapertura del LCTI:

Lehigh Career & Technical Institute continúa desarrollando nuestro plan de reapertura COVID-19, a medida que la orientación estatal, los casos COVID-19 y la información de los CDC evolucionan continuamente. LCTI sirve a nueve distritos escolares de envío y nuestro equipo está continuamente cruzando nuestros planes de reapertura de nuestros distritos escolares de envío a nuestro plan con el fin de evolucionar e integrar nuestro plan para ser lo más flexibles posible para nuestros distritos escolares de envío. Nuestro objetivo es proporcionar la mejor experiencia educativa de CTE a nuestros estudiantes dados los retos logísticos que enfrentamos en este entorno actual. El desarrollo del plan continuará a medida que se publique la orientación estatal, local y federal, junto con las aportaciones de nuestros distritos escolares de envío y prevemos aprobar nuestro plan de reapertura modificado en la reunión de la JOC de agosto. A continuación, se muestra nuestro calendario programado actual para el inicio del año escolar 2020-2021:

### LCTI’S PROGRAMA HIBRIDO

<table>
<thead>
<tr>
<th>Lunes/Martes</th>
<th>Miércoles</th>
<th>Jueves/Viernes</th>
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<tbody>
<tr>
<td>Sesiones AM/PM Letras A-K/L</td>
<td>Aprendizaje Remoto</td>
<td>Sesiones AM/PM Letras K/L – Z</td>
</tr>
<tr>
<td>Todos los Miembros de los Distritos</td>
<td>Ningún estudiante presente</td>
<td>Todos los Miembros de los Distritos</td>
</tr>
</tbody>
</table>

*Consulte el Plan de su distrito escolar para preguntas específicas sobre su entrega instructiva y operaciones y preguntas directas específicas para el programa LCTI de su hijo a nuestro Departamento de Servicios Estudiantiles al 610-799-1366. *A los estudiantes se les permitirá conducir a LCTI en sus días asignados por el Programa Híbrido de LCTI. Comuníquese con el Sr. Sean Will, Supervisor de Carrera y Educación Técnica, en wills@lcti.org o por teléfono al 610-799-1352 para obtener más información.

Los siguientes recintos contienen información importante relacionada con COVID-19:
- Folleto del Plan de Salud y Seguridad de LCTI
- Documento Seguimiento de Síntomas Diarios de Familia Antes de Escuela LCTI
- Documento de Cobertura Facial Apropiado de LCTI

También se incluyen los siguientes gabinetes:
- Información de Programa de Rotación
- Póliza de Cargos por Comidas de LCTI
- Folleto sobre Skyward

LCTI utilizará nuestro Sistema de Información estudiantil Skyward y nuestro sitio web de LCTI para comunicarse con todos los padres/guardianes y estudiantes para el año escolar 2020-2021. Se incluye un folleto de Skyward para obtener información adicional sobre nuestro sistema de información para estudiantes Skyward. Por favor, acceda al Sistema de Información estudiantil de Skyward y revise el horario de su hijo en LCTI. Si su hijo está asistiendo físicamente a LCTI, por favor pídale que traiga el horario con ellos en su primer día. Puede acceder a nuestro sitio web en www.lcti.org para iniciar sesión en nuestro sistema de información para estudiantes de Skyward utilizando su inicio de sesión y contraseña a continuación. En el sitio web encontrará información importante sobre LCTI.

Es extremadamente importante para usted acceder al sistema Skyward, ya que hay importantes formularios en línea requeridos que deben ser completados antes del primer día de escuela, pero no más tarde de la primera semana de asistencia a LCTI. Estos formularios incluyen: Formulario de Cumplimiento del Manual, Formulario de Idioma del Hogar, Militar Activa, Información del Programa de Almuerzo, Compromiso de Seguridad, Autorización de Ordenes Permanentes y Tarjeta Médica Estudiantil. TENGAN EN CUENTA que estos formularios deben completarse para los estudiantes nuevos y los que regresan.

A continuación, se muestra la información de inicio de sesión y contraseña de Skyward Acceso de Familia para el tutor principal de este estudiante. Debido a la naturaleza confidencial de la información, no comparta su información de inicio de sesión con nadie más. Si necesita información de inicio de sesión para otro padre/guardiano, llame a Servicios Estudiantiles al 610-799-1366. Los estudiantes recibirán su propia información de inicio de sesión cuando comiencen las clases. *Tenga en cuenta: Si su información de contraseña está en blanco, esto indica que ya ha introducido una contraseña personal para esta cuenta.

Nombre:
Iniciar Sesión:
Contraseña:

Esperamos trabajar con usted al comenzar su preparación profesional. Creemos que su educación en LCTI es emocionante y gratificante. No dude en navegar por nuestro sitio web en www.lcti.org para leer más sobre nuestra escuela y para comprobar si hay información actual y actualizada.

Departamento de Servicios Estudiantiles de LCTI

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Lehigh Career & Technical Institute tiene una política de no discriminar por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Las consultas pueden ser dirigidas al Coordinador de Título IX y Sección 504 de LCTI para estudiantes en 4500 Education Park Drive, Schnecksville PA, 18078 o 610-799-1357 o Oficial de Cumplimiento de LCTI para personal al 610-799-1385.
Welcome back!
Lehigh Career & Technical Institute

LCTI’s Health & Safety Plan
We are working hard to ensure a safe and healthy educational environment.

Safety Measures:
- Staff Training
- Promote Healthy Hygiene
- Wear a Face Covering
- Practice Social Distancing
- Frequent Handwashing and Sanitizing
- Follow CDC. and Dept. of Health Guidelines

We Need Your Help
- Complete the Symptom Monitoring Document
- If Your Child is Sick or Exhibiting Symptoms, Please Keep Them Home.

Together We Can Work to Stay Safe!
For More information please visit: www.lcti.org/coronavirus
Bienvenidos para atrás!

Lehigh Career & Technical Institute

PLAN DE SALUD & SEGURIDAD DE LCTI

Estamos trabajando fuerte para asegurar un ambiente educativo de seguridad y salud.

MEDIDAS DE SEGURIDAD:

- Entrenamiento del Personal
- Promover Higiene Saludable
- Usar un Cubierto de Cara
- Practicar Distancia Social
- Frecuente Lavado de Manos y Desinfectar
- Seguir CDC y Guía del Departamento de Salud

NECESITAMOS SU AYUDA

Complete el Documento de Monitoreando Sistemas

Si Su Niño(a) Esta Enfermo o Exhibe Sintomas, Por Favor Mantengalo En Casa

PARA MAS INFORMACION POR FAVOR VISITE:
www.lcti.org/coronavirus
Lehigh Career & Technical Institute

Family Before School Daily Symptom Monitoring

DIRECTIONS:
Please complete this checklist on a daily basis with your child/children to monitor for symptoms of COVID-19 before your child/children go to the bus stop, drive to school, or parent/guardian drop off at the school building.

1. Has your child been exposed to anyone with a confirmed case of COVID-19 in the past 14 days?
   If yes, the student should stay home from school. The student can return to school 14 days after the last time that they had close contact with someone diagnosed with COVID-19.

2. Has your child traveled out of state to one of the states listed on the PA DOH website?
   If yes, the student should stay home from school. The student can return to school 14 days after returning to Pennsylvania so long as they do not develop symptoms of COVID-19.

3. Column A
   If you checked 1 or more symptoms, student should stay home from school
   - Fever (100.4° F or higher)
   - Cough
   - Shortness of breath
   - Difficulty breathing
   - Nausea or vomiting
   - Diarrhea

   Column B
   If you checked 2 or more symptoms, student should stay home from school
   - Lack of smell or taste (without congestion)
   - Sore Throat
   - Chills
   - Muscle pain
   - Headache
   - Congestion or runny nose

For a current list of symptoms see CDC’s website:

For current travel restrictions see the PA DOH Website:
https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx

Please access the LCTI website at www.lcti.org for addition copies of this document.

THANK YOU VERY MUCH FOR YOUR ASSISTANCE!
Lehigh Career & Technical Institute

Monitoreo Diario de Los Síntomas de la Familia Antes de La Escuela

INSTRUCCIONES:
Por favor complete esta lista de verificación diariamente con su hijo/hijos para monitorear los síntomas de COVID-19 antes de que su hijo/hijos vaya a la parada de autobús, conduzca a la escuela o deje a los padres/guardianes en el edificio de la escuela.

1. ¿Está su hijo expuesto a alguien con un caso confirmado de COVID-19 en los últimos 14 días?
   En caso afirmativo, el estudiante debe quedarse en casa, y no ir a la escuela. El estudiante puede regresar a la escuela 14 días después de la última vez que tuvo contacto cercano con alguien diagnosticado con COVID-19

2. ¿Ha viajado su hijo fuera del estado a uno de los estados enumerados en el sitio web de la AP DOH?
   Si la respuesta es sí, el estudiante debe quedarse en casa de la escuela. El estudiante puede regresar a la escuela 14 días después de regresar a Pensilvania siempre y cuando no desarrolle síntomas de COVID-19.

3. | Columna A | Columna B |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Si usted comprobó 1 o más síntomas, el estudiante debe quedarse en casa y no ir a la escuela</td>
<td>Si usted comprobó 2 o más síntomas, el estudiante debe permanecer en casa y no ir a la escuela</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiebre (100.4° F o más)</td>
<td>Falta de olor o Dolor de Cabeza taste (sin congestión)</td>
</tr>
<tr>
<td>Tos</td>
<td>Dolor de Cabeza</td>
</tr>
<tr>
<td>Corto de respiración</td>
<td>Congestión o nariz que moquea</td>
</tr>
<tr>
<td>Dificultad con respiración</td>
<td>Dolor de garganta</td>
</tr>
<tr>
<td>Nauseas o vómitos</td>
<td>Resfriado</td>
</tr>
<tr>
<td>Diarrea</td>
<td>Dolor muscular</td>
</tr>
</tbody>
</table>

Para obtener una lista actual de síntomas, consulte el sitio web de los CDC:

Para conocer las restricciones de viaje actuales, consulte el sitio web de PA DOH:
https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx

Acceda al sitio web de LCTI en www.lcti.org para copias adicionales de este documento.

¡MUCHAS GRACIAS POR SU AYUDA!
Given the recent changes from the American Academy of Pediatrics (AAP) and consistent with the Secretary of Health’s Face Covering Order issued on July 1, 2020, DOH is requiring student’s wear face coverings at all times while in school, even when six feet of social distance can be achieved. There are limited exceptions...

**Under what circumstances are students permitted to remove their face coverings (e.g. masks and face shields)?**

Schools may allow students to remove face coverings when students are:

- Eating or drinking when spaced at least 6 feet apart; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes

**Do students with disabilities need to wear face coverings?**

Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student’s health care provider, school nurse, and IEP/504 team.

Thank you for your continued commitment to ensuring a safe learning environment for our students and staff.
Dados los recientes cambios de la Academia Estadounidense de Pediatría (AAP) y consistentes con la Orden de Cobertura facial del Secretario de Salud emitida el 1 de julio de 2020, DOH está requiriendo coberturas faciales de uso de los estudiantes en todo momento mientras están en la escuela, incluso cuando se pueden lograr seis pies de distancia social. Hay excepciones limitadas...

¿En qué circunstancias se permite a los estudiantes quitarse las cubiertas faciales (por ejemplo, máscaras y protectores faciales)?

Las escuelas pueden permitir que los estudiantes eliminen las cubiertas faciales cuando los estudiantes:

- Comer o beber cuando se espacío al menos 6 pies de distancia; O
- Cuando se usa una cubierta facial crea una condición insegura en la que operar el equipo o ejecutar una tarea; O
- Al menos 6 pies de distancia durante las "roturas de cobertura de cara" para no durar más de 10 minutos

¿Los estudiantes con discapacidades necesitan usar revestimientos faciales?

Los niños de dos años o más deben usar una cubierta facial a menos que tengan una condición médica o de salud mental o discapacidad, documentada de acuerdo con la Sección 504 de la Ley de Rehabilitación o IDEA, que impide el uso de una cubierta facial en la escuela. Las adaptaciones para estos estudiantes deben hacerse en asociación con el proveedor de atención médica del estudiante, la enfermera de la escuela y el equipo del IEP/504.

Gracias por su compromiso continuo para garantizar un ambiente de aprendizaje seguro para nuestros estudiantes y personal.
Lehigh Career & Technical Institute (LCTI) will be providing Career and Technical Education (CTC) Program Rotations both remotely (virtual) and face-to-face to meet the needs of our students and the educational delivery method selected by our students, parents, and the sending districts. We made every effort to provide the CTE Program rotations based on the programs you selected on the LCTI application.

Your LCTI schedule can be accessed on the Skyward Student Information System. When reviewing the schedule, please note the following:

11=Rotation #1
22=Rotation #2
33=Rotation #3

A=AM session
P=PM session

The dates of the rotations are as follows:
Rotation #1 – September 1, 2020 to September 11, 2020
Rotation #2 – September 14, 2020 to September 18, 2020
Rotation #3 – September 21, 2020 to September 28, 2020

- Specialty Selection will occur during the third rotation
- CTE Program/Specialty/Career Major begins on September 29, 2020

We are very excited to work with you in developing your Career Pathway!
¡ATENCION ESTUDIANTES NUEVOS!

ROTACION INFORMACION DEL PROGRAMA

Lehigh Career & Technical Institute (LCTI) proporcionará Carrera y Educación Técnica (CTC) Rotaciones de Programas tanto remotamente (virtual) como cara a cara para satisfacer las necesidades de nuestros estudiantes y el método de entrega educativa seleccionado por nuestros estudiantes, padres, y los distritos de envío. Hicimos todo lo posible esfuerzos para proporcionar las rotaciones del Programa CTE basadas en los programas que seleccionó en la aplicación LCTI.

Su horario de LCTI se puede acceder en el sistema de información para estudiantes de Skyward. Al revisar el horario, tenga en cuenta lo siguiente:

11=Rotación #1                A= sesión AM
22=Rotación #2                P= sesión PM
33=Rotación #3

- Selección de Especialidades se producirá durante la tercera rotación
- El Programa CTE/Especialidad/Carrera Mayor comienza el 29 de septiembre de 2020

¡Estamos muy emocionados de trabajar con usted en el desarrollo de su Trayectoria Profesional!
What is Skyward Family Access?

Family Access is a web-based information and communication center designed to provide parents and guardians with the answer to the question “What did you do at school today?” Parents are able to find out information regarding grades, discipline, attendance, and assignments without having to pick up the phone to call their child’s school. Information is available immediately, allowing parents the ability to communicate and respond more effectively.

Skyward Family Access

A fast, effective, and secure communication system for parents and educators . . . .
Features

Access to real-time student information via a secure internet connection.

What can a parent see?

- Grades
- Daily Assignments
- Report Cards
- Attendance
- Class Schedules
- Emergency Contact Information
- Discipline Referrals
- School Messages
- Health Records
- Calendars

What Can Parents Use The System To Do?

- Notify school of absences
- Email school personnel
- Print reports
- Check student progress
- Effectively communicate with your student’s teachers and counselor

With the ever increasing demands of Academic and Technical Standards, Skyward is committed to providing school districts with tools to improve student achievement and meet the requirements of the Pennsylvania Department of Education. Parent involvement is one way to improve student performance. The best way to get parents involved is to provide vital information regarding their child’s performance and academic standing by using Skyward Family Access.

Skyward Family Access is a powerful tool that will benefit both you and your child and LCTI is ready to help you get started using the system.

1. Go to www.lcti.org and follow the link to Skyward

2. Log into the site using the following username and password:

   Username: ______________________
   Password: ______________________

(Please don’t share this information with any other family member or student)

3. Update your e-mail address (updating your e-mail address will allow the system to resend your password, in the event you should forget it or lose this paper)

Si requiere los servicios de traducción para este folleto, por favor llame a la coordinadora bilingüe de LCTI al 610-799-1367.
MEAL CHARGES POLICY

This information is being sent to you in accordance with Federal and State Regulations. Please take a moment to review this important information regarding LCTI’s Meal Charges Policy. If you require this information in Spanish, please contact LCTI Student Services at 610-799-1366.

* Esta información se envía a usted conforme a las regulaciones Estatales y Federales. Por favor tome un momento para revisar esta importante información con respecto a la Póliza LCTI Cargo de Comida. Si requiere esta información en español, por favor póngase en contacto con LCTI Servicio Estudiantil al 610-799-1366.

Book - Policy Manual
Title - Meal Charges
Section - 800 Operations
Status - Active
Legal
1. 42 U.S.C. 1758
2. 7 CFR Part 245
3. 24 P.S. 1850.1
4. 24 P.S. 1337
5. Pol. 800
6. 7 CFR 210.15
7. 7 CFR 210.9

Pol. 808 Adopted - August 22, 2018 Last Revised - January 23, 2019

Purpose
In accordance with federal and state Law, the Joint Operating Committee (JOC) recognizes and accepts its responsibility of providing Lehigh Career & Technical Institute (LCTI) students with nutritious meals during the school day. Students may receive breakfast and lunch at no charge if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Children who do not qualify for free meals may qualify to purchase meals at a subsidized cost, at either the reduced-price or paid rate.[3][2]

At times, children who do not qualify for free meals would like a breakfast or lunch but do not have money in their account or in hand to cover the cost of the meal at the time of the meal service. Federal and state laws require that the JOC adopt and implement a meal charge policy for those students who do not have money to pay for a school food program meal.

The LCTI meal charge policy shall be communicated to food service personnel, administrators, families and students to assure that all stakeholders have a shared understanding of the policy and the expectations of LCTI.

Authority
This policy is adopted under the authority of the following statute(s):

- Public School Code 24 P.S. § 18-1850.1(b)(2), giving the authority and the duty to formulate and adopt policies regarding the operation of LCTI.[3]

This policy is further adopted under the authority of the Public School Code 24 P.S. § 13-1337, Nonprofit School Food Program.[4]

In addition, the authority for the adoption of this policy is provided under federal law and multiple policy guidance memoranda related to unpaid meal charges as set forth in the following guidance memorandum: SP 29-2017; 2017 Edition of Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools; SP 23-2017: Unpaid Meal Charges: Guidance and Q&A; SP 47-2016: Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments.

Definitions
Bad debt - unpaid delinquent debt that has been determined to be uncollectible, and no further collection efforts will be made.
Date of contact - is the postmark date for first-class regular mail that is not returned to the sender, or the date that is set forth on a return receipt card for certified mail or any other date that reasonably confirms that a parent/guardian has received notice of a collection effort for debt.
Debt - unpaid charges for school food program meals.
Delinquent debt - unpaid school meals totaling a value of twenty-five dollars ($25) or more that is considered collectable and for which the administration is making efforts to collect the unpaid amounts.

Department - the Department of Education.

Direct certification - children who establish eligibility for free school meals without a school meal application.

MySchoolBucks Account - a student parent/guardian account that tracks charges and payments for meals purchased without cash at the point of purchase.

NSFSA - Nonprofit School Food Service Account.

School food program - a program under which food is served by any school on a nonprofit basis to children in attendance, including any such program under which a school receives assistance out of funds appropriated by the Congress of the United States.

Skyler - an automated communication system that allows the administration to communicate with parents/guardians.

Guidelines
1. Charging Meals:
   a. Each student shall be assigned an account for charging meals.
   b. LCTI will provide a school food program meal to any student who requests one, unless the student’s parent/guardian has specifically provided a written directive to the school to withhold a school meal.
   c. The provision of a school food program meal to a student upon request shall occur regardless of whether a student has money to pay for a school meal or owes money for school meals.
   d. Students who are unable to pay for school food program meals will not be denied such a meal, but the charges for unpaid meals will continue to accrue to the student’s school meal account until the charges are classified as bad debt.
   e. Students who are unable to pay for school food program meals must be offered the school food program meal options that are available to all students.
   f. Unless a-la-carte meals are sold on a nonprofit basis and are included as part of a meal through the school food program, students will be denied a-la-carte meals unless the student has sufficient funds on hand or in the student’s meal account to pay for the food.
2. Communicating with parents/guardians about unpaid school food program meals considered as debt, but not yet classified as delinquent debt:[4]
   a. When communicating about money owed by a student for school meals, the administration shall direct all communications to the student’s parent/guardian and/or the student enrolled in grade 9 through grade 12.
   b. The administration may select multiple means for communicating with the student’s parent/guardian and/or the student. Communications regarding a low balance or money owed by a student for school meals may be directed to the student discreetly by appropriate school personnel.
   c. The administration may ask a student to deliver a letter to a parent/guardian about money owed by the student for school meals provided that the letter is inserted in a sealed envelope that is addressed to the parent/guardian and marked “confidential”.
   d. The administration shall adopt administrative procedures that include multiple methods to use for sending and delivering to the parent/guardian payment reminders that take into account the circumstances of each family that are known by the administration.
   e. When a student’s account has a balance of ten dollars ($10) or less, the parent/guardian shall be informed in accordance with the administrative procedures adopted by the administration.
   f. When a student owes money for one (1) to four (4) school food program meals, the administration may inform the parent/guardian or student in accordance with the administrative procedures adopted by the administration.
   g. When a student owes money for five (5) or more school food program meals, the administration in accordance with administrative procedures:[1][2]
      i. Shall make at least two (2) attempts to reach the student’s parent/guardian and have the parent/guardian apply for participation in the school food program.
      ii. May offer assistance with applying for participation in the school food program for eligible children to receive free or reduced-priced meals.
   h. For all students who owe money for school meals, the school must refrain from the following:
      i. Publicly identifying or stigmatizing a student who cannot pay for a school meal or who owes money for school meals. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
      ii. Requiring a student who cannot pay for a school meal to perform chores or other work to pay for the school meal. This sub-clause shall not apply if chores or other work are required of all students regardless of the student’s inability to pay for the school meal.
      iii. Requiring a student to discard a school meal after it was served to the student due to the student’s inability to pay for the school meal or the amount of money owed by the student for earlier school meals.

3. Communicating with parent/guardian about unpaid school food program meals classified as delinquent debt:[4]
   a. When a student's account is classified as delinquent debt, notice will be sent to the parent/guardian by regular and/or certified mail stating the amount due and describing further action that will be taken if the parent/guardian does not pay the amount due within ten (10) days from a date set forth in the letter, which date shall be the date of contact. If the mail is returned as undeliverable, notice to the parent/guardian may also be sent in accordance with administrative procedures.
   b. If no response is received from the parent/guardian within the ten (10) days from the date of contact, the administration may initiate an action in magisterial court, or the student's account may be turned over to a collection agency, or the administration may use other collection procedures deemed appropriate for collection against the parent/guardian.
   c. Parent/Guardian will be responsible to pay the amount due as well as any and all fees and costs imposed by the magistrate, collection agency or incurred by the administration employing collection procedures for the collection of delinquent debt.
   d. Delinquent debt accrued during one school year may be carried over into the subsequent school year as long as reasonable efforts are continued to collect the debt into the new school year. Delinquent debt incurred in one school year shall not be carried over into a second subsequent year once classified as bad debt.

4. Administration of bad debt:
   a. When delinquent debt is reclassified as bad debt, all collection efforts shall cease, except that any judgment or lien that has been entered against a parent/guardian shall not be satisfied unless otherwise required by law or by operation of law.
   b. Bad debt is an unallowable charge to the food service account, and a transfer must occur into the food service account to cover the amount of bad debt by the end of the school year in which it is incurred.
   c. The money transferred into the food service account to cover bad debt must be from a nonfederal source.

5. Annual notification of meal charge policy and continued notification efforts:
   a. At the start of each school year, the administration shall inform all families and families transferring to LCTI throughout the school year that this policy is available on the LCTI website. The administration shall send this policy, via U.S. Mail, to all families and to families transferring to the school during the school year.
   b. The administration shall adopt administrative procedures for establishing multiple methods to use for disseminating this policy at the start of each school year, and to new families transferring to the school during the school year, and at other required or appropriate times.

6. Accounts, records, reports and operations:
   a. The administration shall comply with all regulations prescribed by the Department for the keeping of accounts and records, and the making of any required reports by, or under the supervision of, the JOC.
   b. Such accounts and records shall at all times be available for inspection and audit by authorized officials.
   c. Such accounts and records shall be preserved for such period of time as may be prescribed by law and by the Department.

7. Recordkeeping requirements for bad debt:[5]
   a. Records relating to bad debt must be maintained in accordance with the record retention requirements outlined in 7 C.R.F. § 210.9(b)(17) and 7 C.R.F. § 210.15(b).[6][7]
   b. The administration shall adopt administrative procedures for the maintenance of records that serve to document the establishment and handling of bad debt.

References:
Federal regulations and statutes as cited
School Code – 24 P.S. § Sec. 13-1337 Board Policy 808 Administrative Procedures 808.1

1 Children may qualify for free or reduced-price meals if their household income is below the Federal threshold: See USDA-FNS Website-School Meals Income Eligibility Guidelines.
2 The maximum cost for reduced-price meals is established by statute: See USDA-FNS Website-Reimbursement Rates.
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