

# LACONIA SCHOOL DISTRICT

## School Administrative Unit Thirty

*"Ensuring success with every student, every day, in every way"*

---

**Steve Tucker, Superintendent of Schools**  
**Amy N. Hinds, Assistant Superintendent of Schools**

Dear Parent or Guardian,

September, 2019

Proper nutrition is a key component of the educational process, and as such, the Laconia School District offers several meals daily to its students. Households may qualify for free meals if their income falls below USDA thresholds, and in this case there is no charge to students for their meals. If a household qualifies for reduced price meals, or if their income is over the limit for any assistance, it is the parent's responsibility to ensure students have adequate funds in their account to cover the cost of these meals. The district shall provide the following communication to households in an effort to assist in eliminating negative meal accounts.

When a student's account is still positive but reaches \$10.00 for a full price student, or \$5.00 for a reduced price student, the district shall send a **Low Balance** notice to the household. The intent of this notice is to simply provide a reminder to the household deposit additional funds on the account before it becomes negative. If the district has an active email account on file, this notice will be emailed. For all others, it will be sent home through the school with the student.

If the student's account becomes negative, the district shall send a **Negative Balance** notice to the household. This notice will contain the student's name, ID and account balance, and remind parents that payment is now required to return the account to a positive or zero balance. It is imperative that parent reply to these notices to avoid having the account go further into arrears.

If an account reaches a negative balance of \$50.00 and the parent has not responded to the district's notices, the parent will be contacted notifying them that the account has now exceeded the District's meal charging limit (established by policy). Additionally, school personnel such as social workers, school counselors and school administration will become involved to help remedy the situation.

In situations where account balances become severely negative, and parents do not respond to the district's attempts to address the situation, the account will be referred to the Laconia School District's Business office. The Business Office may pursue additional methods of collecting the debt, including but not limited to third party collections and or legal action.

Parents may check a student's activity, balance and make payments online at [www.mymealtime.com](http://www.mymealtime.com), and may also set up additional, custom email balance notification at this site.

During this process the District's goal will be to continue to work with and support our families and to ensure that all of the needs of our students are being met.