



Franklin Monroe
LOCAL SCHOOL DISTRICT
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Cafeteria Lunch Charging Procedure

On occasion the district understands that students may forget to bring lunch money or parents may forget to send money to school when their child's lunch account is low. We know the importance of students eating lunch and so your child may charge a school lunch when necessary. It is important that our cafeteria collects any balance owed. Please note the following lunch charging procedure.

1. Students will be verbally notified and asked to bring lunch money for the first charge.
2. A letter/reminder from the cafeteria manager will be sent home with the student after the second charge.
3. A letter will be sent through the mail for Immediate attention after the third charge.
4. The parent or guardian will receive a phone call from the cafeteria manager if there are more than three charges.
5. In the event that there is a balance due after the end of each quarter, the student's grade card will be held until charges are paid in full.

*Please note that students who have any unpaid charges will not be permitted to purchase ala carte or additional breakfast or lunch items until charges are paid in full.

Thank you for your support. Please call the cafeteria manager at extension 3006 for your student's account balance.