Columbiana Exempted Village Schools
Charge Policy for the Cafeterias

It is the parent(s)/guardian(s) responsibility to see that the student(s) have money in their account to charge meals, or have money for that day’s meal or that they bring a lunch. The school district has a POS (point of sale) system available at each building that works as a “debit” account. This means the student puts money in their account “in advance” of purchasing food. (If your check is returned for nonsufficient funds (NSF), your account will be debited electronically for both the face amount and returned check fees.) If they have no balance, then they have no money and will not be allowed to take any food except as noted below:

Dixon Elementary School:

1. Students will only be permitted to charge up to $15.00 at any given time.
2. After the account reaches a negative of $15.00, the student will be provided with an alternate meal (i.e., lunch meat sandwich, fruit, vegetable, milk) and his/her account will be charged for the price of a meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day.
4. Unpaid charges for students will result in the following:
   a. A verbal reminder to student
   b. A written reminder sent home with student
   c. Telephone call home
   d. Letter sent home
   e. Meeting between school principal and parent/guardian
   f. Retention of report card (at each 9 weeks and at year end)
5. When a student’s account has a negative balance, only full lunches or breakfasts may be charged. There is no charging allowed for ala carte items. (i.e., if a student’s account is negative, he/she will not be permitted to charge the cost of cookies)

Southside Middle School:

1. Students will only be permitted to charge up to 5 lunches & 5 breakfasts at any given time.
2. After the account reaches a negative of $15.50 for regular paying students or negative $2.95 for eligible reduced paying students, the student will not be provided with lunch or breakfast. It is the parent(s)/guardian(s) responsibility to provide the student with money for that day’s meal or see that they bring a lunch.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day.
4. There is no charging allowed for ala carte items. (i.e., if a student’s account is negative, he/she will not be permitted to charge the cost of cookies)
5. Unpaid charges for students will result in the following:
   a. A verbal reminder to student
   b. A written reminder sent home with student
   c. Telephone call home from the food service director
   d. Letter sent home
   e. Meeting between school principal and parent/guardian
   f. Retention of report card (at each 9 weeks and at year end)
Columbiana High School:

Students will be permitted to deposit money with the cashier to be credited to their account. If there is no money in the student’s account, the student may not charge at any time. (i.e., No account balances will be permitted to be negative.)

All Buildings:

A student can only use money in their account for cafeteria purchases and may never “withdraw” cash from their account. At the end of each school year, students should use up any money left in the account. Refunds will not be issued for any balances remaining in the account.

If a student leaves the district (i.e., moves to another school, graduates, etc.), balances in excess of $10.00 will be refunded if all other financial obligations to the district are met (i.e., student fees, fundraiser monies, books returned, etc.) if requested in writing to the Treasurer’s office at 700 Columbiana Waterford Road, Columbiana, Ohio, 44408. A check will be issued only upon confirmation of the balance by the cashier or cafeteria manager and verification from the building principal and secretary that all other obligations have been met.