

## BAD CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Director of Business Services shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within six (6) months, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the Director of Business Services to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents.

Adopted: 6/18/01

Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us