

**CHASE MIDDLE SCHOOL
Student Handbook
2015-2016**



**840 Chase High Road
Forest City, NC 28043**

**Principal: Dr. La'Ronda
Whiteside**

**Phone (828) 247-1043
Fax (828) 247-0551**

**Assistant Principals:
Mr. Preston Allen
Mrs. Amy Hopps**

RCS VISION

**All Rutherford County students will graduate
prepared for college and career success.**

RCS MISSION

**Rutherford County Schools will prepare all
students for lifelong learning in a global
community by partnering with families and
communities, providing rigorous academics and
career preparation experiences, and promoting a
safe and nurturing school environment.**

CMS VISION

**Preparing future ready students to
be globally competitive.**

CMS MISSION

**Chase Middle School will provide
students a safe, nurturing
environment with an engaging and
challenging curriculum to prepare
them for success in a globally
competitive society.**

CMS MOTTO

**Pride in Self, Pride in School, Pride in
Community**

CMS COLORS

Blue and Gold

CMS MASCOT

Pirate

WELCOME TO PARENTS

**The faculty and staff of Chase Middle School would like to welcome you.
We anticipate our students making great strides in learning and look forward**

to offering each student the opportunity to reach his or her full academic, mental, and physical potential.

We offer a comprehensive and challenging curriculum that provides a strong knowledge base for students of varied abilities. We encourage you to become involved with the school, your student's team, and as a volunteer. Chase Middle School is committed to maintaining the safest environment possible. If at any time you have a question that pertains to safety, please call the school immediately. We look forward to working with you in your child's educational interests.

VISITOR PROCEDURES

As a measure of safety for all students, all parents and visitors should check in at the office. Visitors may not interrupt a class in session or visit areas not approved by the principal. Any staff member seeing a person without a visitor's badge should ask, "May I help you?" and indicate to the visitor that he or she must first sign in at the office. Failure of visitors to sign in at the office will be reported to an administrator and the School Resource Officer (SRO).

COMMUNICATION PROCEDURES

Classes will not be interrupted for non-emergency phone calls for teachers or students. If you need to speak with a teacher, the office will take a message and the teacher will return your call during class change or planning times.

Messages for students are taken in the office and put on the message board. Students' names are called on the intercom during the afternoon announcements if they have messages. Students should go by and pick up their messages from the message board. Please call with changes to transportation by 2:00 PM.

If you need to meet with a team, individual teacher, or an administrator, please call ahead at (828) 247-1043 to schedule an appointment.

ATTENDANCE POLICY

Academic success goes hand-in-hand with attendance. Students are expected to

make up any work missed as a result of an absence. Rutherford County Schools' policy stipulates retention for students absent more than 12 days.

Middle School students who are taking high school courses are expected to follow the high school attendance requirements for those courses. Students who miss more than 2 class periods in a high school course (without making up the time) will receive an F /50 for the 6 weeks. Appeals may be submitted for emergencies and medical issues to the Student Service Management Team (SSMT) for consideration.

MORNING PROCEDURES

Please arrive to school after 7:15 AM each day.



All students are encouraged to eat a healthy breakfast in the cafeteria. Students should report to the commons area to await the morning bell. All students who arrive after 7:30AM should either go to breakfast or to the gymnasium. Those students eating breakfast at school should report to the gymnasium immediately after breakfast. Sixth grade students will wait in the cafeteria and students in 7th and 8th grade will go to the gymnasium until dismissal to homeroom.

In the gymnasium, students are to sit down as directed by the teachers on duty until the 7:45 AM bell rings. NO FOOD ITEMS OR DRINKS ARE ALLOWED IN THE GYM AT ANY TIME! FOOD AND DRINKS ARE TO BE CONSUMED IN THE CAFETERIA ONLY OR IN CLASSROOMS AS PERMITTED BY TEACHERS! Once students are in the gymnasium, they will not be allowed to go to breakfast. Students are allowed to socialize, but are not to horseplay. When the 7:45 AM bell rings, students should go to the restroom, get all essential materials, and arrive at homeroom before the 7:55 AM tardy bell rings.

If a student is late to homeroom, the student should check in at the office. Tardies will be given any time a student is late, regardless of the reason. Students are expected to arrive on time and remain in school the full day. Tardiness and early checkouts are strongly discouraged because students miss important instruction. Therefore, three (3) unexcused tardies and/or three (3) unexcused early checkouts per six weeks may result in a requirement to make up time after school per teacher discretion.

Buses arrive at school between 7:25 and 7:35. These students will follow the above procedures. Beginning at 7:25 AM, teachers and/or staff members will be on duty in the gymnasium, cafeteria, commons area, and in the bus parking lot.

At no time during the day should a student be on another grade level hall without a hall pass.

ARRIVAL AND DISMISSAL

Students in 8th grade should be dropped off and picked up in the bus lot on Morrow Motor Road. Students in 6th and 7th grades should be dropped off and picked up at the front entrance off Chase High Road. If students in more than one grade are riding together, the driver should use the higher grade for determining which parking lot to use.

Students should only be dropped off at the sidewalk. Please do not drop your student off in the middle of the parking lot. This is extremely dangerous and interrupts orderly flow of traffic.

All vehicles picking up and dropping off in the bus lot must enter from the lower entrance. It is illegal and dangerous to pass a school bus when it has stopped to unload children. If you are on Morrow Motor Road in the afternoons and a bus is in the left lane to exit the parking lot, please allow the bus to exit; this will speed up the process. In the afternoons, cars should line up single file in the bus parking lot in preparation for dismissal. Buses will exit first.

CAFETERIA RULES

- **Students must stand in line quietly.**
- **Students must remain seated and are not allowed to return to serving line to retrieve forgotten items or to purchase additional items.**
- **Students must wait for dismissal to put trash and trays in the proper place in the cafeteria.**
- **Students participating in any inappropriate behavior (i.e. horseplay, throwing food or objects) may be suspended.**
- **Parents may bring food or snacks for their student only. State Child Nutrition rules prohibit parents from providing food or snacks to other students between 7:30AM – 3:30PM. Students will not be called from classrooms. Parent should physically hand lunch to student during the student's lunchtime.**

HALLWAY RULES

- **Students must walk on the right hand side of the hallway.**
- **Students must walk directly to their destination.**
- **Students must carry a hall pass when traveling outside of the regular schedule. Students will not be allowed in hallway without this pass. If a student is found in the hallway or in an undesignated area they will be asked to return to class.**
- **Students must show respect to others.**
- **Students must observe Quiet Zones.**

CELL PHONES

Rutherford County Schools Policy

The Rutherford County Board of Education recognizes that cellular telephones have become a method by which people communicate with their children. Due to safety concerns, the board understands the need for parents to stay in contact with their children.

Therefore, it is the policy of the board to allow cellular phones and other wireless communication devices in the schools as long as they are not turned on, handled, or visible during the instructional day or as otherwise directed by local school rules or school personnel. The school principal may authorize use of a cellular telephone when there is a reasonable need for such use. Violations of this policy may lead to disciplinary action against the student for disruptive behavior.

If the phones or other devices are on, handled or displayed during the instructional day or in violation of local school directives, school personnel are to confiscate the phones or other devices. The student's parent or guardian must come to the school and sign for the release of the phone or device. If the student has a phone or device confiscated by school personnel a second time during the school year, the phone or device will not be returned to the student until the end of the school year. Neither school personnel nor the board will be responsible for damage to or loss of confiscated cellular phones.

Use of cellular phones and other electronic devices which emit noise may be prohibited from school buses when safety becomes an issue.

***If a student's phone is confiscated during the school day, the parents/guardians may pick up their child's phone at the end of the school day from an administrator if it is the child's first offense.**

Progressive Discipline Matrix

The Rutherford County Discipline Policy for Grades 6-8 is the official foundational document that governs all local school disciplinary activities. Severe incidents such as weapons, fighting, bullying, threats including physical and cyber, and drugs (illegal, prescription, non-prescription, over the counter), alcohol and tobacco will result in an immediate office referral. Major incidents that occur will not follow each incident of action taken but will result in an automatic action taken as determined by administrative staff based upon the discipline matrix.

Student behavior will be monitored consistently and incidents will be documented for better communication between home and school. We will keep track of the number of times students behave in an inappropriate way, as an incident. These will be cumulative from all classes. A student who has received no incidents for 5 school days will move back up the scale to earlier incidents. Example: A student who has received after school detention for their 4th incident has the potential to move up to the 3rd incident by going 5 days with no documented misbehavior.

1st Incident - WARNING

Action taken: Teachers will issue warning - student will sign

2nd Incident - LUNCH DETENTION

Action taken: Teachers will assign lunch detention.

3rd Incident - PARENT CONTACT BY TEACHER

Action taken: Teachers will contact a parent/guardian regarding their child's discipline status.

4th Incident - PARENT CONTACT & AFTER SCHOOL DETENTION

Action taken: Teachers will contact a parent/guardian regarding their child's discipline status and after school detention will be assigned.

5th Incident - OFFICE REFERRAL (2-3 DAYS ISS)

Action taken: Teachers will send an office referral to administration. An administrator will contact a parent/guardian regarding their child's discipline status and 2-3 days of ISS will be assigned.

6th Incident - OFFICE REFERRAL (3-5 DAYS ISS OR OSS)

Action taken: Teachers will send an office referral to administration. An administrator will contact a parent/guardian regarding their child's discipline status and 3-5 days of ISS will be assigned or OSS will be assigned per administration decision. Teachers will schedule a parent conference to develop a plan of action for the student. Conferences should include a team of teachers, parent, student and administration as necessary.

7th Incident - OFFICE REFERRAL (3-5 DAYS ISS OR OSS) & REFERRAL TO SSMT

Action taken: Teachers will send an office referral to administration and submit an SSMT (Student Services Management Team) referral. An administrator will contact a parent/guardian regarding their child's discipline status and 3-5 days of ISS will be assigned or OSS will be assigned per administration decision.

Incidents will be divided up into major and minor incidents. Four Major incidents (ex. fighting) will result in the student being referred to SSMT. (Student Services Management Team)

Field Trips

Students will not be allowed to participate in school field trips if they violate schools rules that may result in 1 or more of the following:

- 1. Excessive absences (10 or more unexcused)**
- 2. Bus Suspensions – 3 or more suspensions from the bus**

- 3. In School Suspensions — Greater than 6 days**
- 4. Out Of School Suspensions - Greater than 5 days**
- 5. Other serious safety violations**

DRESS CODE

Rutherford County Schools provides a quality instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. This is the responsibility of the student and his/her parent or guardian. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. Student violations of this policy shall be handled by the principal or principal's designee in accordance with the Rutherford County Schools Discipline Policy (Sections C and D).

The following standards apply at all middle schools. Principals may make additions to these standards:

- **Street shoes or sandals will be worn. Shower type shoes or bedroom shoes are not permitted.**
 - **All shirts and/or blouses must meet the top of the lower garment at all times. No bare midriff or Low Cut blouses or shirts will not be permitted.**
 - **No plunging necklines, backless tops, tank tops, spaghetti strap tops, halter-tops, or vests without shirts will be permitted. Shirts must be at least 4 finger widths on shoulders.**
 - **Hats, sunglasses, hair curlers, skullies, picks, do-rags, or head sweat bands may not be worn inside the school at any time. No Sunglasses on top of a students' heads will be permitted.**
 - **No clothing or jewelry will be permitted that display or promote profanity, alcohol, tobacco, drugs, racism, hate, anything perceived as gang related, or anything of a sexual nature.**
 - **Shorts/skort/skirts/dresses should not be shorter than mid-thigh when standing. Excessively tight fitting athletic shorts or pants (ex. spandex) of any kind are not permitted.**
 - **Clothing is not to be sheer or mesh, have excessive holes, or expose underclothing. Undergarments should not be exposed or visible at any time. Tights and leggings are not permitted when skirt doesn't meet required dress-code length.**
 - **Pants/trousers/slacks/shorts must be worn at waist level. Excessively baggy clothing is not permitted. "Sagging" will not be permitted**
 - **Pajama bottoms are not allowed.**
 - **Clothing may not drag the floor.**
 - **Extraneous articles hanging from clothing, such as chains or other articles are considered dangerous and will not be permitted.**
 - **There shall be no jewelry affixed to a student's nose, tongue, lip, chin, cheek, or eyebrow.**
- The ONLY piercings allowed are ear piercings.**

Exception to these standards for specific events or activities may be made only at the discretion of the principal. Requests for cultural, medical exceptions or sincerely held religious beliefs will be considered and/or honored on an individual basis.

Faculty and staff members are expected to follow dress code policies for all K-12 schools to set the proper example for our students.

UNACCEPTABLE ITEMS

Do not bring to school or have in your possession or in your locker any of the items listed. Possession of the below items or other items deemed inappropriate by the principal could result in confiscation of the item, suspension, or expulsion based on the Rutherford County School Discipline Policies for Grades 6-8.

Gun (including toys)	Weapon
Explosive device (including firecrackers)	Knife of any kind
Drugs (illegal, prescription, non-prescription, over the counter) Drug paraphernalia	Drug
Blankets, Quilts, or Throws	Laser Lights

TOBACCO POLICY

Rutherford County Schools is a TOBACCO FREE system. No student in the Rutherford County School System may have in their possession any tobacco product (or items used with the products) during or after the school day on school property. The school day is from the time a student boards a bus or arrives to school by private vehicle until the student leaves the campus or exits the school bus. Participating in an athletic or any school-sponsored activity after school or on the weekend is considered part of the school day and school rules will apply.

- FIRST OFFENSE: 2 days out of school suspension**
- SECOND OFFENSE: 4 days out of school suspension**
- THIRD OFFENSE: 8 days out of school suspension**
- FOURTH OFFENSE: Long Term Suspension**

SCHOOL WIDE RULES

- Students must be on time to class and prepared to learn. (Laptop charged, pencil, paper, positive attitude, completed homework, etc.)**
- Students will be respectful of faculty, staff, students and school property.**
 - Students must not engage in bullying of any type. (physical, verbal, emotional, cyber, social, etc.)**
 - Students must have a hall pass with designated location when in the hall during class time and must not be in unauthorized areas.**
 - Students will observe hallway conduct rules.**
 - Students must not engage in horseplay (pushing, shoving, grabbing, slamming, chasing, etc.).**

Consequences: Refer to the Progressive Discipline Matrix

Note: For severe infractions an office referral may be warranted.

SCHOOL SAFETY

School Resource Officer

A School Resource Officer (SRO) is a Deputy Sheriff who is employed by the Rutherford County Sheriff's Department. These officers are placed in schools to help create and maintain a safe, secure, and orderly environment. Resource Officers are also here to interact with students and to help build rapport between students and law enforcement. Resource Officers will investigate all incidents or complaints of criminal or unlawful activity and will take appropriate action if necessary and will pursue criminal charges or court actions.

Disruptive Behavior

To help ensure the safety of all students, students engaging in a fight may be charged with disorderly conduct.

Surveillance Cameras

Chase Middle School is equipped with 24-hour video surveillance.

Crisis Plan

In accordance with School Board Policy, Chase Middle School has a Crisis Plan. Part of this plan addresses an intruder situation. Throughout the year, the students will practice various safety drills (i.e. fire, tornado, lockdown).

COUNSELING and GUIDANCE SERVICES

The Counseling and Guidance Program at Chase Middle School is available to help students, parents, and teachers have a more positive learning experience. Because we understand the unique developmental needs of our population, our program offers a variety of guidance and counseling services and activities. The following services are aimed at helping Chase Middle School students learn and develop to their highest potential:

- **Individual counseling**
- **Small group counseling**
- **Parent & teacher consultation**
- **Group guidance**
- **Information services**
- **Guidance curriculum and materials for teachers to integrate into daily instruction**
- **Student Services Management Team (SSMT) Member - Referrals and Attendance Issues**

COUNSELOR: Rita Turner

All requests to see the counselor will be honored. Every effort will be made to see students as soon as possible and immediately in the event of a crisis.



BUS ISSUES

Safety is our utmost concern with bus transportation. Chase Middle School will abide by the following Bus Discipline Plan. Please note that riding a school bus is a privilege and not a right. All bus discipline decisions will be made with the safety of all students in mind.

1. The number one cause of all school bus accidents in North Carolina is driver distraction. The safety of ALL students who ride the bus is our primary concern.

2. Students who ride the bus will be able to do so without fear of verbal or physical abuse.

Each bus driver will assign seating as they deem appropriate for students. Your support is appreciated in this effort to insure the safety of all students who ride the buses.

3. Students must complete a Transportation Request Form and have it approved by the transportation department before riding on a school bus.

PROVISIONS FOR THE PLAN:

The rules for student conduct will be explained and posted on each bus. In the event a student breaks a rule, the consequences will be consistent for all students. Any decision to remove a student from a bus will be made by the assistant principal or principal only.

BUS RULES: (Follow Directions of the Driver at All Times

- 1. Keep hands, feet, and other objects to yourself and inside the bus.**
- 2. Remain seated at all times when the bus is moving.**
- 3. No loud noises such as shouting, screaming, name calling, music, or cursing are allowed.**
- 4. No pushing, shoving, slapping, or hitting allowed.**
- 5. No sharp objects are allowed.**
- 6. Students must use earbuds when playing a game device or listening to a music device.**
- 7. Students must not use earbuds while unloading the bus.**
- 8. No laptop use**
- 9. No cellular devices**
- 10. Students must have a signed note from parent and approval from administrator, before getting off at an unapproved stop.**

CONSEQUENCES:

Because of the inherent danger associated with misbehavior on the bus, a student may be suspended from school or from riding any bus without warning. The length of the suspension will depend on the severity and repetitive nature of the offense.

NOTE: The North Carolina Department of Transportation Handbook for School Bus Drivers contains the foundational rules of law that governs all local school bus disciplinary actions.

ATHLETICS POLICIES



In order to try-out for any sport, students must have a current physical exam and concussion form on file. Also, parents must provide insurance coverage or purchase school accidental insurance for the student athlete (see insurance information form). There will be no exceptions. The following is the Rutherford County School Middle School Policy for athletic participation.

ACADEMIC

- **All students entering the 7th grade are eligible.**
- **Student may not fail more than one core class to remain eligible. Eligibility is determined by the student's most recent grading period.**
- **Your GPA will be used at the end of the semester to determine state requirement eligibility (2.0) for the following semester.**

BEHAVIORAL

- **First OSS – Student may not participate during the period of suspension.**
- **Second OSS – Student may not participate for the duration of the current sport(s).**
- **Third OSS – Student may not participate in any sports the remainder of the year.**
- **Students assigned to ISS (In School Suspension) may not participate in practice or games during the suspension.**
- **All 7th and 8th grade students are eligible at the beginning of the year.**

ATTENDANCE

- **A student must be in attendance at least ½ day to participate in any sport's activity that day.**
- **A student must be in attendance 85% of the previous semester to be eligible.**

SCHOOL CLUBS AND ACTIVITIES

Many activities are available to the students at Chase Middle School. Athletic teams and some academic competitions are only available to seventh and eighth graders.

ACADEMIC COMPETITIONS

**Battle of the Books (6th)
Battle of the Books (7th and 8th)
Spelling Bees (all)
Quiz Bowl (all)**

CLUBS and ACTIVITIES

**BETA Club (7th and 8th grade)
Builder's Club (all)
Dances (all students by grade level)
Fellowship of Christian Students (FCS) (all)**

**Sporting Events (all)
Student Government (election
only)**

Spanish Club



LAPTOP COMPUTER

Inappropriate use of electronic equipment may result in loss of laptop privileges.

General Information and Terms of Use

Students in Rutherford County Schools' grades 6-12 will have the opportunity to use a laptop during the year at home and at school. Providing laptops for students is a key component of the Rutherford County Schools vision to prepare students for success in a global community.

Each laptop is the property of Rutherford County Schools and is assigned to individual students. As such, possession and use of the laptop is dependent upon each individual student's compliance with the RCS Acceptable Use Agreement, this handbook, and RCS policies. RCS reserves the right to modify the terms of use as appropriate.

Students should never leave a laptop unattended or unsecured. During after-school activities and beyond school hours, every student is expected to maintain the security of his/her laptop. Each laptop has an identifying label. Under NO circumstances is a student to modify or destroy these labels.

To ensure the success of the 1:1 initiative, each middle and high school has a Technology Help Desk. A technician and an Instructional Technology Facilitator are available before, during, and after school hours to assist with laptop related issues.

Rutherford County Schools Student Laptop Acceptable Use Agreement General Purpose and Use

Use of the Internet is vital to 21st century communication and should be an integral component of a 21st century education. Therefore, students will be provided appropriate access to the Internet and other tools such as email, instant message, chat, blogs, and wikis, and will be taught the proper use of these tools within an educational environment. Students have a responsibility to

use technology resources in accordance with the guidelines outlined in this document and the student handbook. Misuse of technology resources by Rutherford County Schools (RCS) students may result in limitations to Internet access or other tools. School administration reserves the right to make decisions regarding access and use.

Guidelines and Responsibilities

Students will:

- **Keep laptop secure and damage free and follow the general care and use guidelines in the student handbook.**
- **Recognize that all Internet and electronic communication access is provided to RCS students for educational purposes. Personal use is acceptable as long as such use does not interfere with instructional use. Personal use must comply with all RCS policies and may not involve activities that are unethical, illegal, immoral, profane, obscene, or pornographic.**
- **Comply with copyright laws and/or fair use provisions regarding the use of pirated or illegal material (including, but not limited to software and music files) as well as the reproduction or dissemination of Internet materials, except as permitted by law or by written agreement with the owner of the copyright.**
- **Comply with federal, state, and local laws prohibiting the intentional use or distribution of obscene, profane, pornographic, discriminatory, or otherwise inappropriate materials.**
- **Recognize that when using school resources for electronic communication, there is no legal privacy interest. The school system may monitor access to student resources to ensure security and performance of computer systems and networks. Upon request by an administrator or teacher, students will make any messages or files sent or received at any Internet location available for inspection. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.**
- **Refrain from activities that could disrupt network functions. Students should not attempt to gain unauthorized access into any network, system, program or account. Students should only install, download, or copy software with the permission of district technology personnel.**
- **Use appropriate language in all communications. Students should avoid using profane, offensive, or inflammatory speech. Personal attacks, threats, or other acts of cyber bullying made while using district-owned technology are prohibited and shall be reported to responsible school personnel.**
- **Exercise caution in revealing personal identification information, such as Social Security numbers, or telephone numbers in any form of electronic communication.**
- **Refrain from using any electronic communication tool provided by the school system to conduct "for profit" transactions.**
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Additional Expectations for Laptop Care/Use

- **Students should always bring their assigned laptop and charger to school.**
- **Students should always use a protective carrying case to transport the laptop.**
- **Students should never carry the laptop by the monitor or while open.**
- **Students should never decorate the laptop with stickers or other materials that would leave residue on the laptop case.**

- **Students should always keep food and drink away from the laptop to avoid spills that could damage the unit.**
- **Students should never access email or chat during school hours that is not provided by RCS**

Warranty and Insurance Coverage

Warranty Coverage:

No fees will be charged to students for problems covered under warranty.

Covered Under Warranty	Not Covered Under Warranty
<ul style="list-style-type: none"> • Laptop hardware failure/defect as determined by RCS (generally no damage due to misuse is visible) • MagSafe charger failure (generally no damage due to misuse is visible) • MagSafe charger cable torn within an inch from block (normal wear and tear) • MagSafe charger magnetic tip pulled off but student still has all parts 	<ul style="list-style-type: none"> • Spills/Liquid Damage • Cracked Screens • Damaged keyboard (more than 2 keys missing or rubber tips missing) • Cuts or tears to power adapter cable more than an inch from block • Missing MagSafe charger magnetic tip • Visible damage due to lack of care or intentional misuse such as excessive dents, scratching, or disfiguration of the laptop case • Loss or theft of laptop, charger, or school issued backpacks/sleeves

****Note:**

- **Problems with laptop equipment must be reported immediately to the school Help Desk. Students should never attempt to repair or reconfigure the laptop. Under no circumstances should the student or any other unauthorized person attempt to tamper with the internal components of the laptop. This will void the warranty and may result in disciplinary action and/or a charge to the student for repair of the computer.**

Insurance Coverage:

The cost will be \$40 for the school year and must be paid within the first 2 weeks of school. Students who do not pay the premium will be Day Users. In the event of damage to the laptop, students that have not purchased insurance may be held responsible for the

full cost of replacement or repair.

Students will pay in full for damages that are less than the insurance deductible of \$50 charged when a claim is made on the equipment. If a student owes insurance premium or deductible fees, they will be placed on Day User status until fees are paid.

Covered By Insurance	Not Covered By Insurance
<ul style="list-style-type: none">• Accidental damages, as determined by RCS, in excess of \$50 such as<ul style="list-style-type: none">o Spills/Liquid Damageo Cracked Screenso Damaged keyboard or trackpado Laptop case/port damage • Damage to laptop caused by events such as fire or natural disaster • Loss or theft of laptop (police report required for documentation of theft)	<ul style="list-style-type: none">• Damages that do not exceed \$50• Lost or stolen adapters • Damage determined by RCS to be beyond normal wear and tear from unreasonable use • Blatant damage/disfiguration intentionally caused by the student (police reports may need to be filed in such situations and students may be held accountable for full replacement cost of the laptop; student should be disciplined as they would be for any other destruction of school property per RCS Policy Code 4330 - "Theft, Trespass, and Damage to Property")