

**Parent Guide
And
Student Handbook
2018-2019**

**Robert F. Munroe Day School
Accredited by the Florida Council of Independent Schools,
Southern Association of Colleges and Schools,
and the Florida Kindergarten Council**

**Main Campus
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Quincy, FL 32352
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Admissions Telephone: 850-856-5500**

**Kindergarten
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Quincy, FL 32351
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www.rfmunroe.org

The Robert F. Munroe Day School admits students of any race, color, national and ethnic origin and extends to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

Last Revised July 27, 2018

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Dedication

Robert F. Munroe Day School was founded, established and made a reality by a group of dedicated citizens with the help and support of many friends. The late Mr. Robert Fraser Munroe, in memory of whom our school is named, was a driving force of that group. In 1968, the corporate predecessor of Robert F. Munroe Day School, was founded and named Gadsden Day Schools, Inc. Following the sudden death of Mr. Munroe, the school was officially changed to Robert F. Munroe Day School. The Mt. Pleasant site was purchased and the school became a reality with grades 1-12 opening August 1970. Among the members of the corporation Board of Directors, who worked so unselfishly to make Robert F. Munroe Day School a reality, were the following.

Robert Fraser Munroe	C.R. Shaw, Jr.	George E. Johnson, Jr.
Adrian C. Fletcher	Barry Ottinger	E. Hentz Fletcher, Jr.
Luther E. Poppell	John Suber	H. A. Parramore
E.E. Gay, Jr.	Mitchell N. Drew	Daniel Miller
R. H. Strickland	Jack A. Harnett	Mary A. Duncan
Julian Davis	Albert Bass	W. T. Laslie
J. Howard Woodward	Harry Bassett	

The Board of Trustees

Julie Baroody, President
Mary Alice Tiller, Vice President
Jeff Bedenbaugh, Treasurer
Wil Hinson
Joe May
Ivie Hackney
Rusty Edwards
Fred Harris
Ashley Sirmans
Alex Sink
Monica Clay
Neal Faircloth

BOARD COMMITTEES

NOMINATING COMMITTEE (COMMITTEE ON TRUSTEES)

Meeting Dates: October 15th and February 18th

Each year, the Nominating committee presents names of individuals to consider to fill vacancies on the Board of Trustees. Nominees are presented at the annual meeting of the Corporate Board for a vote. The Nominating Committee also recommends nominees to hold officer positions on the Board of Trustees. Officers are elected by a vote of the Corporate Board at its annual meeting. In the event of an

unscheduled vacancy on the Board of Trustees, the committee will convene and present candidate(s) who are current members of the Corporate Board to the Board of Trustees for consideration to fill the term until the next annual meeting of the Corporate Board. This committee will also advise on Board member development, education and self-evaluation. The Nominating Committee will ensure that the RFM Bylaws are up to date and recommend amendments for vote at the annual meeting of the Corporate Board President appoints members from Corporate Board and Board of Trustees annually according to RFM Board Bylaws.

FINANCE

Meeting Dates: October 17 th , December 17 th , April 17th

The Finance Committee works closely with the school finance office and Certified Public Accountant on all school related financial activities. The Committee oversees the maintenance and administration of all school financial accounts. They provide monthly financial reports to the Florida Council of Independent Schools and to the Board of

Trustees. They assist in developing and overseeing a 3-5 year financial plan including tuition, salaries, etc. The Committee researches trends and demographics to ensure that school is reaching intended constituencies. Oversees school related investment accounts. Maintains and enacts procedures and policies conducive to sound financial practices.

DEVELOPMENT (FUNDRAISING AND OUTREACH)

Meeting Dates: October 16 th , December 16 th , February 20 th , April 16th

The Development Committee works with administration to set goals for the Annual Campaign each year. This committee is responsible for the oversight and coordination of the Annual Campaign and any Capital Campaign that the school conducts. Coordinate with school administration and the Board of Trustees on developing robust partnerships in the community that will benefit the school.

Develop an outreach plan designed to increase positive community awareness of the school among all constituencies. This Committee will also oversee compliance with FCIS accreditation standards relating to Development.

STRATEGIC PLANNING

Meeting Dates: October 18 th , February 21 st , April 18th

This Committee works with administration to develop, oversee and implement a 5-year strategic plan that encompasses all areas of the School, including School Mission and Vision, Academic Goals, Fiscal Goals, Implementation/Evaluation Strategies and Strategic Planning strategies for the future.

SCHOOL RELOCATION TASK FORCE

Meeting Dates: To be announced as needed

This task force will collect data to guide the decision-making process which will determine a new location for the School. The task force will look at demographic data, as well the feasibility of available locations to determine the best location(s) for the School and make recommendations to the Board.

CAMPUS PLANNING

Meeting Dates: December 15 th , April 15th

Work with administration to create a campus master plan for the new location of the school in consultation with architects and builders. Oversee the implementation and building of the campus master plan.

Committees are made up of members of the operating board, faculty/staff, and active parents of our community. The goals of these committees are to operate, guide, and enforce both the common good of Robert F. Munroe Day School and the written rules of the school. They also provide support for future decision making and long range planning for the operating board.

School Motto
Munroe - The Place to Grow!

School Mission Statement

Robert F. Munroe offers a challenging, well rounded curriculum taught by enthusiastic and qualified personnel in an atmosphere of mutual respect that fosters supportive parent/teacher/student communication and encourages academic and personal growth for all students.

Philosophy

The board, faculty, and staff of Robert F. Munroe believe that the function of the school is to develop in the student an understanding of his or her personal worth and the worth of all individuals, to promote the command of fundamental processes, to develop an awareness of the privileges and responsibilities of a citizen in a democratic society, to develop ethical character through spiritual and moral principles, to develop wholesome habits of health and wise use of leisure time, to encourage responsible home membership, and to encourage worthy use of self-discipline which fosters pride in self, family, school, and country.

Objectives

1. To provide the forum for a challenging educational experience in both the teaching and learning of the basic skills of reading, writing, arithmetic, and sciences.
2. To provide opportunities for students to improve skills in listening, reading, speaking, and writing.
3. To teach so that students will understand, appreciate, protect, and preserve the environment, understand scientific progress in the world, and learn to think clearly and logically.
4. To develop appreciation of a democratic society through knowledge of the principles and the responsibilities of our government system.
5. To promote emotional maturity of students through understanding, guidance, and encouragement.
6. To provide learning experiences that will enable students who will continue their formal education to succeed in colleges, technical schools, and other vocational schools, and which will enable students whose education will terminate with high school to successfully pursue Life's goals.
7. To guide students in choosing vocations, careers, and establishing life goals.
8. To help students assume responsibility and appreciate the dignity of work.
9. To provide experiences, activities, and leadership which promote moral and spiritual development.
10. To provide training for good health habits in all courses, but especially physical education, biological science, and enrichment.
11. To provide and develop opportunities for cultural growth and appreciation through art, literature, humanities, and extracurricular activities.

With the assistance and support of the parents, we hereby dedicate our total energies and continuing efforts to implement these objectives, with the determination to provide a positive program of *QUALITY EDUCATION*.

ALMA MATER

*In Mount Pleasant, all will see
Shaded under old oak trees,
Standing tall with Southern grace
RFM, that special place.
When our fathers built this school,
Honor was the golden rule.
Help uphold her every day.
Let's preserve our red and grey.*

RFM Fight Song

*Cheer for the red and grey
Waving forever.
Pride of old RFM may she
Rule forever.
We'll sing a song for that flag today
Cheer for that team to play.
On to the goal we'll fight our way
For RFM.... Hey!*

RELIGIOUS AFFILIATION

Since its founding almost 50 years, the school has been focused on a mission of providing the best college preparatory education in the area, with a well rounded curriculum, developing students with ethical character through spiritual and moral principles. The school is not associated with any specific faith and operates under the philosophy of inclusion and acceptance, regardless of personal religious convictions.

Honor Code

Honor code offenses include, but are not limited to cheating, forgery, lying, stealing, and plagiarism. Possession of a cheat sheet or illegal testing material or information is an honor code violation. **Violations of honor code are cumulative for student's 1st-5th, 6th-8th, and 9th-12th grades, with the exception of honor classes which will be cumulative for 6th-12th grades.**

Definition of Plagiarism: All work submitted with the student's name on it is assumed to be the work of that student and that student alone. The ideas and the manner of expression of those ideas are understood to be the original work of the student, except where the student specifically acknowledges the words, phrases, sentences, and another person. The proper form of citation and specific examples will be found in the resource recommended by the assigning instructor. Copying work from other sources and changing words or sentence order is plagiarism.

1st Infraction

The first honor code violation will result in the student's receiving an F for the grade involving the violation and one full day of ISS. The student will not receive an academic achievement award in the subject in which the honor code violation occurred. The student's Beta Club membership is affected according to the Beta Club bylaws.

2nd Infraction

The second honor code violation will result in the students receiving a F for the grade involving the violation and two full days of ISS. The student will be denied incentive day for one calendar year from the date of the infraction. The student will be suspended from official representation of the school for two RFM affiliated events designated by the school (educational and non-educational).

3rd Infraction

The third honor code violation may result in the expulsion from Robert F. Munroe Day School.

Elementary Honor Code

The classroom teacher, Dean of Students, and Head of School will handle honor code violations in the elementary school.

Honor Board

Each year a group of students will be selected to serve on an Honor Board. The board is comprised of students grades 6 - 12, with the seniors serving as Senior Prefect. The board is charged with educating, promoting, and enforcing a safe environment for all of our students.

When the school administration feels that a rule violation disrupts the supportive and safe nature of our student body, an honor board hearing may be called. The honor board is then convened to arbitrate the violation and issue recommendations to the school administration. All honor board meetings are held in the strictest of confidence. The school administration makes the final decision in all matters.

Academics

ADMISSIONS POLICY

The school reserves the right to rescind an invitation for admission if a student or parent misrepresents themselves or any information given to the interview committee or written on the application.

I. Admissions Policy: Kindergarten

1. Applicants must be 3, 4, or 5 years old on or before September 1 of the school year to enter K-3, K-4, and K-5 respectively. Additional evaluation of readiness may be required. All children must be toilet trained.

2. Because of limited enrollment, early application is essential. Enrollment of other family members at RFM does not automatically guarantee a place for a younger child in kindergarten; even though special consideration will be given these students whenever possible, they should apply at least one year in advance.
3. Final decision as to admission will be made by the Head of School.

II. Admissions Policy Grades 1-5

1. Applicants must successfully complete an entrance test (\$50.00 non-refundable testing fee required.)
2. Applicants must provide transcript(s) from previous school(s).
3. Applicants may be asked to complete reading and or/math assignments from prospective teacher.
4. Personal Interview
5. Acceptance will be made by the Admission Committee.
6. Final decision of an appeal for entrance will be made pending conference with parents and Head of School.

III. Admissions Policy: Grades 6-12

Final recommendations and decisions on individual students will be made by the admissions committee after a thorough review of the following items.

1. Demonstration of ability to do acceptable academic work as evidenced by an official transcript of grades from school(s) last attended.
2. Results of scholastic aptitude tests administered by Robert F. Munroe Day School (\$50.00 non-refundable testing fee required.)
3. A report card of previous work must be presented before admission.
4. Personal interview
5. Availability of space

IV. Robert F. Munroe Day School offers no special education programs for exceptional students.

The admissions committee will place all new student on academic and /or disciplinary probation depending upon information received. The probationary period may last through the new student's first year at RFM. After each grading period, the admissions committee will review the academic and behavioral performances of the students on probation to determine if students should be removed or remain on probation.

HOME SCHOOL AND NON-ACCREDITED SCHOOLS

Students transferring from a bona fide home school education or non-accredited school program shall have those years of attendance waived in lieu of receiving transfer credits and be placed a level/grade appropriate to their documented performance/evaluation. The Head of School shall administer appropriate tests and consider other educational data deemed suitable to determine the validity of the work or credit

ACCEPTANCE

The student must submit a writing sample on a subject chosen by the committee. The student must meet with the admissions committee and take subject area and ability tests if the committee deems necessary. Students entering from a home school or non-accredited school will be placed on probation for at least the first nine weeks. At the conclusion of the first nine weeks, the probation will be reviewed with the option to be removed from probation, remain on probation, or be placed at a different grade/subject level.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

ROBERT F. MUNROE FINANCIAL ASSISTANCE

Financial aid is available. The school uses "Smart Aid". These forms are available online in January. Financial assistance is awarded based on available funds and the recommendation of the Smart Aid after review and recommendation by the Head of School and final approval by the Scholarship Committee.

Financial Aid is given on a rolling basis. The sooner a family's applies for Financial Aid, the better chance that the school will have money available. Families must reapply each year.

In addition to demonstrating financial need, the following criteria will be considered:

1. Good Student Standing
2. The student abides by the school rules as outlined in the Parent Guide and Student Handbook.

A student receiving financial aid must maintain a current account status, and his or her account must not become delinquent over 30 days at any time during the school year. Financial assistance will be revoked on an account over 60 days past due.

Community Service Hours

Community service hours **earned during the school year** should be turned in to the appropriate organization for record keeping (i.e., Anchor Club, Key Club, Beta), which will be reported to the RFM college counselor at the end of the school year. **Community service hours earned during the summer must be turned in to the RFM counselor by September 1st of the new school year.** All hours must be documented by a supervising adult. To ensure proper accounting of hours a letter from the receiver of the service, on letterhead stationery or official form, must document the number of hours and the service rendered with the signature included of the supervising agent for the work done. No hours will be considered a "community service" hour which earn money or are part of an organization's required activities.

ACADEMIC REQUIREMENTS FOR GRADUATION

All graduating students are required to take the ACT or SAT college entrance examination prior to graduation. A student may participate in all commencement activities if he or she is able to make up missing credits in those subjects previously taken during the regular school year if completed

during the summer before the first day of RFM fall classes. These credits must be made up in the summer school following graduation in order to receive an RFM diploma.

Beginning in 2018-2019 - Clubs and sports for students in grades 9 - 12 are included on all student's transcripts. Sports and clubs will receive the following designation at the end of each semester or season:

O - Student participated and was a Captain or Officer.

S - Student participated successfully.

U - Student join but missed an unsatisfactory number of practices, games, meetings, or activities.

W - Student initially join but then withdrew from the club or team.

HIGH ACADEMIC DIPLOMA

Cumulative weighted grade point average must be at least a 2.5 on a 4.0 scale for those courses taken at RFM. Beginning with the graduating class of 2020, the weighted **GPA requirement increases to 3.5.**

Beginning with the graduating class of 2020, students must complete **100 hours of community service** to receive the High Academic Diploma.

Class of 2020, Class of 2021 Requirements

COURSE	CREDITS REQUIRED
English	4
Mathematics	4
Science	4
Social Studies	4
Foreign Language (Same Language)	2
Physical Education or 1 season of a varsity sport or 3 seasons of a JV	0.5
Health, HOPE, or Life Skills	0.5
Performing, Visual, or Computer Arts	0.5
Any Technology or Programming Course	0.5
Electives	4
TOTAL	24

To be eligible for a High Academic Diploma, valedictorian, salutatorian, and any top five honor designation, a student must have attended Robert F. Munroe for his or her entire junior and senior years, and must have met all of the above listed requirements for High Academic Diploma, and have no course grade below a C from the ninth through twelfth grade.

ACADEMIC DIPLOMA

Cumulative weighted grade point average must be at least 1.5 on a 4 point scale.

Class of 2020, Class of 2021 Requirements

Course	CREDITS REQUIRED
English	4

Mathematics	4
Science (must include 1 credit of Biology)	3
Social Studies (must include credits in World History, American History, Government and Economics)	4
Physical Education or 1 season of a varsity sport or 3 seasons of a JV	0.5
Health, HOPE, or Life Skills	0.5
Performing, Visual, or Computer Arts	0.5
Any Technology or Programming Course	0.5
Electives	7
Total	24

Note: Two years of a foreign language is a requirement for entry in a Florida university and is highly recommended.

BASIC STUDIES DIPLOMA

A student otherwise qualified and deserving who has successfully passed all required courses for the Academic Diploma and successfully completed at least 24 units of study, but who has less than a 1.5 overall average will be awarded the Basic Studies Diploma. If a student fails to meet the 30% score on either the ACT or SAT, they will receive a Basic Diploma, regardless of GPA.

***Dual enrollment courses receive college credit from Tallahassee Community College.**

****College Prep (CP) classes use the AP curriculum and require students to take the AP Exam.**

FLVS classes are free to Florida residents, but tuition is charged to students on a State scholarship (McKay) and out-of-state students. Parents are financially responsible for any differences in scholarship proceeds or charges made to the school for out-of-state students.

Students may also enroll in **AP courses** not offered at RFM through Florida Virtual School (pending administrative approval).

The drop and add period for any course will be the first week of each semester **(this includes dual enrollment classes and FLVS classes.)** FLVS and DE classes must be completed by the end of the RFM semester.

No credit will be awarded for full credit classes (year-long) until the class is completed

Dual Enrollment

Dual enrollment is a program that allows high school juniors and seniors (exceptions may be made at the discretion of HOS) to simultaneously earn college or vocational credit toward a postsecondary diploma, certificate, or degree at a Florida public institution that will also count as credit toward a high school diploma. To be also eligible for dual enrollment the following requirements must be met.

Web-based courses may require special software-hardware that RFM cannot provide. In such cases the students will be expected to provide the needed/ required equipment for the successful completion of the course.

Courses taken under the dual-enrollment program receive both high school and college credit. One college credit is earned for Tallahassee Community College (TCC); however, 0.5 credit is earned for high school diploma. Grades received in dual enrollment will count toward the student's GPA. If the same course is offered at Robert F. Munroe Day School and on the campus of Tallahassee Community College (TCC), the student must take that course at RFM. Before registering to take courses at Tallahassee Community College, a student must be registered to take dual-enrolled courses offered at RFM. Dual-enrollment courses taken on campus at RFM will be designated as honors classes. Since TCC requires the Head of School to certify that a dual-enrollment course will also receive high-school credit, the Head of School must approve all courses taken at TCC prior to the student's registering for a course. Courses taken on the TCC campus and online are charged a fee that will be charged to the student.

Requirements for Dual Enrollment

1. Have a 3.0 unweighted grade point average to enroll in college credit courses or a 2.0 unweighted GPA to enroll in Vocational certificate courses.
2. Pass the appropriate sections of college placement tests.
3. Meet any additional admission criteria set by the post-secondary institution.

The dual enrollment program is an opportunity to take challenging courses and accelerated education opportunities. Students who successfully complete dual enrollment courses will save time toward their college degree. Dual enrollment courses are college courses and as such become a part of the student's permanent college transcript and begins the college GPA. Students should understand that the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses.

Students enrolled in off campus dual enrollment are required to leave campus during the time period they will be attending dual enrollment classes. This is applicable even on days the student may not have classes at the college. For example, if a student has an English course at TCC from 1:00 p.m. until 2:00 p.m. every Tuesday and Thursday the student will be required to be off campus from 1:00 p.m. until 2:00 p.m. on Monday, Wednesday, and Friday. A student may not remain on campus unless they are enrolled in a class at RFM or assigned other duties by the Head of School. The Head of School has sole discretion in determining whether a student may remain on campus.

ACADEMIC POLICY

To be classified a sophomore, a student must have earned 5 credits; to be classified a junior, a student must have earned 11 credits; to be classified a senior, a student must have earned 16 credits; To graduate a student must earn 24 credits.

Exemption Policy: Seniors may exempt any second semester exams with a 90% (A-) average in the course for the year.

Academic Honor Cords will be awarded for academic achievement by nationally recognized organizations and by the Head of School for a senior who has earned High Academic Diploma.

Graduating seniors are required to participate in Class Night and Graduation practices and ceremonies. Juniors are required to participate in and attend Prom.

To enter a four-year Florida university, a student must have two credits in the same foreign language. If the credits are not secured in high school, they must be taken at a community college for admission to a state university. Because of this, all students at RFM are encouraged to take Spanish. Credits will be issued using the same policies as in all other classes. However, in order to advance to Spanish II, a student must have a yearly average of “C” or better or must have special permission from the instructor.

To be graduated from Robert F. Munroe Day School, a student shall be required to take and successfully complete physical education requirements, unless such student is unable to participate for medical reasons or has played a season of a school sponsored sport. A student claiming medical deferment shall be required to furnish a medical statement certifying such inability to participate. Participation in varsity sports can satisfy this requirement. See graduation requirements.

If a student is **academically retained** in any grade, he or she will be placed on probation, and if at the end of the following year the student’s performance is not satisfactory for promotion, he or she will not be allowed to return.

Except for courses taken prior to transfer to Robert F. Munroe Day School, **no high school level academic courses offered at Robert F. Munroe Day School may be taken for credit for the first time at another institution except during the summer, and only if RFM does not offer the course during the summer.**

To receive credit for non-academic courses taken at another institution, a student must obtain prior approval of the Head of School. One such course may be taken during the freshman and sophomore years, and one such course may be taken during the junior and senior years to be included in the cumulative total credits earned at Robert F. Munroe Day School. A maximum of two such credits is allowed.

After enrolling at Munroe, high school academic and non-academic courses earned at **another institution will not apply toward the High Academic Diploma with the exception of preapproved credit granting summer programs that are part of a rigorous college readiness program. These courses will be weighted as honors courses.**

It is essential that students and parents understand that work required by Robert F. Munroe Day School takes priority over all other, and a course taken elsewhere should in no way interfere with Robert F. Munroe Day School requirements.

Grades made in academic courses taken for the second time at any academically accredited institution will be transferred as no higher than a “C”. Beginning in 2017-18 the replacement grade will be averaged with the former grade and the transcript updated with the higher grade. It is the

Head of School's decision to accept or reject **summer school credits. Permission must be given before the class is attempted.**

Beginning in 2017-2018, high school courses can be retaken, with the new grade replacing with the old grade if the course is taken at RFM. Credit will only be given once. For example, a student getting a C in Alg I could retake a year of Alg I with an A average. The student's transcript will reflect the A grade, but will only get 1 years credit for the two years taken. The previous grade will still appear on the transcript but will not be averaged into the GPA.

Beginning in 2017-2018, if a high school course is retaken at another institution, for example with a FLVS course or at another school, the new grade and old grade will be averaged together.

Any student interested in accelerating in the math program may, with math department and administrative approval, enroll in the FLVS in order to complete the prerequisite coursework needed for enrollment in an honors math class.

CRITERIA FOR RECOMMENDATION TO 8TH GRADE ALGEBRA I HONORS:

It is the goal of the mathematics department to provide each student with the opportunity to receive the level of instruction which, in the long term, is most beneficial for that student. A student must meet two of the three criteria to be accepted.

1. "A" average in mathematics for 7th grade.
2. "B" average in honors mathematics for 7th grade.
3. A score of 70th percentile or greater in total math battery on standardized achievement testing or a score of 70th percentile or better on the Orleans Hanna Algebra Prognosis Test. Students will take both tests.
4. Teacher recommendation. For any Algebra I Honors students who earn below a "C" (75) semester average, it is recommended that he/she repeat Algebra I as a ninth grader.

ACADEMIC FAILURES AND PROBATION

Students in grades 1-5 who fail two years will not be allowed to return to RFM.

The elementary grades provide a time for thorough evaluation of student's maturity, ability, and academic progress. RFM may require a student to repeat a grade if it is deemed in the best interest of the student based on the professional judgment and experience of the faculty and administration.

Students in grades 6-8 who fail two years will not be allowed to return to RFM.

Failing two of the five academic courses each year will result in the student being retained. If a student is retained academically in any grade, he or she will be placed on academic probation the following school year.

Junior students transferring from an accredited school and entering the 12th grade at RFM may receive an RFM diploma, but they will not be included in the class ranking and/or valedictorian or salutatorian. Students transferring from a home school or non-accredited school into the 11th or 12th grade by the beginning of the second nine-weeks may receive an RFM diploma, but they may not be included in class ranking and/or valedictorian or salutatorian.

Students in grades 6-8 who fail math will be mandated to pass math in summer school through Florida Virtual School or approved tutoring with RFM teacher.

Averaging Grades

Nine-weeks, semester, and yearly averages are computed using numerical grades. Semester grades are computed using a 40-percent weight for the first nine-weeks, and 40 percent weight for the second nine-weeks, and a 20 percent weight for the semester exam. Final grades are computed by averaging the two semester grades and a semester exam. RFM transcripts sent to colleges and universities use a weighted, 4-point GPA system. Grades are reported to colleges as semester and final grades. Quarterly grades are not present on the transcript.

Academic Advisor

Students in grades 6 - 12 are assigned an academic advisor. The Academic Advisory meets two times a week to allow students and the advisors review topics related to grades, homework, studying, life skills, course selections, course readiness, college readiness, college placement, honor, and athletics. The academic advisor is an advocate for the student and works closely with the student's teachers to assure that the student is being supported.

College Counseling

The student's progress towards college is overseen by a college counselor at the school. Working closely with the student, Academic Advisor, parents, and college admission departments, the college counselor assures that the student has a full understanding of the application process, is guided in choosing the right colleges and scholarships to apply for, and manages the school's responsibility to assuring the colleges get all the information they need to make an informed decision.

Pre 2018 - 2019 Grading Scale and Promotion

Weighting: Dual Enrollment, Honors, CP, and AP classes are all weighted 1 point.

Classes taken on or after 2018 - 2019 Grading Scale and Promotion

Weighting: Dual Enrollment, CP, and AP classes are all weighted as follows for grades C- and higher.

Letter Grade	Percent Grade	4.0 Scale	Dual & AP Weighted	Honors Weighted
A+	97-100	4.2	5.3	4.7
A	93-96.99	4.0	5.0	4.5
A-	90-92.99	3.7	4.7	4.2
B+	87-89.99	3.3	4.3	3.8
B	83-86.99	3.0	4.0	3.5
B-	80-82.99	2.7	3.7	3.2
C+	77-79.99	2.3	3.3	2.8
C	73-76.99	2.0	3.0	2.5
C-	70-72.99	1.7	2.7	2.2
D+	67-69.99	1.3	1.3	1.3
D	65-66.99	1.0	1.0	1.0
D-	60-64.99	0.7	0.7	0.7
E/F	Below 60	0.0	0.0	0.0

Grades 6-8

Promotion will be determined by averaging both semesters. A student must pass four of the five academic courses to be promoted.

Grades 9-12

If a student passes the first semester of a course and fails the second semester, the student will be granted only one-half course credit which will not count toward cumulative total until he or she has fulfilled requirements for the second semester. If a student fails the first semester and passes the second semester with a yearly average of at least 65, he or she may be granted full course credit. If a student fails first semester and passes second semester with a yearly average less than 65, no credit will be given until the first semester is satisfactorily completed.

Beginning in 2017-2018, both semesters will be averaged to determine promotion. Credit will be given if the average is at least 65.

GRADE REPORTS

Report cards are available every nine weeks upon request. Because RFM is "Going Green" we ask that parents use the parent portal online to review grades and reports. A progress report will be ready at the end of the fourth week of each grading period.

HEADMASTER'S LIST: All A's in all subjects when all marking periods are averaged (Year-end grade).

HONOR ROLL: No grades lower than "B- " when all marking periods are averaged(Year-end grade).

HOMEWORK

Length and difficulty of assignments vary according to grade level and subject matter. Students are expected to complete all assignments satisfactorily and on time. Weekly assignments are provided to all students online. All work missed during absence must be made up promptly. Late work may be penalized, and disciplinary action may be taken for chronic offenders.

Homework is the student's responsibility. However, parents are asked to:

1. Show interest in their child's work and school life.
2. Be available for questions and periodic review.
3. Help their child establish a study routine.
4. Check papers if their child is having difficulty.
5. Check the website for class assignments.

Parents may write a note requesting to see any test that was not sent home, and a meeting established to allow the parents to review.

Homework is used to reinforce learning, studying, and develop good habits. The school looks to the 10 minute per grade guideline when assigning homework. This states that a student should have about 10 minutes per grade worth of homework in grades 6 - 12. We do realize that students work at different paces. If a student is spending more time performing homework than the guideline

listed above, the student should work with their Academic Advisor to review the situation. If formal homework is not assigned, students should use this time to study.

For grades 5 and under homework should be limited to no more than 30 minutes. If a student spends 45 minutes but is not able to finish, they should stop and parents should inform the teacher.

Any extended projects, such as term papers or science projects, which are not turned in or not completed, will result in an incomplete grade until the project objectives are satisfied. Grades will be lowered by one letter grade for each day the project is late. Absences during the week prior to the project due date may require a doctor's excuse. The need to study for a test or complete an upcoming assignment does not excuse a student from athletic obligations.

SUMMER READING AND MATH

Beginning in the summer of 2018, a comprehensive summer math and reading program will be offered to families, but will not be required. AP, CP, and Dual Enrollment may offer limited summer assignments to assist in the fast pace of the courses, but students will be given limited time once school begins to complete these catch up assignments.

RECOMMENDED COURSE ENROLLMENT

Note: While the school does not maintain a maximum enrollment, and makes no promises to cap courses, we attempt to hold the classes as close as possible to 18 or less per class.

DISCIPLINE

Since the life of the school is dependent on the fact that we maintain a studious atmosphere, excellent citizenship standards will be required of all students. **To this end, the school reserves the right to exclude, dismiss, or discipline, at any time, any student whose conduct, influence, spirit, industry, progress, or academic standing is undesirable or unsatisfactory.** We demand that all students respect the right of others to obtain an education.

All students are expected to use common sense in their dealings with each other and not injure themselves or the school facilities or reputation. The school does take an interest in students' behavior off campus in that it might be detrimental to the students' personal lives as well as the good name of the school.

Discipline may include after school detention, Saturday work detention, suspension, or expulsion. In addition, the student may be prohibited from representing RFM in any manner for a designated period. If violations are significant, the Head of School may expel the student.

Definitions

(As used in this section)

Harassment Defined

Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile

environment for the victim. Harassing behavior may include, but is not limited to epithets, derogatory comments, slurs, lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. The hostile environment can be created through pervasive or persistent words or acts or a single incident, if sufficiently severe. Harassment may result in explosion if the age of the offender and intent of the offender is determined to such that harm to another student was intentional.

Bullying Defined

Bullying is deliberately hurtful behavior repeated often over a period of time or on isolated occasions, by which somebody intimidates or harasses another. Some acts of bullying are simply one student or group of students exercising power and control over another student or group of students either in isolated incidents or through patterns of harassing or intimidating behavior. Bullying can take many forms including any combination of physical, emotional, and verbal abuse.

Intimidation Defined

Intimidation is the use of fear or threat(s) to make others do what one wants. This may be fear of physical abuse, humiliation, loss of property, or the fear of harm to friends or loved ones. Some instances of bullying exemplify intimidation (e.g., stronger person makes weaker one fearful). Intimidation can be a threatening act or communication.

Discrimination Defined

Discrimination involves making distinctions between individuals or groups so that preferential treatment is given or denied. Types of discrimination include preferential treatment based on race, gender, religion, personal characteristics, national origin, sexual orientation, behavior, age, and political views.

Sexual Harassment Defined

All persons associated with the school are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or,
3. Such conduct is sufficiently severe, persistent or pervasive so that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment. Examples of sexually harassing conduct include, but are not limited to:
 - deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations, such as patting, pinching, or constant brushing against another's body;

- suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats concerning, for example, one's grades or employment status;
- pressure for sexual activity;
- continued or repeated offensive sexual flirtations, advances or propositions;
- continued or repeated verbal remarks about an individual's body;
- sexually degrading words used toward an individual or to describe an individual; or,
- the display of sexually suggestive objects or pictures.

Individuals who instigate sexual harassment will be subject to disciplinary action.

Profanity Defined

Profanity, as used in this section, includes, but is not limited to, words and phrases containing commonly known "curse," "cuss," or "swear" words; vulgar, crude, abusive, or offensive language; or such language which is of a nature to corrupt the public morals or outrage public decency.

PDA Defined

Public Display of Affection includes, but is not limited to, touching, kissing, groping or cuddling while on campus or at school sponsored events.

DISCIPLINARY PROCEDURES

A system of after-school detentions and suspensions will be used to develop better self-discipline. Detentions will be held one day each week for one hour after school. A form or email will be sent to the parents designating the date. Students will report to detention prepared to work in assigned areas. Students must report to school at the given time assigned by the administration. Transportation before or after detention is the responsibility of the parent and/or the student. Failure of the student to report for assigned detention will escalate punishment to the next level, in addition to current punishments, according to detention chart on this page of student handbook.

Detentions are cumulative for the school year and will be tracked by the school. The following are disciplinary guidelines to be applied upon administrative discretion: Administration reserves the right to exclude, dismiss, or discipline, at any time, any student whose conduct, influence, spirit, industry, progress, or academic standing is undesirable or unsatisfactory. Note that any infraction could result in expulsion of the offending student as determined solely by the Head of School.

Investigative Procedure

When a rule violation is believed to have occurred, an investigation will begin. Typically a faculty or staff member will submit an infraction form. The Headmaster's designee will have the student and any witnesses meet to discuss the incident. At the end of this process the student and parents will be informed of the findings and possible punishments. While every effort will be taken to inform parents of all the children involved in a timely fashion, the school reserves the right to delay informing the parents about the incident until after the investigation has been completed.

In the event the violation involves another student impacted by the actions, the parents of the impacted student will be contacted at the end of the investigation. Parents will be informed of the results of the investigation and if the incident is classified as a violation. At no time can any parent be informed of the outcomes or punishment given to another child. If at any time the school believes a student was harmed or is in danger, the parents of the endangered student will be informed as soon as possible.

In the event of a student's suspension the administration will require the student to call the parent and give explanation as to the offense requiring punishment. The administration will complete the call to the parent, and then the parent will remove the student from school immediately and sign the student in at the office on day of return.

Detentions

Detentions begin 5 minutes after the school day ends. Students must report to the front office to learn of the detention location. Detentions are one hour long. Students will sit silently during detention. They will not be allowed to talk, study, read, or work on homework. Detention is a time for personal reflection. Any disruption or failure to follow the rules will result in another detention.

Saturday School

A representative from the school will supervise the Saturday work detention. A fee of \$25.00 will be assessed for each student for participating in a four-hour Saturday detention. These funds will be used to pay the school-supervisor for his or her time and expenses. The Saturday School will last for 4 hours at a time of the school's choosing.

In-School Suspension (ISS)

Requires that any work missed as a result of being suspended must be turned in upon the student's return to class.

Out-of-School Suspension (OSS)

Requires that any work missed as a result of being suspended must be turned in upon the student's return to school.

STUDENT CODE OF CONDUCT and GENERAL RULES

Failure by students to follow requirements for acceptable conduct at Robert F. Munroe Day School will result in disciplinary action by the teachers and/or administration. This applies to all students, including those that may have reached the age of legal majority (18). **Administration has the right to impose punishment as it sees fit.**

Dress Code Violation

Students will arrive at school properly dressed and groomed and remain so for the duration of the school day and at sponsored events (see **Dress Code for All Students**).

If students are out of dress code the parents will be contacted. Student will be given a school uniform that corrects the violation and the parents account charged for the uniform. The student will not be allowed to find alternative clothing during the day.

Disruptive Behavior

No student will engage in behavior which disrupts the learning environment for others such as talking, being out of his/her seat without permission, or being unprepared for class, and students should refrain from such behavior upon request by the teacher or administrator.

Campus Parking Lot and Moving Violations

Students are not permitted to sit in or return to their vehicles after arriving at school without administrative permission, with the exception of those who sign-out to leave campus or dual-enrolled students leaving for off-campus classes; students are not permitted to drive to and park their vehicles at other campus locations, such as the gym or art building; students should maintain a safe speed when entering or leaving campus and observe safe-driving habits.

Chewing Gum, Snacks, and Drinks

Students will not have snacks and/or drinks in the classrooms (except for Senior Lunch/Journalism) or hallways; gum is prohibited at the school.

Cell Phones/iPads/Tablets (and other electronic devices)

No student will use or have out in class or any other place on campus during school hours (8:20 am – 3:20 pm ***with the exception of break and lunch***), any cell phones, iPods, iTouch, or electronic communication or musical devices (this is to include any of these devices "accidentally" ringing, vibrating, or playing). All devices should be turned to the "OFF" position during school hours (not on "silent" or "vibrate" with the exception of iPads for academic use. Earbuds and earphones are prohibited (not to be seen) except during lunch and break or for class usage.

Students breaking this rule will have the electronic device removed. Parents will need to retrieve the device. Other consequences may be implemented at the school's discretion. If parents are not able to pick up the phone, it may be returned to the student after three school days.

By bringing an electronic device onto school campus, parents and students are giving the school permission to search and seize the electronic device when a teacher or staff member believes action is necessary. Students and parents wishing to avoid giving the school permission to seize and search personal electronic devices should not bring the devices onto campus. A student having access to a mobile phone is not required or guaranteed by the school.

Sexual Harassment and Disrespectful Behavior Toward Other Students

No student will, by actions, conversation, or through any written expression whatsoever, make unwanted and/or persistent unflattering comments, threaten, racist, or otherwise intimidate, or damage the personal property of another student(s) including email and all forms of social media. Clothing, gestures, pictures, or images intended to express a threatening, racist, or intimidating message are expressly forbidden. Note that this policy includes all behavior off campus, and includes attacks made on social media, attacks towards a specific group, and attacks explained as "just a joke". The school has no tolerance for these behaviors. We reserve the right to expel students for violation of this rule if the administration feels the behavior is especially grievous.

Disrespectful Behavior Toward Faculty and Staff

No student will, by language, gestures, or actions, fail to comply with the routine requests of the faculty and staff; nor will they attempt to undermine the expressed authority in similar fashion. No student will, by actions, conversation, or any written expression whatsoever, make unwanted or persistent unflattering comments, threaten or otherwise intimidate, or damage the property of faculty or staff. This includes any disrespectful behavior directed towards faculty or staff via any online sources. Publicly berating or criticising a member of the faculty or staff, including attacks on social media, are violations of this policy.

***Profanity directed at faculty, staff, or student may immediately result in 1 Day OSS and a parent teacher conference prior to returning to school.**

Unacceptable Language

No student will use, advocate, or promote profanity, unflattering name-calling, or racial slurs or use suggestive or offensive slogans or ones that advocate violence, alcohol, tobacco or drugs. None of the above shall be tolerated while in conversation with other students, faculty, and/or staff or in any written expression while at school or school sponsored functions.

Skipping Class/School

No student will, without parent consent and/or administrative approval, willfully skip class or school.

Hitting, Fighting and Weapons

Students will not engage in hitting or fighting and will seek adult intervention or other acceptable non-violent means to resolve differences. Students will not be permitted to have weapons of any kind on the school premises AT ANY TIME or in their vehicles while such vehicles are parked on school premises, or at any school activity unless expressly approved by school administration.

Defacing, Damaging, or Destroying School Property

Students will respect the property and grounds of the school at all times.

Tobacco, Vaporizers, Alcohol, and Drugs

Definitions: (As used in this section)

Tobacco or Vaporizers – Means any tobacco product or vaporizer of any kind or nature, regardless of whether it requires ignition for use. This includes but is not limited to: snuff, chewing tobacco, cigarettes, vaping liquid, and pipes. Vaping is not permitted regardless of the chemical being vaped or the type of device used.

Possession – may be actual, constructive, or joint, as defined in the section on alcohol and drugs.

Contraband – Means any alcoholic beverage or illegal drug (to include prescription drugs or over-the-counter medications used, distributed, or possessed by anyone other than for whom it is intended). "Designer Drugs," irrespective of whether prescribed by statute, and the abuse of legal substances including, but not limited to, "Spice," "Genie," "K2," "MDPK," or so-called "bath salts" (in any of their various names), as well as the inhalation or ingestion of paint, glue, Freon, or other like substances or gases. Contraband also includes drug paraphernalia including but not limited to pipes, bongs, rolling papers, syringes, and roach clips.

Actual possession – means the contraband is in the hand of or on the person; is in a container in the hand of or on the person; or, is as close as to be within ready reach and is under the control of the person.

Constructive possession – means the contraband is in a place over which the person has control, or in which the person has concealed it, and specifically includes automobiles.

Joint possession – Means that two or more persons jointly possess the contraband, exercising control over it. In that case, each of these persons is considered to be in possession of the contraband.

Under the influence – Means to have introduced any amount of contraband into the person's body, by whatever means, or for whatever purpose. To be considered "under the influence" it is not necessary that the person's normal faculties be impaired to any measurable extent. It is the policy of Robert F. Munroe Day School that the introduction of any amount of contraband into the person's body results both in the person being "under the influence" of the contraband and in violation of this rule.

Normal faculties – Include, but are not limited to the ability to see, hear, walk, talk, judge distances, operate machinery, make judgments, act in emergencies, and, in general, to perform normally the many mental and physical acts of daily living.

Evidence – When considering whether a person is "under the influence" of contraband, it is not necessary that the school or its administration confiscate or in any way produce the actual contraband at issue. It is sufficient to prove a person is "under the influence" if a witness, who, by training or life experience, is familiar with the signs, smells, or symptoms of contraband use, observes such signs, smells, or symptoms by the use of the witness' five senses and reports the matter to the school. Scientific proof of the type typically used in the Courts is not required.

In an attempt to continue drug and alcohol awareness at RFM, the administration may routinely use local law enforcement or other agencies to conduct educational activities for students. To ensure that the campus remains drug-free, the administration may on occasion have the Sheriff's Department conduct investigations, including the use of drug sniffing dogs on campus. A student found to have in his or her possession alcohol, vaporizers, drugs, or tobacco while on campus (including vehicles), or appears to be under the influence of such substances, that student could be subject to criminal charges and will face consequences outlined in the RFM alcohol, drugs and tobacco policies discussed below.

The use or possession or being under the influence of alcohol, drugs, vaporizers, or tobacco during the school day, school related events, and school functions, such as dances, will not be tolerated.

Parents will be notified and will pick up their child when an infraction occurs, and the student will face the consequences outlined in the RFM alcohol, drug, and tobacco policies discussed below.

Actions taken off campus but witnessed as related to drug or alcohol use will be acted upon by the school. This includes social media posts that suggest illegal usage of drugs, vaporizers, tobacco, or alcohol.

The Head of School, or a representative, shall have the right to inspect the property of any student at any time. This includes, but is not limited to lockers, electronic devices, backpacks, and vehicles.

All alcohol, drug, vaping, and tobacco policy infractions are cumulative for the student's duration at Robert F. Munroe Day School. Any of these infractions could be grounds for expulsion.

Alcohol/Drug Use and/or Possession – Students will not use, distribute, or have in their actual, constructive, or joint possession, or be under the influence of any contraband as defined in this section.

Tobacco or Vaping Use and/or Possession – Students will not use, distribute, or have in their possession (to include automobiles) any tobacco or vaping products or paraphernalia while at school or school sponsored functions.

ADDITIONAL POLICY

Any student charged with a violation of, or after investigation is found to have violated or participated in the violation of, any criminal law of the State of Florida or the United States may be suspended or expelled from school.

Students must cover books issued by the school.

The administration and teachers may restrict the visiting of certain websites using school computers and equipment. The administration may block access to certain websites using firewall technology.

Disciplinary Action Appeal Procedure to Head of School

If a parent or guardian wishes to appeal a disciplinary action on a student, the following procedure is to be followed:

The parent or guardian shall complete the “Appeal Form” (available at the school office) and submit it to the Front Office within 2 weeks of the date of the action in question. The form should include any supporting documentation for the Head of School to review.

ACCEPTABLE USE POLICY – ELECTRONIC SERVICES

Robert F. Munroe Day School believes that faculty, staff, and students should have open access to local, national, and international sources of information. It is recognized that by providing access to electronic services via the internet, there is the potential for enhancement and support of the curriculum and student learning. The goal of providing this access is to promote academic excellence by encouraging and making available the sharing of resources, communication, and other innovative measures. All electronic traffic is monitored. Anyone using electronics for school activities or using school provided systems should have no expectation of privacy.

All students are required to abide by the policy of acceptable use of the internet and other information technologies. It is recognized that the internet offers faculty, staff, and students' access to a variety of information. There also exists the potential for misuse and abuse. The Head of School and other agents of the school will make every effort to protect the users from potential misuses and abuses; but it is the responsibility of each user to continuously guard against inappropriate and illegal interaction with the available electronic services.

The use of electronic networks and other services via the internet is a privilege, not a right. This privilege may be revoked at any time for unacceptable conduct. The consequences are found under cell phone usage. This misuse includes, but is not limited to:

1. Using unauthorized networks or internet connections "hotspots" during school hours.
2. Using the internet for any illegal activity, including violation of copyright or other contracts.
3. Using the internet for financial or commercial gain.
4. Disrupting or degrading system performance or equipment.
5. Vandalizing the data of other users.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of other individuals.
8. Using any account owned by another without authorization.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Placing unlawful information on a system.
12. Using abusive, disrespectful, intimidating, threatening, or otherwise objectionable language in either public or private message or communications.
13. Sending messages that are likely to result in the loss of recipients' work or disrupting systems (e.g., viruses, worms, etc.).
14. Sending "chain letters" or "broadcast" messages to individuals or lists, or other types of communication that could result in network congestion.
15. Using the internet to send/receive messages and/or images that are inconsistent with the school's curriculum and conduct guidelines. These include, but are not limited to, racist, sexist, pornographic, obscene, or dangerous messages and/or images.
16. Visiting internet sites that contain obscene, hateful, pornographic, political, or otherwise illegal material.
17. Using the computer to perpetrate any form of fraud, or software, film, or music piracy.
18. Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
19. Hacking into unauthorized areas.
20. Publishing defamatory and/or knowingly false material about RFM faculty and/or staff on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
21. Revealing confidential information about RFM in a personal online posting, upload, or transmission – including financial information and information relating to RFM's students, business plans, policies, staff, and/or internal discussions.
22. Undertaking deliberate activities that waste staff effort or networked resources.
23. Introducing any form of malicious software into the corporate network.
24. Texting while driving on campus.
25. Attempting to bypass the internet filter, including the use of a VPN, or using a digital mobile phone to gain access to sites deemed off limits.

Robert F. Munroe Day School makes no guarantee of any kind for the internet service that is provided to the students. The Board of Trustees, Head of School, and other agents of the school will not be responsible for any damages claimed or suffered by any student or parent that are related to the use of the internet or other electronic services. This includes the student's exposure to

materials a parent might otherwise have a right of notice and/or consent to, pursuant to state or federal law.

No one using the school's network, or using a device while on campus, should have any expectation of privacy. Students may be required to unlock electronic devices and surrender them to school administration for inspection for any reason if brought onto campus. Cameras are in operation throughout the school. Anyone on campus should assume they are being recorded.

The school discourages social media forums as a means to discuss disagreements with the school. Appointments and face to face meetings are recommended as productive means to solve any concerns parents may have with RFM and its employees.

It is strongly recommended for the protection of each student that all electronic devices in the possession of the student, whether the device is personally owned by the student, or assigned to the student for school-related use, be **password protected**. It is further recommended that all accounts linked to each student be password protected. **Passwords should not be shared with other students.** Not that students are solely responsible for actions taken on their device, regardless of who took the action. Students must keep electronics locked to prevent access by anyone but themselves.

Loaner iPad

Students who are required to have an iPad at school each day must have it ready in every class. Failure to do so will result in a required lending of a loaner iPad, with a charge of \$5 per day.

BUS/VAN RULES

Student safety is of utmost importance; therefore, drivers will not answer calls or text messages during their routes. In the event of an afternoon change, please contact the office prior to 2:00 P.M. All passengers must abide by the following rules, as well as any directions provided by the drivers. **Bus/Van drivers have the same authority in their vehicles as teachers have in their classrooms. These rules are also applicable to buses contracted to take students on class trips.** Student must abide by the following rules:

1. Before crossing the roadway, ensure the road is clear in both directions. Do not depend entirely on the bus stop arm to control traffic.
2. Stay in your seat at all times. Students must wear seat belts at all times.
3. Talk quietly. Do not talk when directed by the driver, when approaching railroad crossings, accidents, or when sirens are heard. Do not talk or shout out the windows.
4. Keep all body parts inside the windows.
5. Do not throw waste paper or other rubbish on the floor or otherwise litter, mark, deface, or damage the vehicles. In addition, littering from the bus or van is prohibited. This includes, but is not limited to, spitting.
6. Recognize that the drivers may assign seats to promote good order.
7. Do not eat or drink on the buses or vans at any time.
8. Be on time. The buses will not wait for passengers. Assemble before the bus arrives. Do not wait in vehicles or inside homes unless inclement weather is a factor.
9. Do not tamper with any emergency exits.
10. Recognize that all rules pertaining to drugs, alcohol, tobacco, fighting, or weapons on campus also apply to RFM vehicles.

In addition to the loss of riding privileges in using school transportation, **no refund** will be given for any transportation suspension. All warnings and offenses will be documented and placed in each student's discipline file.

DAILY PROCEDURES

Arrival and Departure

The school will accept students each day beginning at 7:30 AM. Students are not permitted on campus before 7:30 AM as no supervision is provided.

Students must be picked up each day by 2:45 PM unless they have a scheduled activity immediately after school. Students must be supervised by an adult at all times. Students without supervision must report to the front office. Students are not permitted to wait unsupervised for activities beginning after 4:00 PM. If students have an activity that starts between 2:45 - 4:00, they should report to the front office until the activity begins.

2018 - 2019 School Hours

Kindergarten Campus (k3 - k5)

7:50 AM - 8:25 AM - Student Drop-off

8:30 AM - 2:00 PM - School Hours

2:00 PM - 3:00 PM - After School Activities

2:00 PM - 4:00 PM - After School Care

3:00 PM - Transportation to Main Campus for Extended Aftercare

Main Campus (Grades 1 - 12)

7:30 AM - 8:25 AM - Student Drop-off

8:25 AM - 3:20 PM - School Hours

3:30 PM - 4:30 PM - After School Activities (1 - 12)

3:30 PM - 5:30 PM - Extended After School Care (1 - 5)

3:30 PM - 5:30 PM - Varsity and JV Sports (6 - 12)

Example Lower School Schedule

8:25 - 8:30 - Homeroom

8:30 - 9:30 - Elective

9:30 - 10:30 - Social Studies/Writing

10:30 - 11:00 - Lunch

11:00 - 12:00 - Science

12:00 - 1:00 - Math

1:00 - 2:00 - STEAM/Technology

2:00 - 2:15 - Recess

2:15 - 3:15 - English

Electives: PE, Art, Spanish, Library, Music

Upper School Schedule

Monday/Wednesday/Friday

8:30 - 8:40 - Homeroom
8:40 - 10:00 - Academic Block 1
10:00 - 10:10 - Snack/Break
10:10 - 11:30 - Academic Block 2
11:30 - 12:30 - Lunch and Advisory
12:30 - 1:50 Academic Block 3
1:50 - 2:00 - Break
2:00 - 3:20 - Academic Block 4
3:30 - 5:45 - Most Athletic Practices

Tuesday/Thursday

8:30 - 10:25 - Elective Block 1
10:30 - 11:30 - Elective Block 2A
11:30 - 12:30 - Lunch and Homeroom/Clubs
12:30 - 1:25 - Elective Block 2B
1:30 - 3:25 - Elective Block 3
3:30 - 5:45 - Most Athletic Practices

Activity Period

Monday - Advisory - Academic - 11:30 - 12:00 HS / 12:00 - 12:30 MS
Tuesday - Clubs - Service Clubs - 11:30 - 12:00 G / 12:00 - 12:30 B
Wednesday - Advisory - Character Education - 11:30 - 12:00 HS / 12:00 - 12:30 MS
Thursday - Clubs - Student Interest - 11:30 - 12:00 G / 12:00 - 12:30 B
Friday - Advisory - Student Hall - 11:30 - 12:00 HS / 12:00 - 12:30 MS

ABSENCES AND TARDIES

The importance of regular attendance is emphasized by Robert F. Munroe Day School and by the Florida Compulsory Attendance Law. School attendance is the responsibility of the parent and the pupil. **All students must be in the classroom when the 8:30 bell rings.** The school does not desire to decide if an absence is appropriate or not, but needs to know that the parent was aware of the absence. Consistent attendance is one of the top predictors of student success.

A guardian is required to provide the student with a note explaining why the student was absent after each day a student misses so that we know that the parent was aware.

School sponsored activities do not account towards the total number of absences. Absences are kept by period for US and MS students. **Note that Block Periods count as two class periods.** Missing more than 25 minutes of a class counts as an absence. Three tardies to a class count as a full absence from that class.

An accumulation of **12 total absences** in a year or **6 in a semester** may initiate a letter from the Head of School to the parent/guardian reminding them of the policy on loss of incentive day privilege

Any student who misses **20 days in a year or 10 days in a semester** will lose any incentive days for the year in which the absences occur. The student will be placed on academic probation and an offer for future enrollment may be withheld. A meeting will be held with the school, student, and parents so that the school can understand the situation causing the absences and craft a plan for moving forward. Students may not be allowed to make up missed assignments during future absences.

An accumulation of **30 or more absences in a year or 16 or more in a semester** will result in a mandatory meeting with the administration, student, and parents to discuss what needs to be done to maintain enrollment at the school. Re Enrollment contract will be automatically withheld pending successful completion of classes.

Any student who is absent or tardy must sign in to the office upon returning to school. Each student will be given an admit slip for admission to class.

All students are required to sign out in the office when leaving campus. If students are returning during school hours, then they are required to sign back in at the front office.

The following represent extenuating circumstances. If an administrative meeting related to absences is held, parents should be prepared to provide evidence of any of the following situations.

- Student illness (periods longer than three days will require documentation from a physician)
- Family illness
- Death in family
- Educational or family experiences (prior approval from the Head of School must be attained at least one week in advance and a composition about the experience may be required; a student not passing in a class may be denied approval)
- Medical and/or dental appointments (parents are encouraged to schedule appointments at times that are least invasive to the school day whenever possible)
- Funeral attendance during school hours (students must come to school dressed appropriately with a note from home detailing the request)

Make up Work Policy

Students must make up work that is missed within one week of the return date from the absence. Work not made up within the week will receive a grade of F. Typically this will be recorded as a 50%, but it is at the discretion of the teacher to decide. Teacher may consider the reason for the absence when deciding if to accept work past the deadline.

BREAK AND LUNCH

Cold drinks, cookies, ice cream and potato chips are available at the school. On a nine-week basis, PARENTS FOR MUNROE will take orders for lunches. Local vendors will prepare these lunches. NO ORDERS WILL BE ACCEPTED AFTER THE DEADLINE. PARENTS FOR MUNROE WILL NOT BE

RESPONSIBLE FOR REFUNDING MONEY OR ISSUING CREDIT. If a student is out, sick or for other reasons, lunch cannot be canceled for that one child.

Students will eat snacks and lunches in the student center. Seniors may eat snacks and lunches in their homeroom.

Students may re-enter the main building with the teacher's permission during lunch or break only to use the restrooms.

TEACHER CONFERENCE

Parents wishing to discuss their child's work should leave a message at the school office, and the teacher will be requested to contact them. PLEASE RESPECT THE OFF-TIME OF THE TEACHERS AND ADMINISTRATORS BY NOT CALLING OR VISITING THEM AT THEIR HOMES EXCEPT IN CASE OF EMERGENCY.

HEALTH

Robert. F. Munroe has a no-nit lice policy. Students may not return to school until this health problem is corrected.

Law prohibits the school from dispensing medications without a parent's written permission and directions. Parents must provide any over the counter medications as if prescribed. All medications must be stored in the office during the school day. Students should never provide medications to another student.

No student with a fever should return to school until fever free for 24 hours. No student with a contagious illness, such as chickenpox, measles, strep throat, diarrhea, pinkeye, or vomiting should return to school until symptoms have subsided.

DRESS CODE FOR ALL STUDENTS

2018-2019 DRESS CODE

DRESS CODE FOR ALL STUDENTS

The following dress code must be adhered to during the regular and exam school days and at all required school functions, whether on RFM School property or elsewhere. The dress code for special classes will be specified by those departments. The rules and regulations covered in the handbook are subject to revision or addition at any time. If you are unsure about an article of clothing, bring it to the school to be approved by administration before wearing.

Dress Code Philosophy

Clothing represents an important personal expression of one's self. Race, gender, heritage, age, and wealth can all influence how one dresses. Our students are each different; differences that we celebrate as a school. It is our hope that a Munroe Education encourages students to grow and define a feeling of self as stated and supported by our school's mission and philosophy.

Enforcement of a dress code often causes friction between students and many adults in their lives, including parents and faculty. It is the goal of the administration and staff to encourage the celebration of self, while avoiding the potential conflicts that can result from extremes in fashion or the meaning behind certain fashions that are counter to our mission.

How a person dresses tells a story about who they are and influences how others may treat them. We would encourage all students covered by the dress code to dress as they would imagine dressing for their future occupation. Success is the result of hard work and goal setting. Dressing for the role students hope to possess in the future helps to build good habits and allows a student to see themselves as they want others to see them.

UNIFORM FOR GRADES K Through 5th

All tops, with the exception of overcoats, must contain the official school logo. Embroidered logos are available through our online sources and Allen Sports. Heat-press transfers are also available through Allen Sports. Uniform pieces available online must be purchased through our approved sources:

Land's End School Uniforms – (www.landsend.com)

French Toast Official School Wear – (www.frenchtoast.com)

Young's Fashion only for approved plaid.

Along with the approved online sources above, there are several local vendors including JC Penney, Wal-Mart, Old Navy, Signature and Gymboree that have uniforms which will duplicate the styles chosen by RFM from the online companies.

Boys – Grades 3K- 5

Pants or Shorts: Khaki or Black (No carpenter or cargo styles may be worn)

Shirt: Oxford button down – White – Short or Long Sleeve (Tucked)

Collared Polo– White, Red, Black, or Gray – Short or Long Sleeve

Unisex Polo – White, Red, Black, or Gray – Short or Long Sleeve

Crewneck Tee – White, Red, Black, or Gray – Short or Long Sleeve

Belt: Black, Brown, or Khaki

Sweater: Cardigan zipped or button, pullover, or vest – White, Red, Black, or Gray

Sweatshirts: Hooded pullover, hooded zipped or crewneck, free from lettering or graphics except school branding – White, Red, Black, or Gray

Fleece: Jacket zipped, pullover, vest, or cardigan – White, Red, Black, or Gray

Socks: Solid White or Solid Black

Shoes: Closed Toe – (Tennis Shoes are strongly encouraged) – Sandals, Flip Flops, Heelies or

backless shoes are not permitted.

Accessories: Hats may not be worn in the school buildings during the regular school day.

Hair: Hair must be cut or styled so that it does not cover a child's eyes. No Mohawk cuts. Hair may not be dyed a color beyond the realm of normal, natural hair color.

Jackets or Coats: They must be neat, well maintained (no rips, tears, or stains), solid colors only, and free from graphics or lettering, with the exception of RFM branded graphics or logos.

Girls – Grades 3K – 5

Pants: Khaki or Black

Jumper: Red, Black, Khaki, or Approved Munroe Plaid

Dress: Polo style – Red or Black – Short or Long Sleeve

Shorts, Skorts, Skirts, Capris: Khaki, Black, or Approved Munroe Plaid

No fringe, gems, or other adornments may be added to pants, jumpers, dresses, shorts, skorts, or skirts.

Shirt: Oxford button down – White – Short, $\frac{3}{4}$, or Long Sleeve

Peter Pan Collar Shirt – White or Gray – Short or Long Sleeve

Over-blouse – Red or Gray – Short or Long Sleeve

Collared Polo – White, Red, Black, or Gray – Short or Long Sleeve

Unisex Polo – White, Red, Black, or Gray – Short or Long Sleeve

Crewneck or Scoop-neck Tee – White, Red, Black, or Gray - Short or Long

Belt: Black, Brown or Khaki

Sweater: Cardigan zipped or buttoned, pullover, or vest – White, Red, Black, or Gray

Sweatshirts: Hooded pullover, hooded zipped or crewneck, free from lettering or graphics except school branding – White, Red, Black, or Gray

Fleece: Jacket zipped, pullover, vest, or cardigan – White, Red, Black, or Gray

Socks: Solid White or Solid Black

Tights and Leggings: Solid White or Solid Black – No holes or runs, leggings must be ankle length.

Shoes: Closed Toe – (Tennis Shoes are strongly encouraged) – Sandals, Flip Flops, Heelies or backless shoes are not permitted.

Accessories: No body piercing tattoos or makeup will be permitted. Earrings are permitted, but must hang no lower than one inch below the lowest part of the earlobe. Girls must wear proper foundation garments under clothing when necessary. Undergarments must not be visible.

Hair: Girls' hair must be kept neat and clean. Hair may not be dyed a color beyond the realm of normal, natural hair color.

Jackets or Coats: They must be neat, well maintained (no rips, tears, or stains), solid colors only, and free from graphics or lettering, with the exception of RFM branded graphics or logos.

Uniform Travel Wear – All Student

As a measure of safety and security students will be required to wear the following uniform options, unless the nature of the field trip calls for another type of dress.

Bottoms: Khaki – Bottom of choice

Shirts: Polos – Red – Short or Long sleeve – with school logo

Crew or Scoop-neck Tee – Red – Short or Long sleeve – with school logo

Sweater: Cardigan zippered or button down, pullover, or vest – Red

Sweatshirts: Hooded pullover, hooded zipped or crewneck – Red

Fleece: Jacket zipped or ½ zip, pullover, vest, or cardigan – Red

On approved non-uniform days all students must adhere to regular Dress Code as stated below.

Dress Code For Upper and Middle School

The spirit of the dress code is that students arrive at school looking neat, clean, professional, and ready to attend class. Clothing that is in any way offensive or would not be appropriate in a professional environment will not be allowed. Using the dress code as a means of being provocative or exhibiting extreme dress or styles will not be allowed.

Specific regulations follow:

Personal Appearance & Accessories

All students must maintain a neat appearance. Inappropriate makeup and extreme or ill-fitting clothing will not be permitted.

Students will not wear clothing bearing suggestive or offensive slogans or ones that advocate

violence, alcohol, tobacco, sex, or drugs. Students will not wear clothing bearing any political statement, image, or slogan, regardless of political party or intent.

No hats (of any style) or caps are permitted. If a hat is needed for an athletic event or a school sponsored activity it must remain in the students bag or locker until it is needed and then worn ONLY at the specific event. If hats are visible (worn or otherwise visible) during the school day (not at specified event) the hat will be confiscated and not returned to the student. Clothing should not be tight fitting.

Body piercing or tattoos that are visible are not allowed. A ear piercings only are permissible, but no chains may be worn on the ear, and spacers are not permitted.

Frayed or torn clothing may not be worn. All pants must be properly hemmed.

All students must wear proper foundation garments underclothing. Undergarments must not be visible. Undershirts may be worn and may be visible, but must be one color only.

Girls' and boys' hair must be kept neat and clean. Hair must be cut and styled so that it hangs no longer than the top of the eyebrow in front.

Boys must be clean-shaven. Sideburns will be allowed to the lowest point of the earlobes.

Artificial hair is permitted if it looks natural. Subtle highlighting of hair is permitted.

All students must wear shoes that completely cover the toes and have a back. No cleated shoes may be worn. Shoes with wheels, commonly referred to as "Heelies" will not be worn on campus. Shoes must fit so that they do not come off if the student runs.

Shirts and Tops

No tee-shirts (including long sleeve) will be allowed. No sweatshirts (unless school branded) will be allowed. Specific class tee-shirt will be provided that can worn on announced specific occasions such as field trips, pep rallies, and spirit week. Tee-shirts may be worn under shirts and may show.

All shirts or tops must be button up or collared shirts (polo type shirts are acceptable), with sleeves. The shirts must cover just below the collarbone, but a single color tee-shirt may be worn under the shirt to assure proper coverage. Shirts may not have printing, images, words, or logos with the exception of a small logo (5 inches or less) on one side of the shirt. The logo may be related to the brand of the shirt or related to a topic and of a style not prohibited by the dress code.

Shirts may not be cropped as to reveal the midriff or backside or undergarments at any time, including when hands are raised or when bending over.

Shirts may not be skin tight or so tight as to reveal the lines of the undergarment underneath.

Shirts may not be so light colored as to be see-through.

Team uniforms may be worn as top only per coaches instruction on designated days. Exceptions

may be made for specific team or club uniforms for special situations as announced.

Shorts and Pants

Students may wear Capri, Jeans, Slacks, or Khaki style pants, all with belt loops. Shorts and skirts are permitted.

Shorts and skirts that meet the same requirements as pants may be worn provided they touch the knee cap when standing without any need to adjust.

No athletic wear of any kind such as but not limited to; work-out pants, joggers, or sweatpants.

Belts are not required unless pants do not stay up on their own.

Pants may not have holes of any kind or be ripped or distressed in any way.

All pants must be neat and clean at all times and worn in the manner that they were intended to be worn in.

No sagging pants at any time.

Overalls may be worn providing that all buttons or snaps are fastened correctly. Shirts worn under overalls must be long enough to conceal undergarments and skin.

Pants should not have elastic around the legs.

Pants can not be form fitting as to show underwear, for example legging and jeggings.

Dresses and Outerwear

Any jackets, sweatshirts, coats, or any other winter gear are to be neat, well maintained (no rips, tears, or stains), solid colors only, and free from graphics or lettering, with the exception of RFM branded graphics or logos smaller than 4 inches.

Sweaters may be worn with proper undergarments worn underneath.

Any top meant to be worn out (such as a sweatshirt, sweater, blouse, etc.) must sit at least 4 inches below the top of the lower garment which it is worn, without any pulling of the garment down to the correct position.

One piece dresses may be worn provided the dress naturally hangs to the knee cap while standing. A tee-shirt may be worn under a dress to assure that the collar bone is covered. Dresses are not required to have a collar.

Gym clothes or clothing to be worn for outdoor events or classes, such as when a class will be working outdoors, with teachers permission. These garments may not be worn in any other area at any time.

Uniform and Dress Code Policy - Noncompliance Policy

Students are expected to comply with the uniform dress code policy as set forth in this handbook. If a student is found to be out of dress code they will be supplied with a clothing outlined in the Uniform Travel Wear for the offending article of clothing. They will be required to use the uniform clothing for the rest of the day and take it home. The student will not be allowed to return the clothing. The cost of the clothing will appear in a family's next bill.

VISITATION POLICY

Visitors report immediately to the office for permission from the Head of School. A visitor's pass is given only with office approval. Visitors on campus to see a specific person rather than visit a class, must meet that person in the office (prior parent permission is required). All student visitors must follow RFM's dress code while on campus. Students not attending RFM who want to visit the campus (or "shadow" with a student attending RFM) must obtain approval from the Head of School or office staff at least 24 hours before the visit. There will be a limit of two visits per semester during school hours.

PICKUP POLICY

An "Approved to Pickup" list is maintained by the school for students grade 5 and under. Only the parent or parents who have signed the enrollment contract are permitted to add or removed approved individuals who are allowed to pick up a child. ID may be required for pickup. Parents are asked to email or provide written changes in person to the main campus office manager. Emails must come from an account listed on the enrollment contract. Phone calls or notes provided by children are not appropriate methods of adding people to the approved pickup list.

EXTENDED DAY

Extended care is available for students enrolled at RFM. Please see the website at <http://www.rfmunroe.org/afterschool>

DRIVING ON CAMPUS

Drivers are asked not to use cell phones during Drop-off and Pick-up. Drop-off and Pick-up drivers are asked to observe the **5 mph speed limit** on campus and to pull up to the **beginning** of the fence openings in the parking lot for students to enter or exit your cars. Students are **NOT ALLOWED** to walk through the parking lot to waiting cars. Riders of student drivers must be accompanied by the driver through the parking lot to and from the main building. Parents of elementary students may use the elementary drive through.

EXTRACURRICULAR ACTIVITY PARTICIPATION

The school is a member of the Florida High School Athletic Association. In keeping with the FHSAA requirements, in order for a student to be eligible for interscholastic athletic competition during each semester grading period of the school year, a student must maintain a cumulative grade point average of 2.0 or above on a 4.0 scale in the courses required by the FHSAA. A period of seven calendar days beyond the last day of the system-marking period is provided to determine academic eligibility during the current semester. Middle school students must maintain a 2.0 semester average beginning with the second semester of sixth grade.

Participation in any extracurricular activity requires attendance at school on the day of the event. For any student to participate in an after school activity, the student must have attended at least three periods that day. The Head of School may make exceptions.

For insurance purposes, students must travel to and from these events with the school group. The only exception is if a parent takes the child home or has written permission prior to the event to take another child home. Robert F. Munroe Day School has liability and catastrophic insurance coverage for students. Parents and guardians are responsible for their child's (children's) health and dental insurance.

Our athletes, cheerleaders, staff, and fans are urged to remember that we represent Robert F. Munroe and must strive at all times to uphold its highest ideals. When others see us, they see RFM. Students are encouraged and expected to attend and support the various events in which the school participates. Athletes, students and parents must display outstanding sportsmanship. Persons failing to uphold good sportsmanship may be asked to leave an event. Our student athletes and parents will be asked to sign a letter pledging good sportsmanship at the beginning of the first sporting session in which they participate.

Policy for Home Schooled Students to Play Sports at RFM

Financial Per Year (Weekly participation fee is deposited into Athletic Admin account. Amount is determined each year.)

(The fees do not include any possible Booster fees that may be applicable. Booster fees are separate and determined by each group.)

Requirements Per Year

- Student and Parent must sign liability statement.
- Student is required to fill out a special application form.
- Parents and Students are required to adhere to RFM policies as outlined in the Parent-Student Handbook and the Athletic Handbook.
- Students must be punctual for all practices and games and must be picked up at the conclusion of each.
- Student must fully satisfy homeschool laws of Florida and/or Georgia and FHSAA (9.2.2.1.1).
- Financial Aid and /or discounts are not available to homeschooled students.
- Returning home schooled students have priority over new home schooled applicants the following year.
- Coaches will determine a total needed to fully field a team, and RFM students will fill the available slots before any home schooled student is considered for eligibility.
- School Administration and Coaching Staff have the right to refuse an applicant.
- The Coach makes all decisions concerning positions and playing time.

Participation in sports comes with no guarantees. If a home schooled athlete is injured, dismissed from the team, or quits before the season is completed, there will be no refunds. If athlete is injured, he / she is encouraged to remain a part of the team, in which case a RFM letter will be

awarded for Varsity participation at the banquet following the season. Other specific rules apply once an athlete is accepted into one of the sports programs.

ORGANIZATIONS

Robert F. Munroe Day School has several organizations of parents, teachers, and friends whose main purpose is service to school and support of its many functions. Please note that all monies collected by or fundraised for school organizations are property of and under the control of the school administration.

BOBCAT BOOSTER ORGANIZATIONS

Parents, alumni, and friends of RFM are strongly encouraged to support the athletic teams through participation in our Booster organizations. Our teams can **survive** on gate-receipts and team fundraisers, they can **thrive** with the efforts, moral support and donations made by the boosters.

STUDENT ORGANIZATIONS

Anchor Club	Student Council	Junior Beta Club
Senior Beta Club	Art Club	
Key Club	FCA	

PARENTS FOR MUNROE

Parents for Munroe (PFM) is the parent/teacher association for Robert F. Munroe Day School. The purpose of PFM is to enhance and supplement the educational opportunities for the students at RFM. PFM holds various fundraisers with all funds used to support the school, students, and teachers. Please see website for contact information

SCHOOL SPONSORED TRIPS

Field trips are planned throughout the year to enrich experiences of students in grades K-3 through 12. Permission slips signed by parents are required for participation in these activities.

A student who fails to bring the necessary slip with parent signature will not be allowed to call home for permission to attend. When school transportation is used, a small fee may be charged to cover the expense. The traditional trips include the following:

- The fourth grade travels to St. Augustine as an extension of their study of Florida History.
- A trip to Washington, D.C., is an annual event for the eighth grade as an interdisciplinary study.
- The freshmen go to Monroeville, Montgomery, and Mobile, Alabama.
- The juniors travel to Warm Springs, Georgia, the Civil War prison at Andersonville, Georgia, Plains, Georgia and Atlanta.
- The seniors go on a trip to snow ski in Colorado.

Fundraising activities will help cover the expenses.

Faculty members as well as parents accompany students on all school-sponsored trips. Student Code of Conduct and Chaperone Rules apply while representing the school.

Dress code and regular school rules will be in effect for these outings.

Students not participating in a school-sponsored trip must attend all classes as usual.

If a student is sent home from a school-sponsored trip due to a disciplinary infraction, the student will pay for all incurred expenses, including any additional expense for a chaperone. Additionally, the student will not be eligible to receive any academic, athletic, or special awards for one year from the date of the infraction. If the offense is alcohol, drug, or tobacco related, disciplinary action covered under the RFM alcohol, drug or tobacco policies will also be included.

CHAPERONE DUTIES

School policies are of no value unless they are followed. It is not a matter of discretion on the part of the chaperones as to whether or not the policies are followed. Regulations approved by the school should be carried through fully.

Teachers and other adults who assume the responsibility for chaperoning a group of students should recognize that they are assuming a twenty-four hour a day responsibility from the time of departure to the time of return. Chaperones must remain with the group for the entire trip. At no time may a chaperone make personal plans except with the consent of the person in charge. The drinking of alcoholic beverages at any time during the trip is prohibited. Tobacco use should be handled discreetly.

Chaperones must keep an accurate check on the members assigned to them. Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are sure all students are quiet and in their rooms.

Chaperones must ensure all rooms have been checked before leaving hotels so that damages, if any, can be determined immediately.

If, for any reason, a chaperone does not feel that he/she can abide by the above regulations, he/she should withdraw from the pool of possible chaperones.

All drivers and/or chaperones must have their driver's licenses scanned through Raptor to visit the campus and/or travel with RFM students for day trips. Overnight trips require complete background checks through a school approved vendor in order to travel with RFM students. The cost of the scan is at the chaperone's expense.

AWARDS

Academic achievement awards are given to a student who earns at least an A- average for both first and second semester in a given course.

Athletic awards will be presented at the winter and spring banquets. Guidelines for the lettering and recognition of athletes are as follows:

1. Letters are awarded only in varsity sports.

2. An athlete will receive one letter per career. After having received a first letter, an athlete will receive a sport pin for each sport lettered.
3. An athlete who fails to complete a season (through the final game) due to academic ineligibility will not letter in that sport. The ineligible athlete may attend, but not be recognized with his or her teammates at the yearly athletic banquet.
4. An athlete who is injured during the course of the season and unable to participate must maintain teammate status by attending as many practices and games as possible until the season ends. This will allow the athlete to letter, be recognized at the athletic banquets, and eligible for Athlete of the Year or Scholar Athlete of the Year.

The John Allen Blich Award, which recognizes "Service to Others," will be awarded to a junior student each year. This, along with other awards, will be presented at the academic awards assembly each spring for students in grades 6-11.

The "Fighting Bobcat" award, along with the George Hershel "Rusty" Edwards, Jr. Scholarship is awarded to a graduating senior who displays exceptional Bobcat Spirit.

FINANCIAL POLICY

TRANSPORTATION

Bus service will be provided for students in those areas where the demand and need justify it and for which a bus is available. Notification of any change must be received in writing on or before the first day of school.

No refund or credit of bus fees will be given after August 1, 2017, unless both parents or legal guardian or the student moves from the county. Bus transportation will be eliminated for any rider with an account over 60 days past due.

Bus Fees are as follows:

Round Trip Service

One Child	\$ 850.00
Two Children	\$1,175.00
Three Children	\$1,400.00

One Way Service

One Child	\$ 700.00
Two Children	\$ 950.00
Three Children	\$1,125.00

***Occasional use – One-Way** \$5.00 each or 5 rides for \$20.00

(space available basis-please contact the office in advance)

Students who use either the Big School or Kindergarten location for bus pick up and/or drop off will be charged for transportation to and/or from school.

*Occasional is defined as irregular attendance. Two (2) days or less in a given week.

Early Care (6:45 a.m.) No charge

EXTENDED DAY (After-School Care)

Regular - Before 4 PM pickup	\$5.00 per day
Regular - After 4 PM pickup	\$8.00 per day
Occasional use	\$10.00 per day

Day Care services will be terminated on any account that is 60 days past due.

Extended care is available from 2:20 p.m. to 5:45 p.m. each school day at the kindergarten facility on King Street in Quincy.

All payments must be mailed or hand delivered to our main campus at 91 Old Mt. Pleasant Road, Quincy, FL 32352.

Enrollment

The RFM Board has established fees for the 2017-2018 school year as follows:

ENROLLMENT FEE (per family) \$200.00

Family enrollment fee is nonrefundable and due with application. Make checks payable to RFM.

LATE APPLICATION FEE:

Late fees do not pertain to new families entering RFM.

After March 1: \$75.00 Late Fee per student per month on the first of each month.

TUITION 2018-2019

Tuition:

- \$4,200.00 per child (3K)
- \$7,200.00 per child (grades 4K through 5)
- VPK assistance available at <https://familyservices.floridaearlylearning.com>
- \$7,400.00 per child (grades 6-12)

Family Scholarships - the third and subsequent children of any one family unit attending Robert F. Munroe Day School

at the same time are eligible to apply for a 50% scholarship in tuition. "A third child and subsequent children" is defined as the third born and subsequent births to the family unit. This is applied after all other scholarships and financial aid has been applied.

Based on a 12-month payment plan March-February:

- \$4,200.00 Yearly/\$350.00 Monthly
- \$7,200.00 Yearly/\$600.00 Monthly
- \$7,400.00 Yearly/\$616.66 Monthly

All discounts will be applied after deductions of all financial aid amounts are calculated and applied.

PAYMENT PLANS:

PLAN A: Payment in full. (Due by June 1)

PLAN B: Payment Plan- Semi-Annual ½ due by March 1, ½ due by September 1

PLAN C: Payment Plan- Quarterly March 1, June 1, September 1, and December 1

PLAN D: Payment Plan: Monthly March 1, 15, or 30 through February 1, 15, or 28

A late charge of \$75.00 will be assessed on an account if any payment is not received within 10 days from the payment due date. Payment methods – Check, Cash, Credit Card, Debit, ACH (Convenience fees may apply).

Delinquent Account – RFM considers the education of its students very important and relies on the timely payment of all tuition and fees to operate smoothly. If at any time a delinquent account cannot be brought current immediately, it will be up to the parent or guardian to contact the school to avoid any interruption in the student's education.

RETURNED PAYMENTS:

Any payment dishonored by your financial institution will be subject to a \$75.00 fee.

If your financial institution dishonors a second payment, all subsequent payments will be required by cashier's check or money order.

Any family account delinquent more than 60 days may result in withdrawal of students from Robert F. Munroe Day School.

Late application fees do not pertain to new families entering RFM. No late fees will be assessed on applications received by March 1.

RECORDS FOR ALL STUDENTS

A student's records, including report cards and transcripts, will not be released to the student or another school unless all accounts for financial obligations, missing books, uniform and/or equipment are settled. Any student with a delinquent balance and/or missing books, uniform and/or equipment at the end of the school year will not be admitted for the next school year until the account has been paid in full and all missing items returned.

Information (records, credits, and grades) will only be released to the signee of the admissions contract. School records are sent directly to schools, not turned over to parents.

COLLECTIONS AND LATE PAYMENTS

Families are responsible for keeping payments on time and paying all late fees. Families that become delinquent may be unenrolled from the school or prevented from attending until acceptable payments have been made. Families will still be responsible for all owed fees and any remaining fees owed to the school.

The school may turn delinquent accounts over to collections and report the accounts to credit agencies. Families are responsible for all fees associated with attempts to collect monies owed to the school.

RECORDS FOR SENIORS

No student will be allowed to participate in graduation until all fees are paid and the school is reimbursed for all missing and/or damaged books, uniforms and equipment. No report cards, transcripts, diplomas, etc. of graduating seniors will be sent until all graduation requirements, including post-graduation requirements are completed.

PLEASE CALL THE SCHOOL OFFICE FOR ADDITIONAL INFORMATION REGARDING ENROLLMENT

DAMAGED OR LOST PROPERTY AND EQUIPMENT

If a student loses or damages RFM property or equipment, the student must provide funds for replacement or repair. Examples include sports equipment, iPad, journalism cameras, and science lab equipment such as graduated cylinder or beakers.

Robert F. Munroe Day School seeks admission of students of any race, religion, national, or ethnic origin to all right, privileges, programs, and activities generally accorded or made available to students at the school and affirms that the school does not discriminate on the basis of race, religion, national, or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs.