

# Parent Guide And Student Handbook

2020-2021

Robert F. Munroe Day School

Accredited by the Florida Council of Independent Schools,

Southern Association of Colleges and Schools

## Main Campus

91 Old Mt. Pleasant Road

Quincy, FL 32352

Office Telephone: 850-856-5500

Fax Number: 850-856-5856

Admissions Telephone: 850-856-5500

## Early Learning Academy

1800 W. King Street

Quincy, FL 32351

850-627-8048

[www.rfmunroe.org](http://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.



[Dedication](#)

[The Board of Trustees](#)

[BOARD COMMITTEES](#)

[School Mission Statement](#)

[Philosophy](#)

[Objectives](#)

[ALMA MATER](#)

[RFM Fight Song](#)

[Honor Code](#)

[Elementary Honor Code](#)

[Honor Board](#)

[Academics](#)

[ADMISSIONS POLICY](#)

[I. Admissions Policy: Kindergarten](#)

[Admissions Policy Grades 1-5](#)

[Admissions Policy: Grades 6-12](#)

[Robert F. Munroe Day School offers no special education programs for exceptional students.](#)

[HOME SCHOOL AND NON-ACCREDITED SCHOOLS](#)

[ACCEPTANCE](#)

[SCHOLARSHIPS AND FINANCIAL ASSISTANCE](#)

[ROBERT F. MUNROE FINANCIAL ASSISTANCE](#)

[Community Service Hours](#)

[ACADEMIC REQUIREMENTS FOR GRADUATION](#)

[HIGH ACADEMIC DIPLOMA](#)

[ACADEMIC DIPLOMA](#)

[BASIC STUDIES DIPLOMA](#)

[Dual Enrollment](#)

[ACADEMIC POLICY](#)



## ACADEMIC FAILURES AND PROBATION

Averaging Grades

Academic Advisor

College Counseling

Pre 2018 - 2019 Grading Scale and Promotion

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

## GRADE REPORTS

SUMMER READING AND MATH

RECOMMENDED COURSE ENROLLMENT

## DISCIPLINE

Harassment Defined

Bullying Defined

Intimidation Defined

Discrimination Defined

Sexual Harassment Defined

Profanity Defined

PDA Defined

## DISCIPLINARY PROCEDURES

Investigative Procedure

Detentions

Saturday School

In-School Suspension (ISS)

Out-of-School Suspension (OSS)

## STUDENT CODE OF CONDUCT and GENERAL RULES

Disruptive Behavior

Campus Parking Lot and Moving Violations

Chewing Gum, Snacks, and Drinks

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

Sexual Harassment and Disrespectful Behavior Toward Other Students

Disrespectful Behavior Toward Faculty and Staff



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DAY SCHOOL  
*Established 1970*

[Unacceptable Language](#)

[Skipping Class/School](#)

[Hitting, Fighting and Weapons](#)

[Defacing, Damaging, or Destroying School Property](#)

[Tobacco, Vaporizers, Alcohol, and Drugs](#)

[ADDITIONAL POLICY](#)

[Disciplinary Action Appeal Procedure to Head of School](#)

[ACCEPTABLE USE POLICY – ELECTRONIC SERVICES](#)

[BUS/VAN RULES](#)

[DAILY PROCEDURES](#)

[Arrival and Departure](#)

[ABSENCES AND TARDIES](#)

[Make up Work Policy](#)

[BREAK AND LUNCH](#)

[TEACHER CONFERENCE](#)

[HEALTH](#)

[DRESS CODE FOR ALL STUDENTS](#)

[Uniform and Dress Code Policy - Noncompliance Policy](#)

[VISITATION POLICY](#)

[PICKUP POLICY](#)

[EXTENDED DAY](#)

[DRIVING ON CAMPUS](#)

[EXTRACURRICULAR ACTIVITY PARTICIPATION](#)

[Policy for Home Schooled Students to Play Sports at RFM](#)

[ORGANIZATIONS](#)

[BOBCAT BOOSTER ORGANIZATIONS](#)

[STUDENT ORGANIZATIONS](#)

[PARENTS FOR MUNROE](#)

[SCHOOL SPONSORED TRIPS](#)

[CHAPERONE DUTIES](#)



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[AWARDS](#)

[FINANCIAL POLICY](#)

[TRANSPORTATION](#)

[EXTENDED DAY \(After-School Care\)](#)

[Enrollment](#)

[PAYMENT PLANS:](#)

[RETURNED PAYMENTS:](#)

[RECORDS FOR ALL STUDENTS](#)

[RECORDS FOR SENIORS](#)

[DAMAGED OR LOST PROPERTY AND EQUIPMENT](#)



## **Updates**

*Nov 1, 2019*

*-Updated excused and unexcused definitions, included policy for using a Planned Leave Form.*

*Aug 16, 2019*

*-Added list of required forms that should be in each student's school folder*

*June 19, 2019*

*-Removed Health Class requirements from high school graduation as class is now required in 6th grade.*

*March 12, 2019*

*-Added billing information*

*Feb 10, 2019*

*-Link to Athletic Handbook Added*

*-Admissions Process Updated*

*-SAT and ACT Graduation Scores Updated*



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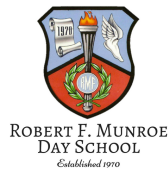
## Dedication

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

Mary Alice Tiller - President  
Wil Hinson  
Joe May  
Ivie Hackney  
Fred Harris  
Monica Clay  
Ashley Sirmans  
Neal Faircloth  
Jay Revell  
Andrew Gay  
Billy Suber  
Calandra Stringer  
Elizabeth "Libby" Fletcher Henderson



## **BOARD COMMITTEES**

### **NOMINATING COMMITTEE (COMMITTEE ON TRUSTEES)**

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.

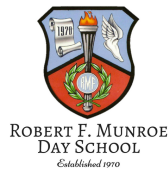
### **FINANCE**

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 )**

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**

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**

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 as the feasibility of available locations to determine the best location(s) for the School and make recommendations to the Board.

## **CAMPUS PLANNING**

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.



## **Robert F. Munroe Day School Mission Statement**

To offer a challenging and engaging curriculum that prepares students for future success by helping to inspire in our students a love of knowledge and the ability to use that knowledge creatively, compassionately, and courageously throughout their lives to become our future innovators and leaders.

### **Philosophy**

The board, faculty, and staff of Robert F. Munroe believe that the function of the school is to allow a student to reach their full potential in character education, academic achievement, and athletic excellence. The school is dedicated to the development of a student's understanding of personal worth and the worth of all individuals, regardless of race, religion, or ethnic origin. The school provides a challenging academic program that focuses on giving students a variety of options to explore many areas of academic interest. The school is focused on providing an academic environment that represents the most competitive academic experience, preparing a variety of learners for a variety of different futures.

### **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 ago, 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.

## PANDEMIC SCHOOL POLICIES

Beginning July 1, 2020 until further notice, the following policies present in the following link are in place to address the needs of the school and assure the safety of all students and employees. These policies will be updated regularly as needed to address the fluid state of the pandemic. At all times the school will follow requirements imposed by the Health Department, FLDOE, FCIS, and CDC. [COVID 19 Operating Procedures](#)

### 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 K -5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup> grades, with the exception of honor classes which will be cumulative for 6<sup>th</sup>-12<sup>th</sup> 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.**

### 1<sup>st</sup> 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.

### 2<sup>nd</sup> 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 suspended from official representation of the school for two RFM affiliated events designated by the school (educational and non-educational).

### 3<sup>rd</sup> 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 composed 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

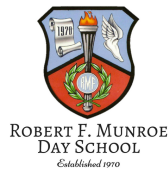
The school reserves the right to rescind an invitation for admission if a student or parent misrepresents themselves or any information given to the interview committee or written on the application. All applicants are required to submit a \$50 application fee. New students must score above the bottom 25% of the class they are applying to be considered for admission.

#### I. Admissions Policy: Early Learning Academy and 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. All students will take an age appropriate skills test.
4. Final decision as to admission will be made by the Head of School based on recommendations from the Admissions Director.

#### II. Admissions Policy Grades 1-5

1. Applicants must successfully complete an entrance test
2. Applicants must provide transcript(s) from the previous school(s).
3. Applicants may be asked to complete reading and or/math assignments from prospective teachers.
4. Personal Interview
5. The students will shadow at school and demonstrate their ability to participate in a school day



6. Acceptance will be made by the Admissions Director.
7. The final decision of an appeal for entrance will be made pending conference with parents and Head of School or a designee.

### **III. Admissions Policy: Grades 6-12**

Final recommendations and decisions on individual students will be made by the admissions director to the Head of School 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. The students will shadow at school and demonstrate their ability to participate in a school day
3. Results of scholastic aptitude tests administered by Robert F. Munroe Day School
4. A report card of previous work must be presented before admission.
5. Personal interview
6. Availability of space

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

The admissions director will place all new students 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 director 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 director and take subject area and ability tests if the director 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.

### **Good Cause**

Students will be permitted to apply and enroll after the start of school, and be eligible to participate in all academic and athletic programs, provided room is available, for any of the following good causes.



1. The current school lacks racial or socioeconomic diversity in the student body when compared to Munroe.
2. A change in custody of the child, including foster placement.
3. Parents were awarded a scholarship after the first day of school.
4. The child's current school lacks a robust college placement program.
5. Programming at Munroe is superior in some way, and remaining at their current school would prevent academic development.
6. Parents moving to the area.
7. A change in financial status has allowed the family to afford enrollment.
8. The child has experienced social hardships at their current school, including but not limited to bullying or a lack of positive social relationships.
9. The student is not being served academically at a level equal to or greater than Munroe.
10. Munroe's enrollment or class sizes are smaller than their current school, and the parent believes Munroe will provide a better learning experience.
11. A change in the parents' marital status.
12. The parents are concerned about the child's safety at their current school.

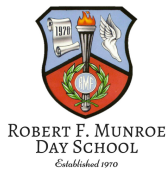
### **WITHDRAWAL**

From time to time, it may become necessary for a student to withdraw from Robert F Munroe. There are two different withdrawal-type:

1. Immediate Withdrawal - The student must withdraw immediately and is not able to conclude the year. The specifics of this type of withdraw are dictated by the signed Enrollment Contract. Regardless of if the withdrawal is voluntary or involuntary, the family will be responsible for the full tuition amount. Typically Financial Aid is not able to be applied to a remaining balance. The school makes no guarantees about the experience or services the student will have available and experience while at school. No refund or discount will be given because the parent is not satisfied with the educational experience.
2. Failure to Re-enroll - The school or family decides not to re-enroll for the next year, but will finish out the rest of this school year. The family must announce in writing by the dates on the enrollment contract if they are unenrolling, or they will automatically be enrolled for the next school year. This deadline is typically at the end of February. The school makes a final determination of re-enrollment after successful completion of all courses for the current year. In the event that the school decides to unenroll a student before the start of the next school year, the family will be refunded the amount paid for the coming year for the affected student, minus any amount past due from the previous year and the enrollment fee.

The school will attempt to notify parents when the administration feels that a student's re-enrollment or a forced withdrawal may be necessary. Many times a specific event or situation may not allow the school to give advance notice. The school makes no guarantee that it will be able to give the family advanced notice when a school initiated withdrawal is necessary or may be pending. Typically the following issues may trigger a school initiated withdraw as detailed above:

1. A delinquent account of more than 60 days.
2. Behavior, actions, or threats that risk the safety of anyone in the school community or interfere with the learning of the students or others in the classroom or in a school function by any member of the family.



3. Inability by the student to maintain passing grades to the point that it is not possible for the student to successfully complete the school year with all passing grades.
4. Failure to abide by the policies set forth in the Student Handbook.

The process of withdrawal is the same regardless of the reason or timing.

1. The family is given a record of all outstanding bills to the school.
2. A Withdrawal Form is filled out by the school and parents. The form must be signed by the parent if the parent initiated, or by the Head of School if school initiated. Contact the Admissions Director for the necessary paperwork.
3. The parent must inform the new school the child is transferring to that the new school must contact Robert F. Munroe to receive records and transcripts. These will only be released once all outstanding debt has been paid and will only be released directly to the school to assure the accuracy of the records.

**PLEASE NOTE: ENROLLMENT CONTRACTS AUTOMATICALLY RENEW EACH YEAR. FAMILIES MUST SUBMIT A WITHDRAW REQUEST BEFORE THE DEADLINE ON THE CONTRACT OR THEY WILL BE RESPONSIBLE FOR THE ENTIRE NEXT YEAR'S TUITION.**

## **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.

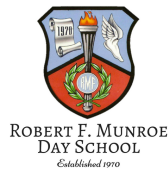
**Financial Aid is given on a rolling basis. The sooner a family applies for Financial Aid, the better chance that the school will have money available. Families must reapply each year.**

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.

The Financial Aid process is confidential. Only the Head of School is permitted to view the calculated need of a family. The Financial Aid Committee maintains confidentiality as to who is awarded financial aid and for how much. The Athletic Director, Admissions Director, Business Manager, Billing Department, and College Guidance Director may be given access to scholarship information through the course of their duties.



### **Community Service Hours**

Community service hours **earned during the school year during 9th - 12th grade** 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 1<sup>st</sup> 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 earns money or is part of an organization’s required activities.

## **AGE SPECIFIC HANDBOOK**

### **Early Learning Academy**

In addition to being obligated to this Student Handbook, students in the Early Learning Academy are bound by an additional section of this handbook. This section can be found [here](#).

## **FROM THIS POINT FORWARD THIS HANDBOOK APPLIES TO STUDENTS k-12**

### **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 2019-2020 - Clubs and sports for students in grades 9 - 12 may be 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**

<b>COURSE</b>	<b>CREDITS REQUIRED</b>
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
Performing, Visual, or Computer Arts	0.5
Any Technology or Programming Course	0.5
Electives	4
<b>TOTAL</b>	<b>24</b>

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**

<b>Course</b>	<b>CREDITS REQUIRED</b>
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
Performing, Visual, or Computer Arts	0.5
Any Technology or Programming Course	0.5
Electives	7
<b>Total</b>	<b>24</b>

**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 (16) or SAT (880), 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 students 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. Three 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**



Requirements are determined by the partner institution (GTI and TCC, for example).

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** as 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 17 credits; To graduate a student must earn 24 credits. Credit for full-year courses is only granted in May.

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 a 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 an 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.**

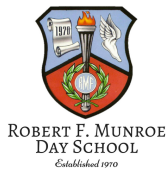
**High school courses can be retaken, with the new grade replacing with the old grade if the course is taken at RFM. Credit will only be given once. For example, a student getting a C in Alg I could retake a year of Alg I with an A average. The student's transcript will reflect the A grade, but will 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.**

**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 8<sup>TH</sup> 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 7<sup>th</sup> grade.
2. "B" average in honors mathematics for 7<sup>th</sup> grade.
3. A score of 70<sup>th</sup> percentile or greater in total math on a national test.
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 must pass all academic classes in lower school with a year average of 60% or higher to be promoted.

### **Students in grades 6-12 who fail two years will not be allowed to return to RFM.**

A student must pass with a 60% as the year average and as the second-semester average to be considered to have passed a course.

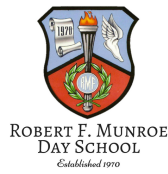
Failing one of the four academic courses each year will result in the student being retained. If a student is retained academically in any grade, he or she will be placed on academic probation the following school year. The student may still be required to make up the missing credit for graduation.

Junior students transferring from an accredited school and entering the 12<sup>th</sup> 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 11<sup>th</sup> or 12<sup>th</sup> grade by the beginning of the second nine-weeks may receive an RFM diploma, but they may not be included in the class ranking and/or valedictorian or salutatorian.

**Students in grades 6-12 who fail a course may be allowed to attend summer school to recover the credit and avoid retention. The school makes no guarantee that summer school will be offered. When offered, summer school requires an extra fee that is not covered by any scholarships.**

### **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, as available. The Academic Advisory meets two times a week to allow students and the advisors to 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 assure the colleges get all the information they need to make an informed decision.

### **Independent Study Special Project**

Students in grades 9 - 12 in the preceding summer who are traveling outside the region (southeast USA) are encouraged to complete a project to receive credit. Students may earn up to 2.0 total credits. Requirements may be doubled for longer trips.

#### Requirements

1. The trip must last 7 or more days.
2. The trip must visit at least 3 different locations of natural or historical significance.
3. The student must conduct an interview while at each location with a local expert or guide.
4. The student must document the locations with pictures and videos.
5. The student must submit a written paper. A minimum of one page (two pages for honors credit) for each location should outline each location, the significance of the location, research on the location, and personal experiences the student had while visiting.
6. The student will create a digital presentation, either a slideshow with narration or a video, which will be reviewed by an appropriate teacher. The presentation should provide an outline of the information contained in the paper, and include video and images of the trip. Students should keep text to a minimum.

After review of the material, teachers will decide which of the following will be granted. What is given will be based on the quality of the submission.

1. The student is given 0.5 credits as a regular elective with an "A" as a grade.
2. The student is given 0.5 credit as an honors elective with an "A" as a grade.
3. The student will be given the option to revise the work or will not receive credit.



## Grading Scale and Promotion

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

Grades k - 12

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

Students must have a passing grade for the year, and pass the second semester to be considered passing the class. The failure of any academic class will result in retention.



## **Grades 9-12**

Students must have a passing grade for the year, and pass the second semester to be considered passing the class. The failure of any academic class will result in retention. 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 the 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 the first semester and passes the second semester with a yearly average less than 65, no credit will be given until the first semester is satisfactorily completed.

## **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 minutes 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**

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 expulsion 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., the stronger person makes the weaker ones 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, are not permitted.

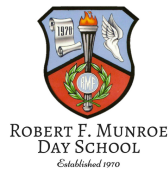
## **DISCIPLINARY PROCEDURES**

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.

**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 the 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.

Students are obligated to participate willingly in investigations and searches. The school will treat any refusal to cooperate or allow for an investigation as an admission of guilt and will respond with the appropriate consequences.

***In the event of a student's suspension, an administrator may require the student to call the parent and give an 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 the 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.

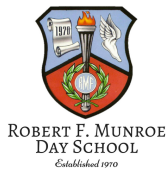
### **Out-of-School Suspension (OSS)**

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). **The 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**).

Depending on the situation, the parents' availability, the severity of the infraction, and if this is a repeat offense, the following may be used to address the Dress Code Violation:

- Parents may be called to bring a change of clothes or the student told to drive home and return.
- Replacement clothing, if available, may be purchased.
- The student is placed in ISS for the day.
- The student is assigned Saturday School.

### **Disruptive Behavior**

No student will engage in behavior which disrupts the learning environment for others such as talking, laughing, making noise, 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.

### **Student Searches and Personal Property**

Any item brought onto campus or to a school-sanctioned event is subject to search. This includes, but is not limited to, all electronic devices, bags, vehicles, and personal clothing. The school reserves the right to search students at any time and for any reason. This includes searching areas the student may have been or searching a locker. Parents will only be informed after a search. Parents are not permitted to oppose or prevent the search. The school reserves the right to turn anything discovered to law enforcement.

The school is not liable for any damage of any personal property brought onto school campus or to school events or trips. This includes money, electronics, vehicles, or clothing. Loss, theft, damage, or injury caused by bringing personal property is a risk assumed by the parents and students, even if the item is being used at the school's convenience.

### **Cell Phones/iPads/Tablets/Smart Watch (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 the 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 a 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 criticizing 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**

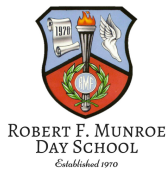
No student will use, advocate, or promote profanity, unflattering name-calling, or racial slurs or use suggestive or offensive slogans or ones that advocate violence, alcohol, tobacco or drugs. None of the above shall be tolerated while in conversation with other students, faculty, and/or staff or in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

### **Skipping Class/School**

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

### **Student Protests**

As a private school, students do not have the constitutional right to protest. When students have a concern, they should work with the administration to get support in dealing with the issue.



### **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 the school administration.

### **Defacing, Damaging, or Destroying School Property**

Students will respect the property and grounds of the school at all times. Families are financially responsible for any damage a student causes while at school or at a school function.

### **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, bongos, 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. The school can search for any item at school, any school-sponsored event, or trip at any time without the need for parental consent. 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, 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. Students are responsible for lost and damaged books and any school property they are issued or they are directly responsible for damaging.





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.

### **Reporting Discipline Issues**

Any dismissals related to drugs, alcohol, vaping, bullying, violence, or threats of violence may be reported to the police and to any future school requesting records, including requests by colleges for transcripts. Police findings will not be taken into consideration for any disciplinary infractions and can not be used to overrule the decisions of the school.

### **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 and School Owned iPads**

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. Parents are responsible for any damage caused to the loaner while loaned out to the student, regardless of who causes the damage.

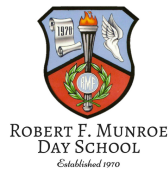
Certain students are given an iPad at the beginning of the school year. These iPads belong to the school. Students are not charged for using the iPads but are responsible for all damage to the iPad and any costs to fix them. Students are not permitted to have the iPad out of the case or attempt to remove the protective settings on the iPad.

### **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 3:45 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.

### **School Hours - Subject to Change**

#### **Early Learning Academy (Infant - 4k)**

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 - 5:45 PM - After School Care

#### **Main Campus - Kindergarten - 2nd Grade**

7:45 AM - 8:00 AM - Drop Off Window  
8:00 AM - 3:00 PM - School Day  
3:00 PM - 3:15 PM - Pick-Up  
3:30 PM - 4:30 PM - After School Activities  
3:15 PM - 5:45 PM - Aftercare

#### **Main Campus - 3rd Grade - 5th Grade**

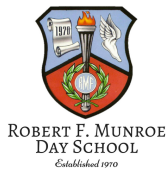
8:00 AM - 8:20 AM - Drop Off Window  
8:20 AM - 3:15 PM - School Day  
3:15 PM - 3:30 PM - Pick-Up  
3:30 PM - 5:45 PM - Aftercare

#### **Main Campus - 6th Grade - 12th Grade**

8:15 AM - 8:30 AM - Drop Off Window  
8:30 AM - 3:25 PM - School Hours  
4:00 PM - All US students not in athletics must be off campus  
3:30 PM - 6:00 PM - Most Varsity and JV Sports (6 - 12)

### **Example Lower School Schedule**

8:00 - 8:30 - Morning Work  
8:30 - 9:30 - Elective  
9:30 - 10:30 - English  
10:25 - 10:55 - Lunch  
10:55 - 12:15 - Math



12:15 - 1:15 - Social Studies/Writing  
1:15 - 2:00 - Science  
2:00 - 2:15 - Recess  
2:15 - 2:50 - Reading  
2:50 - 3:00 - Pack up

Electives: PE, Art, Spanish, Music, Theater

### **Upper School Schedule**

#### **Monday/Wednesday/Friday**

8:30 - 8:35 - Homeroom  
8:40 - 10:00 - Academic Block 1  
10:00 - 10:10 - Snack/Break  
10:15 - 11:35 - Academic Block 2  
11:35 - 12:25 - Lunch, Clubs, and Advisory  
12:30 - 1:50 Academic Block 3  
1:50 - 2:00 - Break  
2:05 - 3:25 - Academic Block 4  
4:00 - 6:00 - Most Athletic Practices

#### **Tuesday/Thursday**

8:30 - 8:32 - Homeroom  
8:35 - 10:30 - Elective Block 1  
10:35 - 11:35 - Elective Block 2A  
11:35 - 12:25 - Lunch and Clubs  
12:30 - 1:25 - Elective Block 2B  
1:30 - 3:25 - Elective Block 3  
3:30 - 6:00 - Most Athletic Practices

### **Half-Day Schedule**

#### **Early Learning Academy (k3 - k4) - Infants do not have ½ days**

Normal Drop Off Times  
8:30 AM - 11:30 PM - School Hours  
11:30 PM - 5:45 PM - After School Care

#### **Main Campus (Grades 1 - 12)**

Normal Drop Off Times  
12:05 PM - 12:15 PM - Lower School Pickup (k - 2)  
12:15 PM - 12:25 PM - Lower School Pickup (3 - 5)  
12:25 PM - 12:40 PM - Upper School Pickup (6 - 12)  
12:05 PM - 5:45 PM - Extended After School Care (1 - 5) - Additional Fee

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 their first classroom at the scheduled start of the school day.** Consistent attendance is one of the top predictors of student success.

An excused absence signifies that the parent approved an absence and no disciplinary action needs to be taken. Even if a student is excused, the absence still counts against the student as detailed below.

A school absence is when the student missed for a school related event, often for a field trip or sporting event. These do not count against the student as defined below.

**A guardian is required to provide the student with a note or email the front office explaining why the student was absent after each day a student misses. Failure to provide a note will result in the absence being declared Unexcused. These can result in disciplinary actions for skipping. All work missed for an unexcused absence will receive half credit only.**

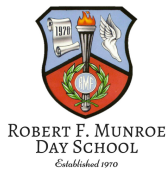
School sponsored activities do not account towards the total number of absences. Absences are kept by period for US and MS students. **Missing more than 25 minutes of a class counts as an absence. Five tardies per quarter will result in Saturday School or Detention. Each additional tardy will result in an additional Saturday School or Detention.**

Students are allotted 6 days in a semester or 12 days for the year of excused absences without needing to provide further documentation beyond the required parent email. Absences in excess of the limitations noted above must include a note from a doctor or other professional related to the specific absence or be pre-approved with a Planned Absence Form, such as cases of family weddings. A parent note will not be adequate.

Any student who misses more than 13 unexcused absences in a year or 7 unexcused absences in a semester will be placed on academic probation. Parents must provide a doctor's note for unexpected absences and must get a Planned Absence Form for planned absences. If further absences are unexcused, the student may not be allowed to make up missed assignments and will have their final grade reduced by one percentage point per day with an unexcused absence if a doctor's note is not provided or prior approval has not been given with the Planned Absence Form. Excused absences will not incur these penalties. The student will no longer be permitted to miss class for school-related events unless their entire class is going. This could result in a student not participating in an athletic game.

An accumulation of **30 or more absences in a year or 16 or more in a semester** will result in the same requirements as listed above. If parents are not able to provide a doctor's note or have a leave form pre approved, the highest grade given in every class will be a C-. Saturday school will be assigned at the school's discretion for every absence after 16 in a semester.

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. 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)

**If for any reason the school must run online classes, the attendance policy will remain the same. Classes will continue online and attendance will be taken daily by teachers. The attendance will still be recorded through Powerschool.**

**Due to the COVID-19 pandemic attendance policy will maintain the same. Classes will continue online and attendance will be taken daily by teachers. The attendance will still be recorded through Powerschool.**

### **Make up Work Policy**

Students must make up work that is missed within one week of the return date from the excused 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.

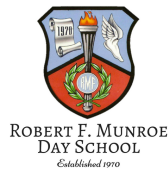
### **BREAK AND LUNCH**

Students should only bring lunches that do not require someone else to open and do not need to be microwaved.

### **PERMISSION SLIP AND REQUIRED DOCUMENTS**

All students at Munroe are required to have certain documentation as required by the school or Florida Law. This includes, but is not limited to:

1. Active Enrollment Contract with proper signatures
2. Application with parent and student Social Security Numbers
3. Up to date contact information form
4. Medical records including vaccinations
5. Release of liability form
6. Past school records including a discipline report
7. Active Smart Tuition Account



Failure to provide or update this documentation may result in a student being refused access to the school until the issue has been resolved. This does not release the family from their tuition obligation, but could result in loss of scholarship awards.

### **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**

### **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 or email a picture to be approved by the administration before wearing.

Political, racist, harmful, threatening, or harassing statements or symbols, either explicit or implied, through any media either worn or displayed to others, is strictly forbidden, including during school and during off-hours activities that might not require normal dress code, such as trips, online meetings, attendance at an athletic event, or during practice.

All Face coverings must be school appropriate and may not have any markings, symbols, or writing that is offensive, inappropriate, or political in nature.

### **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.

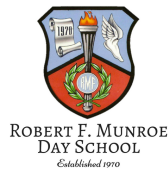
How a person dresses tells a story about who they are and influences how others may treat them. We would encourage all students covered by the dress code to dress as they would imagine dressing for their future occupation. Success is the result of hard work and goal setting. Dressing for the role students 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](http://www.landsend.com))

French Toast Official School Wear – ([www.frenchtoast.com](http://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 that will duplicate the styles chosen by RFM from the online companies.

**All skirts, shorts, dresses, and skorts must measure no less than 2 inches below the fingertips when arms are straight down by the sides while kneeling on the floor.**

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.

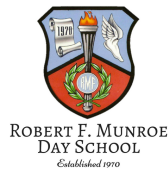
Accessories: Hats may not be worn in the school buildings during the regular school day.

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

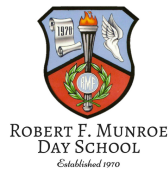
Tights and Leggings: Solid White or Solid Black – No holes or runs, leggings must be ankle length.

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

Accessories: Nobody 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

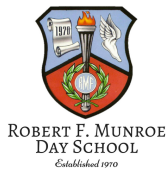
Fleece: Jacket zipped or ½ zip, pullover, vest, or cardigan – Red

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

### **Lower School Dress Down Days**

Lower School students have three types of dress-down days

- General Dress Down Days - On certain days students may be allowed to not have uniforms. On these days the students should follow the Upper School Dress Code or come in Uniform.
- Athletic Dress Down Days - Some days (Field Days/Water Day) students will be allowed to have on athletic outfits. This should include a normal fit t-shirt (Plain or Munroe branded), and a shorts bottom (may be board shorts/male bathing suit style).
- Spirit Days - This includes Homecoming, Spirit Week, Halloween, and other special days throughout the year. The specific dress will be announced in advance. Students not dressed as indicated during the Spirit Day should come in Uniform.



## **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 student's 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. They will be retained regardless of if the student is inside or outside.

Clothing should not be tight fitting.

Body piercing or tattoos that are visible are not allowed. Ear piercings only are permissible, not to exceed 3 total per ear, 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 unless school branded. School branded



tee-shirts can not be cut, helms, or modified in any way, and must fit loosely. No sweatshirts (unless school branded) will be allowed. 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.

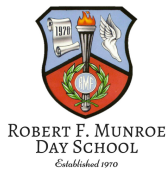
No sagging pants at any time.

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 teacher's permission. These garments may not be worn in any other area at any time.

**Spirit Days/Dress Down Days** - This includes Homecoming, Spirit Week, Halloween, and other special days throughout the year. The specific dress will be announced in advance. Students not dressed as indicated during the Spirit Day should come in Dress Code.

### **Uniform and Dress Code Policy - Non Compliance Policy**

Students are expected to comply with the uniform dress code policy as set forth in this handbook.

Depending on the situation, the parents' availability, the severity of the infraction, and if this is a repeat offense, the following may be used to address the Dress Code Violation:

- Parents may be called to bring a change of clothes or the student told to drive home and return.
- Replacement clothing, if available, may be purchased.
- The student is placed in ISS for the day.
- The student is assigned Saturday School.



### **VISITATION POLICY**

Parents are not guaranteed access to any specific location of the school. The current situation and student safety will govern the access the school may grant the parent. Visitors report immediately to the office for permission from the front office. 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.

### **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 as the situation and staffing allows. No guarantee of availability is made.

### **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.

### **FAMILY BILLING AND ACCOUNTS**

The school uses Smart Tuition as their billing system. Each family is required to maintain an account and keep the account up to date. A delinquent account is defined as an account that is more than 30 days overdue. Should a family's account become delinquent, the school may freeze further charges from being added. This may prevent your child from receiving billed services such as, but not limited to, field trips, aftercare, bus, and transportation, after-school activities, lunches, or athletic participation.

Each family is responsible for keeping their account up to date. From time to time charges may be added to your account. Families are not permitted to prevent the charging of their account. The school makes every effort to inform families in advance, but it is the family's responsibility to log in to their Smart Tuition account and make payments in a timely fashion. Late fees are applied to all overdue balances.





The following actions may be taken if an account becomes delinquent:

- Removal of purchasing privileges
- Student will not be permitted to ride the bus.
- Student will not be allowed to participate in afterschool activities, including athletics.
- Student will not be allowed to participate in field trips.
- Student will be removed from electives and assigned study hall.
- Student will not be allowed to attend school.

### **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.

[Athletic Handbook](#)

### **Policy for Homeschooled Students to Play Sports at RFM**

**Cost is \$1,000 per season.**

**(The fees do not include any possible Booster fees or equipment fees that may be applicable.)**

### **Requirements Per Year**

- Student and Parent must sign a liability statement.



- The 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.
- The student must fully satisfy the 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 homeschooled students have priority over new homeschooled 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 homeschooled 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 homeschooled athlete is injured, dismissed from the team, or quits before the season is completed, there will be no refunds. If an athlete is injured, he/she is encouraged to remain a part of the team, in which case an 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.

### **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 the 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 school does not make any guarantee to the trips that will be offered. The traditional trips include the following:

- The fourth and fifth grade travels to St. Augustine as an extension of their study of Florida History.
- A trip to Washington, D.C., is an every other year event for the seventh and eighth grade as an interdisciplinary study.
- The freshmen and sophomores go to Tampa and visit the aquarium and zoological parks.
- The juniors travel to Orlando for college visits and theme parks.
- The seniors go on a cruise.

Fundraising activities may help cover the expenses, but they are used to bring the cost down for all students.

Faculty members 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, drugs, or tobacco related, disciplinary action covered under the RFM alcohol, drug or tobacco policies will also be included.

### **CHAPERONE DUTIES**

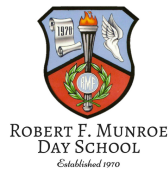
School policies are of no value unless they are followed. It is not a matter of discretion on the part of the chaperones as to whether or not the policies are followed. Regulations approved by the school should be carried through fully.

Teachers and other adults who assume 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.

Chaperones must abide by the same dress code as students and faculty.



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.

On some trips parents may be allowed to participate in a trip that the students are on. The adult should be a parent or legal guardian. Parents must be approved through Raptor. If an overnight trip, students may only stay in a room with other students or with their parents. No student is allowed in a room with another adult. Parents must follow all rules, timelines, and directions provided by the chaperones.

### **TRANSPORTATION TO AND FROM TRIPS AND ATHLETIC EVENTS**

When traveling to and from athletic or school sponsored events, the school will often elect to provide transportation, particularly for athletic events and school events that take place during the school day.

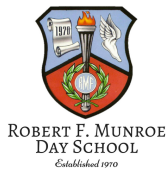
1. Upper School Students (Grades 6 - 12) are expected to be ready to depart for trips at the time and location they are instructed to be at. The failure of a student to get out of class or arrive at school at the required time and place could result in the student missing the trip. No refund will be given when a student is late departing for a trip. Sports teams are not required to wait for a missing person.
2. Student drivers should never drive themselves to a school trip or athletic event. Only the Head of School may grant a waiver of this requirement, which will require a written, signed, and dated request from the parent to allow the student to drive themselves. If siblings are driving together, the note must include both. Students are never permitted to drive other students under any situation.
3. School transportation can not make personal stops to pick up or drop off individual students.
4. Parents should avoid driving their own children to and from events. It creates logistical issues for the chaperones. If a parent insists on driving their own child, they must present the chaperone or coach a written letter with the child's name, date, and time. At no time is another parent allowed to drive a student that is not their own.

### **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, 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 Early Learning Academy 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)**

### **Aftercare Program**

Aftercare is a program that provides a safe environment for your child that includes a snack, homework help, and fun until you are able to pick them up.

3 or more days: \$8/day

2 or fewer days: \$10/day

Late fee: \$1 per minute after 5:45 p.m.

### **Early Learning Center Aftercare**

Students in 3k and 4k

After School Preschool: 2:15p.m. – 5:45 p.m.

Phone: (850) 627-8048

Preschool children remain at the Early Learning Center. The students will play games, work puzzles, play outdoors, and interact with the teachers. A snack is served daily.

### **Early Learning Center Aftercare Schedule**

2:15 - 2:30 Snack time

2:30 - 4:00 Outside play

4:00 - 5:45 Inside games and activities

### **Lower School Aftercare at the Main Campus**

Students for grades K - 5

Lower School Aftercare: 3:45 p.m. – 5:45 p.m.

Phone: 850-320-8865

Weather permitting, students in kindergarten through fifth grade will meet in the courtyard of the main building. In the event of inclement weather, we will move aftercare to the auditorium in the main building. All students will be given a snack, have a designated time to do homework, and have opportunities to safely socialize with their friends.

### **Lower School Aftercare Schedule**

3:45-4:00 Snack

4:00-4:30 Homework

4:30-5:30 Social/free time

5:30-5:45 Clean up

**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 Early Learning Academy facility on King Street in Quincy.

All payments are made through Smart Tuition.

### **Enrollment**

Next year's tuition bill will begin in March.



Please be aware that your enrollment contract automatically renews each year until your child graduates. If for some reason you would like to look at other educational options for your child for the 2021-2022 school year, please contact our Admissions Officer. If you do nothing, you will automatically be enrolled for the 2021-2022 school year on March 1, 2021. Please contact us by February 28, 2021, or you will be enrolled for next year and you will be responsible for tuition for the entire year.

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

**ENROLLMENT FEE (per family per year) \$200.00**

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

**LATE APPLICATION FEE:**

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

**TUITION 2020-2021**

\$4,650.00 per child (3K) - \$388.00 Monthly

\$7,650.00 per child (grades 4K through 5) - \$634.00 Monthly

\$7,850.00 per child (grades 6-12) - \$654.00 Monthly

Monthly payments based on a 12-month payment plan March-February

\$35 Activity Fee

**OPTIONAL FEES AVAILABLE BY REQUEST**

**BUS FEES**

Round trip bus: One child – \$900.00

Two children – \$1,200.00 Three children – \$1,400.00

One-way bus: One child – \$750.00

Two children – \$1,100.00 Three children – \$1,125.00

**UNIFORMS (Estimated)**

\$200 (per child, LS Only)

**AP AND DUAL ENROLLMENT TEXTBOOKS (Estimated)**

\$400

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

VPK assistance available at

<https://familyservices.floridaearlylearning.com>



### **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, Money Order, Credit Card, Debit, ACH (Convenience fees may apply). All accounts are paid through SmartTuition.

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 signer 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 cylinders or beakers.

The school is not responsible for personal property brought to the school.

*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.*