



# 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.**

## **Level 4**

### **Zero Tolerance**

The following infractions will result in immediate suspension followed by an expulsion. During the time of the suspension, parents may **request** an appeal hearing but may be denied by the Head of the School depending on the severity of the infraction.

### **Harassment**

Harassment can be a type of 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 Prohibited**

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 Prohibited**

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 Prohibited**

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 and Behavior Prohibited**

All persons associated with the school are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are prohibited at school or away from school if they negatively impact school students.

1. Threatening that 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, or risk social embarrassment, such as threatening to share potentially embarrassing pictures or text messages.
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. Sexual behavior or conduct at school or during a school activity is prohibited including:
  - 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.

## **Sexual Harassment and Disrespectful Behavior Toward Others**

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 person 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.

## **Inappropriate use of personal electronic device**

Personal electronic devices are not permitted on campus during school hours. If a device is used as deemed inappropriately, students may be subject to expulsion from the school.

## **Vulgar, disrespectful Behavior/language toward 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.

## **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, bong, 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.

**Other serious violations of the law**

*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.*

## **Levels 3-4**

### **Serious Violations**

The following infractions are considered to be serious violations of the expectations of Robert F. Munroe. These infractions may result in immediate dismissal/expulsion from the school as deemed by the Head of the School depending on severity. The following consequences will be designated as administration may seem fit.

#### **Skipping Class/School/Out of area without permission**

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

- 1st offense - Parent contact, suspension, behavior contract
- 2nd offense - Expulsion

#### **Profanity**

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.

#### **Unacceptable Language or Gestures**

No student will use, advocate, or promote profanity, unflattering name-calling, or racial slurs or use suggestive or offensive slogans, gestures, 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.

The school will evaluate each situation specifically, including intent, situation, public nature of the situation, age of the student, and intent of the situation. When unacceptable behavior is demonstrated to or in the presence of younger students, the school will likely respond more harshly.

In most situations, the school will use a three-strike method for dealing with unacceptable language and gestures. On the first offense, the student will receive a detention and the parent will be notified. On the second offense, the student is suspended from school and the parent will be notified. On the third offense, the student will be expelled. If the student has past disciplinary infractions, the school may accelerate the punishments.

### **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.

- Fighting/weapons - immediate suspension/expulsion
- Hitting - behavior contract, suspension, parent conference (LS admin intervention)
- Instigating a fight
  - 1st offense - Suspension with behavior contract, Parent conference
  - 2nd offense - Expulsion

### **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.

- Destruction - immediate expulsion
- Defacing/damaging - Admin suggestions

### **Disrespectful Behavior/Language Toward Faculty and Staff**

- Lower school-
  - 1st offense - Admin intervention, parent conference
  - 2nd offense - Suspension, contract
  - 3rd offense - Expulsion
- Mid/Upper school -Suspension or Expulsion depending on severity

### **Use of personal electronic device in school**

#### **(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 – 3:25 pm **with the exception of break and lunch when taken outside. Lunches and breaks taken inside must be done without the usage of phones**), 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.

Phones are never to be used in class during class time. They are not to be seen or be charged during class. Teachers are required to confiscate any phone seen during class time. Teachers are not permitted to give students permission to use their phone during class. If a student must use their phone, they must go to the front office.

Videos and pictures taken by students are prohibited during the school day unless permission is granted by a teacher, and then the student should use their school academic device, not a personal device.

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.

### **Misuse of school technology/property (More Serious)**

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.
- Other major infractions not directly specified but considered to be detrimental to the educational process and/or school environment

### **Levels 1 - 2**

## **Other Violations**

The following infractions are considered to be unacceptable behavior at Robert Munroe. These violations will be addressed accordingly either by the teacher or administration.

### **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. Water is permitted to drink in class.

- 1st offense - Lunch detention, parent contact
- 2nd offense - Behavior contract, Saturday school
- 3rd offense - Suspension, expulsion

### **Electronic Devices** (cell phone, iPad, tablets, smart watches, etc)

- 1st offense - Admin contact, lunch detention, parent contact
- 2nd offense - Behavior contract, Saturday school
- 3rd offense - Suspension, expulsion

### **PDA**

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.

### **Dress Code**

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**).

- 1st offense - Change clothes or ISS, parent contact
- 2nd offense - Change clothes or suspension, parent contact, behavior contract and Saturday School
- 3rd offense - Suspension, dismissal/expulsion

### **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.

### **Other infractions**

- Misuse of school technology/property
- Sleeping in class
- Inappropriate interactions with another student
- Other minor infractions not directly specified but considered to be unacceptable behavior

## ***Disciplinary Procedures not otherwise specified***

### ***Repeated offenses will result in next level of discipline***

#### Level 1 Consequences

- Teacher assigned detention with parent contact
- Parent, admin conference
- Lunch detention
- Saturday school

#### Level 2 Consequences

- Extended detentions, with admin/parent conference
- Saturday school, with admin/parent conference
- Short term Suspension (1-3 days), behavior contract with admin/parent conference

#### Level 3 Consequences

- Long term suspension (4-10 days), Saturday school, behavior contract with admin/parent conference

#### Level 4 Consequences

- Expulsion

## **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.

## **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. All electronic devices connected to our network are monitored and can be viewed by the school. Anyone using electronics for school activities or using school provided systems should have no expectation of privacy.

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.** Note 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.