

Parent Guide and Student Handbook

2025-2026

Robert F. Munroe Day School

Accredited by the Florida Council of Independent Schools,

Southern Association of Colleges and Schools and Cognia

Office Telephone: 850-856-5500

Fax Number: 850-856-5856

Admissions Telephone: 850-856-5500

East Campus - Main Campus

28424 Blue Star Hwy

Havana, FL 32333

West Campus - Athletics

91 Old Mt. Pleasant Road

Quincy, FL 32352

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

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., Luthan 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

Robert F. Munroe Day School Mission Statement

Inspiring creative, compassionate, and courageous learners ready to lead and innovate in a changing world.

Philosophy

Education is not merely the transmission of knowledge but also the cultivation of character and capabilities that empower students to navigate complexity and lead positive change. We commit to creating educational experiences that balance academic excellence with creative exploration, technological fluency with core human values, physical development through athletics with intellectual growth, and personal achievement with social responsibility. Our approach recognizes that education must nurture the whole individual - mind, body and character - enabling each student to discover and realize their full potential.

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 gray.*

RFM Fight Song

*Cheer for the red and gray
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 over 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.

Honor Code

Honor code offenses include, but are not limited to cheating, forgery, lying, stealing, and plagiarism, possession of a cheat sheet, illegal testing material or submitting a work product that is the result of AI composition in part or its entirety. **Violations of the honor code are cumulative for student's K -5th, 6th-8th, and 9th-12th grades, with the exception of honor classes which will be cumulative for 6th-12th grades.**

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

1st Infraction

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

2nd Infraction

The second honor code violation will result in the student receiving a F for the grade involving the violation and two full days of Saturday School. The student will be suspended from official representation of the school for two RFM affiliated events designated by the school (educational and non-educational).

3rd Infraction

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

Elementary Honor Code

The classroom teacher, Dean of Students, Dean of Academics, 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 40% 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 to 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. There is no appeal process for not being accepted for admission.

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. Submission of standardized test scores in the areas of mathematics, reading and/or writing.
4. A report card of previous work must be presented before admission.
5. Personal interview or letter of recommendation from a former teacher or school administrator.
6. Availability of space in the proposed grade level.

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.

Division leadership will review student records and conduct a parent interview to assess student accommodation plans on a case by case basis. Re-evaluation of the accommodation plan may be necessary throughout the student's tenure in elementary, middle and high school.

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-types:

1. Immediate Withdrawal - The student must withdraw immediately and is not able to conclude the year. The specifics of this type of withdrawal 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 withdrawal 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

Community Service Hours

Community service hours **earned during the school year during 9th - 12th grade** should be turned into the appropriate organization for record-keeping (i.e., Anchor Club, Key Club, Beta), which will be reported to the RFM Upper School Division Leadership at the end of the school year. **Community service hours earned during the summer must be turned in to the RFM counselor by September 1st of the new school year.** All hours must be documented by a supervising adult. To ensure proper accounting of hours a letter from the receiver of the service, on letterhead stationery or official form, must document the number of hours and the service rendered with the signature included of the supervising agent for the work done. No hours will be considered a “community service” hour which earns money or is part of an organization’s required activities.

Munroe Parent Responsibilities and Code of Ethics

Parents at Munroe are expected to be engaged participants in their child’s learning, and recognize the rights of other families to have the best experience possible. In addition, the school’s employees are covered by a wide range of federal and state laws that protect them with a safe and non-hostile work environment. As a private school, Munroe employees are not public officials, therefore expectations of privacy and confidentiality are legally protected.

Violations of these policies could, in extreme situations, result in actions taken by the school that could impact a family’s enrollment at the school.

Parental Usage Technology and Social Media

Parents are asked to use technology and social media in a professional and respectful way. For example, parents should:

1. Respect a staff member’s professional and personal boundaries, by not using their personal online presence to raise school matters, or otherwise engage in disrespectful behavior.
2. Not take photos, videos or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the Munroe community online without express consent.
3. Avoid publishing or sharing information which may bring Munroe (or any of its staff, students, parents and other members of Munroe community) into disrepute.
4. Not communicate with other students outside of Munroe, including by email or on social media, without prior consent from that student's parent(s).
5. Not discuss confidential or sensitive school matters, including those in relation to grievances about the school, its employees, or students.
6. Not set up any online website, forum or group which features Munroe’s name in its title, or which may suggest it is operated or sanctioned by Munroe.

Parents Visitation to Events and Activities Involving Munroe Students

Parents are expected to act in the best interest of their children and the school while

participating in school activities. Demonstration of support for the school, its students, and its employees is requested. When participating in competitions, parents must never engage negatively with officials or other visitors from outside the school. Parents are not permitted to taunt, use foul language, or berate anyone while at an event Munroe is participating in. Parents who appear to be under the influence of drugs or alcohol will be in violation of this policy.

Parents who fit into specific legal categories may not be permitted to attend school events. Parents that have shown a disregard for the school's parent behavior expectations may be prohibited from attending school events.

All parents will be required to submit valid driver's license or identification to Front Office Staff for the Raptor system to ensure school safety protocols remain consistent.

Communication with School Employees

Munroe employees are guaranteed the right to work in a non-hostile environment. This includes staff, administrators, coaches, and teachers. Parents are expected to treat all employees respectfully and with honesty. Conversations or written communication that is hostile, abusive, or threatening is strictly prohibited.

Parents are expected to set up pre-arranged appointments when desiring to meet with any employee. The front office can always be contacted to arrange for a meeting with any employee. Showing up without a meeting scheduled should always be avoided, including attempting to speak to a coach after a game or practice, or attempting to stop a teacher during daily drop-off or pick-up.

Appropriate Interactions with Children

Parents are expected to adhere to state and federal laws that protect children. Parents should avoid conversations with their own children that could result in the communication of prohibited topics, such as confidential information about other students, discussion of topics that are not age appropriate that the child could share with other children, or sharing personal opinions that could result in the child repeating inappropriate words or socially unacceptable opinions.

While sometimes parents may grow concerned about an interaction their child is having with another child, care must be taken when addressing student interactions. The school suggests contacting the school if a parent has a concern about other students, especially if they feel this student's behavior puts others at risk. If a parent feels that authorities need to be contacted, they are certainly encouraged to do so. Parents should never approach a student directly nor is it acceptable to communicate in a hostile way to other parents.

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.

Robert F. Munroe does not typically offer an early graduation option. Student eligibility for early graduation will be assessed and permitted on a case-by-case basis. In addition to accomplishing all credit requirements, a student must be enrolled full time (at least 6 credits per year) in at least 4 years (8 semesters) of high school, as defined as starting in grade 9. High school courses beginning before 9th grade may count as credit, but do not count towards when a student starts high school.

HIGH ACADEMIC DIPLOMA

Cumulative weighted grade point average must be at least a 3.5 for those courses taken at RFM. *Students must complete **100 hours of community service** to receive the High Academic Diploma.*

Note: A minimum of two years of a world language is a requirement for entry in a Florida university, though three years is highly recommended.

High Academic Diploma Graduation Requirements

<u>COURSE</u>	<u>CREDITS REQUIRED</u>
English	4
Mathematics	4
Science	4
Social Studies (must include credits in World History, American History, Government and Economics)	4
Foreign Language (Same Language)	2
Physical Education or 1 season of a varsity sport or 1-year club sport	0.5
Performing, Visual, or Computer Arts	0.5
Any Technology or Programming Course	0.5
Personal Finance/Business	0.5
Electives	6.0
<u>TOTAL</u>	<u>26</u>

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 their entire junior and senior years, 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 (Non-CTE Pathway)

Cumulative weighted grade point average must be at least 2.0 on a 4-point scale.

Academic Diploma Graduation Requirements

<u>COURSE</u>	<u>CREDITS REQUIRED</u>
English	4
Mathematics (must include Algebra I & Geometry)	4
Science (must include 1 credit of Biology)	4
Social Studies (must include credits in World History, American History, Government and Economics)	4

Physical Education or 1 season of a varsity sport or 1-year club sport	0.5
Performing, Visual, or Digital Art	0.5
Any Technology or Programming Course	0.5
Personal Finance/Business	0.5
Electives	6.0
<u>Total</u>	<u>24</u>

Note: A minimum of two years of a world language is a requirement for entry in a Florida university, though three years is highly recommended. *Dual enrollment courses receive college credit from Tallahassee State College.

ACADEMIC DIPLOMA (CTE Pathway)

Cumulative weighted grade point average must be at least 2.0 on a 4-point scale.

Academic Diploma Graduation Requirements

<u>COURSE</u>	<u>CREDITS REQUIRED</u>
English	4
Mathematics (must include Algebra I & Geometry)	4
Science (must include 1 credit of Biology)	3
Social Studies (must include credits in World History, American History, Government and Economics)	3
Physical Education or 1 season of a varsity sport or 1-year club sport	0.5
Performing, Visual, or Digital Art	0.5
Career/Technical Education Coursework	2
Electives	1.0
<u>Total</u>	<u>18</u>

FLVS classes: As of July 1, 2024 FLVS classes for self-pay School Choice Scholarship recipients will be charged at \$375 per class/segment. As this is not typically covered by AAA or Step Up Scholarships, student tuition accounts will be charged. 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. **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	90-100	4.0	5.0	4.5
B	80-89.99	3.0	4.0	3.5
C	70-79.99	2.0	3.0	2.5
D	60-69.99	1.0	1.0	1.0
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 core academic class will result in retention or mandatory remediation.

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 mandatory remediation. 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. If a student fails the first semester and passes the second semester with a yearly average of at least 65, they 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 through credit recovery options.

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.

HEAD OF SCHOOL’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).

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 does not promise to 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 credits are earned for Tallahassee State College (TSC); however, 0.5 credit is earned for high school diplomas. 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 State College (TSC), the student must take that course at RFM. Before registering to take courses at Tallahassee State 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 TSC 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 TSC prior to the student's registering for a course. Courses taken on the TSC 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 (GTC and TSC, 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 begin 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. Students must follow proper sign in and sign out procedures in the front office. Students are not permitted to leave campus at any other time not associated with the dual

enrollment class unless documentation has been provided by a parent or guardian for each occurrence/dismissal.

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: For semester 1, students in grades 6-12 may be exempt from any exam by maintaining an A-average for quarter 1 and an A-average at the time of quarter 2 progress reports. For semester 2, students in grades 6-12 may be exempt from any exam by maintaining an A-average for quarter 1, quarter 2, quarter 3, and the progress report for quarter 4 .

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, Graduation practices, the Senior Luncheon, and any other academic/recognition 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 two years of a world language. Credits will be issued using the same policies as in all other classes. However, in order to advance to the next level of a world language course, 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 the 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 Algebra I could retake a year of Algebra I with an A average. The student’s transcript will reflect the A grade, but will only get 1 year’s 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. The cost of such courses will be the responsibility of the student’s parent/guardian.

CRITERIA FOR RECOMMENDATION TO 8TH GRADE ALGEBRA I HONORS: It is the goal of the mathematics department to provide each student with the opportunity to receive the level of instruction which, in the long term, is most beneficial for that student. A student must meet two of the four criteria to be accepted.

1. “A” average in mathematics for 7th grade.
2. “B” average in honors mathematics for 7th grade.
3. A score of 70th percentile or greater in total math on a national test.
4. Teacher recommendation. For any Algebra I Honors students who earn below a “C” (75) semester average in either semester, it is recommended that he/she repeat Algebra I as a ninth grader.

Lower School Progression Plan

Lower School Student Progression Plan (Grades 1–5)

Purpose:

Robert F. Munroe Day School Lower School is committed to fostering student growth by providing a structured academic progression plan that ensures all students are developing toward their personal best. This plan outlines the expectations, review procedures, and interventions used to support student success in Grades 1 through 5.

Academic Promotion Requirements

Students in Grades 1–5 are expected to pass all core academic subjects with a final average of **60 or higher**. Core academic subjects include:

- Reading
- Language Arts
- Mathematics

- Science

Failure to meet this benchmark in any core academic area will initiate an **Academic Review** process.

Robert F. Munroe Day School does not practice social promotion. We believe in supporting all learners, but students must demonstrate satisfactory performance at grade level to ensure academic success as they progress through the grades.

Additionally, students with a passing average of **60%–79%** may receive a recommendation for **Level I Intervention** to reinforce foundational skills and **combat potential academic regression**.

Academic Review Process

If a student does not meet the minimum grade requirement, the school will conduct a comprehensive review of the student's academic performance. This review is led by the **classroom teacher(s), interventionists, Lower School administration, and the Head of School**, and includes analysis of the following:

- Progress monitoring assessment data
- Classroom performance and participation
- Formative and summative evaluations
- Teacher observations and anecdotal records

Based on the outcome, the team will issue a formal decision to:

- **Promote** the student, with or without required interventions
- **Retain** the student for further academic growth

Intervention Levels and Criteria

To support academic growth and maximize instructional support, the Lower School offers **two levels of academic intervention**:

Level I Intervention

Purpose: To support students who demonstrate partial proficiency and require additional practice to reach grade-level expectations.

Placement Criteria:

- Performing **more than 6 months behind** but **less than 13 months behind** enrolled grade level
- Scoring between the **40th and 59th percentile** on standardized assessments
- Not currently failing any core subjects
- Or earning a final average of **60%–79%** in a core subject

Support Strategies:

- Assigned targeted practice using **prescribed platforms** (online, in-person, or both)
- Progress checks to ensure skill acquisition and growth

- Continued monitoring by the classroom teacher and support staff

Level II Intervention

Purpose: To provide individualized, intensive support for students performing significantly below grade level.

Placement Criteria:

- Performing **more than 14 months behind** grade level
- Scoring **below the 40th percentile** on standardized assessments
- Failing one or more core academic subjects

Student Support Philosophy

Robert F. Munroe Day School affirms that every student can grow academically with the right supports in place. Intervention services are **not punitive** but rather proactive steps taken to ensure students are given every opportunity to meet and exceed academic expectations. The ultimate goal of intervention is to help students achieve **proficiency**, gain confidence in their learning, and **avoid future academic delays**.

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

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.

HEAD OF SCHOOL'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).

UPPER SCHOOL LATE WORK

Teachers have some flexibility within their own classes to excuse work turned in late on a case -by-case basis, but in most cases, teachers follow the school's late work policy as outlined below.

Any assignment not turned in on time will drop 1 full letter grade after 2 school days. After this, it will drop 1 letter grade per day until 5 school days have passed. Students with excused absences as defined in the Student Handbook will be granted one day per day absent to turn in late work. School days are counted even if a class does not meet that day.

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 will be 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.

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 20 or less per class.

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, bongs, rolling papers, syringes, and roach clips.

- **Actual possession** – Means the contraband is in the hand of or on the person; is in a container in the hand of or on the person; or, is as close as to be within ready reach and is under the control of the person.
- **Constructive possession** – Means the contraband is in a place over which the person has control, or in which the person has concealed it, and specifically includes automobiles.
- **Joint possession** – Means that two or more persons jointly possess the contraband, exercising control over it. In that case, each of these persons is considered to be in possession of the contraband.
- **Under the influence** – Means to have introduced any amount of contraband into the person's body, by whatever means, or for whatever purpose. To be considered "under the influence" it is not necessary that the person's normal faculties be impaired to any measurable extent. It is the policy of Robert F. Munroe Day School that the introduction of any amount of contraband into the person's body results both in the person being "under the influence" of the contraband and in violation of this rule.
- **Normal faculties** – Include, but are not limited to the ability to see, hear, walk, talk, judge distances, operate machinery, make judgments, act in emergencies, and, in general, to perform normally the many mental and physical acts of daily living.
- **Evidence** – When considering whether a person is "under the influence" of contraband, it is not necessary that the school or its administration confiscate or in any way produce the actual contraband at issue. It is sufficient to prove a person is "under the influence" if a witness, who, by training or life experience, is familiar with the signs, smells, or symptoms of contraband use, observes such signs, smells, or symptoms by the use of the witness' five senses and reports the matter to the school. Scientific proof of the type typically used in the Courts is not required.

In an attempt to continue drug and alcohol awareness at RFM, the administration may routinely use local law enforcement or other agencies to conduct educational activities for students. To ensure that the campus remains drug-free, the administration may on occasion have the Sheriff's Department conduct investigations, including the use of drug-sniffing dogs on campus. 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.

Skiping 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 (8:15AM – 2:50 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 messages 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 F. 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

Lower School Dress Code policy also calls for students to be properly dressed and groomed; and remaining so for the remainder of the school day. Lower School parents are responsible for their child being in uniform. Non-compliance will result in the following:

- 1st offense - Verbal Reminder
- 2nd offense - Written Reminder
- 3rd offense - Written warning and change of clothes
- 4th offense - The student will be charged for the cost of a uniform shirt and the student's account will be charged.

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.

Lower School Student Conduct Plan

2025–2026 School Year

Purpose

To foster a positive, respectful, and safe learning environment by promoting consistent behavioral expectations and providing a clear framework for conduct grading and privileges related to field trips and school events.

1. Conduct Grading Rubric

Grade	Meaning	Teacher Rubric Criteria
E – Excellent	Consistently demonstrates exemplary behavior	Always respectful and kind to peers and adults - Follows directions immediately - Demonstrates self-control - Actively contributes to a positive classroom environment - No behavior reminders or office referrals
S – Satisfactory	Generally meets behavior expectations	Usually respectful to peers and adults - Responds to redirection - Occasional reminders needed for rules - May have one minor behavior incident recorded in the semester
N – Needs Improvement	Frequently struggles to meet expectations	Regular disruptions to learning environment - Disrespectful or defiant behavior - Multiple reminders required weekly - Two or more minor incidents or one major referral in the semester
U – Unsatisfactory	Rarely meets behavioral expectations	Habitual defiance or disrespect - Threatening or aggressive behavior - Multiple major behavior incidents - Consistently interferes with learning environment - Parent/administrator intervention required regularly

2. Communication & Support

- Teachers will issue conduct grades each quarter using the rubric above.
- Parents will receive behavior updates through progress reports and conferences.
- Students needing improvement will receive:
 - Behavior Reflection Sheets
 - Individual Behavior Support Plans
 - Parent-teacher conferences to partner for growth

Robert F. Munroe Day School – Lower School Behavior Rubric

Teacher Guide for Assigning Conduct Grades (E, S, N, U) *Effective 2025–2026*

Overview

This rubric provides a consistent framework for assessing and documenting student conduct across all Lower School classrooms. It empowers teachers to issue fair, objective behavior grades while supporting positive behavioral growth in every student.

Conduct Grade Scale

Grade	Definition	General Behavior Profile
E – Excellent	Consistently exceeds behavior expectations	No documented behavior infractions - Acts as a positive role model - Requires no reminders to follow rules - Demonstrates integrity, kindness, and leadership
S – Satisfactory	Generally meets expectations	-Occasional reminders for behavior - Responds appropriately to redirection No more than 1 minor behavior referral in the grading period
N – Needs Improvement	Frequently struggles to meet expectations	- 2 or more minor behavior referrals or 1 major behavior incident - Needs frequent redirection - Behavior interrupts learning of self or others
U – Unsatisfactory	Consistently fails to meet expectations	- Multiple major infractions, or persistent pattern of minor ones - Requires administrator intervention or removal from class - Behavior endangers emotional or physical safety of self/others

Grade Assignment Summary Table

Conduct Grade	Number of Tier 1 Infractions	Tier 2 Infractions	Administrator Involvement
E	0	0	None
S	1	0	None
N	2–4	1	1 Referral
U	5+	2+	2+ Referrals

Behavior Incident Rubric

This rubric categorizes student behavior incidents into Tier 1 (Minor) and Tier 2 (Major). Teachers should track these to guide quarterly conduct grading.

Tier 1 – Minor Infractions (Teacher Managed)

3 or more minor infractions = automatic “N” unless substantial improvement is documented.

Behavior	Examples	Consequences
Off-task Behavior	Not following directions, excessive talking, out of seat without permission	Redirection, loss of privilege, parent contact
Disrespectful Attitude	Eye-rolling, backtalk, tone of voice, arguing	Reflection form, timeout, parent communication
Mild Disruption	Interrupting instruction, minor noise-making	Reteach expectations, visual/verbal cue
Unprepared for Class	No materials, incomplete homework	Teacher documentation, consequence ladder
Minor Dishonesty	Denying responsibility, low-level deception	Reteach integrity, document and inform parent
Rough Play	Pushing, play fighting without harm	Redirection, safety reteach, parent contact

Tier 2 – Major Infractions (Administrator Involvement Required)

A single Tier 2 incident results in a minimum conduct grade of “N”; repeated incidents may result in a “U”.

Behavior	Examples	Consequences
Aggressive Behavior	Hitting, kicking, biting, throwing objects	Office referral, parent meeting, possible suspension
Defiance of Authority	Refusing to comply after redirection, walking out of class	Administrator involvement, behavior plan
Threats or Bullying	Verbal/written threats, intimidation, social exclusion	Investigation, documentation, mandatory parent meeting
Property Damage	Breaking school/personal items, vandalism	Financial restitution, loss of privilege
Major Dishonesty	Cheating, forging signatures, stealing	Automatic referral, behavior education
Inappropriate Language or Gestures	Profanity, vulgar language or actions	Behavior reflection, administrative contact
Technology Misuse	Accessing unapproved websites, inappropriate device use	Revocation of access, disciplinary action

Field Trip Participation Guidelines

To ensure student safety and promote positive behavior on off-campus experiences, conduct grades will directly affect participation eligibility:

Daily/Local Field Trips

- Students with an “E” or “S” conduct grade: May attend without restrictions.
- Students with an “N” conduct grade:
Must be accompanied by a parent or guardian to attend.
- Students with a “U” conduct grade:
Not permitted to attend daily or local field trips.

Semester Trip Eligibility

Semester trips are privilege-based and reflect not only academic progress but also behavior and character.

- Students with one or more “N” grades in conduct over the semester:
Eligibility subject to review and parental accompaniment may be required.
- Students with a “U” in any quarter of the semester:
Ineligible to attend semester trip.

Year-End Trip Participation Policy

The year-end trip is a reward for students who have consistently demonstrated respect, responsibility, and self-control throughout the school year.

- To be eligible:
 - No “U” conduct grades during the year.
 - No more than one “N” per semester.
 - Must not have been suspended (in or out of school).
 - No unresolved major discipline referrals.
- Students with more than one “N” or any “U”:
Will not be permitted to attend the year-end trip.

Administrator Referral = Automatic Conduct Impact

- Calling an administrator for behavior removal:
 - 1 incident = Minimum “N”
 - 2+ incidents = “U”
- Teachers should document referrals and ensure incidents are logged in FACTS.

Supporting Documentation

Teachers should use the following to support conduct grading:

- Weekly behavior trackers or class dojo logs
- Behavior Reflection Sheets (Tier 1)

- Referral Forms (Tier 2)
- Parent Communication Logs
- Quarterly Summary Sheet (optional)

Appeals and Administrative Discretion

- Parents may request a review of trip eligibility through written appeal.
- Final decisions on participation rest with school administration and consider individual behavior records, interventions, and overall

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/Chromebooks

Students who are required to have an iPad/Chromebook 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.

UNIFORM REQUIREMENTS FOR GRADES Pre-K through 12

All tops, with the exception of overcoats, must contain the official school logo. Embroidered logos are available through our online sources, M&M Monogramming and Coastal Protective Products. Heat-press transfers are also available through M&M Monogramming (<https://www.mmmonogramming.com/>).

Uniform pieces available online should be purchased through our approved sources:

- All Uniform Wear (<https://www.alluniformwear.com/school>) *RFM-specific page coming soon!
(Physical store location: 1989 Capital Cir NE #4, Tallahassee, FL 32308)

Along with the approved online sources above, there are several local vendors including JCPenney, Wal-Mart, Old Navy, and Children's Place, that have uniform tops & bottoms that will duplicate the styles chosen by Munroe from the online company.

Pants, Shorts, Skorts or skirts: Khaki, Black, Gray or Munroe Plaid **Must be knee-length or longer**

Jean/Denim: may be worn on Fridays (Grades PreK-12)-no rips, tears, graphic designs, holes or fringes allowed

Oxford-style Button-Down: White, Red, Black, 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 Tee with the Munroe Logo (worn during US PE/Athletic classes only): White, Red, Black, or Gray (Short or Long Sleeve).

Belt: Black, Brown, or Khaki

Crewneck Sweater or Cardigan: White, Red, Black, or Gray **with the Munroe Logo.**

Socks: Solid White or Solid Black

Shoes: Closed Toe – (Tennis Shoes are strongly encouraged) – Sandals, Flip Flops, Crocs, 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. Hair (including hair extensions, braids, wigs, weaves or other hair adornments) may not be dyed a color beyond the realm of hair color that occurs naturally in human beings.

Fleece Pullovers, Jackets or Coats: Must be neat, well maintained (no rips, tears, or stains) – White, Red, Black, or Gray (with or without Munroe logo).

No hooded sweatshirts of any color, kind, style or logo except for Munroe-branded hoodies.

DAILY PROCEDURES

School Instructional Hours: 8:15 AM - 2:50 PM

Early Dismissal School Instructional Hours: 8:15AM - 12:30P

Arrival and Departure

The school will accept students each day beginning at 7:00 AM. Students are not permitted on campus before 7:00 AM as no supervision is provided.

Students must be picked up each day by 3:15 PM unless they have a scheduled activity immediately after school. Students must be supervised by an adult at all times. Students without supervision will be escorted to Aftercare at 3:15 and parents will be charged a daily rate. Students are not permitted to wait unsupervised for activities beginning after 3:15PM.

Half Day Dismissal is 12:30P. Car pickup is 12:30P until 12:55P. Students without supervision on early dismissal days will be escorted to Aftercare at 12:55 and parents will be charged a daily rate.

Main Campus - 6th Grade - 12th Grade

7:00 AM - 8:15 AM - Drop Off Window

8:20 AM - 2:50 PM - Instructional Hours

3:15 PM - All US students not in athletics or aftercare must be off campus

3:30 PM - 6:00 PM - Most Varsity and JV Sports (6 - 12)

Upper School Schedule

<u>Period</u>	<u>Start</u>	<u>End</u>
Homeroom/Advisory	8:20 am	8:30 am
Block 1	8:30 am	9:20 am
Block 2	9:25 am	10:15 am
Block 3	10:20 am	11:15 am
<i>Lunch/Clubs</i>	<i>11:20 am</i>	<i>12:05 pm</i>
Block 4	12:10 pm	1:00 pm
Block 5	1:05 pm	1:55 pm
Block 6	2:00 pm	2:50 pm

ABSENCES AND TARDIES

The importance of regular attendance is emphasized by Robert F. Munroe Day School and by the Florida Compulsory Attendance Law. Consistent attendance is one of the top predictors of student success. 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. Tardy is considered 1 minute or more late to class. Missing more than 30 minutes of a class counts as an absence. Three(3) unexcused, undocumented tardies equal 1 unexcused absence.

Students who accumulate 10 or more unexcused absences per year (or 5 per semester) are at risk of being placed on attendance probation.

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 misses 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 to the front office explaining why the student was absent or leaving school early 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 count 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. **Students are expected to be on time for their classes and the beginning of the school day. v Students who must come late to class must have the tardy excused with a note or email from the parent (beginning of the school day) or a school employee (late to class).**

Students who have an unexcused tardy will be assigned a Level 1 consequence. Repeat tardies will result in increasing consequences.

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. Students may be assigned summer school to recover credit if missing 13 or more absences in a year or 7 or more absences in a semester or they may need to repeat the grade. 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. Based on the student's achievement in their classes, the student will either be assigned summer school to get promoted or they may be forced to repeat the grade.

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 obtained 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 in FACTS.

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. Teachers 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 or email the teachers. Please do not attempt to contact a teacher outside of school by visiting their home, contacting them on their personal device, or using social media to initiate contact.

HEALTH

Robert. F. Munroe has a no-nit 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.

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 Pick Up" 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 remove 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 pickup loops for students to enter or exit 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 FACTS 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, including practices and games, the student must have attended school for the entire school day. Excused tardies accompanied by a doctor's note will allow a student to participate.

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. Students who drive their own car may be allowed to drive if the school is provided with a written note from the parent. A note must include the date, the game they are leaving from, and who the child is allowed to ride with. They must be signed and include the parent's cell phone number. Coaches may call to confirm with the parents when needed. No other student is permitted to ride with a student to or from a game. Robert F. Munroe Day School has liability and catastrophic insurance coverage for students. Parents and guardians are responsible for their child's (children's) health and dental insurance.

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

Policy for Homeschooled Students to Play Sports at RFM

Cost is \$500 registration plus \$250 per sport played.

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

Requirements Per Year

- Students and Parents 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).
- 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 the website for contact information.

SCHOOL SPONSORED TRIPS

Field trips are planned throughout the year to enrich the experiences of students in grades K-4 through 12. Permission slips signed by parents are required for participation in these activities.

A student without the necessary permission forms with parent signature will not be allowed to call home for permission to receive verbal permission. When school transportation is used, a fee may be charged to cover the expense.

Lower School students will have at least one (1) grade level field trip each semester. These trips will not exceed \$30 per trip.

Lower School field trips are a valuable extension of the classroom experience at Robert F. Munroe Day School and are designed to enrich learning in engaging, real-world settings. Participation in these off-campus activities is considered a privilege and requires that students demonstrate responsible behavior and respectful conduct in the classroom.

To ensure a safe and positive experience for all, student conduct will be used to determine eligibility for field trips.

Eligibility Guidelines:

- Students who receive a **conduct grade of “U” (Unsatisfactory)** for the current grading period will be **ineligible to attend the semester** field trips during that term.
- Students who receive a **conduct grade of “N” (Needs Improvement)** may attend the field trip **only if accompanied by an adult chaperone**. This chaperone must be approved by the school and responsible for the student throughout the duration of the trip.
- Students with conduct grades of **“E” (Excellent)** or **“S” (Satisfactory)** are eligible to participate.
- The school reserves the right to review eligibility on a case-by-case basis if conduct concerns arise between grading periods.

Special Considerations:

We understand that students are continually growing and developing. In certain circumstances, the administration may consider teacher input, behavior trends, and parent collaboration when determining field trip eligibility.

Thank you for your support in helping us promote a culture of accountability, responsibility, and respect.

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

- 4th and 5th Grades travel to St. Augustine as an extension of their study of Florida History every other year.
- 6th Grade typically visits the Florida Caverns and then a visit to the ocean.
- 7th Grade typically visits the Capital and area state parks.
- 8th Grade typically visits Atlanta
- A trip to Washington, D.C., is an every other year event for the 9th and 10th Grade as an interdisciplinary study.
- 11th Grade travels to Orlando for college visits and theme parks.
- 12th Graders go on a Senior trip which will be determined each year.

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 team award parties. 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 Blitch 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.

Gas Fee

When the average cost to the school for gas is over \$3.50, a monthly fee may be applied to the accounts of any student riding the vans or buses to and from school, or as part of an athletic team using school transportation. The fee may be between \$5 - \$10 a month depending on current fuel charges.

Bus Fees are as follows:

Round Trip Service

One Child \$ 1,500.00

Two Children \$1,700.00

Three Children \$1,900.00

One Way Service

One Child \$ 1,100.00

Two Children \$ 1,400.00

Three Children \$1,500.00

***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.

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.

\$25/day

\$35/day on half days

\$250/month (monthly contract rate)

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

Students for grades 4K - 12

3:20 p.m. – 5:30 p.m.

Phone: 850-856-5500

Students will meet in the student center where they will be given a snack, have a designated time to do homework, and have opportunities to safely socialize with their friends.

If your child is not picked up by 3:20 PM they will be signed into Aftercare. A parent will have to sign

the student out of Aftercare and will be responsible for the daily fee.

Any student picked up after 5:45 PM. will incur an additional late fee.

Aftercare Schedule

3:20-4:00 Homework

4:00-4:30 Snack

4:30-5:30 Social/free time

Enrollment

Next year's tuition bill will begin in August.

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 2026-2027 school year, please contact our Admissions Officer. If you do nothing, you will automatically be enrolled for the 2026-2027 school year on March 1, 2025. Please contact us by February 28, 2025, 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) \$250.00

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 2024-2025

\$6,681.00 per child (4K) - \$556.75 Monthly

\$9,477.00 per child (grades K through 5) - \$789.75 Monthly

\$9,939.00 per child (grades 6-12) - \$828.25 Monthly

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

\$40 Activity Fee per student - This fee covers the cost of on campus activities for scholars. This fee does not cover field trips and off campus activities.

OPTIONAL FEES AVAILABLE BY REQUEST

BUS FEES

Round trip bus: One child – \$1,500.00

Two children – \$1,700.00 Three children – \$1,900.00

One-way bus: One child – \$1,100.00

Two children – \$1,400.00 Three children – \$1,500.00

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:

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.

A Munroe Student

A Munroe Student ...

- + strives for excellence;
- + helps others strive for excellence;
- + cares about his or her education;
- + cares about the education of others; and
- + cares about all of the people who make *A Munroe Education* so special.

A Munroe Student strives for excellence founded on seven keys to genuine, lifelong success:

Character, Competence, Confidence, Caring, Communication, Consistency, and Commitment. A

Munroe Student comes to school to learn, and ...

- ✓ comes to school prepared and ready to learn.
- ✓ has all learning supplies necessary for every class.
- ✓ actively participates in every class.
- ✓ appreciates the opportunities given by attending Munroe.
- ✓ is focused on preparing for college and beyond.
- ✓ does not engage in actions that distract from the learning of others.
- ✓ does not allow technology to interfere with learning.
- ✓ is honest and expects others to be honest as well.
- ✓ treats everyone in our community with respect and kindness.
- ✓ does not accept the mistreatment of others.
- ✓ dresses and acts appropriately.
- ✓ speaks politely, looks at adults when speaking, and welcomes newcomers to the school.

A Munroe Student chooses to be *A Munroe Student*. Thus, he or she chooses to make the seven keys to success a living, growing reality, as someone who already is a person of great value, one who values others and strives to develop honorably, always.

In varying ways every day and over time, on paths as unique as each individual, always going forward in good faith: At the beginning, at the end, and during all the in-betweens today and years down the road,

A Munroe Student *cares*.