



# Columbus Academy

## Lower School Viking Code

### Introduction

Columbus Academy is a community of students, parents and teachers dedicated to the process of learning. We believe that this process must take place in a safe and nurturing environment where teachers and students can learn. The following *Responsive Classroom* guiding principles are reinforced to support our Viking Code Mission:

- **Cooperation:** Students' ability to establish new relationships, maintain positive relationships and friendships, avoid social isolation, resolve conflicts, accept differences, be a contributing member of the classroom and school community, and work productively and collaboratively with others.
- **Assertiveness:** Students' ability to take initiative, stand up for their ideas without hurting or negating others, seek help, succeed at a challenging task and recognize their individual self as separate from the circumstances or conditions they're in.
- **Responsibility:** Students' ability to motivate themselves to take action and follow through on expectations; to define a problem, consider the consequences and choose a positive solution.
- **Empathy:** Students' ability to "see into" (recognize, understand) another's state of mind and emotions and be receptive to new ideas and perspectives; to appreciate and value differences and diversity in others; to have concern for others' welfare, even when it doesn't benefit or may come as a cost to one's self.
- **Self-Control:** Students' ability to recognize and regulate their thoughts, emotions and behaviors in order to be successful in the moment and remain on a successful trajectory.

### The Viking Code Mission

Our **Viking Code Mission** establishes a safe and inviting learning environment that fosters optimal opportunities for all academic and social growth opportunities for all students. To uphold this standard, each student must adhere to expectations according to our Mission Statement and our *Responsive Classroom* approach to teaching and learning. Columbus Academy faculty and staff will utilize sound judgment when working with students who are not meeting these expectations, seeking responses that are developmentally appropriate and that demonstrate dignity and respect for others.

## Discipline Policy

## **Level One**

Examples include:

- Disturbance or disruption of the learning environment
- Defiant behavior
- Disrespect of authority and/or rules
- [Dress Code](#) violations
- Inappropriate and disrespectful language, drawings and gestures
- Inappropriate physical contact (e.g. kicking, pinching, pushing)
- Improper or unauthorized use of school or others' property

Consequences may include:

- Verbal warning
- Denial of privileges, take a break or removal from situation
- Special assignments and/or restitution
- Think Sheet(s)
- Conference with parent, child and teacher

## **Level Two**

***Level Two infractions will be dealt with by the teacher in conjunction with the Head of Lower School. Parents will be notified.***

Examples include:

- Persistent or extreme Level One infractions
- Bullying with the intent of causing physical or emotional harm
- Vandalism
- Disrespectful, abusive or profane language, drawings or gestures.
- Inappropriate use of technology ([Acceptable Use Policy](#))
- Misbehavior during field trips or school programs
- Cheating, plagiarism, lying, forging signatures
- Petty theft (first offense)
- Language, drawings or gestures that are abusive and/or profane
- Spitting on people or property

Consequences may include:

- Denial of privileges and/or modified day
- In/out of school suspension
- Restitution
- Think Sheet(s)
- Phone call home with follow-up letter sent home describing incident and consequences
- Conference with parent, child, teacher and administrator with follow-up letter sent home describing incident and consequences

### **Level Three**

**Level Three infractions will be dealt with by the Head of Lower School and/or the Head of School. A parent meeting will be required.**

Examples include:

- Persistent or extreme Level Two infractions
- Biting
- Threatening or causing physical or emotional harm
- Theft (major or repeated)
- Bullying that results in physical or emotional harm

Consequences may include:

- Denial of privileges and/or extracurricular activities
- Restitution
- In/out of school suspension

### **Level Four**

**Level Four constitutes persistent or extreme Level Three infractions and may result in expulsion from Columbus Academy.**