

General Guidelines

- Teachers, support staff and supervisors explain, model and practice the school rules, procedures and expectations that promote safe, respectful and responsible behaviours, actions and attitudes in various settings of the school.
- In the first week of the school year, the students and parents are required to review and sign the Valcartier Behaviour Expectations Contract that is sent home. Before signing, parents are also expected to review the Valcartier Elementary School Code of Conduct and Safety.
- Teachers and supervisors will use their professional judgment in handling contraventions, determining the need for and the type of intervention and communicating with parents.
- The intervention will involve creating awareness of misconduct in relation to the behavior expectations, guidance in making appropriate choices, and the implementation of appropriate consequences.
- Interventions and consequences depend on the severity and frequency of misconduct (Art. 76.3, EA).
*Please refer to the non-exhaustive list below our intervention measures.
- Teachers, daycare staff and administration will communicate and collaborate with parents in providing a consistent and thorough intervention when necessary.

Proactive Measures

Review Valcartier Behaviour Expectations (S.O.A.R.) in class and during assemblies or class visits.

Promote self-awareness and self-regulation through various guided approaches.

Allow for opportunities to reflect and develop strategies independently.

Encourage autonomy and responsibility for choices, attitude and behaviour.

Intervention Measures

Measures taken when students have difficulty being positive, contributing members of the class or school.

1. Supervising staff will discuss with the student, the misbehavior in relation to the Valcartier Behaviour Expectations (S.O.A.R.), encouraging the student to reflect on their actions and how they can make better choices. This will serve as an initial warning, giving the student an opportunity to correct the his/her behaviour.
2. If inappropriate behaviour is repeated, the student will be removed from the situation to calm down and reflect. Before returning to the initial setting, the student will be required to reflect on their actions and make a plan to correct their behavior. Guidance will be provided.
3. If inappropriate behaviour persists, the homeroom teacher and administration will be informed.

- The student will be required to do a written reflection on the incident, identifying the behaviour expectation(s) he/she is having difficulty with and proposing more appropriate choices. Guidance will be provided.
 - Parents will be informed and asked to review and discuss the reflection with their child. Parents will then sign and return the reflection.
 - Parents and teachers will collaborate in the intervention process.
4. For ongoing and/or serious problems, the student, school team and parents will meet to discuss, and a more intensive plan will be devised to assist the student. At this point, additional help may be requested for the student in the form of a social worker, psychologist or board consultant.
 5. The student may be suspended from school for one or more days, depending on the nature of the offense. Before the student is welcomed back, parents must accompany him/her for a meeting with the teacher, the principal, and a professional, if applicable. A written statement of the offense and plan of action by the student may also be submitted during that meeting.

Unacceptable behaviours will be treated on an individual basis and may warrant an automatic consequence. Parents will be advised immediately.

*The applicable disciplinary sanctions, according to the severity or repetitive nature of the prohibited acts (Art. 76.3, EA) may consist of: loss of privilege; time outs; compensation for pain or hurt inflicted; or parents may be contacted for assistance or billed for damaged goods. These are examples and may not be limited to those listed above.

*Serious consequences are given by the administration such as: limitation/denying access to an area of the school; withholding participation in any extracurricular activities, school trips, sports events or school sponsored activities; withdrawal of recess or lunchtime privilege; exclusion; detention; in-school or home suspensions; and expulsion. These are examples and may not be limited to those listed above.

This policy was adopted by resolution of the Governing Board: June 6th, 2022

Behavior Contract

Being a member of Valcartier Elementary School entitles you to certain rights. You have the right to top quality education, safety and respect. These rights come with school-wide expectations and rules. To make everyone's schooling a success; we must follow the Valcartier Behaviour Expectations.

Valcartier Elementary School Expectations



STAY SAFE

Move safely

Keep body and belongings to yourself

Use materials and equipment properly

OWN YOUR ACTIONS & ACT RESPONSIBLY

Learn from feedback

Make good choices

Report problems

RESPECT EVERYONE AND EVERYTHING

Take care of yourself and your belongings

Treat, speak and listen to others politely

Learn-Grow-SOAR!



VALCARTIER ELEMENTARY BEHAVIOUR EXPECTATIONS
ANYTIME – ANYPLACE



	<i>Stay Safe</i>	<i>Own your Actions & Act Responsibility</i>	<i>Respect Everyone and Everything</i>
Line ups	<i>Stay in your line – with both feet on the ground.</i>	<i>Keep your body & belongings to yourself. Be quick and quiet.</i>	<i>Face forward. Listen to and follow instructions.</i>
Hallways/ Cloakroom	<i>Walk and look forward. Keep your body & belongings to yourself.</i>	<i>Be quick and quiet. Stay to the right.</i>	<i>Keep the hallways & cloakrooms neat.</i>
Classroom	<i>Move, work and sit safely. Wear your shoes.</i>	<i>Bring materials to class. Keep your workspace and materials neat. Use time wisely.</i>	<i>Listen, work, speak, and participate positively.</i>
Washroom	<i>Keep your feet on the floor. Wash your hands.</i>	<i>Keep washroom tidy. Use only what you need. Report problems.</i>	<i>Hush, flush, wash, turn the lights off and leave.</i>
Cafeteria	<i>Walk. Eat your own food.</i>	<i>Clean my space. Complete assigned jobs.</i>	<i>Speak quietly. Stay seated. Raise my hand for help. Follow instructions.</i>
Playground	<i>Move my body & belongings safely. Use, share and put away materials and equipment properly.</i>	<i>Follow all rules and procedures. Listen politely to everyone.</i>	<i>Respect boundaries & designated areas. Take turns. Line up quickly at the bell.</i>
In the Woods	<i>Play where you can see and be seen by an adult. Know the meeting spot.</i>	<i>Keep objects from nature in nature.</i>	<i>Be kind to nature. Leave the forest as you found it.</i>
Assembly	<i>Keep my body and belongings to myself. Sit properly.</i>	<i>Leave area neat. Listen attentively. Sit in assigned area.</i>	<i>Keep eyes on the presenter. Clap politely.</i>
Library	<i>Move and sit properly. Handle books with care.</i>	<i>Place unwanted books on the table. Carry books in bag.</i>	<i>Renew and return books on time. Whisper. Follow instructions.</i>
Crosswalk	<i>Walk single file. Keep my body and belongings to myself.</i>	<i>Stay with class or group. Stop and look both ways before crossing.</i>	<i>Follow instructions. Act respectfully towards others</i>
Bus	<i>Keep my body and belongings to myself Stay seated</i>	<i>Keep the bus clean. No eating or drinking Use a quiet voice and kind words</i>	<i>Listen respectfully to the bus driver Report problems</i>
Fire Drill	<i>Walk in a single file</i>	<i>Line up in front of your teacher outside Be silent Wear your shoes at all times</i>	<i>Follow instructions and procedures</i>

As stated in the Anti-bullying and Anti-violence plan, VES strongly believes that all forms of violence and bullying are unacceptable behaviors regardless of age or status.

Violence is "Any use of force—verbal, written, physical, psychological or sexual—against any person, by an individual or a group, with intent to directly or indirectly wrong, injure or oppress that person by attacking his or her integrity, whether psychological or physical well-being, rights or property." (Art. 13, EA)

Bullying is "Any behaviour, spoken word, act or gesture, whether deliberate or not and of a repetitive character, expressed directly or indirectly, including in cyberspace, in a context characterized by a disparity in the balance of power between the concerned persons, having the effect of engendering feelings of distress, injury, hurt, oppression or of being ostracized; " (Art. 13, EA)

The following behaviours are prohibited at all times, including during school transportation, regardless of the means used, including social media (Art. 76.2, EA):

- intentional punching, pushing, kicking, hitting, spitting, pinching, squeezing, twisting, slapping, swearing, etc.
- intentional throwing of rocks, snowballs, or any harmful object
- possession/use of: firecrackers, knives, cap guns, or other objects that could cause harm to themselves/others
- intentional teasing or bullying
- stealing or damaging the property or learning materials of the school or others. Parents will be charged accordingly

*These are examples and may not be limited to those listed above.

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After reading the document with your child, please sign and return THIS FORM ONLY to school. Please keep the document at home for reference.

Thank you.



I _____, have read the VES Code of Contact and Behaviour
Parent's Name

contract with _____.
Child's Name

Signatures:

Parent Signature

Student Signature