

## 7.2 Behaviour Management Policy

### 7.2.1 Preamble

The TLK Youth College Behaviour Management Policy serves to encourage the development and maintenance of positive working relationships between all members of the School's community. Students learn that actions have consequences and that behaviour is a choice, a choice made by them, and both appropriate and inappropriate behaviour have consequences and they must accept the consequences of choosing particular behaviour.

### 7.2.2 Scope

The Behaviour Management Policy applies to all staff and students of the TLK Youth College.

### 7.2.3 Definitions

**Behaviour:** refers to the way in which one acts or conducts oneself, especially towards others.

**Appropriate Behaviour:** refers to any behaviour that contributes to the positive learning environment.

**Challenging Behaviour:** refers to behaviour that significantly challenges the day to day functioning of School. The behaviour impacts on learning and interrupts students' and staff capacity to function in a safe and orderly environment.

**At Risk Behaviour:** refers to any behaviour that could cause possible harm or injury to self or other. This includes physical, emotional or psychological harm.

**Breach of discipline:** refers to any act or omission that impairs the good order and proper management of the School.

**Offensive conduct:** includes any of the following:

- Spitting
- Littering
- Using offensive language
- Being under the influence of alcohol and/or
- Being under the influence of a drug, as defined under the TLK Youth College 'Drugs and Alcohol Policy'.

**Unlawful activity:** includes any of the following:

- Using, possessing or supplying any prohibited drug, substance or weapon
- Stealing the property of another person and/or
- Anything deemed a criminal act.

### 7.2.4 Policy Statement

TLK Youth College is committed to appropriate student behaviour management. Student behaviour management will utilise TLK Youth College's 'Discipline Pyramid' to form the basis for warnings from time-out through to expulsion.

Students commit a breach if they do any of the following:

- Assault or threaten to assault a person or group of persons
- Engage in any offensive conduct or any unlawful activity
- Remove, damage or use any property of the TLK Youth College or TLK Community College without permission from the organisation or staff member
- Obstruct a member of staff in the performance of the their duties

- Willfully disobey or disregard an order or direction of a member of staff, including a direction regarding appropriate behaviour or safety
- Commit or engage in any dishonest or unfair act in relation to an examination or other form of academic assessment
- Discriminate against a person on the grounds of age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability, or religion
- Incite hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability, or religion of the person or members of the group.

Conduct does not cease to be a breach of discipline merely because it takes place at premises or at location/s external to TLK Youth College.

A breach of discipline may be committed by an act that involves communication:

- In person
- In writing
- By telephone and/or
- By social media (e.g. Facebook, Instagram, Snapchat, Twitter or WhatsApp).

## 7.2.5 Procedures

The TLK Youth College will take all reasonable measures to support student self-esteem and behaviour management. Students are given a right of appeal under this policy and all discipline matters and processes will comply with the School's 'Procedural Fairness Policy'.

Matters arising of a serious or extraordinary nature shall be reported to the Chief Executive Officer in a timely manner.

### 7.2.5.1 Student Discipline

- A member of staff who believes that a student has committed a breach of discipline must, as soon as practicable, report the alleged breach to the Principal or Head Teacher.
- The Principal or Head Teacher or appointed delegate:
  - May exclude the student from attendance at TLK Youth College for the remainder of the day on which the alleged breach occurred, or until a decision can be made regarding the consequences of the breach
  - Will notify parents/guardians/carers of the event/occurrence and possible consequences
  - Complete a thorough investigation and notify parents/guardians/carers of the outcome.

TLK Youth College believes in allowing students the opportunity to learn from their mistakes. Should a student persist in breaching the guidelines of TLK Youth College there are three (3) levels of discipline under TLK Youth College's 'Discipline Pyramid'. A report on the incident will be completed for each stage. Reports will be included in the student's file.

The three (3) levels of the Discipline Pyramid are:

#### 1. Verbal Warning:

Verbal warnings may be given for: classroom disruption, lack of participation, minor vandalism, inappropriate behaviour, continual swearing in class and/or leaving premises without notifying staff.

Verbal warnings are issued generally by the Principal or Head Teacher who will outline the incident and discuss appropriate expectations, which may require:

- Removal of the student from TLK Youth College premises

- A phone call may be made to the parent/guardian/carer.
- A letter may be prepared for the parent/guardian/carer with a copy kept within the student's file.

## 2. Time Out of Placement

Time out of placement may be given for a continuation of areas listed above as warnings, or the following may incur an immediate time out: vandalism, harassment or threats to staff/students/general public, bullying and/or physical altercation/s.

Time out of placements are generally issued by Principal or Head Teacher who will outline the incident and discuss appropriate expectations. This discipline level ranges from one (1) to five (5) days depending on the severity of the incident and/or its ongoing nature, which may require:

- Removal of the student from TLK Youth College premises
- A phone call to the parent/guardian/carer by the Head Teacher or Principal.
- A letter may prepared for the parent/guardian/carer with a copy kept in the student's file.

## 3. Expulsion

Expulsion from TLK Youth College may be given for a continuation of areas listed above as time out of placement, or the following may incur an immediate expulsion: on-site drug and alcohol use, serious incidents/behaviour jeopardising the safety/welfare of staff/students, property damage, illegal activity, fighting/brawling, which may require:

- Expulsion from TLK Youth College issued by the Principal
- Immediate removal of the student from TLK Youth College premises where necessary
- A phone call to the parent/guardian/carer advising of the expulsion
- A termination letter sent to the parent/guardian/carer with a copy kept in the student's file
- A Withdrawal Notification Form sent to the Home School Liaison Officer by TLK Youth College administration.

TLK Youth College aims to support innovative and flexible ways of assisting students to make any appropriate changes in their behaviour or attitude.

### 7.2.6 References and Related Policies

TLK Youth College:

- Anti-Bullying and Harassment Policy
- Discipline Pyramid
- Drug and Alcohol Policy
- Procedural Fairness Policy
- 'Termination of Placement', 'Time Out' and 'Warning' Letters

### 7.2.7 Review

This Policy will be subject to periodic review and may be amended or updated when required.

### 7.2.8 Version History

Version	Approved By	Approval Date	Date of Effect	Sections Modified
27 <sup>th</sup> August 2013	Board of Governance	27 <sup>th</sup> August 2013	27 <sup>th</sup> August 2013	Policy released.
15 <sup>th</sup> December 2016	Board of Governance	16 <sup>th</sup> February, 2017	16 <sup>th</sup> February, 2017	Wording/formatting amendments.
10 <sup>th</sup> December 2020	Board of Directors	10 <sup>th</sup> December 2020	10 <sup>th</sup> December 2020	Minor amendments to wording.