

Behaviour Management Policy

Preamble

The TLK Youth College Behaviour Management Policy promotes positive, respectful relationships within the School community. It reinforces the principle that behaviour is a personal choice and that all choices, whether appropriate or inappropriate, carry consequences. Students are supported to understand, take responsibility for, and accept the outcomes of their behavioural choices.

Scope

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

Definitions

Behaviour: the way in which a person acts or conducts themselves, especially towards others.

Appropriate Behaviour: behaviour that contributes to a positive learning environment.

Challenging Behaviour: behaviour that significantly disrupts the day-to-day functioning of the School, impacting learning and preventing staff and students from working in a safe, orderly environment.

At Risk Behaviour: behaviour that could cause physical, emotional, or psychological harm to self or others.

Breach of Discipline: 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 property
- Any act deemed a criminal offence.

Policy Statement

TLK Youth College is committed to managing student behaviour in a fair, consistent and transparent manner. Behaviour management will be guided by the College's 'Tiered Behaviour Management Framework', which outlines consequences ranging from warnings to expulsion.

A breach of discipline includes, but is not limited to:

- Assaulting or threatening a person or group
- Engaging in offensive conduct or unlawful activity
- Removing, damaging, or using College property without permission
- Obstructing a staff member in the performance of their duties
- Wilfully disobeying or disregarding a lawful direction from staff, including instructions on behaviour or safety

- Engaging in dishonest or unfair conduct in examinations or assessments
- Discriminating against any person on the grounds of age, race, sex, sexual orientation, gender identity, marital status, disability, or religion
- Inciting hatred, serious contempt, or severe ridicule based on any of the above attributes

Breach of discipline may occur on or off school premises, including during activities, excursions, and online interactions. This includes conduct via:

- In-person communication
- Written communication
- Telephone
- Social media platforms (e.g., Facebook, Instagram, Snapchat, X/Twitter, WhatsApp).

Procedures

The College will take all reasonable measures to support student self-esteem and positive behaviour. Students have the right of appeal under this policy, and all disciplinary processes will comply with the School's 'Procedural Fairness Policy'.

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

Student Discipline

Any staff member who believes a student has committed a breach must promptly report it to the Principal or Head Teacher.

The Principal, Head Teacher, or appointed delegate may:

- Exclude the student for the remainder of the day or until a decision is made
- Notify parents/guardians/carers of the incident and possible consequences
- Conduct a thorough investigation and advise of the outcome.

Tiered Behaviour Management Framework

TLK Youth College recognises the importance of giving students the opportunity to learn from their mistakes. Where a student continues to breach the College's behavioural expectations, the 'Tiered Behaviour Management Framework' provides three (3) escalating levels of disciplinary action. For each level, an incident report will be completed and placed in the student's file.

Level I: Verbal Warning

Issued for lower-level concerns such as classroom disruption, lack of participation, minor vandalism, inappropriate behaviour, continual swearing in class, or leaving the premises without notifying staff.

Verbal warnings are generally issued by the Principal or Head Teacher, who will outline the incident and clarify expectations. Consequences at this stage may include:

- Removal of the student from the premises
- A phone call to the parent/guardian/carer
- A letter to the parent/guardian/carer, with a copy kept in the student's file.

Level II: Time Out of Placement

Applied for repeated breaches from Level I or for more serious incidents, such as vandalism, harassment, threats to staff/students/general public, bullying, or physical altercations.

Time Out of Placement is generally issued by the Principal or Head Teacher, who will outline

the incident and clarify expectations. Depending on the severity and/or ongoing nature of the incident, this may involve:

- Exclusion from TLK Youth College for between one (1) and five (5) days
- Removal of the student from the premises
- A phone call to the parent/guardian/carer
- A letter to the parent/guardian/carer, with a copy kept in the student's file.

Level III: Expulsion

Applied for ongoing breaches from Level II or for serious incidents that jeopardise the safety or welfare of staff or students. Immediate expulsion may occur in cases such as on-site drug or alcohol use, serious threats or violence, significant property damage, illegal activity, or fighting/brawling.

Expulsion is issued by the Principal and may require:

- Immediate removal of the student from the premises
- A phone call to the parent/guardian/carer advising of the expulsion
- A termination letter to the parent/guardian/carer, with a copy kept in the student's file
- A 'Withdrawal Notification Form' sent to the NSW Department of Education Home School Liaison Officer (HSLO) by TLK Youth College administration.

TLK Youth College remains committed to supporting students in making positive changes to their behaviour or attitude, using innovative and flexible strategies where appropriate.

References and Related Policies

TLK Youth College:

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

Review

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