



# ***HANDBOOK*** *for Students and Parents*

*Program Information and Expectations*

*Version 7.2*



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## Welcome

*On behalf of all the staff and volunteers, welcome to Burnett Youth Learning Centre (BYLC). We hope that your involvement with us will be a positive and productive experience. We truly believe that students have an awesome opportunity to work hard and achieve learning goals.*

*Please read this handbook carefully, as it provides valuable information about life at BYLC and outlines the rights and responsibilities we all have toward keeping this a great place to learn.*



## What we are about

*BYLC is located at Elliott Farm, a 70-acre property that provides a modified learning program for youth who have disengaged from mainstream education, but **want to continue learning, improve themselves personally, and become ready for work.***

*BYLC is a practical community action ministry of Bundaberg Bible Church and is a Christian response to a community need in Bundaberg. We are motivated by the "love and acceptance of God", which translates into action "to meet community need".*

**"Taking the Challenge ... Inspiring Hope"**, providing holistic care and learning opportunities for youth experiencing learning barriers.



### **Office Hours**

*The office can be contacted between 8.00am and 4.00pm on school days, student free days and some days during the holidays – details are on the cover of this Handbook. Any members of the BYLC community are welcome to contact the office if they have any concerns or questions. We are always here to help. A contact card with key contacts will be provided to you upon enrolment.*

### **Confidentiality and Privacy**

*We are required to collect personal details with regards to students' identification, contact details, previous education and any details that will affect learning. Be aware that information will be discussed amongst staff, the Leadership Team and Support Personnel, where this is beneficial to your engagement at school. As outlined in relevant school Policy documents, we are required by law to demonstrate concern for every young person's safety and wellbeing, and in some cases may be legally required to share your personal information.*

*Students - we believe that you have the right to have your privacy respected and personal information treated confidentially within BYLC. Therefore, please let us know specific details you do not want people outside of BYLC to know. You have the right to access documents held by BYLC relating to you. You may ask the Principal if you wish to access the information in your file.*

*Parents or Carers - access to the information we have about students in our records is at the discretion of the Principal, and takes into account student safety, privacy, maturity, the issues involved and whether the parent or carer needs to know that information in order to care for them.*

### **Student Contact Information**

*Students - it is important that we keep your personal information up to date as we will regularly be in contact with your parents/carers. If you relocate or when you leave let the office staff know your new address and phone number as soon as possible. Contact information is also required after you leave BYLC so that we can make contact with you to obtain exit survey data and forward on relevant materials.*

### **Disability Support**

*We are committed to assisting all students to meet their educational goals as per the BYLC Students with Disability Policy and Procedures. If students have (or develop) a physical, medical or learning need (e.g. poor eyesight or hearing, break an arm or leg,*



literacy or numeracy difficulties) that affects their ability to undertake learning activities, please discuss these problems with Trainers, Connect Coaches, the Learning Enrichment Coordinator, Assistant Principal or Principal. We have limited wheelchair access to most areas.

### **Multicultural Requirements**

Students - please advise us of any cultural requirements or matters that will affect your educational or social activities at BYLC.

### **School Website**

The BYLC website is easy to 'Google', and it is at <https://www.bylc.qld.edu.au/>

**School Calendar** - when the website has opened, scroll down to the bottom of the page to find a green calendar button.

Once this button is clicked it will redirect you to the school calendar. Here is where the school term dates and planned activities are available to see in advance.

**SMS Updates** - Regular updates are sent out to parents/carers and students. Parent/carers are sent a link to a page on the website with information to keep them updated about current activities at school as this applies.

**Medications** - Students with known conditions [e.g. allergies] may need to carry the appropriate first aid treatment on them at all times. If your child requires prescription medication to be given at school, a separate 'Medication Request Form' needs to be completed for each new prescription from your doctor. This must be completed before BYLC staff can administer the medication.

**Student Identity Card** - A photo ID card is issued each year. If needed, replacement cards will cost \$5.00.

**Lost Property** - Any property left or lost will be stored for a short time at the office. Please do not bring valuable items on campus. We cannot accept responsibility for any lost, stolen or damaged personal property.



### Year Levels

BYLC is an ungraded school. Students' abilities, needs, learning styles are determined and developed into an Individual Learning Plan. Student schooling continues through to the end of their 12<sup>th</sup> year of education or finishes when either permanent employment is found or a student is transitioned back to a mainstream school.

### Assessment

Most assessment is 'competency based' which means that students work at their own pace, and after training, practice the skills until they show that they can consistently perform the task. Trainers will give students the required training and support.

Generally, students are permitted to keep any projects they make for assessment. Staff may take photos during production, and of the finished item for their assessment records. Students may appeal the result of their assessment. See the 'Getting Help' section of this Handbook.

Students will receive two official Report Cards per year and a Senior Certificate (Senior Education Profile, QCIA or QCE) at the end of Year 12. Students who study Certificate courses, either BYLC RTO or outside training providers [e.g. TAFE] will issue Statements of Attainment and Vocational Certificates for courses undertaken. Parents/carers please ensure contact details are correct if students leave BYLC prior to the completion of their course so these can be sent to you.

### Daily Routine

Students participate in all aspects of the daily program.

9.00 am	Arrive, breakfast, briefing or Connect Group
9.30 am	<b>Session 1</b> (50 min)
10.20 am	<b>Session 2</b> (50 min)
11.10 am	<b>Session 3</b> (50 min)
12.00 pm	Lunch (30 min)
12.30 pm	<b>Session 4</b> (50 min)
1.20 pm	Debrief, tidy up, departure (10 min)





### **During Each Session**

*Training sessions are conducted from Monday to Friday between 9.00am and 1.30pm. You are expected to follow all instructions given by your Trainer or adult supervisor.*

- *complete work that is given and use equipment correctly*
- *allow other students to work without any disruption*
- *report to supervising staff anything that is broken or dangerous.*
- *do not use other students' things without their permission*
- *do not enter learning areas without a staff member*
- *do not leave the area without permission*
- *tidy up before you leave at the end each session.*

### **Food & Meals**

*BYLC is very pleased to be able to provide morning toast with fruit and a healthy, nutritious lunch each day to students. This is a privilege however, not a right. This privilege may be withdrawn if student/s do not treat this service with respect and responsibility.*

*An eating area is provided, and food and drink are not to be taken away from this area or into buildings. Students are requested to help with cleaning up this area after use.*

*Parents/Carers, please make sure the enrolment form is completed for the section about food allergies so we can properly care for your student, and provide details of medical action plans (e.g. anaphylaxis).*

*No energy drinks and no eating or drinking on school buses.*





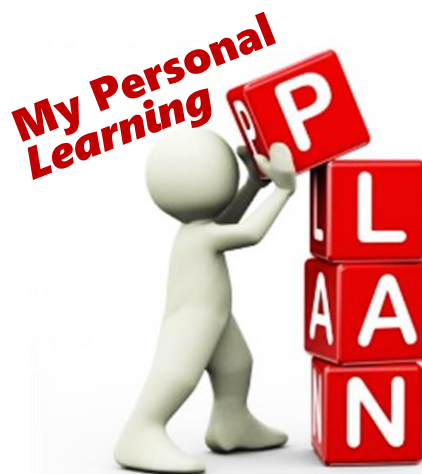
## Student Individual Learning Plans

Every student will have a learning plan, with input from the student, BYLC staff, the student's parent/carer, and/or any other relevant stakeholder. The plan will be reviewed regularly and includes student goals and action necessary to implement and support the learning plan.

All plans are developed in consultation; however, it is acknowledged that for some of our parents/carers, accessing school site for meetings or contacting the school due to financial strains can prove problematic.

Parents/carers are required to have input to the ILP (in person or at least by phone) and ideally are required to sign it. Where a document is not returned/signed, it will be assumed that the parent/carer agrees with the context of communication unless the office is notified otherwise by yourself. Plans are reviewed regularly.

Your plan is written to help teachers support you with your learning. If something is not working, please let us know so we can review what we are doing to help you learn.



## Getting Help & Making Complaints

Students - whenever you have a complaint, query or concern, you should speak up to ensure help is provided. There are many people at BYLC that you can ask for assistance.

- If you have any questions or problems relating to your **lessons**, talk to your Trainer. You may also talk to the Principal/Assistant Principal.
- **Personal problems**, including harassment, bullying, domestic violence, sexual harassment, discrimination, may be discussed with the anyone from the Support Team, Principal/Assistant Principal, Child Protection Officer (CPO) or any other staff member. You may need to make an appointment to see these people through the office. There is a poster identifying the CPOs in the office foyer.
- **Any other questions** may be asked of the office staff who will refer you to the appropriate person if they do not have the answer.



*Remember that staff are experienced with working with youth and are here to help you. You can bring a friend or parent/carer with you when you discuss your problems.*

### **Complaints Procedures**

*If you are aware of an issue or concern, usually the first person to approach is the person whose behaviour is causing the problem. Other people you can talk to are your Teachers and Trainers, the Principal, Assistant Principal, Support staff, or any other staff.*

*You may have your parent/carer or another student with you when you make your complaint. More information is available from the BYLC website in the BYLC Complaints Policy and Procedures link under the 'School Information' tab.*



*BYLC also conducts a Parent/Carer survey each year. The results of these surveys can be found within the annual school reports published on the [school's website](#). The information in these surveys is anonymous as we do not ask for your name or contact details. This is another opportunity for the school community to provide their feedback on the different aspects of the program to inform BYLC of areas for improvement.*



The following pages outline the key aspects of the **Partnership Agreement**.

# Partnership Agreement



The **Student-Parent-Carer & BYLC “Partnership Agreement”** is a contract that recognises the partnership that exists between BYLC and Students-Parents-Carers.

The Partnership Agreement outlines:

- the **services that BYLC provides**, committing to support students in their educational development, employability and, social and emotional wellbeing.
- the **expectations of students** participating in the BYLC program - including the BYLC values and behavioural expectations.

All students and parents or carers need to be in agreement with goals and expectations of BYLC. The **last page** of this Handbook contains the Partnership Agreement, which **needs to be signed** to acknowledge your decision to enter into this agreement.

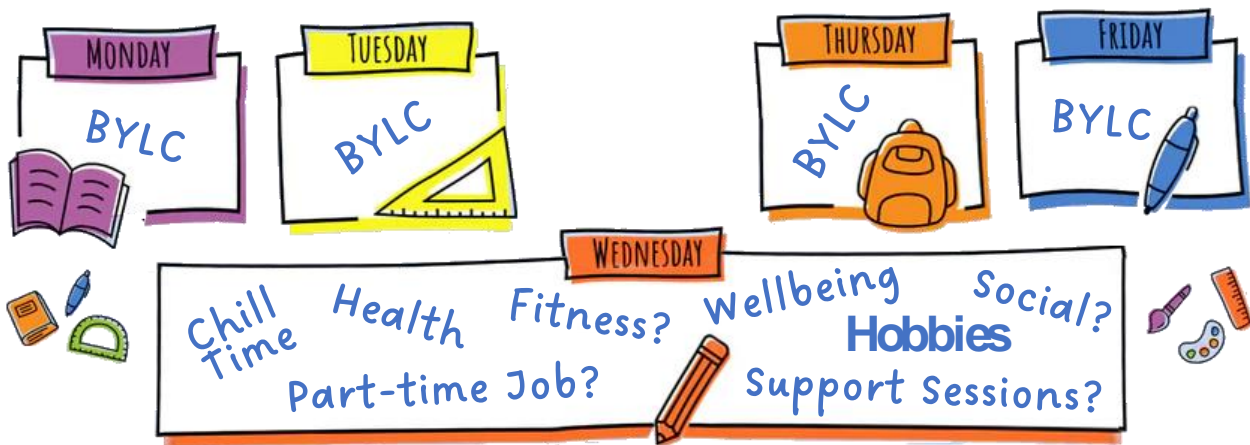
## Student Induction

When students commence at BYLC they will undertake a period of induction, which provides an important way for them to learn **how** we operate **and why** we do what we do. Induction provides the opportunity for students to transition from previous learning context to BYLC. Induction includes a site orientation tour, an introduction to workplace safety, and exposure to a variety of learning areas. It provides an opportunity for students and staff to determine whether the school is the appropriate placement for the student to achieve intended learning outcomes.



# 1. Attendance - Every day counts

Students at BYLC attend school only **4 days per week**. Make the most of every day! Wednesday is a flexible day in the school program, designed for rest, part-time work, meeting with support workers, health and wellbeing, or catching up with friends.



Good attendance affects students' learning opportunities and participation in activities like excursions and rewards days. Students are **rewarded with a milkshake** on Monday mornings following perfect attendance during the previous week.

The government expectation requires school age children to be **'Learning or Earning'**, ie. attend a school or work full time.

## What to do when absent from school

Parents/carers need to **notify the school** office each time a student is absent. Absence can also be recorded by a phone call, email to [office@bylc.qld.edu.au](mailto:office@bylc.qld.edu.au) or sending a text message to the school mobile: 0490779281 or Parent Liaison Officer (0493379737). Absences **over two days** require a doctor's certificate to be provided.

A record of student attendance is kept and made available when required by law.

Payment of Commonwealth Allowances may be affected if students do not maintain regular attendance. We are obliged to report extended unacceptable absences for students receiving financial assistance from Centrelink.

Disenrolment notification will be sent to students and parents/carers with extended unjustified absence.



## 2. Dress Standards and Bags

Students must wear clothing and footwear appropriate to the BYLC program. Clothes should be suitable for working in workshops, farm, kitchen, etc. without requiring changing during the day.

Students may be prohibited from taking part in activities if dress is inappropriate. Other consequences will be implemented for repeated breaches of the standards as required.

**Sleeves** are required for all tops, meaning that straps and singlets, including bikini's on Beach Days, are not permitted. Polo shirts are ideal because of the collar and improved sun safety factor. Safety is important and very loose-fitting clothing must not be worn.

**No provocative or revealing clothing** is allowed eg. clothes that show bare midriiffs or figure-hugging tops, low cut tops, very short shorts or skirts are not to be worn. Clothing must be worn as it was designed to be and not removed.

**No inappropriate motifs or pictures** should be displayed (e.g., drug references, sexual or suggestive pictures or words, swear words).

**Shoes** - Most sessions require specialised protective footwear to be worn to meet the requirements of the Workplace Health and Safety Act. It is for this reason, that all students are required to **reinforced toe safety footwear** to/from school. Bus drivers will deny access to bus travel in the mornings if students are not wearing appropriate safety compliant footwear. Be organised and ready for school.

Students are not permitted to wear joggers, thongs, slides or sandals. However, **joggers** may be brought to school for sport activities. These can be left at the office and swapped at a time determined by the sport trainer to be appropriate for the session.

Our clothing standards are very reasonable and by far the most relaxed of any school in our area. **Here is a summary:**

### DO

- ✓ Keep all your clothes on
- ✓ Wear clothes as they were designed to be worn
- ✓ Wear clothing suited for a manual workplace
- ✓ Wear shirts with sleeves
- ✓ Wear reinforced toe safety shoes (you can bring joggers for sport)
- ✓ Show respect for your school by following these standards

### DON'T

- ✗ Take your clothes off
- ✗ No clothes that you might need to change for a different session
- ✗ No excessively tight or loose clothes
- ✗ No offensive messages, drug references, swearing, etc.
- ✗ No sneakers, joggers or uncovered shoes to school (except during sport)
- ✗ Bring bags to BYLC



**PPE** Personal Protection Equipment is provided when required to be worn for safety (e.g. welding helmet or safety glasses). However, if you have long hair, tie it up. Do not wear jewellery which can be a safety risk – necklaces, bracelets or rings.

**Bags** - Students are not permitted to carry bags around school except in exceptional circumstances which may include medical needs. Parental permission will be required to ensure this is the case. These students will be subject to occasional bag checks (discretely and away from other students). Bags are to be handed into the office for safe keeping until the end of the day or until an item is required during the day.

### 3. Mobile Phone Usage

This is our policy: Mobile phones must be self-managed. If a student is carrying a mobile phone, they must ensure it is **not distracting them during training activities.**

*If students do not respect this simple policy, BYLC has a clear procedure*

- two warnings are given to students to stop using their phone
- if a third warning is needed, either:
  - the phone is handed in for the remainder of the day, or
  - an incident will be recorded, and a consequence will follow.
  - Parents/carers will be notified.
- If this happens again, a one-day suspension from school is issued.
- Repeated occurrences may require a meeting to assist in formulating a solution to avoid repeated incidents and suspensions.



Mobile phones can be left in the office for safe keeping. Please note that we cannot accept responsibility for any lost, damaged, or stolen mobile phones unless they are in the office.



## 4. Safety Procedures

*Students* - a full **safety induction** will be provided before using the workshops, to ensure the health and safety of yourself and others. Under **Workplace Health and Safety legislation** students are required to:

- follow all health and safety instructions
  - follow all directions given by staff
  - follow directions on all safety warning signs
  - you need to understand instructions on the use of equipment before using it
  - you need to ask for help if you don't understand any instructions or signs
- wear steel cap boots or shoes or reinforced toe safety shoes
- use the personal protective equipment that is provided
- identify and report safety hazards
  - keep the workplace tidy to minimise the risk of accidents
- not intentionally damage equipment
- not place their own or other people's health and safety at risk by their actions.

Without exception, everyone is responsible for safety.

**We encourage active participation and engagement in high/extreme risk activities to strengthen learning experiences – safety is NOT negotiable.**

**Emergencies** - ensure that you respond quickly to any emergency evacuation or lock down instructions given by staff and that you stay clear of any hazards.

**Reporting** - as soon as possible, please report to a member of staff any incidents to yourself or others, and/or faulty gear (including any outdoor or sporting equipment).

**Hygiene** – please eat in the eating area near the kitchen – do not take food elsewhere. Clean and tidy up after use, by putting scraps and other waste materials in the bins.

**Sun Safety** - Sunscreen and water are available for your protection and comfort.

### **Out-of-bounds Areas**

During Induction, you will be shown the areas of BYLC that you are not permitted to enter without a staff member. Breaches of this will incur disciplinary measures.

Students are not permitted to enter any area without a staff member. This includes training areas, workshops, staffrooms, offices, and the front reception.

The car park is out-of-bounds unless boarding the bus and supervised by a staff member. Student drivers will not attend to their cars during the school day.

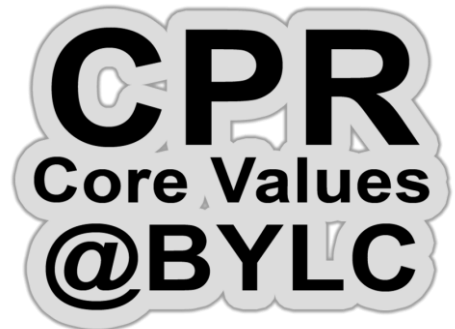


## 5. BYLC Core Values - what's really important to us

BYLC has three core values:

**Community, Participation and Respect.**

It is critical that we all work to embrace these core values, that influence everything we do.



### #participate

Make a positive contribution

- ✓ Have a go, try new things.
- ✓ Work hard to get better.
- ✓ Make a positive difference.

#### Participation

We are willing to contribute and do our best while working towards achieving our individual goals.

### Self, Others, School #respect

- ✓ Look after your own physical and mental wellbeing
- ✓ Treat others well – NO Exceptions!
- ✓ Take care of the school.

#### OUR VALUES

Staff at the Burnett Youth Learning Centre live by, and encourage students to adopt these values.

#### Healthy Community

We value our community, our place in the community and care for others.

#### Respect

We respect ourselves, others, property and our environment.

- ✓ Accept authority.
- ✓ Look out for others.
- ✓ Everyone belongs here.
- ✓ Respect individual differences.

### Build a Healthy #community





## 6. Student Conduct

Student behaviour is expected to be in line with our core values, and so our conduct guidelines are based around our BYLC Values. Here are some expectations:

### **Community**

- Become a good citizen.
- Care about others in our community.
- Accept the authority of others.
- Be a willing positive community member.

### **A person with a community mindset**

- ✓ Is kind and just, has integrity and forgives others
- ✓ Is concerned for the welfare of others
- ✓ Avoids language and behaviour that upsets others
- ✓ Abides by laws and respects authority
- ✓ Takes responsibility for their own actions
- ✓ Develops self-control
- ✓ Learns to communicate, negotiate, and avoid confrontation

### **Participate**

- Have a go, try new things
- Put effort into improvement.
- Make a difference.

### **In making a positive contribution we must:**

- ✓ Attend school each day
- ✓ Make an effort – always be willing to have a go
- ✓ Try to focus and avoid distractions (like phones)
- ✓ Have a positive attitude
- ✓ Be willing to learn and develop independence

### **Showing Respect**

- Showing respect in practical ways toward yourselves and others.
- Value what each person can offer.
- Healthy communities are those where people show respect for each other.

### **Respecting Yourself, Others and the School means:**

- ✓ Look after your own physical and mental health
- ✓ Working towards reducing addictions
- ✓ Treat ALL others with respect, including your family, BYLC staff / students / visitors, those in our neighbourhood and the wider community
- ✓ Respecting diversity and differences in others
- ✓ Allowing others to have opinions, even when they are different from yours
- ✓ Looking after all living things and the environment
- ✓ Taking care of property



*During Induction sessions, students will have the opportunity to discuss the BYLC conduct guidelines, including acceptable and unacceptable behaviours.*

***Students and parents are required to understand and accept these expectations.***

Both positive and negative behaviour impacts on everyone in the BYLC community. Students are expected to understand and follow the BYLC Standards of Conduct.

### ***Behaviour Strategies***

*As far as possible, BYLC takes a **positive** approach to behaviour management, that aims to prevent and reduce anti-social and challenging behaviours by:*

- *Actively building **positive and caring relationships** between staff and students*
- **Teaching** pro-social skills
- *Providing **positive rewards** for pro-social behaviour; and minimising the use of negative strategies such as punishment*
- **Rearranging** the student's learning environment to reduce factors that have been identified as maintaining inappropriate or unacceptable behaviours
- *Some **restorative practice** strategies are also undertaken where the staff use an incident of misbehaviour as an educative opportunity for teaching empathy, consequential thinking and the importance of making amends in order to repair harm and relationships.*

*In situations where there is a potential danger to students or others, staff have been trained to de-escalate which may include the use of physical contact.*

### ***Positive Behaviour Points***

*We use a points-reward system that students appreciate to maintain a positive environment. Students can gain rewards points in every session for their attendance, participation, behaviour, clean-up, and activity log.*

*These points are banked and can be spent on items such as MP3 players, shirts, food, phone credit, tools, driving lessons, projects, and activities (e.g., paintball, etc).*



## **Parent/Carer Involvement**

*In serious cases of misconduct, threats to harm others, or actual harm to self or others, a parent/carers or emergency contact will be phoned to join with the school in ensuring safety is upheld for all.*

*A parent/carers must, therefore, be able to respond to communication from BYLC staff and/or attend the school (or send an emergency contact) in order to maintain the good order of the school.*

*Where this is not possible, enrolment may be compromised.*



## **Behaviour Incidents**

*For **minor incidents**, a staff member will talk to a student and discuss the incident and changes necessary. This is an opportunity for both the student and staff to understand what caused the incident, to learn and make plans to reduce the likelihood of the incident reoccurring. This is not a punishment, but it will be recorded.*

*If this approach fails and/or there are **repeated similar behaviour** incidents recorded, students will meet with the Principal/Assistant Principal to determine if there are any underlying issues needing to be addressed, to avoid a repeat occurrence. If so, one of the Support Team may be able to put in place some solutions that assist, often including the Chaplain/other staff in this process.*

*Students may request additional support or the use of a **self-regulation card** as a proactive strategy to minimise the potential for ongoing minor incidents. This request is made in conjunction with Support Staff. Connect Coaches (formerly Home Group Trainers) will also take an active role in supporting students with character formation through behaviour awareness and change.*



Sometimes a student may choose to use a self-regulation card, following consultation with a Support Team member. This could help them to understand their own behaviour and work toward making better choices before a Student Tracking card is required.

If an incident is **not able to be resolved** in a routine/support manner, a student may be required to complete a **Student Tracking Card** to monitor more closely how they are going and provide more immediate feedback to students. Further incidents or scores lower than 12 will result in a suspension from school at this stage. Each session scored less than 12 = a one-day suspension. Failure to pass all 4 sessions in a day = a week suspension.

Name _____						
Day: _____			Date: _____			
<b>Student Tracking</b>						
Reason for card _____						
Session	On Time	Effort 0-10 (*6)	Behaviour 0-10 (*6)	Total	Comments	Trainer Initials
Home Group	Y/N					
1	Y/N					
2	Y/N					
3	Y/N					
4	Y/N					
<b>Goal: 12+ points per session</b>					Issued by: _____	
It is the student's responsibility to notify the trainer of this card. # ..... of .....						
<b>BRING TO THE BUS AT END OF DAY</b>						

A tracking card should show that a student **'wants to be here'** by achieving reasonable scores. A score of 12 is considered a fair goal.

Parents/Carers are notified about how students are going and at the end of each day the Assistant Principal/Principal or Connect Coach meets with students to discuss how they went and encourage the positive points that were tracked on the card. This is usually a positive time, as most students make a genuine effort when completing a tracking or self-regulation card.

BYLC's intention with any behaviour contract is to work with students to restore them back to where they can be best supported through our programs. Continued misbehaviour may result in a student being asked to leave Burnett Youth Learning Centre program either for a short period of time, or enrolment may be terminated.

**Three Strikes Safety Rule**

Three significant safety incidents in the workshop/practical training area within a term may result in a two-week ban from the woodwork, metalwork, and automotive workshops, or Hospitality and Ag practices. If a student has several subjects in these areas, this will likely mean reduced days at school for this period of time also. Students are given clear training on expected safety expectations and inducted on the safe use of all machinery/equipment/tools before use. This rule may also be applied to additional training areas as the school increases offerings.

**It is possible that students will be removed for serious first time breach in safety.**



## 7. Bullying and Harassment

*Bullying and harassment of or by students, staff or parents/carers will not be tolerated. Offenders will be disciplined. Please report all incidents to a member of staff. (See also 'Getting Help & Making Complaints on page 9 of this Handbook.) More information is available about the Centre's responses to bullying in the BYLC Student Bullying Policy.*

### IS it Bullying?

When someone says or does something *intentionally* hurtful and they *keep doing it* - even when you tell them to stop or show them that you're upset, that's...

**Bullying**

When someone says or does something *unintentionally* hurtful and they do it once, that's...

**Rude**

When someone says or does something *intentionally* hurtful and they do it once, that's...

**Mean**

### **Sexual Harassment**

Sexual harassment is "unwanted and unwelcome sexual attention".

*It may be sexual harassment when someone:*

- *makes unwelcome comments of a sexual nature about you*
- *stares or leers at you*
- *persists in asking you out after you have said "no"*
- *tells 'dirty' jokes, or shows offensive objects, photos, or literature in your presence*
- *makes offensive phone calls*
- *touches or brushes against your body on purpose or against your will, or*
- *tries to force you to engage in sexual activities.*

*BYLC has a no tolerance policy for sexual harassment. Offenders will be disciplined, and the issue may be referred to the Police.*

*Please report any incidents to any member of BYLC staff (see 'Getting Help' on page 8 of this Handbook).*

**Racial/Cultural harassment and bullying will also not be tolerated**



## 8. Drugs, Alcohol, Smoking and Weapons

*The possession and use of alcohol and illegal drugs is strictly prohibited. Persons found processing or supplying illegal drugs at BYLC or at any of its activities will be receive disciplinary action from extended suspended through to exclusion from school, with varying degrees of support, including possible referral to Police.*

*If you have any problems associated with any substance addiction, you **must disclose this at enrolment** and are encouraged to make an appointment with the Assistant Principal/Principal who will make every effort to assist with support, including providing reasonable adjustments integrated into your Individual Learning Plan.*

### **Smoking and Vaping**

Smoking is not permitted at any time at BYLC or during any BYLC activity. This is a State Government law and is required to be enforced in all secondary schools in QLD.

***Vaping falls under the same laws as smoking** and is not permitted on school property. Smoking and vaping are both harmful activities, especially for young people.*

*The usual process for a student smoking on school grounds, is that they are asked to stop. A warning is given to students in this case and a parent/carer is notified by text/phone call. On a second occurrence, a one-day suspension from school is issued. This process is repeated – a warning then a suspension for one day. Repeated occurrences may require a meeting to assist in formulating a solution to avoid repeated smoking and suspensions, or participation in AOD sessions for support.*

*If you expect that smoking will be an issue, please discuss possible options/support. BYLC is committed to assisting students with addictions to make healthy choices to manage these. Parents/carers are consulted in regard to any smoking strategy negotiated for a student with addiction. Offsite provision is no longer available.*

### **Prohibited weapons**

*BYLC is committed to student and staff safety. The presence of prohibited weapons on a school site poses a risk to all present. It is the expectation of BYLC that students will not bring prohibited weapons onto the school site or during any of its activities. It is also expected that students will not make any weapons in workshops. Students who are found with/making a prohibited weapon at BYLC or any of its activities will receive consequences appropriate for the situation.*



*A prohibited weapon includes, but is not limited to:*

- *Knives, guns, darts, batons, machetes, razor blades or similar objects with sharp cutting edges, like ninja stars or pointed instruments*
- *Anything else which can be used to cause serious injury or harm.*

*Possession of a prohibited weapon includes having one in a bag.*

### **Process in relation to prohibited weapons**

*Parents should make every effort possible to ensure that their child does not carry a prohibited weapon to BYLC or at any of its activities.*

*It is the duty of any adult at BYLC or at any of its activities to make every effort possible to ensure that students are not carrying a prohibited weapon.*

*In the case of a student or visitor bringing a prohibited weapon to BYLC or at any of its activities, the Police may be notified immediately depending on the risk that is evident. The Principal (or delegate) will make this decision.*

*BYLC will cooperate with Police in relation to any investigation around possession of prohibited weapons.*

### **Searching guidelines**

*Where the school has reasonable evidence to suggest that any illicit substances or weapons are on the premises, in order to reduce the risk to the school community, a search of personal property may be required.*

**Students are required to cooperate by voluntarily showing property to staff. Failure to do so may involve parent/carer being requested to attend school and/or require the student to be immediately suspended, pending further investigation.**

*Attendance at school is subject to agreement with these search conditions.*

*Should any illegal items be found, they will be confiscated, and the Police may be involved depending on the circumstances.*

*As in all circumstances at BYLC, students are valued and treated with respect and a search would only take place in extreme circumstances when other avenues to ensure the school is free from illicit substances have not been successful.*



## 9. Bus Travel & Behaviour Expectations

Buses are provided at no cost, for transportation of students to school, excursions and activities. A pick-up and return service between students' homes (agreed locations for out of town residences) and Elliott Farm is provided, subject to location.

Students need to **be ready 10 minutes before** bus pick up each morning. The bus has a limited timeframe to pick-up students each day. Following three days of a student not being ready for pick-up and without BYLC being notified, the bus will not pick up until we hear from the parent/carer.

Please ensure that your child is waiting at the front of the house or the pick-up location. If your child misses the bus, the bus driver is not required to turn around to collect the student. This will make others late. Students are dropped off in the afternoon at the address indicated on the enrolment form or designated drop off location. This should be their home address.

Parents/Carers – if you require your child to be dropped off elsewhere (e.g. appointment), you are required to send a signed note, or contact BYLC office staff and inform us of the change **before midday, preferably the day before**.

In **EXCEPTIONAL** circumstances, students may be permitted to ring you from the office phone to make emergent changes to drop off locations, but is strongly discouraged. The school bus is not to be used as a taxi service for personal preferences.

The BYLC Bus Code of Behaviour focuses on the need to maintain and enhance the **safety** of the courtesy bus system, and the responsibility of parents/carers and student travellers to contribute to safe bus travel through the establishment and reinforcement of safe behaviour patterns while in transit and at bus stops.

The free bus transport will be suspended or may be terminated if behaviour on the bus is below the acceptable level.

**As a condition of bus travel, parents/carers and students are required to agree to BUS CODE OF BEHAVIOUR and indicate this on the Partnership Agreement and by completing the Bus Travel Agreement as part of the Enrolment Application before bus travel can commence.**





## Safe school bus travel is a whole community concern.

The following Code of Conduct for students has been prepared to maintain transport to and from BYLC activities safely.



### **Bus Code of Behaviour**

*Students will:*

- ✓ *Behave in an orderly fashion while waiting*
- ✓ *Obey all instructions from the driver*
- ✓ *Remain seated for the whole journey*
- ✓ *Wear seat belts if provided*
- ✓ *Talk quietly and respectfully*
- ✓ *Refrain from calling out to passing traffic or pedestrians*
- ✓ *Treat the bus property with respect.*
- ✓ *Wear steel-capped safety shoes while travelling to and from school*

*Students will not:*

- ✗ *Distract the attention of the driver*
- ✗ *Harass any other person on the bus, including the driver*
- ✗ *Use foul, abusive, or intimidating language*
- ✗ *Smoke or vape on the bus*
- ✗ *Engage in 'horseplay' such as yelling out or making loud noises*
- ✗ *Fight on the bus*
- ✗ *Vandalise the bus*
- ✗ *Throw litter, or any other object, in or from the bus*
- ✗ *Allow any part of the body to protrude from the bus*
- ✗ *Eat or drink on the bus*
- ✗ *Attempt to board or leave a moving bus.*

*Don't forget to sign the  
**Bus Travel Agreement***



## 10. Offsite Activities

Throughout the year, excursions will be organised by the staff as part of the educational and rewards programs. In most cases there is no cost and students will be required to attend. Prior to each excursion the staff will provide details on the activity. Transportation will be via the Centre's buses. Staff will accompany all excursions at a high staff to student ratio. Students are expected to wear appropriate clothes and footwear.

Once on the excursion you will be expected to stay with the group and remain at the activity for its duration. Remember that you are representing BYLC so acceptable behaviour is expected. Involvement in Recreational Options offsite activities will be dependent on students demonstrating reliable and cooperative behaviour.

Notification will be provided to parents/carers of offsite activities. Parents/Carers, please update office staff regarding any current medication or special requirements for your child for this activity. No advice, it will be assumed that there are no changes from the time of enrolment – this includes emergency contacts and use of medications etc.

The following expectations need to be agreed to for students to participate in BYLC outings. Ticking the offsite activities section in the **Partnership Agreement** assumes that parental/carer permission is granted for the following:

### **STUDENT**

- I agree to abide by all instructions from school staff and any other activity supervisors to ensure my safety and that of other participants.
- I agree not to engage in behaviour that will put anyone at risk.

### **PARENT -**

- I give permission for my child to be involved in Offsite Activities organised by BURNETT YOUTH LEARNING CENTRE.
- I will be given written and/or verbal information about the planned activities and understand that there may be risks involved with certain activities.
- I understand transport will be in Centre vehicles or explained alternatives.
- If any of the information provided by me on the enrolment form changes before or during the activities, I agree to inform office staff/office mobile (0490779281).
- I agree to the disclosure of any relevant information on this form to a third party if circumstances warrant it, to be used for the purpose for which it was provided (eg. in case of an accident).



## 11. Internet & Technology Access

### **STUDENT AGREEMENT**

*While you have access to the internet, you must agree that:*

- *I will use it only for educational purposes*
- *I will be courteous and use appropriate language*
- *I will not look for anything that is offensive, dangerous, or illegal*
- *If I come across something that is offensive, dangerous, or illegal, I will:*
  - *clear any offensive pictures or content from my screen*
  - *immediately inform the supervising adult.*
- *I will not reveal home addresses, passwords, or phone numbers – mine or anyone else's*
- *I will not use the internet to annoy or offend anyone else*
- *I will respect the expensive equipment provided for my use by not abusing or damaging the equipment*

*I understand that if I break these rules, disciplinary action will be taken. This may include loss of my internet access for some time and/or contacting my parent/carer.*

### **PARENT/CARER CONSENT**

*I understand that:*

- *the internet can provide valuable learning experiences*
- *it gives access to useful information stored on computers around the world*
- *BYLC cannot control what is on these computers*
- *a small part of that information can be illegal, dangerous or offensive.*

*I accept that, while staff and designated supervisors will exercise their duty of care, the ultimate responsibility for correct internet use rests with my child.*

*I believe MY CHILD understands this responsibility, and I give my permission for him/her to access the internet under the Centre's rules. I understand that students breaking these rules will be subject to disciplinary action by the school. This may include loss of internet access and/or contacting me.*





### **Students' Rights**

- ✓ *Physical and emotional safety and protection*
- ✓ *Access to educational materials and resources*
- ✓ *To learn and to understand how learning will help them live in the world now and as adults*
- ✓ *Access to competent teaching that imparts vital knowledge*
- ✓ *To receive teacher assistance*
- ✓ *To enjoy learning, gaining pleasure, interest and confidence from learning*
- ✓ *To feel important as people, who have the right to be individual and to express opinions*
- ✓ *To be treated with dignity*
- ✓ *To receive fair treatment*
- ✓ *To be protected from abuses by authority*
- ✓ *To receive specialist services as required*
- ✓ *To privacy and confidentiality*
- ✓ *To be free from unnecessary restrictions*

### **Students' Responsibilities**

- ✓ *Respect themselves and others*
- ✓ *Allow other students and staff to feel physically and emotionally safe and protected*
- ✓ *Participate in the learning process*
- ✓ *Share equipment*
- ✓ *Care for equipment and use it safely*
- ✓ *Don't demand trainer attention excessively*
- ✓ *Be cooperative*
- ✓ *Be considerate*
- ✓ *Speak out*
- ✓ *Listen and not obstruct the opinion of others*
- ✓ *Don't dominate individuals or the group*
- ✓ *Don't put other students down*
- ✓ *Be accountable for their actions*

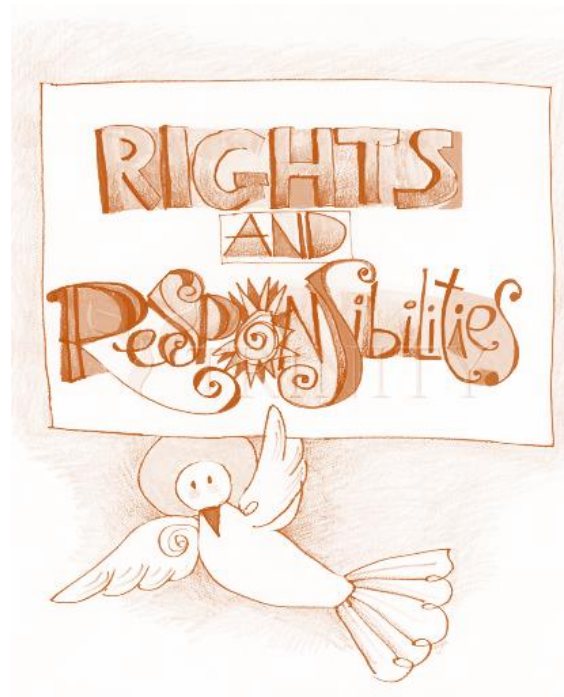


### **Parents'/Caregiver's Rights**

- ✓ *To have appropriate access to BYLC Teachers/Trainers/Support Staff*
- ✓ *To expect vital learning opportunities for their child*
- ✓ *Physical and emotional safety and protection*
- ✓ *To have access to support, materials and resources*
- ✓ *To have the opportunity to be a vital part of their child's learning*
- ✓ *To feel valued as people, who have the right to be individual and to express opinions*
- ✓ *To receive specialist services as required*
- ✓ *To be protected from abuses by authority*
- ✓ *To be free from unnecessary restrictions*
- ✓ *To be treated with dignity*
- ✓ *To receive fair treatment*
- ✓ *To privacy and confidentiality*

### **Parents'/Caregiver's Responsibilities**

- ✓ *To be encouraging and supportive of their student's education program*
- ✓ *To communicate regularly with BYLC*
- ✓ *To notify the school of any anticipated absences from the program*
- ✓ *To actively provide opportunities for their student to experience success*
- ✓ *To pay the subsidised costs of activities and transport to and from the Centre where required*
- ✓ *To participate in the review of the student's program with all stakeholders at the agreed period of time*
- ✓ *To disclose to BYLC staff at the time of enrolment all information about past behaviours/incidents that could impact the safety of their student or other people onsite and to inform BYLC of any such behaviour/incident whilst at BYLC. Failure to disclose could lead to immediate disenrolment.*



## **Staff Rights**

*With regards their relationship to students and their parents/carers:*

- ✓ *To look after optimal learning environments for all students*
- ✓ *To be treated with courtesy*
- ✓ *To expect students to cooperate with reasonable requests that will enhance their growth*
- ✓ *To expect students to respect staff needs*
- ✓ *To respond to disruptive behaviour*
- ✓ *To express an opinion and be heard*
- ✓ *To feel emotionally and physically secure*

## **Staff Responsibilities**

*With regards their relationship to students and their parents/carers:*

- ✓ *To provide an environment that is friendly, encouraging, supportive and positive*
- ✓ *To be competent and industrious*
- ✓ *To assist students who need help*
- ✓ *To treat students and their parents/carers with respect and courtesy*
- ✓ *To have reasonable expectations of students, in line with the task demands and students' developmental levels*
- ✓ *To protect students from harm: from themselves, other students and school personnel*
- ✓ *To listen to students and their parents/carers*
- ✓ *To be fair*
- ✓ *To provide forums for student participation in decision making*



**The BYLC TEAM commitment:**

*Our staff team makes the following commitment to the students:*

- ✓ *To provide an environment that is friendly, encouraging, supportive and positive*
- ✓ *To be competent and up to date with current educational practice*
- ✓ *To assist students who need help*
- ✓ *To treat students and their parents/carers with respect and courtesy*
- ✓ *To have reasonable expectations of students, in line with the task demands and students' developmental levels*
- ✓ *To limit the risk to students from harm: from themselves, other students and school personnel*
- ✓ *To keep parents/carers informed*
- ✓ *To be fair and listen to students and their parent/carers*
- ✓ *To provide forums for student participation in decision making*



# BYLC Program Structure

## Referral

- Student referral.
- “Round table” consultation with Parent/Caregiver and key stakeholders to assess suitability of participant, give information and explain training structure.
- Initial Contract & Provisional Enrolment.



## Induction

- Induction/Orientation, Partnership Agreement - Behaviour incentives
- Workplace Safety Induction
- Develop Individual Learning Plan and set goals
- Pastoral Care including mentoring, advocacy & family support
- Life skilling including:
  - Managing anger
  - Resolving conflict
  - Self care
  - Budgeting.
- Language, Literacy & Numeracy support
- ILP development
- Farm work
- Field Trips and Industry visits
- Adventure Based/Recreational Activities – eg sport.
- Pre-vocational training

## Phase 2

- ILP Review
- Pastoral Care & Specialist Support
- Adventure Based Activities
- Life skilling training
- Numeracy & Literacy Development
- Vocational training:
  - Preparation for work
  - Employability Skills
  - Careers Advice & Pathways
  - Structured Work Placement
- Vocational Skills Training:
  - Rural Operations, Automotive, General Construction, Metal Fabrication
- Enterprise Learning Projects
- Community Service Projects

## Phase 3

- ILP & Pathways Review
- Pastoral Care & Specialist Support
- Enterprise Learning
- Community Service
- Work Experience
- Industry Partnerships
- Numeracy & Literacy embedded in Vocational training
- Specialised Equipment operation training
- First Aid.
- Vocational Training
- Optional TAFE training
- Optional Start Uni Now
- Traineeships
- Apprenticeships

## Flexible EXIT into:

- Return to formal education
- Full-time or Part-time employment
- Enrol in further education to gain further qualifications





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## Pre-Induction REFERRAL Stage Agreement

**PARENT** - I acknowledge that I have **read and understood** each of the following sections of the Handbook for Students and Parents *[we can assist with reading this if required]*, and I **agree to support the school** in reinforcing these requirements.

I also grant the following **permissions**, as requested in the Handbook, as follows:

Tick to confirm:

1. Attendance Requirements	<input type="checkbox"/>
2. Dress Standards and Bags	<input type="checkbox"/>
3. Mobile Phone Usage	<input type="checkbox"/>
4. Safety Procedures	<input type="checkbox"/>
5. BYLC Core Values	<input type="checkbox"/>
6. Student Code of Conduct	<input type="checkbox"/>
7. Bullying and Harassment	<input type="checkbox"/>
8. Drugs, Alcohol, Smoking and Weapons	<input type="checkbox"/>
9. Bus Travel and Behaviour Expectations	<input type="checkbox"/>
10. Offsite Activities	<input type="checkbox"/>
11. Internet and Technology Use	<input type="checkbox"/>

**STUDENT** - I acknowledge that **I want the opportunity to try my hardest to:**

- **learn** what is expected of me
- **participate** in the Induction provided by BYLC
- **follow** this Code of Conduct, including on the Bus.

.....

Signature of Parent/Carer
Signature of Student
Date

Please remove this page and return the completed form to the office with your Enrolment Form