



**The Bay
Academy**

International High School

The Student Handbook

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Part I: Introduction

The Bay Academy's Vision:

To be a World Class Montessori School. To partner with parents to prepare our children for life. To provide the highest quality learning environments. To discover and develop the unique potential in every child.

The Bay Academy's Mission Statement:

To develop content, independent, tenacious, and brave young adults, equipped with the skills required to make a positive contribution to a just, fair, and ecologically sustainable society.

Welcome to The Bay Academy High School!

You have made the move and escaped a “traditional school”. No more uniforms, no more detentions, no more being punished for that hair style; you are all excited at the new world opening up before you. But what can you expect? You have been handed an independence perhaps never before experienced in your education along with the chance to choose the subjects you study and the very direction of your life. Are you a bit nervous? You should be. ***These freedoms come with responsibility.*** There are some things you must know before you begin your time at the Bay Academy - the last few years of your “school” life.

Part II: What we believe:

1. Character, perseverance and personal growth are more important than the ability to recall content.
2. Students should not be judged or judge themselves by the narrow paradigms assessed by traditional examinations.
3. Teaching should meet the individual needs of each student.
4. The teacher is responsible for understanding the student's individual learning needs and supporting them.
5. Allowing students more control over what they learn and how they learn it develops both independence of thought and more effective learning.
6. Learning should always be given a real-life context and be experiential in nature.
7. Technology, if used carefully can support and enhance learning, but will never replace human interaction.
8. The "Flipped classroom" is the most effective method of using technology to enhance and develop independent learning.
9. Respect is the foundation of all successful human relationships and is a fundamental expectation of all members of the Bay Academy's learning environment.
10. Happy Students learn more effectively

Part III: Code of Conduct for Students:

In terms of the Constitution, every student does have the right to education. The Bay Academy strives to provide the educational opportunities that its students and the community deserve. Students themselves however must also recognize that they have responsibilities to their parents, the Bay Academy, their educators, their fellow students and themselves. Students therefore must accept and comply with the Bay Academy's rules and its conditions of enrolment. In more general terms, students must also:

- Comply with instructions from Bay Academy staff, and with the general rules of the Bay Academy
- Behave responsibly and not endanger the safety, welfare and rights of others
- Respect and care for the property of the Bay Academy and others
- Maintain positive relations with others at the Bay Academy, be courteous and in your language and respect the dignity and self-worth of others
- Be punctual and observe the timekeeping practices of the Bay Academy
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn
- Behave honestly and conduct themselves with integrity
- Not harass, threaten violence or use force to intimidate, abuse, coerce or interfere with others, with Bay Academy activities or with Bay Academy property
- Accept legitimate disciplinary measures taken against them as being necessary

The Bay Academy has a number of rules that define the kinds of behaviour expected of its students, detailed in the **Disciplinary Code** (Annexure A). Students are to also keep their parents advised of these rules and students are expected to conduct themselves in accordance with the rules provided.



The Bay Academy

Part IV: The Student Charter

We, the members of The Bay Academy Learning Community, believe in the ideals of RESPECT: for ourselves, for one another and for our environment. We believe in the need for a social contract clarifying the rules and expectations that allow us to work successfully together. We pledge to support, inspire and mentor one another, and accept the support, guidance and mentorship of our peers and teachers.

To this end we declare that:

- We have the right to a peaceful learning environment and the responsibility to help create one
- We do not tolerate bullying in any form and are responsible for being kind to one another
- We forgive one another, and ourselves, and do not bear grudges
- We have the right to a just and consistently applied discipline code and the responsibility to accept the consequences of our transgressions
- We have the right to feel our property is safe and the responsibility to respect the property of others
- We are responsible for our actions and take responsibility for our own learning
- We have the right to positive reinforcement, consistent feedback on our progress, and expert instruction, and we have the responsibility to listen to advice and persevere
- We have the right to enrich our lives beyond the classroom and the responsibility to actively participate in the Enrichment Programme

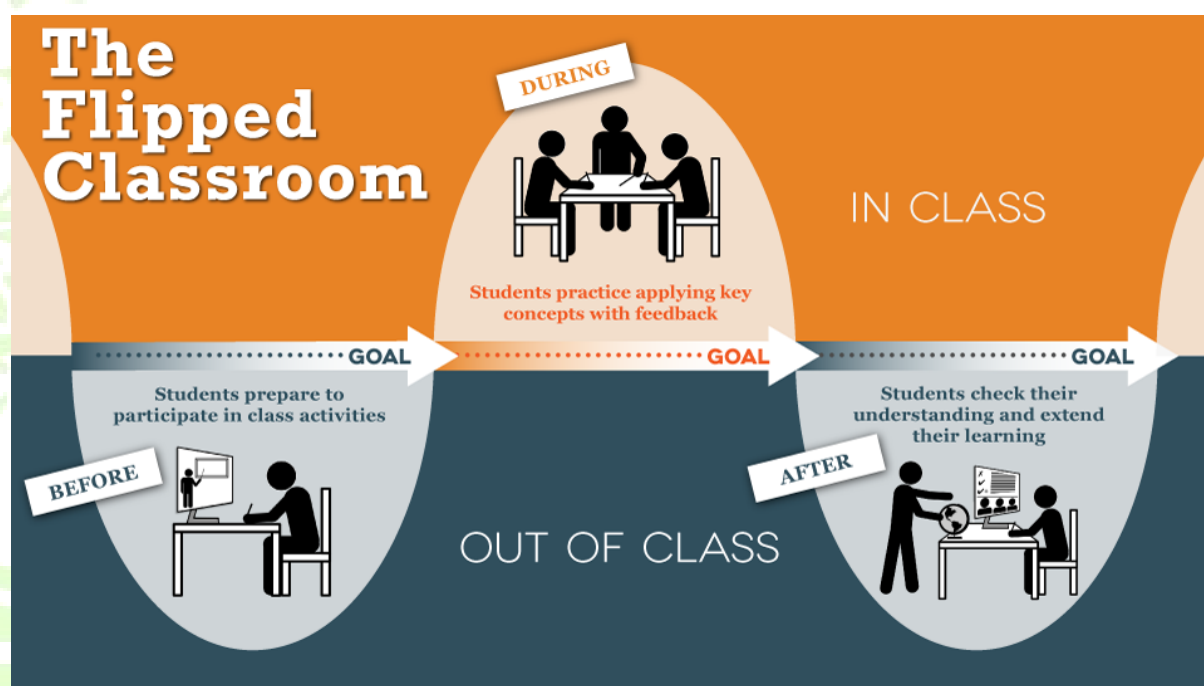
WE HONOUR KINDNESS AND INTEGRITY ABOVE ALL AND OUR COMMITMENT TO ONE ANOTHER AND THE PROMISES WE MAKE ARE A REFLECTION OF OUR SENSE OF WORTH.

Part V: Learning at The Bay Academy

We hope you will have a wonderful and positive learning experience with us. We are invested in maximizing your learning potential so we would love to see you getting fully involved in the adventure of learning and, of course, getting great final results!

1. The Flipped Classroom

In order to achieve this, the Bay Academy uses the concept of the **“Flipped Classroom”**. This is you engage with your lesson BEFORE you even get into the classroom!



Follow these steps:

1. Check your timetable and see what lessons you have the following day.
2. Log into THE BAY ACADEMY ONLINE and go through each one of the lessons. For example, if it is a History lesson, read through the texts for that day and watch any videos. If it is a Mathematics lesson, maybe go through the concepts and attempt to do some of the exercises. In a Language lesson, listen to the podcasts or video clips available which will help you with your pronunciation. Read through the vocabulary and grammar points.

3. Become familiar with the **Learning Objectives** of the lesson. This is a simple statement that describes what you should know, understand or be able to do by the end of the lesson.
4. Come to class prepared to **ENGAGE** with your tutor and your peers. In the class, ask any questions that might have naturally arisen from your preparation. The work that you do in class should be interactive: written exercises, corrections, role plays, dialogues, presentations and so on and so forth. You will be amazed how quickly you learn when you have already taken the time to understand what is going to be seen in the classroom. That way, your time at school is used most effectively, and you will always feel that you are ahead and in control of your learning.

2. Scaffolding

Scaffolding refers to a variety of ways of teaching used to move you progressively toward stronger understanding and, ultimately, greater independence in your learning process. Scaffolding is breaking up the learning into chunks and then providing a tool, or structure, with each chunk. When scaffolding reading, for example, you might preview the text and discuss key vocabulary, or chunk the text and then read and discuss as you go.

How to build understanding through Scaffolding:

a) understand how you learn.

Approach the content using several different methods: Read text, examine images, watch videos, listen to podcasts, discuss with your peers, act out scenarios and so on.

b) Learn the Words needed to communicate

Every subject or concept has specific vocabulary. These words will both help you understand what is being discussed, and also help you to communicate your understanding.

c) Tap into your Prior Knowledge

What do you already know about the topic? What can relate to your own life and experiences? This will make connections which will enable you to understand more easily.

d) Use Visual Aids

Graphic organizers, pictures, and charts can all serve as scaffolding tools. Graphic organizers are very specific in that they help you visually represent

your ideas, organize information, and grasp concepts such as sequencing, cause and effect.

e) Pause, ask questions and Review

Give yourself time to think about what you have learned. Ask questions of your tutor. Your questions will both help you think about what you do and don't understand, and extend your understanding.

f) Implement you new knowledge

Application is key. Use your new knowledge and understanding in a task that PROVES you understand!

3. Come Prepared to Learn

What do you want out of your lesson? How will you get the most out of your lesson? You spend a great deal of time and energy at school so you must be prepared to learn.

a) Arrive on time

b) Have all your learning materials (stationery, textbook, exercise book)

c) Know what the Learning Objective is and have questions to ask

The key to successful learning is knowing WHY you're sitting in the classroom. What is your motivation for being there?

With these 3 basic concepts in mind – the Flipped Classroom, Scaffolding and being Prepared to Learn, you have the best chance of success. We hope you will have a very enjoyable and productive year.

Part VI: Routes to Matric:

The Bay Academy High School currently offers **TWO ROUTES** for the completion of high school. The first route is referred to as a **MATRIC PASS** that allows the student to complete high school but DOES NOT qualify the student for university entrance.

The second is a **MATRIC EXEMPTION**. A Matric Exemption is the MINIMUM REQUIREMENT for further Tertiary study but **DOES NOT GUARANTEE UNIVERSITY ENTRANCE**. To ensure the student's best chance of university entrance, the Bay Academy **RECOMMENDED MINIMUM** for Route 2 should be considered.

Route 1: The MATRIC PASS: Required minimum Grades and Subjects

	Total Number of DIFFERENT subjects. INCLUDING English Language AS Level	Grade 11		Grade 12
LEVEL		IGCSE		AS Level
GRADES		(9-2)	(9-4)	(A-E)
Evaluation: Matric Pass	5		3	2
The Bay Academy Recommended Route	7	5		2

Route 2: The MATRIC EXEMPTION: Required minimum Grades and Subjects

	Total Number of DIFFERENT subjects. INCLUDING English Language AS Level	Grade 11	Grade 12**	Grade 13
LEVEL		IGCSE	AS Level**	A Level
GRADES		(9-4)	(A-D)	(A-E)
Evaluation: Matric Exemption	5 subjects Including: 2 nd Language and a Group 3* subject	1	4	
the Bay Academy Recommended Minimum*	7 subjects Including: 2 nd Language AND Maths	3	4	
		2	5	
Overseas Qualifications	7/8	3/4	1	3

*GROUP 3 subjects: 3rd Language / Maths / Chemistry / Physics / Biology

PROMOTION TO AS LEVEL REQUIRES A MINIMUM **B GRADE IN MATHS PHYSICS AND CHEMISTRY, GRADE **C** IN ALL OTHER ELECTIVES

Part VII: Dress Code

The Bay Academy has no uniform. Nevertheless, we require our students to dress appropriately for a professional learning environment. While we pride ourselves in encouraging individual expression and allowing our students the freedom to make their own choices, there is a need to have boundaries and set high expectations.

Consider the appropriateness of your clothing choices before you leave the house. We feel strongly that the following attire does not fit the image and culture of The Bay Academy:

- Short skirts or "hot pants". Any garment that is closer to the hips than to the knees both sends the wrong impression and is impractical for active movement around school.
- Fishnet stockings.
- Ripped stockings or jeans
- Brassieres worn over tops
- Low cut tops exposing cleavage
- T-shirts with printed expletives
- Dirty, scruffy or otherwise unkempt clothing.

Part VIII: Information and Communication Technologies Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within and outside the Bay Academy. These technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that the Bay Academy's systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The Bay Academy will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy

Students are expected to use The Bay Academy's ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

Personal safety:

- The Bay Academy will monitor student's use of the systems, devices and digital communications.
- Students are expected to keep their username and password safe and secure – they must not share it, nor try to use any other person's username and password. It is the student's responsibility not write down or store a password where it is possible that someone may steal it.
- Students must be aware of "stranger danger", when communicating on-line.

- Students must not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If students arrange to meet people off-line that they have communicated with on-line, students must do so in a public place and take an adult with them.
- Students must immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.

Everyone has equal rights to use technology as a resource and:

- The Bay Academy's systems and devices are primarily intended for educational use and that students must not use them for personal or recreational use unless they have permission.
- Students must not try (unless given permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Students must not use the Bay Academy's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless they have permission of a member of staff to do so.

Expectations of the community

- Students must respect others' work and property and must not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Students must be polite and responsible when communicating with others, not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
- Students must not take or distribute images of anyone without their permission.

The Bay Academy has a responsibility to maintain the security and integrity of the technology it offers its students and to ensure the smooth running of the school:

- If students use their devices in the Bay Academy, they must follow the rules set out in this agreement, in the same way as if they were using Academy equipment.
- Students must understand the risks and not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- Students must immediately report any damage or faults involving equipment or software, however this may have happened.
- Students must not open any hyperlinks in emails or any attachments to emails, unless they know and trust the person / organisation who sent the email, or if they have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- Students must not install or attempt to install or store programmes of any type on any Academy device, nor try to alter computer settings.
- Students must only use social media sites with permission and at the times that are allowed.

Using the internet for research or recreation

- Students must ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, students must not try to download copies (including music and videos).
- When students are using the internet to find information, they should take care to check that the information that they access is accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead them.

Students are responsible for their actions, both in and out of Academy:

- The Bay Academy has the right to take action against a student if they are involved in incidents of inappropriate behaviour, that are covered in this policy, when out of the Bay Academy and where membership of the Bay Academy community is involved (examples would be cyber-bullying, use of images or personal information).

- If students fail to comply with this Acceptable Use Policy, they will be subject to disciplinary action. This may include loss of access to the Bay Academy network / internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.



The Bay Academy

Part IX: Social Media Policy

This policy should be read in conjunction with the school's policy on acceptable use of internet and e-mail, its Code of Conduct and its **Discipline Code (Annexure A)**

Please note: All the examples shown in this policy are indicative and are not intended to be exhaustive.

1. Definition of social media

- 1.1 For the purposes of this policy, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes online social forums such as Twitter, Facebook, Whatsapp, Tictoc and LinkedIn. Social media also covers blogs and video- and image-sharing websites such as YouTube and Flickr.
- 1.2 Students should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Students should follow these guidelines in relation to any social media that they use.

2. Use of social media at The Bay Academy

- 2.1 Students must not use social media to express personal viewpoints of School Policy, Teachers or Management decisions.
- 2.2 Students should not spend an excessive amount of time while at school using social media websites. They should ensure that use of social media does not interfere with their learning. This is likely to have a detrimental effect on a student's academic progress.
- 2.4 The Bay Academy understands that students may wish to use their own computers or devices, such as laptops, and hand-held devices, to access social media websites while they are at school. Students must limit their use of social media on their own equipment to their official break times, such as their lunch break.

3. Monitoring use of social media during school time

- 3.1 Communications using School facilities may be intercepted, recorded and monitored where appropriate for the detection and prevention of

crime or infringements of the Discipline Code. This includes, but is not limited to, whatsapp, telephone calls, internet use, email and post.

The School considers that valid reasons for checking student's internet usage include suspicions that students have:

- been using social media websites when they should be working; or
- acted in a way that is in breach of the rules set out in this policy.

3.2 The School reserves the right to retain information that it has gathered on student's use of the internet.

3.3 Access to social media websites may be withdrawn in any case of misuse.

4. Social media in your personal life

4.1 The School recognises that many students make use of social media in a personal capacity. While they are not acting on behalf of the School, students must be aware that they can damage the reputation of the Bay Academy if they are recognised as being one of our students and are posting text, images (or both) that could be deemed inappropriate.

4.2 Students should review their social network accounts, particularly the content and privacy settings in place.

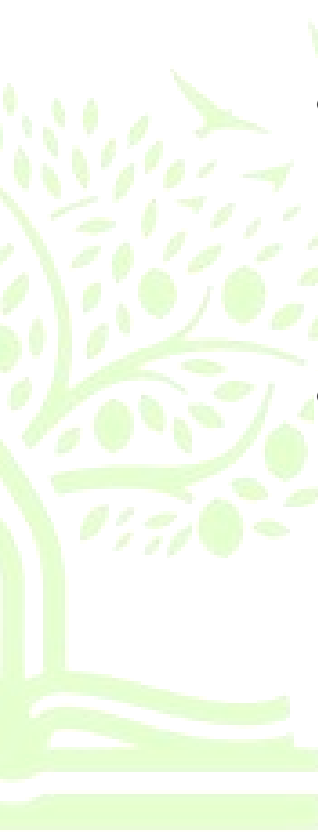
4.3 Even if a student does not specifically name the School on social media, it is likely that some viewers will know where they attend school and as such communications still have the potential to bring the organisation into disrepute.

4.4 If students do discuss the Bay Academy on social media (for example, giving opinions), they must include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of my school."

4.5 Photographs of other students must not be uploaded or shared through social media without the prior consent of the student.

4.6 Any communications that students make in a personal capacity through social media must not:

- have the potential to bring the School into disrepute, for example:
by criticising or arguing with parents, peers or rivals;

- 
- by making defamatory comments about individuals or other organisations or groups; or
 - by posting images that are inappropriate or links to inappropriate content;
 - breach confidentiality, for example:
 - by sharing confidential information about an individual (such as teachers or peers) or the School; or
 - by discussing the School's internal workings (such as future plans that have not been communicated to the public, parents or pupils);
 - breach copyright, for example:
 - by using someone else's images or written content without permission;
 - by failing to give acknowledgement where permission has been given to reproduce something; or
 - do anything that could be considered discriminatory, bullying or harassment of an individual or group, for example:
 - by making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - by using social media to bully or criticise another individual (such as an employee of the organisation); or
 - by posting images that are discriminatory or offensive, or links to such content.

5. Disciplinary action over social media misuse

5.1 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the student and/or the School. It may also cause embarrassment to the School.

5.2 In particular uploading, posting, forwarding or posting a link to any of the following types of material on a social media website or via email, in any capacity, will amount to a breach of this policy and the Discipline Code:

- pornographic material;
- a knowingly false or defamatory statement about any person or organisation;
- material which is potentially offensive, obscene, discriminatory, derogatory or may cause embarrassment to the School, or its staff;
- online bullying of staff or students (see also section 6, Cyber Bullying);
- promotion of radicalisation and extremism;
- confidential information about the School, any of our staff or pupils (for which there is no express authority to disseminate);
- any other statement which is likely to create any liability (criminal or civil);
- material which breaches copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Schools Discipline Code and is likely to result in a Disciplinary Hearing.

5.3 Where evidence of misuse is found the School may undertake a more detailed investigation in accordance with its Discipline Code, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

5.4 Any use of social media by other students in breach of this policy must be reported to the Principal.

6. Cyber Bullying

6.1 Students should never personally engage with cyberbullying incidents, whether inside or outside of school. Where appropriate, they should report incidents to a chosen member of staff and/or seek support.

6.2 Students should keep any records of the abuse – text, e-mails, voice mail, web site or instant message. If appropriate, screen prints of messages or web pages could be taken and time, date and address of

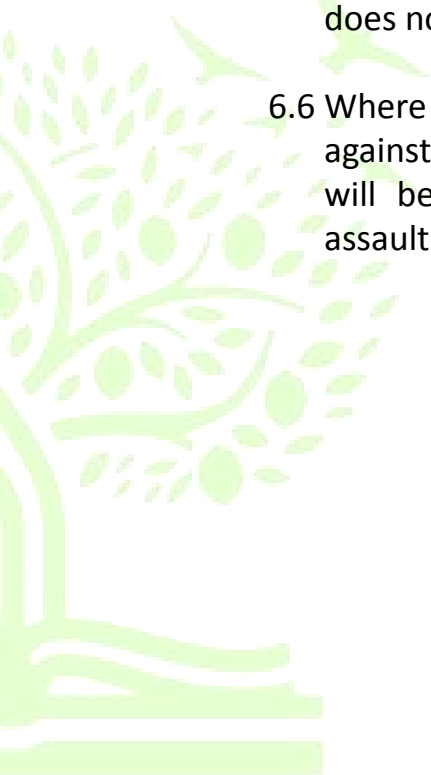
site should be recorded though care needs to be taken when copying certain images.

6.3 Students should inform the Principal of incidents at the earliest opportunity.

6.4 Where the perpetrator is known to be a current student, the majority of cases will be dealt with most effectively under the relevant school disciplinary procedure.

6.5 Where a potential criminal offence has been identified, and reported to the police, the school will ensure that any internal investigation does not interfere with police inquiries.

6.6 Where pupils are found to have made unfounded, malicious claims against staff members, relevant and appropriate disciplinary processes will be applied with rigour, as is the case in relation to physical assaults.



The Bay
Academy

Part X: Drugs Policy: (Updated 2019)

The Bay Academy condemns the use of any and all illegal drugs and supports compassionate intervention to prevent their use.

Smoking: Smoking, including tobacco, e- cigarettes and vapes on school grounds by students is against the law and contravenes the school's Discipline Code. If a student is suspected and/or caught smoking, all smoking materials and paraphernalia will be confiscated, the student escorted to the school office and their parents called to remove them from the school grounds for the remainder of the day. The same sanction will be applied on the second offence, and in addition, the student will be issued with a FINAL WARNING LETTER. If the student is caught a third time there will be a FULL DISCIPLINARY HEARING, in accordance with the Discipline Code, where EXPULSION will be considered as a last resort.

Illegal Drugs:

"Reasonable Suspicion" If a student is suspected of taking or possessing illegal drugs due to behaviour, appearance, odour or an accusation by a fellow student, teacher, parent or adult member of the public, then their parents will be contacted, the nature of the suspicion explained and written permission to drug test will be requested.

Failing a drug test: If the student fails the drug test, they will be required to undergo counselling; a minimum of 8 weekly sessions at the parent's expense. In addition, they will receive a FINAL WARNING LETTER; and they will undergo a further random drug test between 30 and 60 days from the first drug test.

Failing the 2nd Drug Test: If the student fails the second drug test there will be a FULL DISCIPLINARY HEARING, in accordance with the Discipline Code, where EXPULSION will be considered as a last resort.

Possession or Supply: If a student is caught in possession of, supplying illegal drugs, or party to supply of illegal drugs on school grounds they will be subject to a FULL DISCIPLINARY HEARING, in accordance with the Discipline Code where EXPULSION will be considered as a last resort.

Annexure A: Disciplinary Code Students

Disciplinary Code: Students Examples of Infringements and Recommended Sanctions			
Type or nature of infringement or student misconduct	Guideline: Recommended Penalty		
	First Offence	Second / Repeated Offence	Subsequent Offence
VERY SERIOUS MISCONDUCT			
1 Violent, abusive or threatening behaviour (verbal or physical) Fighting, battery or assault (threatened or actual) Victimisation, bullying or initiation of any sort Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered as being potentially dangerous (at Academy or at Academy events) Intimidating or wilfully interfering with others (attempted or actual) Inciting, advising or rewarding others to perform violent, offensive or threatening acts Any “gang” related activity that may threaten the safety or welfare of others (at Academy or at Academy events, or in relation to Academy) Harassment (sexual, racial or religious) Issuing a bomb threat or arson (attempted or actual) Behaviour that may pose a danger to the safety and welfare of others (at Academy or at Academy events, or in relation to Academy)	Suspension and Hearing / Expulsion		
2 Being in possession of alcoholic, hallucinogenic or dangerous / prohibited substances, or distributing, storing or consuming any of these substances (at Academy or at Academy events.)	Suspension and Hearing / Expulsion		

3 Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge Theft or attempted theft Sale of another's / stolen property	Suspension and Hearing / Expulsion		
4 Serious dishonesty (actual or intended) Cheating, copying or tampering with test or exam results, reports or assignments Being in possession of or distributing material or information that may give an advantage in a test or an exam Extortion, bribery, corruption or fraud (attempted or actual) Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft Inciting, advising or rewarding others to be dishonest or to cheat Serious breach of Academy security procedures, unreasonably refusing to submit to a search Off-site criminal misconduct that disrupts or substantially damages The Bay Academy/student relationship and the educational process	Suspension and Hearing / Expulsion		
5 Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact Sexual harassment, inappropriate sexual innuendos or graphic comments Intentional and offensive, insulting, abusive, racist or lewd behaviour Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects	Suspension and Hearing / Expulsion		

6 Sabotage, malicious or wilful damage to Academy or others' property Unauthorised occupation of any Academy property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on The Bay Academy's property, without Academy permission Blocking off any entrances or exits to or from The Bay Academy premises, with the intention or effect of interfering with free access / egress by others	Suspension and Hearing / Expulsion		
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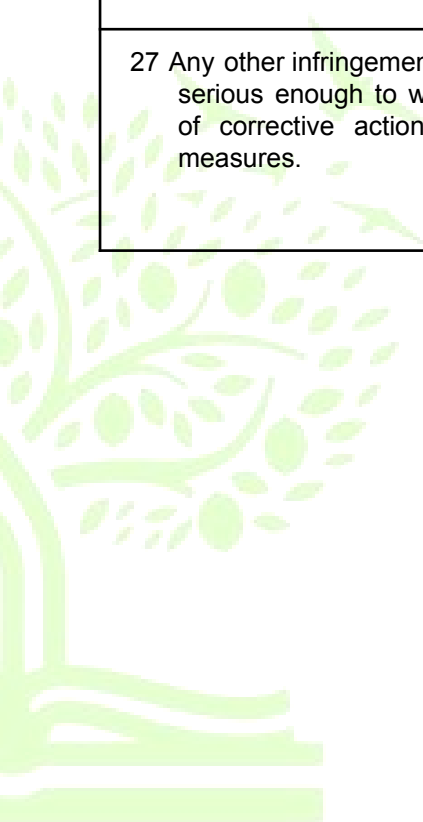
Participating in or supporting industrial or protest action, preventing students from attending Academy activities			
7 Actions that expose others to serious danger or injury, or expose The Bay Academy to potential accidental loss or damages - whether due to wilful, grossly negligent or unintended acts Unsafe acts or behaviour that endangers the safety and welfare of others	Suspension and Hearing / Expulsion		
8 Serious misconduct or actions that may bring the reputation of The Bay Academy, students or other stakeholders into disrepute	Suspension and Hearing / Expulsion		
9 Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.	Suspension and Hearing / Expulsion		
SERIOUS INFRINGEMENTS			
10 Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at Academy or at Academy events	See separate Drugs Policy		
11 Playing of obscene, insulting or demeaning games Dangerous horseplay Malicious teasing	Counselling/ / Parental Contact/ Final Warning	Suspension and Hearing / Expulsion	
12 Inappropriate behaviour or comments in public or at Academy events that brings the Academy into disrepute Abuse of Academy privileges or seniority / status, abuse of position of authority	Counselling/ / Parental Contact/ Final Warning	Suspension and Hearing / Expulsion	

13 Smoking or being in possession of tobacco or cigarettes (on The Bay Academy premises or at Academy events)	See separate Drugs Policy		
14 Forgery or falsification of Academy documents and reports Lying and unfair behaviour (with less serious initial consequences)	Counselling/ / Parental Contact/ Final Warning	Suspension and Hearing / Expulsion	
15 Vandalising property or equipment (Academy or others), improper use or not taking due care of property or equipment Accidental damage to property	Counselling/ / Parental Contact/ Final Warning	Suspension and Hearing / Expulsion	

16 Acts or behaviour designed to create a hostile or threatening Academy environment, or that may reasonably have resulted in such an environment Wilful disruption of Academy activities, interference with Academy authorities Conduct designed to be prejudicial to good order or discipline at The Bay Academy	Counselling/ / Parental Contact/ Final Warning	Suspension and Hearing / Expulsion	
17 Any misconduct by the student that is considered by Academy authorities to warrant more than a Counselling, verbal reprimand or an ordinary warning.	Counselling/ / Parental Contact/ Final Warning	Suspension and Hearing / Expulsion	
LESS SERIOUS INFRINGEMENTS			
18 Disregard for rules, directions, instructions or for any persons in authority Defiance or disrespect towards Academy authorities, parents, visitors or peers Being discourteous towards Academy authorities, adults or peers, or displays of insolence Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity Persistent violation of Academy rules (with less serious initial consequences)	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion

19 Use of excessive force when playing games or during sporting events Playing games in an area where others may be injured or where property may be damaged Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
20 Noisy or disruptive behaviour, disturbing the activities of others Highly disruptive or unruly classroom behaviour Trespassing or entering Academy premises without permission or without supervision, and/or after Academy hours Refusing to identify oneself upon request by a Academy authority	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
21 Swearing and use of vulgar, profane (foul) language	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
22 Tardiness, littering and poor housekeeping Poor grooming, unhygienic personal habits, improper use of Academy facilities or ablutions	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
23 Tampering with the possessions or equipment of others Use of Academy equipment without permission (with no serious consequences)	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
24 Refusal or failure to complete homework or assignments Refusal to deliver or return reports, reply slips or letters to parents or to The Bay Academy Unreasonable and unexplained refusal to attend or participate in Academy activities or compulsory events General uncooperativeness and / or being wilfully obstructive Poor application to studies, Academy work or assignments	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion

25 Truancy, poor timekeeping practices Unexplained absences from classes or from compulsory events or activities Leaving class or Academy premises without permission Persistent late-coming or early unauthorised departure from class / Academy.	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
26 Persistent misuse of personal communication devices during Academy activities	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion
27 Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking disciplinary measures.	Counselling and Reprimand or Warning / Demerit	Further counselling / Final Warning/ Parental Contact	Suspension and Hearing / Expulsion



The Bay
Academy