



## GENERAL INFORMATION

### CITIPOINTE ETHOS

#### Mission Statement

CITIPOINTE CHRISTIAN COLLEGE EXISTS TO PROVIDE A HIGH QUALITY CHRISTIAN EDUCATION THAT PREPARES STUDENTS TO MAKE A DIFFERENCE IN THEIR WORLD.

Our mission is:

- THE DEVELOPMENT OF THE STUDENT AS A CHRISTIAN DISCIPLE  
by offering Christ-centred, Biblically based accredited education programs, aimed at establishing in the student a firm Christian foundation and a personal relationship with Jesus Christ
- THE DEVELOPMENT OF THE STUDENT FOR ADULT LIFE IN ITS VARIOUS DIMENSIONS  
by offering educational opportunities to assist the student's social, physical, intellectual, psychological and spiritual development, opportunities that will enable the student to explore and fulfil their God-given potential, and support them in their discovery of God's destiny for their lives
- WITHIN THE FRAMEWORK OF A BIBLICAL WORLD VIEW  
where the life goal of curriculum is spiritual truth and understanding, and subject content is underpinned by a Biblical base
- AND BY A COMMITMENT TO SERVICE, QUALITY AND INNOVATION.  
where the College staff are committed to student care, high professional standards, and a culture of lifelong learning.

#### Core Values

- Uncompromisingly Christian Values
- High Quality Christian Education
- Academic Rigour
- Caring Environment
- College Pride

#### Citipointe Code of Conduct

Jesus said:

*Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbour as yourself. Matt 22:37-39*

Based on the scriptures above, the Citipointe Code of Conduct is:

- **RESPECT for God**
- **RESPECT for self**
- **RESPECT for rights and property of others**

Since Citipointe is first and foremost a Christian school, all students are expected to behave, both in and out of school, in a manner that honours God. Citipointe students should also demonstrate self-discipline and self-respect, and respect of others. Students are expected to uphold and show respect for the Christian ethos, the beliefs and values, of the College.

The reputation of the College is determined by the standards of every individual student. So, it is important that each student accepts the responsibility of maintaining our high standard. Enrolment at the College implies acceptance by students and parents/guardians of the **College Code of Conduct and the College policies**.

#### College Cheer

**Citipointe! Citipointe! Who are we?  
Heads held high for all to see,  
All for One we bow the knee.  
Citipointe! Citipointe! Strong and free!**



## CALENDAR

<http://brisbane.coc.edu.au/my-citipointe/calendar/>

## COMMENCEMENT INFORMATION

### FIRST DAYS

#### Years 7 - 12 Students

#### Monday January 23

#### **FIRST DAY for all students and returning students.**

All students to proceed at 8.50am to Citipointe Auditorium. All students in formal uniform  
9am Secondary Assembly. Parents are welcome to attend.

Senior Students will be at the Library steps to welcome new students and to assist  
parents and students.

#### Wednesday January 25

#### **9am College Commencement Service in Citipointe Auditorium. Parents welcome.**

Years 7-9 students wear formal uniform. Years 10-12 students wear sports uniform.

#### Thursday January 26

#### **AUSTRALIA DAY HOLIDAY**

Parents and friends are most welcome to attend the Secondary Assembly and the College Assembly in Citipointe Church Auditorium at the above times.

### CONTACTS

All secondary staff may be contacted by phone on 3347 5933 or email at [secondary@brisbane.coc.edu.au](mailto:secondary@brisbane.coc.edu.au).  
Appointments with staff may be arranged through Secondary Reception.

### ABSENTEES

Parents must inform the College of student absences by phoning 3347 5907 by 9.30am.

### TEXTBOOKS

Citipointe Christian College provides a textbook lending service; parents do not need to purchase textbooks for their students. Each student receives a complete set of textbooks for which they are accountable. **These books must be returned before students leave at the end of their school year.** Student can obtain a list of books still outstanding for the previous year from the Secondary Resource Centre in the Secondary Library if required.

Students are required to **collect their books** from the Secondary Resource Centre **prior to the commencement of school**. The Secondary Resource Centre will be open two weeks prior to the beginning of Term One:

Tuesday 12 – Friday 15 January

9.30am – 3.30pm (Closed for Lunch at 12.30pm – 1.00pm)

Monday 18 – Friday 22 January

9.30am – 3.30pm (Closed for Lunch at 12.30pm – 1.00pm)

All textbooks are bar-coded and issued in the student's names. There is a Citipointe label on the inside of the front cover of the textbook to record the student's name. It is requested that students refrain from putting sticky name labels anywhere on textbooks. It is essential that students return the books originally issued to them, to avoid having to pay for un-returned books. Students should also ensure that they use **only the books issued in their name**. The practice of swapping books means that students sometimes return another's book, while the book for which they are accountable is not returned.

Parents are accountable for all school property issued to students. Your co-operation is requested to avoid the consequence of receiving an account for un-returned textbooks.

### STATIONERY

<http://brisbane.coc.edu.au/curriculum/secondary-school/secondary-booklists/>



## **SECONDARY STAFF PERSONNEL**

<b>Head of Secondary</b>	Mrs Helen Moore – 33475956
<b>PA to Head of Secondary</b>	Mrs Tracey Maunder – 33475956
<b>Secondary Admin</b>	33475933 (direct line to Secondary staff)

### **DIRECTORS**

<b>Director of Secondary Admin</b>	Mr Rodney Webb	<b>Director of Studies</b>	Mr William Stewart
<b>Director of Student Care</b>	Mr Neil Shuker	<b>Director of Teaching</b>	
<b>Director of Project Development</b>	Mr Tim Francis	<b>&amp; Learning Innovation</b>	Mrs Colleen Mills

### **HEADS OF YEARS**

<b>Year 7</b>	Mr Chris Paten
<b>Year 8</b>	Mrs Henriette Muller
<b>Year 9</b>	Mr Gary Collins
<b>Year 10</b>	Mrs Helen Clapham-Burns
<b>Year 11</b>	Mr Marius Muller
<b>Year 12, Senior HOY</b>	Mrs Lana Van den Berg
<b>HOYs Admin Assistant</b>	Miss Joanna Carlson

### **HEADS & COORDINATORS OF LEARNING AREAS**

<b>Arts</b>	Mrs Samantha Couchman
<b>Business</b>	Mrs Vicki Turner
<b>Christian Studies</b>	Mrs Elisabeth Gallagher
<b>English</b>	Miss Natalie Fong
<b>Geography</b>	Mr Mark Mills
<b>Health &amp; Physical Education</b>	Mr Daniel Wolfik
<b>History</b>	Mr Theo Tsimboukis
<b>Languages Education</b>	Mr Joel Alexis
<b>Maths</b>	Mrs Charna Bornhutter
<b>Science</b>	Mr Laurie Cook
<b>Sport</b>	Mr Daniel Wolfik
<b>Technology</b>	Mr Keith McMillan
<b>Vocational Education</b>	Mrs Lupita Calero

*First points of contact for students and parents are students' subject teachers, for academic matters, and Heads of Years or Pastoral Care teachers, for pastoral matters. Students will meet these staff members at the start of the school year.*



### SECONDARY POLICIES

Living a Christian life and contributing positively to society demands self-discipline, self-respect and respect for the rights and properties of others. The standards of behaviour, attitude and appearance which Citipointe students are expected to demonstrate, both in the school grounds and in the community, will assist them to develop these qualities. While at school, they are in training and need to learn as many life skills as they are able, in preparation for their future. LIFEPREP procedures help foster these life skills and support the College's Code of Conduct: RESPECT FOR GOD, FOR SELF, FOR OTHERS

**I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE UNIFORM POLICY. I am expected to achieve excellence in my personal presentation.**

#### GENERAL

- All students are required to wear the full Citipointe uniform at all times. Uniforms are to be clean, pressed, in good repair and worn neatly and well.
- All items of uniform are to be purchased from the College Uniform Store.
- Extremes in dress or grooming are not part of the College uniform and not permitted. Students may be sent home if dress or personal presentation is not acceptable.
- Shoes are to be regulation school shoes, all black, plain, leather, lace up, with regulation heels and kept polished.
- Hair should be tidy, neat, off the face, with no extreme or obvious cut or colour.
- Hats are optional but are recommended for sun safety while outside at school.
- Day and sports uniform items are not to be mixed.
- College Blazer is compulsory for Years 10, 11 & 12 students in Terms 2 & 3, and on formal occasions.
- College Ties to be worn in Terms 2 & 3 and on formal occasions.
- Only school bags as supplied by the Uniform Store are permitted.

#### DAY UNIFORM

##### Girls:

- Skirts - knee length
- Shirts – clean, ironed and in good repair
- Socks – white ankle with blue stripe
- Ties – College ties to be worn in Terms 2 & 3 and on formal occasions
- Hat – optional when outdoors
- Hair – tidy, neat, above the collar and off the face; long hair to be tied back, conservative in cut and colour
- Hair Accessories – College ribbon only; hair bands same colour as hair to be covered by ribbon.
- Makeup – not permitted
- Jewellery / Piercings – only a watch, one small plain, silver or gold, stud or sleeper in each ear lobe; no additional piercings
- Nail polish – clear only; nails - short
- Navy stockings/knee highs – optional for winter months only or for formal occasions

##### Boys:

- Shirts – clean and ironed - to be tucked in if wearing College blazer
- Socks [for shorts] – long College navy for Years 10, 11 & 12; short or long for Years 7, 8 & 9
- Socks [for trousers] – short College navy or plain black.
- Ties – College ties to be worn in Terms 2 & 3 and on formal occasions
- Hat – optional when outdoors.
- Trousers – compulsory for Years 10, 11 & 12 in Terms 2 & 3 and on formal occasions
- Shorts and trousers – worn with waistband on waist, with a College belt
- Hair – short, tidy, above the collar and off the face; conservative in cut and colour
- Face – cleanshaven
- Jewellery – only a watch permitted

#### SPORTS UNIFORM

- Full Sports uniform must to be worn for all Physical Education and sporting events
- WEDNESDAY ONLY: Years 10, 11 & 12 permitted to wear their sports uniform to and from school only on Wednesday.  
TUESDAY ONLY: Years 7, 8 & 9 permitted to wear sports uniform to and from school only on Tuesday.
- On other days, day uniform must be worn to and from school.
- Sports uniform must not be worn while travelling to and from school unless specifically permitted
- Students may change into sports uniform for lunch time sport
- Sport shoes must be appropriate for intended activity, lace up, with suitable support. Predominantly white preferred and not canvas
- Sports socks must be the College uniform sports socks
- College Sports hat or cap is optional
- Only College bags are to be used with sports uniform

#### SUN SAFETY

A hat and sunscreen should be worn when students are outdoors and for all sporting activities. Sunscreen is always available at Secondary Reception.



**I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE ATTENDANCE POLICY. I am expected to be committed to my learning and life training by:**

- arriving at school no later than 8.40am
- remaining at school until 3.20pm
- remaining at school each term for the full term
- not leaving the College during the day
- being present and punctual for every lesson
- attending unless prevented by extenuating circumstances
- being present at all test and examination days
- not being absent on days prior to test or exam days for the purpose of study
- attending compulsory College functions when required eg Awards Night, Sporting Carnivals
- realising that unpunctuality may incur penalty
- following the College Attendance policy

**WHAT TO DO WHEN .....**

**you need to leave school early**

- The day before, bring a note from parents explaining when you need to leave and why
- Take the note before Period 1 to F8 to be signed by Head of Year
- If note is signed and permission given, sign out at Secondary Reception when you leave  
[Leave is not automatically given, especially for non-urgent reasons]

**you are unwell at school**

- Inform class teacher who will pray for you
- Sign out at Secondary Reception
- Teacher will give you a note to take with you to Health Bay
- Go to Health Bay; if necessary, the Health Bay attendant will contact your parents to arrange for you to go home
- You are not permitted to sign yourself out because of illness, without going to Health Bay

**you need to leave the class for any other reason**

- Ask permission of class teacher
- Teacher will give you a note to take with you
- You are only permitted to go to your lockers before and after school, and during recess and lunch breaks

**you arrive at school after 8.40am**

- Bring a note from home
- Give note in and sign in at Secondary Reception
- Get a late note and proceed to class

**you are absent from school**

- Your parent must phone school on 3347 5907 before 9.30am
- It is not legally acceptable for students to phone the school reporting your absence

**you have been absent from school**

- If you are going to be absent for more than two days your parents/guardians must inform the school in writing
- For a family vacation, parents must write to the Head of Secondary for College approval

**you are unable to participate in sport generally**

- Your parents need to write a letter to Head of Secondary for permission for you to be excused from sport

**you are unable to participate in sport on one Tuesday or Wednesday sport**

- Bring a note from home
- You must still attend your chosen activity
- Show the note to the supervising teacher

**you are unable to wear full school uniform**

- Bring a note from home
- Give note to Head of Year at F8 before Period 1
- Head of Year will give you a uniform note for either detention or exemption

**you need to make an emergency phone call**

- All student calls need to be made from Grace House or Secondary Reception
- Go to secondary for permission to make the phone call



## **I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE ASSESSMENT POLICY. I am expected to meet all deadlines and complete all course work in all subjects.**

THE COLLEGE ASSESSMENT POLICY, IN LINE WITH THE POLICY SET BY QUEENSLAND CURRICULUM & ASSESSMENT AUTHORITY, IS AS FOLLOWS:

### **For students in all Years:**

- All required course work and mandatory aspects of the subject syllabus must be completed for the awarding of a Level of Achievement.
- Students must complete all assessment tasks by the due date as set down on the College Assessment Calendar.
- The completion of tasks within the prescribed period is an implied criterion of all assessment.
- Assignments must be submitted to the subject teacher at the beginning of subject lessons, by the due date specified on the assessment calendar.
- Assignments must be submitted and signed in personally to the subject teacher at the beginning of the subject lesson, by the due date specified on the assessment calendar
- If a student knows they will be absent on the due date, because of excursions or traineeships for example, it is the student's responsibility to ensure that their assessment reaches the teacher on the due date, or submit it to the teacher on the day prior to the due date.
- Late assignment work or non-completion of exams will not be permitted unless special provision / extension has been given prior to the due dates. Extenuating circumstances will require a parent letter and/or medical certificate, depending on Year Level.
- Recurring non-submission of required work may lead to cancellation of enrolment.
- A grade of E- may only be given if student work warrants this result and the criteria sheet demonstrates it.
- There may be exceptions to this policy and special cases will be treated individually.

### **ADDITIONAL INFORMATION [FOLLOWING GUIDELINES SET BY QCAA]**

#### **If work is not submitted by the due date and special provisions are not in place prior to the due date via the Special Provision Form:**

- the student will receive a grade based on evidence of student work, available at the due date eg drafts, progress reports, class work
- late work will not be counted towards the student's semester result, and the result for that assessment task and the semester grade may be compromised

#### **If a student is ill on a due date or a test/exam day, so that an assessment task or exam is not completed:**

- **for students in Years 7, 8, 9, a parent letter of explanation** must be supplied to the subject teacher when the student returns to school
- **for students in years 10, 11, 12, a parent letter of explanation and a medical certificate** must be supplied to the subject teacher when the student returns to school
- assessment tasks will be completed as soon as possible after the student returns to school, in consultation with the subject teacher
- if appropriate documentation of absence is supplied, the completed work may be counted towards the student's semester result
- if appropriate documentation of absence is **not** supplied, late work will **not** be counted towards the student's semester result, and the result for that assessment task and the semester may be compromised

### **REQUEST FOR SPECIAL PROVISIONS: EXTENSIONS**

- must be submitted on the Special Provision Request Form available at Secondary Reception
- must be negotiated at least 3 days before the due date
- must be submitted through the subject teacher to the Head of Learning Area, for extensions, or to Director of Studies, for other special provisions
- will be approved by HLA or DOS
- will only be considered for extenuating circumstances. There are no extensions given in exam blocks.

If special provisions have been granted, assessment tasks must be submitted to the subject teacher by the new arranged date.



### PLAGIARISM

- Plagiarism is academic theft, using the work of another person and presenting it as one's own work. Material which is copied must be acknowledged or the student work will be considered to be plagiarised.
- Plagiarism will incur penalties according to the Behaviour Management Policy and may affect the assessment result depending on assessment task criteria.

### EXAMINATION CONDITIONS

- No verbal or non-verbal communication of any kind should occur between students
- No borrowing of equipment is permitted
- Violation of examination conditions will be treated as cheating, with relevant discipline according to the Behaviour Management Policy

### SUBJECT CHANGES

Applications must be made ONLY through the Director of Studies and a Change of Course form must be completed by parents and returned to the College for approval by the Head of Secondary. Individual cases will be considered by the Head of Secondary.

**Year 7** No subject changes are permitted.

**Year 8 – 12** Subject changes are permitted only at the end of the semester. Students are not permitted to drop subjects, unless there are extenuating circumstances.

### SPECIAL CONSIDERATION POLICY

Special consideration is the granting of exemption to, or the provision of special arrangements for students with special needs. Students with special needs may include, but are not limited to:

- Students with learning difficulties
- Students from non-English speaking backgrounds
- Students who are Aboriginals or Torres Strait Islanders
- Students who have a physical impairment
- Students who have an emotional impairment
- Students who have a temporary medical condition

Students will not be exempted from meeting any of the substantive (elements which the QSA deems to be mandatory) requirements of a subject for any reason. However, this College may decide to exempt students from non-substantive subject requirements. In some cases, special arrangements may be made to vary the conditions under which learning or assessment occurs in order to enable students with special needs to have an equal opportunity to demonstrate their knowledge and skills.

Special consideration will not constitute an unfair advantage over other students or produce results that are inaccurate. Special consideration will in no way affect standards; the marking of all students' work, including those with special consideration, will be done on the same basis. Special consideration will never result in a grade being elevated beyond what is justified in comparison to the criterion standards.

#### **Specific examples of special consideration arrangements can include, but are not limited to:**

- Allowing extra time for the completion of an assessment task or delaying the sitting of an exam
- Use of specialised equipment, e.g. computer or tape recorder, particular to a student's impairment
- Provision of a scribe if the student is unable to write
- Provision of after school tutoring for students with learning and language impairments

Special consideration strategies should only be implemented after full consultation between the student, parent, teacher, Head of Learning Area, Head of Year and other staff members.



## **I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE BEHAVIOUR POLICY. I am expected to support the College's Code of Conduct:**

*Respect for God, for self, for others.*

One belief unites all parts of the College community. We are all human beings with an infinite value in the sight of God. As a consequence, we each have the right to be valued as an individual and the responsibility to value others in their turn.

- A GOOD SCHOOL provides an ordered, safe and civilised environment for all the people who are part of its community. Fundamental to this is an attitude of respect for oneself and for others. This attitude will be shown in courteous, tolerant and respectful behaviour and in the care of the physical environment.
- STUDENTS learn acceptable social behaviour in the classroom under the authority of the teacher, in order to learn general courtesy, submission to leadership, teamwork and co-operation, in preparation for their future workplace.
- STUDENTS show acceptance of this environment by abiding by the College policies and procedures, by obeying and respecting the teacher and by respecting other students.
- STUDENT CONDUCT and attitude is a personal choice. If a student makes choices that are unacceptable to College policies, and does not contribute to a helpful and co-operative College community, it is the College's responsibility to administer consequences for the behaviour.
- STUDENTS realise that their actions have consequences and that unacceptable behaviour will be subject to the Behaviour Management Policy. Penalties range from detentions to exclusion, depending on the severity of the offence. The Behaviour Policy also allows for reinstatement after a period of improved behaviour.

### **GENERAL EXPECTATIONS:**

- In all things, DO THE RIGHT THING
- Conduct should always be based on courtesy, commonsense, consideration for others
- Students should always greet adults and offer assistance to visitors to the College
- Adults should be addressed as 'Sir' or Ma'am' or by their title and surname
- In public, students should always stand when speaking to an adult, stand to offer a seat to adults, and refrain from loud or offensive behaviour

### **IN THE CLASSROOM STUDENTS ARE EXPECTED TO:**

- Arrive for lessons on time
- Wait quietly outside the classroom until the teacher arrives
- Leave their bags in their lockers
- Arrive prepared for work
- Focus on tasks
- Show courtesy
- Respect the rights of others to learn
- Respect the rights of the teachers to teach
- Follow safety procedures
- Take care of the classroom environment
- Not consume food or drink in the classrooms
- Observe that classrooms are out of bounds during breaks
- Comply with the behaviour and attendance codes
- Obey the teacher

### **WHILE THE ABOVE GUIDELINES ENCOURAGE A DESIRABLE PATTERN OF CONDUCT BASED ON CHRISTIAN VALUES, IT IS NECESSARY TO STATE CLEARLY THAT THE FOLLOWING ARE PROHIBITED AT CITIPOINTE:**

- Bullying – physical, verbal or emotional harassment
- Disrespect and disobedience
- Swearing, blasphemy, or the use of improper or inappropriate language
- Littering
- Chewing gum
- Theft
- Vandalism – defacing or damaging College or any other property



- Graffiti – on lockers or diaries eg photos, stickers, inappropriate material
- Unsafe, unruly behavior
- Cheating, including plagiarism
- All substances prohibited by Queensland Law eg tobacco, alcohol, drugs
- All items prohibited by Queensland Law eg weapons, pornography
- Any dangerous objects

## **I AM A CITIPOINTE STUDENT: I support the College's zero tolerance on bullying.**

Citipointe defines Bullying as the deliberate or unintentional, physical or mental repeated intimidation of a person by another person or group which may result in hurt, fear or discomfort. Bullying can involve verbal abuse, physical aggression, harassment or exclusion. Citipointe is totally opposed to bullying in all its forms.

### **Citipointe Anti-bullying Policy intends that:**

- Every person in the school community has the right to be treated with dignity and respect. Every person has a right to feel safe and a right to enjoy learning, free from intimidation.
- Our school community will not tolerate any unkind actions or words, even if these are not intended to hurt or offend.
- Any repeated unkind action or comment will be considered to be bullying.
- Students should support each other by reporting all instances of bullying.
- Bullying will be dealt with seriously.
- We are an 'open-listening' school. Bullying is too important not to report.

### **Student response to being bullied or witnessing bullying:**

- Report all incidents to senior students, a trusted teacher, Head of Year, Senior Staff.

### **College response to incidents of bullying:**

- Investigation
- Interview of students
- Counselling and/or education
- Disciplinary procedures

*If a student is involved in three bullying incidents, these actions will be interpreted as unwillingness to abide by the College Code of Conduct, or to be part of the Citipointe community.*

## **Year 7 & 8 Office Monitors**

Each year we ask our Year 7 & 8 students to give one day of service to the College by acting as office monitors.

Students are rostered one per day in turn, both boys and girls, to be available for general office/reception duties. They have a desk in the office where they can do private study/work when not required as an office monitor.

They assist the office by running messages, distributing material to staff and students, and collecting mail. They may do photocopying, collating and stapling, and general office duties. Students are released from office monitor duties to attend periods of extra curricular activities e.g. swimming, speech and drama, instrumental lessons, Chapel, tests etc.

Students normally do office monitor duties twice a year. Year 8 students do office monitor duties in Semester 1. Year 7 students, in Semester 2.

Our receptionist will draw up a list of students a term in advance, so that students will know when they are rostered for a day. Students should wear full school uniform when rostered on duty and not sports uniform.

Previous year's students have enjoyed the experience and the variation to normal routine and have learnt valuable office skills with our expert administration staff.



## Developing Independence

To encourage students to become independent learners and self-disciplined adults, a system of checks on behaviour and/or academic progress operate in the Secondary School.

- **Internal Review**

may be requested by staff or parents following unsatisfactory student behaviour or progress outlined on the semester report.

It may also correspond to Level 5 consequences on the Behaviour Management Flowchart. It may require daily lesson reports and a teacher/parent meeting.

- **Internal Report**

will follow if the student shows no improvement in behaviour and /or progress while on Internal Review; or if the student's behaviour and/or progress warrants a more serious approach.

It may also correspond to Level 6 consequences on the Behaviour Management Flowchart, and will require daily lesson reports and an interim report to parents at the end of term.

A satisfactory interim or semester report will return the student to the internal review or off the system altogether. An unsatisfactory interim report which shows no improvement will necessitate the student moving to Internal Probation.

- **Internal Probation** will follow if the student continues to show no improvement in behaviour and/or progress while on Internal Report; or if the student's behaviour and/or progress warrants a more serious approach.

It may also correspond to Level 7 consequences on the Behaviour Management Flowchart, and will require a parent meeting, daily lesson reports, monthly interim reports to parents, recommended CCC Academy tutoring and attendance at the College's Independent Study Centre.

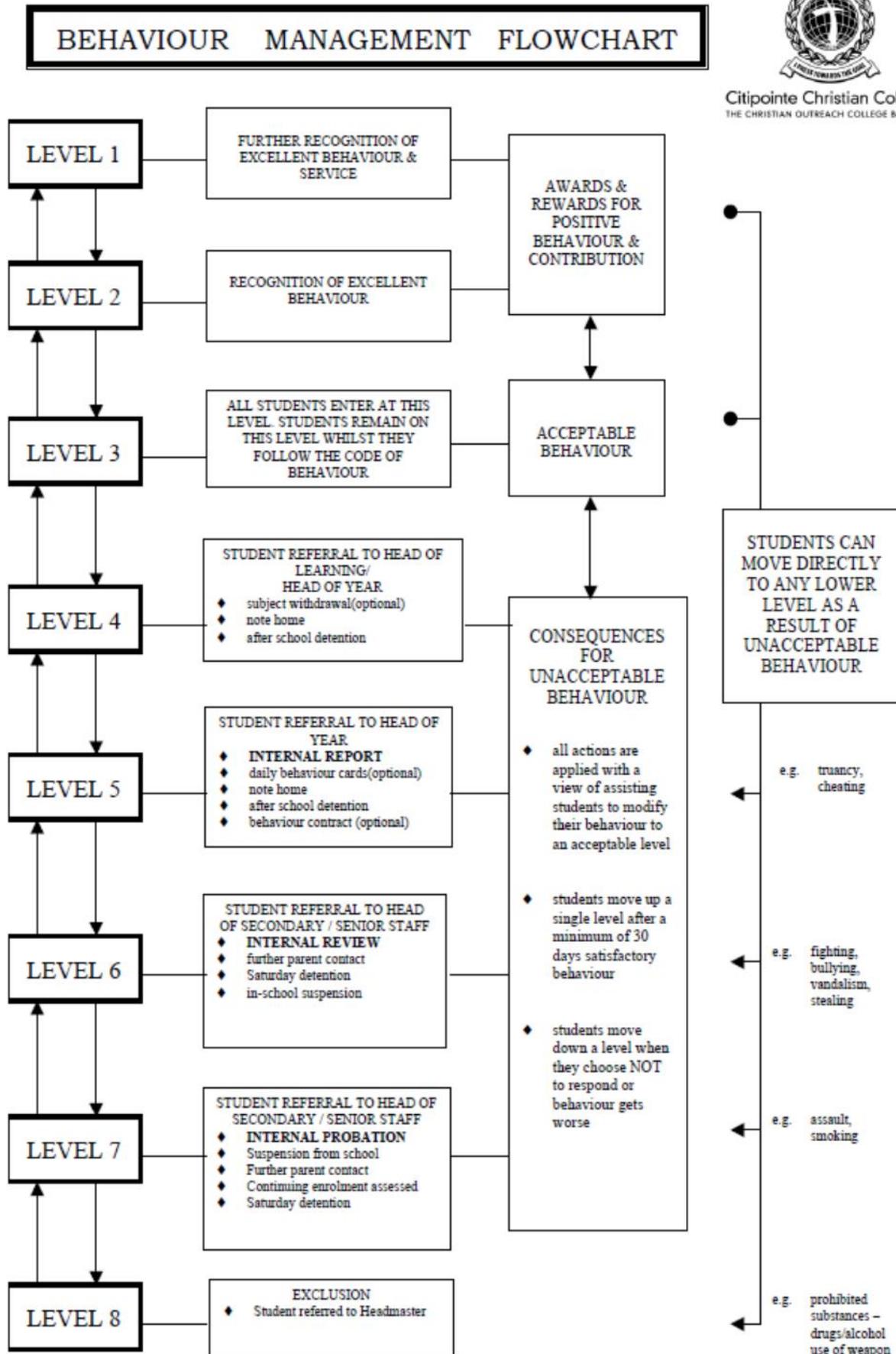
A satisfactory semester report will return the student to Internal Report, Internal Review, or off the system altogether. An unsatisfactory semester report which shows continued lack of improvement will indicate the student's unwillingness to accept the ethos and standards of the College. Continuing enrolment will then be assessed, in discussion with Head of Secondary and parents.



**BEHAVIOUR MANAGEMENT FLOWCHART**



Citipointe Christian College  
THE CHRISTIAN OUTREACH COLLEGE BRISBANE





## ACADEMIC PROGRAM

### THE SECONDARY YEARS [7-12]

The educational framework of the Secondary School is based on the pedagogy of 'Understanding by Design' [Wiggins & McTighe], with emphasis placed on

- Beginning with and working towards desired lifelong understandings
- Uncovering, as well as covering content
- Discovering the 'big ideas' within the content
- Extending and enriching student thinking
- Providing real life contexts and connections
- Creating engaging educational experiences relevant to student life

All secondary work programs are underpinned by spiritual objectives and a Biblical worldview is integrated into each subject area.

### THE MIDDLE YEARS 7 & 8 – EXPLORE

<http://brisbane.coc.edu.au/curriculum/secondary-school/the-middle-years-7-8/>

### SENIOR PREPARATION YEAR 9 & 10 – DEEPEN

<http://brisbane.coc.edu.au/curriculum/secondary-school/senior-preparation-years-9-10/>

### SENIOR SCHOOLING YEARS 11 & 12 – FLOURISH

<http://brisbane.coc.edu.au/curriculum/secondary-school/senior-schooling-years-11-12/>

### Specialised Academic Programs

Within the Secondary School we desire that our students pursue excellence within a genuine Christian environment that cares for them and cares about them. Their achievement in the academic area is important to us. Before all students enter the Secondary School they are tested and the results of this test, together with their NAPLAN data and school results from previous years are used to meet the individual academic needs of the student. The Secondary School offers specialised programs in the following areas:

- **Learning Enrichment**

In Years 7-10, students are grouped according to ability with High Achievers placed in Extension classes in Core Subjects, and all other students are placed in mixed ability classes. Teachers practise differentiation in their classroom and this is embedded into their Australian Curriculum units.

Gifted and Talented students are identified and are offered an Extension Program (XP), which replaces one of their electives. In this program, the students are exposed to a rich diversity of Extension activities, including Future Problem Solving, Creative Writing, Critical Thinking and Personal Research Projects. Students are also encouraged to participate in a range of external competitions such as ICAS and Da Vinci Decathlon.

In Years 11 and 12, High Achievers are able to enrol in Semester University courses and participate in University Partnership programs and activities. At the beginning of each year, our Senior students organise and manage an Enrichment Camp for High Achievers invited from each of the Year levels.

For some students, acceleration to the next Year level in one or more subjects may be recommended and implemented. Some students, like our elite athletes, require a modified timetable to be arranged around their commitments and this is developed on an individual basis by our Director of Teaching and Learning.

ISOP (International Student Outreach Program) gives our High Achievers excellent opportunities for international academic collaboration and presentation of research papers at overseas conferences. Some of these programs include the Student Leaders' Convention in Singapore, the Humanities Research Symposium for Youth in Hong Kong, Singapore or Brisbane, the Cambridge University Summer School in the UK, and the International Science Youth Forum in Singapore.

Students are also provided with teacher and peer mentors and all students are eligible for Academic Excellence awards, certificates and pins, and for Academic Credits, which may be used for extension activities.



- **Learning Support**

This Program gives academic support to students with a diagnosed learning difficulty, and students whose needs are not diagnosed, but are experiencing difficulties with academic progress. The Secondary School provides two qualified and experienced Learning Support teachers and two Teacher Aides. Support may take the form of withdrawal from classes for individual tuition, Teacher Aide assistance in the classroom, modified Academic Programs and individually tailored assistance.

- **English as a Second Language**

In Years 7-10, the School offers dedicated ESL classes to support students whose language background is not English, and we provide specialist staff who are trained and experienced in this area.

In Years 11 and 12, students are able to choose the OP subject, English for ESL Learners in the place of OP English.

- **The Citipointe Academy and Independent Study Centre**

The Secondary School offers after school tutoring through the Academy and a supervised homework program in our Independent Study Centre. In January of each year the Academy also offers a Summer Writing Program.

For more information about any of these Programs, please contact Mrs Colleen Mills, our Director of Teaching and Learning, via Secondary Reception.

## College Library

An extensive collection of resources is available in the College library. All resources may be borrowed for designated time periods and the students are accountable for the return and care of any resources borrowed by them.

Notices are forwarded to students with overdue books and penalties may be imposed on the infringing student. If there is no satisfactory response, the replacement cost of the book plus an administration charge will be added to the monthly statement to parents. Recompense must also be paid for damaged books.

The following are some specific rules and information pertaining to the Secondary library.

- Non-fiction books and magazines may be borrowed for a period of 1 week. Fiction and biographies may be borrowed for 3 weeks.
- The following borrowing limits apply to students:  
Year 7-10: 4 fiction, 4 non-fiction, Year 11-12: 6 fiction, 6 non-fiction

Involvement of parents for the purpose of reviewing reading materials and the covering of books is always welcomed. Please contact the Secondary Library if you would like to assist in either of the libraries.

### LIBRARY INTERNET ACCESS

Information about the College Library can be viewed on the College Web Site. Secondary students may access the Secondary Library catalogue and the electronic periodical databases through links on the College website. Therefore, research may be carried out on home computers by accessing [www.brisbane.coc.edu.au](http://www.brisbane.coc.edu.au)

While researching and preparing for assignments, students often require copying services which are available in the College libraries.



## SPORT & CO CURRICULAR PROGRAM

Sport is part of the compulsory curriculum **during school hours** in both Primary and Secondary from Preparatory to Year 12. The College has a wide variety of sports offered to students varying between the summer and winter competitions. Summer competition usually runs from Term 1 into Term 2, and in Term 4, with winter sport partway through Term 2 & Term 3.

Summer options have included (but may vary): volleyball, basketball, softball, futsal (indoor soccer) , tennis, squash, touch football, Tball, softball, swimming,, table tennis, cricket training, and weights training plus squads for swimming and crosscountry.

Winter choices are some of the above and Rugby and hockey.

### District Sport

The College enters teams in weekly **District Sport** against other local school from Year 4 onwards. Students selected can also compete in the **South District** (Metropolitan East Region) **Swimming, Athletics and Cross Country Carnivals**. Successful students may then proceed to Regional, State and National competitions. In addition the College is part of the **Inter Collegiate Sports** competition which provides carnivals and weekly sport, adding another layer to competitive sporting opportunities.

**Physical Education: PE** is also part of the curriculum for all students from Preparatory to Year 8, with Health and Physical Education (**HPE**) an elective subject from Years 9-12. In general, **PE** consists of swimming in Term 1 and Term 4 in the College.

For more Parent information on Secondary sport, please access the College website.

### Campus Sport

As part of the Secondary School program, students are required to participate in one afternoon physical activity: Years 7-9 on Tuesday & Years 10-12 on Wednesday. This may include the following:

- leaving the College grounds
- travelling in transport provided by the College
- attending sports carnivals, both inter-house and interschool

Parents will be required to sign a general permission form at the beginning of the year, indicating their agreement to arrangements for sporting activities for the year. This will eliminate the necessity for weekly permission forms.

### Co-Curricular Activities

To cater effectively for our students' individual talents and abilities, the Secondary School offers a wide variety of academic subjects and sports. A range of co-curricular activities is also offered. During the week the students are able to participate in our CCA (Co-Curricular Activities) program during the period after lunch. This program consists of Secondary Assembly on Monday, Sport on Tuesday and Wednesday, Year Level Assembly on Tuesday and Wednesday, and on Thursday and Friday a choice of Year Level Connexions, Academic Tutorials and Co-Curricular activities such as:

- Sports Training
- Music Ensemble rehearsals
- Chess
- Debating
- Robotics
- Flying UAV (Un-Manned Aerial Vehicles)
- Hospitality
- Philosophy and Religion

Some students take advantage of the Computer rooms and silent study rooms to complete their Academic tasks.

For more information see the Sports pages on the College website.



## TECHNOLOGY

All procedures and information for use of the College resources can be accessed at <http://learn.coc.edu.au/>. Summary of College Digital Technology Policy is found in the Student Diary and printed below.

### Use of technology and resources

Both College technology and personal technology brought to the College must be used responsibly; failure to comply with the Acceptable Use of Technology Policy may result in disciplinary action and loss of computer privileges. The following is a summary of the policy:

- **College computer facilities** are available to students and student access to them is a privilege. Students must be aware that computers are College property; any use made of the computers also becomes school property and as such, is able to be accessed by the College.
- To preserve the integrity and security of the College computer system, students are not to bring personal computer hardware or software to school without prior permission from the class teacher.
- iPads are to be used in lesson time, only with teacher permission. They are not to be used during break times and must be stored securely in lockers.
- **Mobile Phones** and other digital or electronic devices may be used during lesson time, only with teacher permission; no device is to be used during breaks, except in special circumstances and only with teacher permission.
- In an emergency situation, parents and students should make contact through Secondary Reception, so that the College is aware of the situation.
- For security reasons, students who bring devices to school do so at their own risk and must take full responsibility for any damage, loss or theft incurred while at school.
- **All earphones and headphones** are not to be used during school hours, except in lesson time with teacher permission.
- **Recording or camera facilities** are not to be used while at school, unless under teacher direction. This action contravenes privacy laws.
- **Email** is not to be used for personal or inappropriate mail. All email must be educationally based and sent with the knowledge and approval of the supervising teacher.
- **Social Media** must be used wisely. Students must be aware that all electronic communication is written, recorded and able to be traced; the accepted rules of network etiquette must be observed: avoid swearing, impolite, vulgar, and derogatory or other inappropriate language; technology must never be used to bully others.
- While after-school use of technology, including social media, by students is the responsibility of parents, College policy requires that no student attending the College may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or Citipointe Christian College. This covers in-school use and beyond-school use.
- **College hardware and software, USB flash drives and internet** must only be used for education, never for commercial purposes, or to download or view inappropriate material.
- **All downloaded material** may be subject to copyright; all material used must be acknowledged.
- **Inschool Movies:** In Years 7-9, only G/PG rated movies or clips are shown in class and only for educational purposes. In Years 10-12, G, PG or M rated movies may be used but with utmost care and godly wisdom.



## SAFETY & SECURITY

### Emergency Procedures

In the event of an emergency evacuation, an alarm is sounded by a prolonged ringing of bells or if power fails, by sounding a siren alarm. Drills are held regularly. The assembly point for all secondary students is the Main Oval, in specially signed Year Level areas.

The College will be placed under “lockdown” when an extraordinary event occurs which is an immediate threat to the lives or safety of College Staff, Students and visitors. Such events might include:

- A dangerous, unauthorized person on campus (with or without a weapon);
- Gunshots fired, or the potential for gunshots to be fired in or near the College;
- An emergency situation occurring in the vicinity of the College.

During the lockdown, all College doors and windows are locked. Students, Staff and visitors remain in classrooms or offices. No one is permitted to leave and campus entries will be barricaded by available civil authorities if necessary. The civil authorities (police, fire, ambulance) will provide assistance as needed. Lockdown Procedures (FORM 17) should be followed.

These procedures should be practised and reviewed in regular drills. These drills should be facilitated by:

1. a simplified list of Lockdown Procedures (FORM 22) being placed in all classrooms and other strategic locations.
2. a Lockdown Drill Checklist/Report (FORM 23).

### Student Protection Information

The College recognises that protecting students from harm and inappropriate behaviour is fundamental to maximising their potential. For this reason the welfare and best interests of the students within our College will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices, and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unprofessional or unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

#### What does the College mean by harm?

Recent Queensland legislation defines harm as:

- Any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:
  - Physical, psychological or emotional abuse or neglect;
  - Sexual abuse or exploitation.

#### How does the College protect students from harm?

The College has a comprehensive Student Protection Policy. This covers the actions to be taken if a member of staff or a parent of the school becomes aware of, or reasonably suspects that a student has been harmed by other staff, people outside the school or by other students.

#### What to do if you become aware or reasonably suspect that harm has been caused to a student of the school by a member of staff, someone outside of the school or by other students.

You are encouraged to report your concerns to the Student Protection Contact Officer or Headmaster or to any other member of the teaching staff.

#### What will happen next?

If you report your concerns to a member of staff other than the Headmaster, the member of staff must report it to the Student Protection Contact Officer who will advise the Headmaster. In the case of harm occurring by a staff member, it must be reported to the Headmaster immediately. Or if the subject of the complaint is the Headmaster then the member of staff must report to the Chairman of the College Board.



## **What will the Headmaster or the Chairman of the Board do?**

The Headmaster or Chairman of the Board receives a report of harm or suspected harm to a student of the College; and he/she becomes aware of the harm/sexual abuse having been caused or reasonably suspects the harm to have been caused then it will be reported to the relevant State Authorities handling child protection issues. Or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.

## **What happens about confidentiality?**

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Headmaster and those directly involved. The Chairman of the College Board may also need to be informed. It is the College's policy that confidentiality between the College and notifiers will be respected as much as possible and any concerns raised will not rebound adversely on their children.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State Authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

Any action which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention, would be handled confidentially within the College.

## **How will the College help my child?**

The Headmaster will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse;
- Ensure that there are acceptable references for each staff member engaged since the commencement of this protocol, from his or her previous employers;
- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People;
- Ensure the students of the College understand the policy is in place and are encouraged to report any inappropriate behaviours;

If the Headmaster receives a report of harm to your child, he/she will support the child by:

- Responding rapidly and diligently to the report;
- Reassuring the student;
- Protecting the child's confidentiality as much as possible;
- Offering continuous support; and
- Arranging counselling if requested/required.

## **What should I do if I require more information?**

The College's complete Student Protection Policy is available at the school administration. Parents and students may have access to this policy at any time.

## **Visitors to the School**

For the security of students, all visitors to the College, including parents, are asked to come to Grace House Administration Reception where they sign the visitors' register and are issued with a visitor's name badge. Parents who wish to contact students or staff must do so through Grace House Administration Reception. Visitors to the College are not permitted to go to the classrooms or staffrooms. Students are not permitted to have casual visitors to College during the school day.



## Secondary Lockers

Students are privileged to have the use of an individual locker. Students are expected to treat this College facility with respect. Graffiti or any form of vandalism is forbidden. No photos, stickers or writing are to be placed on lockers. Random locker checks are carried out and students are notified if their locker needs attention. Any student who continues to disregard a warning or mistreats the facility will lose the privilege of using a locker.

### LOCKER LOCKS

Students are provided with a locker and a lock for their use during school time. The lock is their responsibility and if it goes missing for whatever reason, then the next lock provided to them will be at a cost of \$25.00 and billed to parent school account.

We trust that you will encourage your student to take care of the school property and avoid incurring the cost of a new lock.

## Health Bay

Health Bay is the provider of immediate first aid for sick or injured students throughout the entire school, and is staffed by certified First Aid Officers. Health Bay has the facilities to cater for sick or injured students **on a SHORT TERM BASIS only**; we do not have the facilities for students to spend long periods of time at Health Bay. Changes in a student's health status and/or medication should be reported to Health Bay. The First Aid Officer is a great ally for parents and students, but only if they are informed. The best decisions for your child are made with a maximum amount of information.

**PLEASE NOTE:** School Policy may require students with very high medical conditions (Anaphylaxis, Heart Conditions, Diabetes, etc) to wear a **Medic alert** bracelet. These can be ordered and purchased through Health Bay.

In the case of any student who presents to Health Bay with vomiting, diarrhea or a temperature above 37.9°C, the student's parents or relatives will be contacted immediately and asked to make arrangements to collect the student from school as soon as possible. Therefore it is important that the school is kept up to date with at least two current contact numbers, and two emergency contact numbers, one of whom can take your child home if you are unable to.

If your child does not seem well or has a temperature, **please do not send them to school.** Giving your child Panadol or Nurofen to keep their temperature down may make them feel better for a short time, but will not make them well. A child who is unwell in the classroom will not only struggle to complete the day's work, but may pass on their illness to their classmates as well. Your co-operation is therefore sought to ensure that, to the best of your ability, your child is sent to school well enough to participate in the entire day's activities. In order for our medical records and emergency contact details for each student to be current, a student medical information form should be completed at the beginning of each year for each child. These can be collected from Health Bay or downloaded from the Citipointe COCB Parent Portal on the website. Vaccination records as indicated should be provided with the Medical Form.

### MEDICATION

In keeping with school policy, the only medication students may keep with them is asthma medication; Secondary students who have been prescribed an Epi-Pen for severe allergy or anaphylaxis may keep their Epi-Pen with them, or leave it at Secondary Reception. Students must present **all other medication** to Health Bay at the start of the day. This should be labelled with the student's name. An "Authority to Administer Medication" form can be collected from Health Bay or downloaded from the Citipointe COCB webpage, and should be presented to the First Aid Officer with the relevant medication.

Please note, the school can only administer paracetamol to your child if you have given permission. If your child requires Ibuprofen or antihistamine, the First Aid Officer will only administer this to your child if you have supplied the medication, enclosed a signed and dated "Authority to Administer Medication" form, and labelled the box clearly with your child's name and year level. You will also be contacted by phone before this medication is given to your child. Should your daughter require Naprogesic or a similar medication, the same procedure is applied. The school will have a small supply of antihistamine for those students with life-threatening allergies.

### INFECTIOUS DISEASES POLICY

In the case of infectious diseases, school policy is that students should be kept home until the symptoms have cleared. This includes (but is not limited to): conjunctivitis, chickenpox, cough and cold viruses, diarrhea, mumps, measles, German measles, nausea and vomiting, ringworm, school sores, whooping cough and untreated head lice. Not only are these ailments highly contagious, but sending students back to school prematurely could hamper the healing process.

By adhering to these guidelines, you are helping us keep the College a healthy, happy place for all our students

