INTRODUCTION

Citipointe Christian College Brisbane is a ministry of Citipointe Church (Christian Outreach Centre, Brisbane). The College provides a Christian education for students from Prep to Year 12.

The College was founded in 1978 and relocated to Mansfield in 1982. The Governing Body of the College is the Committee of Management of Christian Outreach Centre. The College offers a broad program of scholastic, social and spiritual objectives. The curriculum is set within the framework of a biblical world-view, which seeks to be open and inquiring rather than narrow and dogmatic. Scripture is considered authoritative.

The emphasis of the College program is on thorough mastery of basic skills, and the development of the abilities of logical thinking and problem solving. The College seeks to encourage students to recognise and develop their talents and to be committed to a spirit of excellence.
Introduction to Your 2014 Parent Handbook

Welcome to parents of our Secondary students.

The Parent Handbook brings into one convenient document much of the information you will need at various times during the school year. I encourage you to keep this document handy, as a ready reference for all Secondary matters.

For parents of students in Years 7-10, please read the preamble in your student’s Diary as well. Further information on school regulations and procedures is provided there.

I wish you and your student a successful year at Citipointe Christian College.

Helen Moore  BA ATCL LTCL MACEL AFAIM
HEAD OF SECONDARY
CITIPOINTE CHRISTIAN COLLEGE

Table of Contents

INTRODUCTION .................................................................................................................. 1
HEAD OF SECONDARY WELCOME ............................................................................... 2
TABLE OF CONTENTS ........................................................................................................ 2
FIRST DAY OF SCHOOL SECONDARY - JANUARY 2013 ............................................. 3
2014 COLLEGE CALENDAR ........................................................................................... 4
SECONDARY STAFF PERSONNEL .................................................................................. 5
POLICIES .......................................................................................................................... 6
  MISSION STATEMENT ....................................................................................................... 7
  CORE VALUES.................................................................................................................. 7
  CITIPOINTE CODE OF CONDUCT .............................................................................. 7
  LIFETRAX – EDUCATION BY DESIGN ......................................................................... 8
  SPECIALISED ACADEMIC PROGRAMS .........................................................................10
  LIFEPREP – SKILLS FOR LIFE .................................................................................. 11
  LIFESKILL #1 – EXCELLENCE IN PERSONAL PRESENTATION ................................... 11
  LIFESKILL #2 COMMITMENT TO PUNCTUALITY AND ATTENDANCE ....................... 12
  LIFESKILL #3 – MEETING DEADLINES ...................................................................... 13
  LIFESKILL #4 – COURTESY .......................................................................................... 15
  DEVELOPING INDEPENDENCE .................................................................................. 16
  BULLYING ...................................................................................................................... 18
  STUDENT PROTECTION INFORMATION ..................................................................... 19
  EMERGENCY PROCEDURES ........................................................................................ 21
  LOCKDOWN .................................................................................................................... 21
  VISITORS TO THE SCHOOL ........................................................................................ 21
GENERAL INFORMATION ............................................................................................... 22
  SECONDARY SPORT ........................................................................................................ 23
  WEDNESDAY SPORT ...................................................................................................... 23
  CO-CURRICULAR ACTIVITIES ...................................................................................... 23
  COLLEGE PUBLICATIONS ............................................................................................ 24
  COLLEGE HOUSE SYSTEM ........................................................................................... 24
  COLLEGE LIBRARY ........................................................................................................ 25
  CYBER ACCEPTABLE USE AGREEMENT FOR SECONDARY STUDENTS .................. 26
  MOBILE PHONES ETC [SUMMARY] .......................................................................... 33
  SECONDARY LOCKERS ................................................................................................ 33
  YEAR 7 & 8 OFFICE MONITORS .................................................................................. 33
  HEALTH BAY .................................................................................................................. 34
  SCHOOL EXCURSIONS .................................................................................................. 35
  ISSUING OF TEXTBOOKS ............................................................................................. 35
  BASIC STATIONERY REQUIREMENTS FOR ALL STUDENTS .................................... 36
  PARENT CONNECT ......................................................................................................... 37

ABSENTEE LINE – 3347 5907
SECONDARY RECEPTION – 3347 5933
SECONDARY EMAIL FOR TEACHERS – secondary@brisbane.coc.edu.au
FIRST DAY OF SCHOOL SECONDARY - JANUARY 2014

YEARS 7 - 12 STUDENTS

Monday January 27  AUSTRALIA DAY HOLIDAY

Tuesday January 28  FIRST DAY for all Year 7 students. Meet Head of Year 7 at Science Theatre (S1) no later than 8.40am.

Tuesday January 28  FIRST DAY for all students new to Citipointe. Meet your Head of Year at Linke Building [Secondary Library] no later than 8.40am.

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

Wednesday January 29  FIRST DAY for all returning students. Proceed to Auditorium at 8.50am.
9am College Commencement Service Citipointe Auditorium

Parents and friends are most welcome to attend the College Assembly in Citipointe Church Auditorium at 9am.

We trust your students have an enjoyable and successful 2014.
## 2014 College Calendar

### Term One
- **Office Opens**
- **Australia Day Holiday**
- **Term One starts for Yr 7 students & new students to Citipointe**
- **Term One starts for all returning students to Citipointe**
- **Last Day Term One**
- **Easter**
  
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Opens</td>
<td>Monday 13 January</td>
</tr>
<tr>
<td>Australia Day Holiday</td>
<td>Monday 27 January</td>
</tr>
<tr>
<td>Term One starts for Yr 7</td>
<td>Tuesday 28 January</td>
</tr>
<tr>
<td>students &amp; new students</td>
<td></td>
</tr>
<tr>
<td>Term One starts for all</td>
<td>Wednesday 28 January</td>
</tr>
<tr>
<td>returning students</td>
<td></td>
</tr>
<tr>
<td>Last Day Term One</td>
<td>Friday 4 April</td>
</tr>
<tr>
<td>Easter</td>
<td>Friday 18 to Monday 21</td>
</tr>
</tbody>
</table>

### Term Two
- **Term Two starts**
- **Anzac Day Holiday**
- **Queen's Birthday Holiday**
- **Last Day Term Two**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Two starts</td>
<td>Tuesday 22 April</td>
</tr>
<tr>
<td>Anzac Day Holiday</td>
<td>Friday 25 April</td>
</tr>
<tr>
<td>Queen’s Birthday Holiday</td>
<td>Monday 9 June</td>
</tr>
<tr>
<td>Last Day Term Two</td>
<td>Friday 27 June</td>
</tr>
</tbody>
</table>

### Term Three
- **Term Three starts**
- **Show Holiday**
- **Last Day Term Three**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Three starts</td>
<td>Monday 21 July</td>
</tr>
<tr>
<td>Show Holiday</td>
<td>Wednesday 13 August</td>
</tr>
<tr>
<td>Last Day Term Three</td>
<td>Friday 19 September</td>
</tr>
</tbody>
</table>

### Term Four
- **Labour Day Holiday**
- **Term Four starts**
- **Secondary Student Free Day**
- **G20 Summit Holiday**
- **Secondary Awards Night**
- **Year 12 Graduation**
- **Year 12 Exit**
- **Year 12 Formal**
- **Years 7 – 11 Exit**
- **Office Closes**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day Holiday</td>
<td>Monday 6 October</td>
</tr>
<tr>
<td>Term Four starts</td>
<td>Tuesday 7 October</td>
</tr>
<tr>
<td>Secondary Student Free Day</td>
<td>Friday 14 November</td>
</tr>
<tr>
<td>G20 Summit Holiday</td>
<td>Thursday 20 November</td>
</tr>
<tr>
<td>Secondary Awards Night</td>
<td>Friday 21 November</td>
</tr>
<tr>
<td>Year 12 Graduation</td>
<td>Friday 21 November</td>
</tr>
<tr>
<td>Year 12 Exit</td>
<td></td>
</tr>
<tr>
<td>Year 12 Formal</td>
<td></td>
</tr>
<tr>
<td>Years 7 – 11 Exit</td>
<td></td>
</tr>
<tr>
<td>Office Closes</td>
<td></td>
</tr>
</tbody>
</table>

### IMPORTANT CONTACT DETAILS

All secondary staff may be contacted by phone on 3347 5933 or email at 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.
Secondary Staff Personnel

Head of Secondary          Mrs Helen Moore – 3347 5956
PA to Head of Secondary   Mrs Sara Taylor – 3347 5956
Secondary Admin           Mrs Penny Myhill - 3347 5933 (direct line to Secondary staff)

DIRECTORS
Director of Secondary Admin Mr Rodney Webb
Director of Student Care    Mr Neil Shuker
Director of Student Development Mr Tim Francis
Director of Studies         Mr Ross Philipson
Director of Teaching & Learning Mrs Colleen Mills

HEADS OF YEARS
Year 7                     Mrs Monique White
Year 8                     Mrs Henriette Muller
Year 9                     Mr Gary Collins
Year 10                    Mr Stevan Borchardt
Year 11                    Mrs Lana Van den Berg
Year 12                    Mr Jonathan Simmons
HOYs Admin Assistant      Miss Joanna Carlson

HEADS & COORDINATORS OF LEARNING AREAS
Arts                       Mrs Samantha Couchman
Business                   Mrs Vicki Turner
Christian Studies          Miss Ruth Irons
English                    Mr William Stewart
Geography                  Mr Mark Mills
Health & Physical Education Mr Daniel Wolfik
History                    Mr Theo Tsimboukis
Languages Education        Mr Joel Alexis
Maths                      Mrs Charna Bornhutter
NOVA                       Mrs Kathy Thomson
Science                    Mr Laurie Cook
Sport                      Mr Daniel Wolfik
Technology                 Mr Keith McMillan
Vocational Education       Mrs Vicki Turner

First points of contact for students and parents are students’ subject teachers, for academic matters, and Heads of Years or Connexion teachers, for pastoral matters. Students will meet these staff members at the start of the school year.
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 LIFEPREP policies.

Citipointe – Producing people of influence through faith, learning and integrity.
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 7-9 – Exploration of Interests

Citipointe is sensitive to the needs of young adolescents, so the middle years of schooling receive different teaching and learning approaches. Although we do not have a separate middle school campus, we do, however, apply middle schooling principles to these important years.

The emphasis in these years is on Exploration of Interests. Studies include integrated units, with a focus on real life contexts. Different learning styles and personalities of both boys and girls are catered for within gender-specific classes for some subjects, and across-the-year-level specially designed projects.

Relationships are crucial to this age group, so pastoral care receives extra attention, with the pastoral care program also accommodating the emotional and social needs of both genders, through camps, pastoral care classes, and specialist staff.

All students entering Year 7 & Year 8 are assessed so that intellectual strengths and weaknesses are more clearly identified. The College strives to cater for the range of students and student aspirations through learning support, ESL and extension classes, and streaming according to ability in some core subject areas.

Year 7 students are part of the new SevenUP program, an exciting, different educational experience designed to enable a smoother, less stressful transition between Primary and Secondary, while consolidating foundational skills and emphasising literacy and numeracy, as well as broadening their horizons with units of secondary Key Learning Areas.

In Year 8, the emphasis is on EXPLORATION OF INTERESTS, and students are given opportunity to choose some elective subjects in addition to their core course of Christian Living, English, Maths, Science, History, Geography, Language Education, Business and Physical Education. When students progress to Year 9, their core course continues, with another opportunity given for students to choose different elective experiences.
Senior Preparation Year 10 – Development of Passions

Students in Year 10 are asked to prepare for their years of Senior Schooling and to plan for their future career pathway, by focusing on the areas of their passion. During this year, the students will be required to develop their Student Education & Training [SET] Plan, deciding on academic goals for the next two years.

Subject selection is a feature of this year and choices are contained within 3 pathways:

- **MAINSTREAM**
  - academic pathway
  - Senior OP course
  - tertiary study

- **BLEND**
  - blend of academic and vocational study
  - Senior OP course or Senior Careerstart
  - tertiary study, TAFE, work, traineeships, apprenticeships

- **JUNIOR CAREERSTART**
  - vocational pathway
  - Senior Careerstart
  - TAFE, work, traineeships, apprenticeships

Senior Schooling Years 11 & 12 – Consolidation of Knowledge

The Senior years are the culmination of the preparation in the compulsory years of schooling. Citipointe has a very high retention rate from Year 7 through to Year 12.

The Senior program is organised around LIFETRAX - the four pathways representing four defined course structures:

- **OP**
  - Academic track – at least 5 Authority subjects
  - tertiary entrance to University, TAFE

- **BLEND ONE – OP**
  - Combination of 5 Authority subjects + 1 vocational subject
  - tertiary entrance to University, TAFE, work

- **BLEND TWO – NON OP**
  - Combination of fewer than 5 Authority subjects + vocational subjects
  - TAFE, work, apprenticeships, traineeships

- **CAREERSTART – NON OP**
  - Vocational subjects only, with possible traineeships
  - TAFE, work, apprenticeships
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.
CITIPOINTE CHRISTIAN COLLEGE

LIFEPREP – SKILLS FOR LIFE

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

LIFESKILL #1 – EXCELLENCE IN 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.
- Students may be sent home if dress or personal presentation is not acceptable.
- Shoes are to be regulation school shoes, all black, plain, with heel, leather, lace up, and kept polished.
- Hair should be tidy, neat, off the face, with no extreme or obvious cut or colour.
- Hats must be worn 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 and 12 students in Terms 2 and 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 and ironed
- Socks – white ankle with blue stripe
- Ties – College ties to be worn in Terms 2 and 3 and on formal occasions
- Hat – College hat to be worn at all times when outdoors
- Hair – tidy, neat, above the collar and off the face; long hair to be tied back
- Hair Accessories – Navy, Black or White
- Makeup – not permitted
- Jewellery / Piercings – only a watch, one small plain, silver or gold, stud or sleeper in each ear lobe
- Nail polish – clear only; nails - short
- Navy stockings/knee highs – optional for winter months only

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 and 3 and on formal occasions
- Hat – College hat to be worn at all times when outdoors.
- Trousers – compulsory for Years 10, 11 and 12 in Terms 2 and 3 and on formal occasions
- Shorts and trousers – worn with waistband on waist, with a plain black leather 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
- Students are permitted to wear their sports uniform to and from school only on Wednesday, for Years 8 – 12, and only on Friday for Year 7
- On other days, day uniform must be worn to and from school.
- Sports uniform must not be worn while travelling unless specifically permitted
- Students may change into sports uniform for lunch time sport
- Sports shoes must be predominantly white
- Sports socks must be the College uniform sports socks
- College Sports hat or cap must be worn for sport
- Only College bags are to be used with sports uniform

SUN SAFETY
A hat and sunscreen must be worn during school hours when students are outdoors and for all sporting activities.
LIFESKILL #2 COMMITMENT TO PUNCTUALITY AND ATTENDANCE

Students show commitment to their schooling and life training by

- arriving at school no later than 8.40am
- remaining at school until 3.20pm
- 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 eg Awards Night, Sporting Carnivals
- realising that unpunctuality will 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
  - 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 8.45am
  - 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 you to phone the school reporting your absence

you have been absent from school
  - bring a note from home
  - give note to Secondary Reception
  [If you are going to be absent for more than two days your parents/guardians must inform the school in writing]

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 Wednesday
  - 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 Period1
  - 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 Secondary Reception.
LIFESKILL #3 – MEETING DEADLINES

Because meeting deadlines is an important life-skill for our students’ futures, all students and teachers must adhere to this policy. THE COLLEGE ASSESSMENT POLICY, IN LINE WITH THE POLICY SET BY QUEENSLAND STUDIES AUTHORITY, IS AS FOLLOWS:

For students in all Years:

- The term ‘assessment’ applies to all assessment tasks as set out on the assessment calendar ie exams, written, oral tests, and assignments
- All required course work 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 and signed in personally to the subject teacher at the beginning of subject lessons, by the due date specified on the assessment calendar.
- Assignments must be submitted in hard copy form, unless specified.
- 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 Queensland Studies Authority]

If work is not submitted by the due date and special provisions are not in place prior to the due date:

- 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 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 [including 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 due date arranged by the teacher.
CITIPOINTE CHRISTIAN COLLEGE

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 Subject” 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 or 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 who could include Miss Malengret, Mrs Mills or Mr Philipson.
LIFESKILL #4 – COURTESY

- The reputation of the College is determined by the standards of every individual student.

- So, it is important that each student accepts the responsibility to maintain our high standard. 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 that behaviour.

- 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 of the employer, teamwork and cooperation with other employees, 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.

- 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 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 behaviour
- 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, inflammable materials, aerosols
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 (refer page 16). 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.
LEVEL 1

FURTHER RECOGNITION OF EXCELLENT BEHAVIOUR & SERVICE

LEVEL 2

RECOGNITION OF EXCELLENT BEHAVIOUR

LEVEL 3

ALL STUDENTS ENTER AT THIS LEVEL. STUDENTS REMAIN ON THIS LEVEL WHILST THEY FOLLOW THE CODE OF BEHAVIOUR

LEVEL 4

STUDENT REFERRAL TO HEAD OF LEARNING/HEAD OF YEAR
- subject withdrawal (optional)
- note home
- after school detention

LEVEL 5

STUDENT REFERRAL TO HEAD OF LEARNING/HEAD OF YEAR
- internal review
- daily behaviour cards (optional)
- note home
- after school detention
- behaviour contract

LEVEL 6

STUDENT REFERRED TO HEAD OF SECONDARY/SENIOR STAFF
- internal report
- further parent contact
- Saturday detention
- in-school suspension

LEVEL 7

STUDENT REFERRED TO HEAD OF SECONDARY/SENIOR STAFF
- internal probation
- suspension from school
- further parent contact
- continuing enrolment assessed
- Saturday detention

LEVEL 8

EXCLUSION
- Student referred to Headmaster

LEVEL 9

AWARDS & REWARDS FOR POSITIVE BEHAVIOUR & CONTRIBUTION

LEVEL 10

ACCEPTABLE BEHAVIOUR

STUDENTS CAN MOVE DIRECTLY TO ANY LOWER LEVEL AS A RESULT OF UNACCEPTABLE BEHAVIOUR

- e.g. truancy, cheating
- e.g. fighting, bullying, vandalism, stealing
- e.g. assault, smoking
- e.g. prohibited substances – drugs/alcohol
- possession of weapon AND/OR USE

BELIEF IN EXCELLENT BEHAVIOUR & SERVICE

BELIEF IN POSITIVE CONTRIBUTION

BELIEF IN ALL STUDENTS ENTERING AT THIS LEVEL

BELIEF IN STUDENTS REMAINING ON THIS LEVEL

BELIEF IN STUDENTS FOLLOWING THE CODE OF BEHAVIOUR

BELIEF IN SUBJECT WITHDRAWAL (OPTIONAL)

BELIEF IN NOTE HOME

BELIEF IN AFTER SCHOOL DETENTION

BELIEF IN INTERNAL REVIEW

BELIEF IN DAILY BEHAVIOUR CARDS (OPTIONAL)

BELIEF IN BEHAVIOUR CONTRACT

BELIEF IN FURTHER PARENT CONTACT

BELIEF IN SATURDAY DETENTION

BELIEF IN IN-SCHOOL SUSPENSION

BELIEF IN INTERNAL REPORT

BELIEF IN FURTHER PARENT CONTACT

BELIEF IN CONTINUING ENROLMENT ASSESSED

BELIEF IN SATURDAY DETENTION

BELIEF IN STUDENT REFERRED TO HEAD OF SECONDARY/SENIOR STAFF

BELIEF IN INTERNAL PROBATION

BELIEF IN SUSPENSION FROM SCHOOL

BELIEF IN FURTHER PARENT CONTACT

BELIEF IN CONTINUING ENROLMENT ASSESSED

BELIEF IN SATURDAY DETENTION

BELIEF IN STUDENT REFERRED TO HEADMASTER

BELIEF IN EXCLUSION

BELIEF IN STUDENT REFERRED TO HEADMASTER

BELIEF IN STUDENT REFERRED TO HEADMASTER

BELIEF IN STUDENT REFERRED TO HEADMASTER
Citipointe Christian College defines Bullying as the deliberate or unintentional, physical or mental 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.
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.
CITIPOINTE CHRISTIAN 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.
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.

LOCKDOWN

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).

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.
GENERAL INFORMATION
SECONDARY SPORT

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 again in Term 4, with winter sport partway through Term 2 and Term 3.

Secondary sport is held on Wednesday afternoon from 1.00pm until 3.20pm.

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 cross-country.

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

Some students in Years 11 and 12 may elect to do Study Hall during sport time.

Competition: 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 Christian Schools Sports Association Carnivals in each of these events, 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 is swimming in Term 1 and Term 4 in the College.

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

WEDNESDAY SPORT

As part of the Secondary School program, students are required to participate in Wednesday afternoon physical activity. 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 Wednesday, Year Level Assembly on Friday and on Tuesday and Thursday 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.
COLLEGE PUBLICATIONS

- **COLLEGE NEWS** is the information newsletter to parents of Citipointe Christian College. College News is available on our website www.brisbane.coc.edu.au.

- **REVIEW** is a bi-annual full colour magazine published by the Development Office of Citipointe Christian College, and posted to families, alumni, and other supporters of the College. It reports the success of students, alumni or some aspects of the development of the College.

- **THE COLLEGE ANNUAL** is the major magazine published at the beginning of each academic year, containing full reports and photographs on all College activities and groups for the previous calendar year.

- Other occasional forms or notes may also be distributed via students.

COLLEGE HOUSE SYSTEM

### THE COLLEGE HOUSES

For the purposes of House competition, the College is divided into four houses:

<table>
<thead>
<tr>
<th>HOUSE</th>
<th>COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHER</td>
<td>RED</td>
</tr>
<tr>
<td>EPHRAIM</td>
<td>YELLOW</td>
</tr>
<tr>
<td>LEVI</td>
<td>BLUE</td>
</tr>
<tr>
<td>JUDAH</td>
<td>GREEN</td>
</tr>
</tbody>
</table>

Houses are the units of cultural and sporting competition in the College.

My family House is __________________________
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 2 weeks. CD Roms and vertical file material are limited to a 2 day loan period.
- 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. The following is a list of the charges for these services.

**PRINTING AND COPYING CHARGES**

All material printed by students in the Library from College computers must be paid for at the Library Circulation Desk, according to number of pages printed.

**Photocopies**

<table>
<thead>
<tr>
<th>Page Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>.10c per page</td>
</tr>
<tr>
<td>A3</td>
<td>.20c per page</td>
</tr>
</tbody>
</table>

**Computer-based printouts (documents, CDs, Internet)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Free (Black &amp; White)</td>
</tr>
<tr>
<td>Black &amp; White (Internet, CDs etc.)</td>
<td>.10c per page (subject to change)</td>
</tr>
<tr>
<td>Colour</td>
<td>.50c per ¼ page</td>
</tr>
<tr>
<td></td>
<td>$1.00 per ½ page</td>
</tr>
<tr>
<td></td>
<td>$1.50 per ¾ page</td>
</tr>
<tr>
<td></td>
<td>$2.00 per full page</td>
</tr>
</tbody>
</table>

**Overhead Transparencies**

<table>
<thead>
<tr>
<th>Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-photocopiable transparency</td>
<td>$.20c</td>
</tr>
<tr>
<td>Photocopiable transparency</td>
<td>$.50c</td>
</tr>
<tr>
<td>Computer printer transparency</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Normal printing charges are added when a transparency is used e.g. ½ page colour print on a computer printer transparency totals $2.00
This document is comprised of this cover page and three sections:

**Section A: Introduction**

**Section B: Cybersafety Rules for Citipointe Christian College Secondary Students**

**Section C: Cyber Acceptable Use Agreement Form**

**Instructions**

1. Students and parents* / caregivers / legal guardians please read and discuss all sections carefully.
2. Parents and students to sign section C and return that page to Secondary Reception.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the College.

* The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.

---

**Important terms used in this document:**

(a) The abbreviation ‘ICT’ in this document refers to the term ‘Information and Communication Technologies’

(b) ‘Cybersafety’ refers to the safe and legal use of the Internet and ICT equipment/devices, including mobile phones

(c) ‘College ICT’ refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below

(d) The term ‘ICT equipment/devices’ used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use

(e) ‘Objectionable’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

---

* This Use Agreement is based on the NetSafe® Cybersafety Use Agreement for Secondary Students Template

© NetSafe – The Internet Safety Group Incorporated - January 2007
The measures to ensure the cybersafety of Citipointe Christian College outlined in this document are based on our code of conduct. Student conduct at Citipointe Christian College must show:

- RESPECT for GOD
- RESPECT for self
- RESPECT for rights and property of others

The College's computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programmes at Citipointe Christian College, and to the effective operation of the College.

Our College has rigorous cybersafety practices in place, which includes an Acceptable Use Agreement for all staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment or good name of the College.

All students will be issued with the Acceptable Use Agreement form and once signed consent has been returned to school, students will be able to use the College ICT equipment/devices.

The College’s computer network, Internet access facilities, computers and ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the College site.
As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules at school:

1. I cannot use College ICT equipment until my parent and I have read and signed the Acceptable Use Agreement form (see Section C) and returned it to the College.

2. If I have my own school user name, I will log on only with that user name unless instructed otherwise by an authorised staff member.

3. I will not allow anyone else to use my school user name.

4. I will not tell anyone else my password.

5. I will not use College ICT for any involvement or activity which might put myself or anyone else at risk (e.g. bullying or harassing).

6. I understand that I must not at any time use College ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. I understand that such objectionable use may become a Police matter and have legal implications as well as College penalties.

7. While at school, I will not:
   - Access, or attempt to access, inappropriate, age restricted, pornographic or objectionable material
   - Download, save or distribute such material by copying, storing, printing or showing it to other people
   - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

8. If I accidentally access inappropriate material, I will:
   1. Not show others
   2. Prevent others from accidentally viewing the screen by turning off the screen or minimise the window and
   3. Report the incident to a teacher immediately.

9. I will not illegally download any files such as music, videos, games or programmes. This makes sure the College complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.

10. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to the College or school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.

12. I will not connect any device, download or run any personal software that will compromise the integrity and security of the College computer system.
13. I will respect all ICT systems in use at the College and treat all ICT equipment/devices with care. This includes:
   • Not intentionally disrupting the smooth running of any College ICT systems
   • Not attempting to hack or gain unauthorised access to any system
   • Following all College Cyber safety rules, and not joining in if other students choose to be irresponsible with ICT
   • Reporting any breakages/damage to a staff member as soon as possible
   • Not tampering with or unplugging network cables and peripherals

14. I understand that the College may monitor traffic and material sent and received using the College’s ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

15. I understand that the College may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

16. I understand that the College will confiscate any privately-owned ICT equipment a student may bring to school if, in the reasonable opinion of the school, that equipment contains objectionable matter or if that equipment is being used in a way that breaches these (Section B) rules.

17. I understand that if I break these rules, the College may inform my parent(s). In serious cases the College may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the College to inform the police.

20. **Whilst after-school use of technology by students is the responsibility of parents, school 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.

### Use of Personal Laptops

**I will adhere to the following rules and guidelines for personal laptop use:**

1. I understand that I must not use my personal laptop in class without the permission of a teacher.

2. I understand that I am not permitted to use my personal laptop during break times or whilst unsupervised.

3. When I am not using my personal laptop, I am to store it securely.

4. I understand the College has no responsibility for personal ICT equipment any student may bring to the College.
Use of Mobile Phones and other digital devices

Mobile phones, MP3 players and other similar digital devices have become an acceptable technological accessory for people of all ages to use to their own advantage. As in the wider society, so too is this the case increasingly in schools. The College realises that there may be appropriate times when digital devices may be used to enhance learning and, therefore, expects students to use these devices responsibly.

Whilst the College strongly encourages students to contact their parents from Secondary Reception in an emergency or to confirm or change a collection time after or during school, the College recognises that there are occasions when it is beneficial for students to have access to such devices. However, there are occasions when the use of these devices by students should be restricted as in the following agreement:

It is expected that I adhere to the following guidelines and rules with regard to the acceptable use of mobile phones and other digital devices at the College:

1. I understand that my mobile phone should be switched off or ‘on silent’ and out of sight during school hours unless a teacher has granted me permission to do otherwise.

2. I understand that using mobile phones to bully, harass or threaten other students at the College is unacceptable and will not be tolerated.

3. I understand that students at the College are not to use in-phone cameras to photograph or film other individuals without their consent. This includes staff and students at the College.

4. I understand that in-phone or digital cameras are not to be used in toilets, changing rooms, bathrooms or in any situation that may cause embarrassment or discomfort for other individuals, students, staff or visitors to the College.

5. I understand that my mobile phone or other digital devices must be switched off during all tests and examinations.

6. I will ensure that I store my mobile phone or other digital device in a secure place and take full responsibility for it, including guarding against loss, damage, or inappropriate use. Storage of these devices in student bags is not advisable.

7. I understand that headphones or earphones are not to be worn and used during school hours unless a teacher has given me permission to do so during class.

8. I realise that mobile phones or portable digital devices that are brought onto the College grounds are used at the owner’s risk. The College does not accept liability in the event of the loss, theft or damage of any device.

9. I must not publish photos or material online, including social networking sites, without that individual’s consent. This includes staff and students at the College.
To the student and parent/legal guardian/caregiver, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to Secondary Reception
4. Keep the document (Sections A, B & C) for future reference. You will be provided with a copy.

We understand that Citipointe Christian College will:
- Provide members of the College community with cybersafety education designed to complement and support the Use Agreement initiative
- Do its best to keep the College cybersafe, by maintaining an effective cybersafety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or College ICT equipment/devices at school or at school-related activities, and enforcing the cybersafety rules and requirements detailed in Use Agreements
- Keep a copy of this signed Use Agreement form on file
- Respond appropriately to any breaches of the Use Agreements including mandatory reporting under the Education (Accreditation Non-State Schools) Regulation 2000
- Welcome enquiries from students or parents about cybersafety issues

Section for student

My responsibilities include (please √ boxes):
- I have read this cybersafety Use Agreement carefully
- I will follow the cybersafety rules and instructions, detailed in Sections A & B, whenever I use the College’s ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the College site or at any College -related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or reputation of the College or other members of the College community
- I will take proper care of College ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask a teacher if I am not sure about any part of this agreement
- I understand that any use that is seen to be harmful or illegal MUST be reported to the Police.

I have read and understood my responsibilities and agree to abide by this Cyber Use Agreement. I know that if I breach this Acceptable Use Agreement there may be serious consequences from the College and, depending on the type of misuse, from the law.

Name of student: .......................................................... Class: .................................
DOB: ........................................................................ Date: .................................
Signature: ....................................................................... Sample only Do not complete

Section for parent/legal guardian/caregiver

My responsibilities include (please √ boxes):
- I have read this Acceptable Use Agreement (Sections A, B & C) carefully and discussed it with my child so we both have a clear understanding of their role in the College’s commitment to maintain a cybersafe environment
- I will ensure this Use Agreement is signed by my child and by me, and returned to the College, prior to usage being granted
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the College if there is any aspect of this use agreement I would like to discuss.
- I understand that any use that is seen to be harmful or illegal MUST be reported to Police.
- I understand that a breach of this Agreement may result in serious consequences from the College and, depending on the type of breach, from the law.
CITIPOINTE CHRISTIAN COLLEGE

I have read this Cyber Acceptable Use Agreement document and support the College’s initiatives in aiming to maintain a cybersafe learning environment; I understand my child’s responsibilities.

Name of parent: .........................................................................................................

Signature: ............................................................................................................. Date: ............................................

Please note: This agreement for your child will remain in force for one year. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.
MOBILE PHONES etc [Summary]

Mobile Phones and other digital or electronic devices are not to be used during lesson time, unless being used with teacher’s permission. Students found using mobiles irresponsibly will be disciplined. In an emergency situation, parents and students should make contact through Secondary Reception.

- MP3 players, all earphones and headphones are not to be used during school hours, except in lesson time with teacher permission.

- Personal laptops 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.

- 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.

- Students are not permitted to use any recording or camera facilities while at school, unless under teacher direction. This action contravenes privacy laws.

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.

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.
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 now requires 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, diarrhoea or a temperature above 37.3°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 webpage.

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, diarrhoea, 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.
SCHOOL EXCURSIONS

During the school year your child, on a number of special occasions, leaves the school grounds. It is necessary that you are aware of this and give your child permission. An excursion form will be sent home when your child will be attending any excursion, other than weekly Wednesday sport. It is imperative that you sign this form (when necessary) and return it to the relevant teacher involved by the required due date.

School excursions, whether for inter-school sport, swimming lessons or education trips, play an important part in our overall educational program.

ISSUING OF TEXTBOOKS

Unlike many schools where students are required to purchase their textbooks valued at up to $400 p.a., Citipointe Christian College provides a textbook lending service. 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 2013 from the Secondary Resource Centre (previously Textbook Room) if required.

Students are required to collect their books from the Secondary Resource Centre prior to the commencement of school. This prevents major queues in the first week back at school. The Secondary Resource Centre will be open two weeks prior to the beginning of Term One:

Tuesday 14 – Friday 17 January 9.30am – 3.30pm (Closed for Lunch at 12.30pm – 1.00pm)
Monday 20 – Friday 24 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. It is requested that students refrain from putting sticky name labels anywhere on textbooks. There is a Citipointe label on the inside of the front cover of the textbook to record the student's name. It is essential that students return the books originally issued to them, to avoid having to pay for unreturned 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 unreturned textbooks.
## BASIC STATIONERY REQUIREMENTS FOR ALL STUDENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER</td>
<td>Access to a computer after school is advantageous for all Senior Students</td>
</tr>
<tr>
<td>BIROS</td>
<td>2 Blue, 2 Red</td>
</tr>
<tr>
<td>PENCIL</td>
<td>2B</td>
</tr>
<tr>
<td>USB</td>
<td>USB storage device</td>
</tr>
<tr>
<td>PLUS</td>
<td>Hole Punch, Stapler, Scissors, Glue Stick, Sticky Tape, 30cm Ruler, Eraser, Pencil Sharpener.</td>
</tr>
<tr>
<td>CORRECTION PRODUCTS</td>
<td>If a correction product is used, it MUST be tape not liquid bottle or pen type.</td>
</tr>
<tr>
<td>DICTIONARY</td>
<td>All students need to have access to a good dictionary and Roget's Thesaurus at home.</td>
</tr>
<tr>
<td>UNIFORM STORE</td>
<td>Science Lab Coat and Safety Glasses</td>
</tr>
</tbody>
</table>
Parent Connect represents College parents and assists the College in raising valuable funds for various areas around our campus. Parent Connect has been actively involved in supporting many projects around the College.

The “Cool the School” fundraising appeal has brought about many changes over the years with the comfort of our students being at the forefront.

Funds were gifted towards:
- Extra seating in the Primary and Secondary areas
- Shade structures for Primary & Secondary
- Heating of the Swimming Pool
- Primary Art Resources
- Hospitality resources
- Audio Visual equipment
- Secondary resources
- Upgrade to pool filtration system (part assistance)
- Installation of the PA system in the pool area (part assistance)
- 2009 Annual Giving Appeal - contribution towards air-conditioning
- 2010 Annual Giving Appeal - contribution towards resourcing of College Hall
- 2011 Annual Giving Appeal - contribution towards resourcing of College Hall
- 2012 Annual Giving Appeal - contribution towards resourcing of College Hall

From 2004 – 2012 the committee have donated funds to the College in excess of $155,000 for the benefit of your children. We thank you, the parents and students, for your commitment in supporting us in so many ways.

Our fundraising efforts are many and varied and include:
- An Annual major fundraising event
- Mother’s and Father’s day stalls (Primary School)
- Family portraits, School banking, Uniform Shop sales items
- Primary portfolio BBQ’s

Your support in any of these events is very much appreciated.

Parent Connect is a great way to meet other parents from various year levels throughout the whole school whilst helping your student’s education in assisting the school to provide extra resources.

We hope you will join the great volunteer team we have at the College and thank you in advance for your support – see you around the campus.

Mrs Teresa Krumenacher
Parent Connect President
email: parentconnect@brisbane.coc.edu.au

“You make a world of Difference”
Thank you