





## Citipointe Christian College

THE CHRISTIAN OUTREACH COLLEGE BRISBANE  
322 Wecker Road, CARINDALE QLD 4152.

Phone: 3347 5899 Fax: 3347 5900

mail@brisbane.coc.edu.au www.brisbane.coc.edu.au

### THE ADMINISTRATION OF THE SECONDARY SCHOOL

*All the staff of the College are committed Christians and are available to students seeking help or advice. In addition, some of the staff have special responsibilities.*

**Principal:** PASTOR BRIAN MULHERAN has responsibility for the management of the College, both Primary and Secondary Schools.

**Head of Secondary:** MRS HELEN MOORE has responsibility for the Secondary School, for pastoral care of students, and liaison between parents, staff and students.

**Director of Secondary Administration:** MR RODNEY WEBB is responsible for day to day school organisation, and student discipline.

**Director of Student Care:** MR NEIL SHUKER is responsible for co-ordinating student services and student welfare and discipline, and is also the Careers Advisor.

**Director of Studies** MR WILLIAM STEWART has responsibility for curriculum matters, including subject changes and test postponements, and student discipline.

**Director of Teaching and Learning:** MRS COLLEEN MILLS manages specialised student programs of Learning Support and Enrichment, and individualised student courses.

**Director of Project Development:** MR TIM FRANCIS is responsible for academic and affective tracking and for implementation of special projects.

**Head of Year:** \_\_\_\_\_ has responsibility for particular year levels.

**Year Level/House Class Teacher:** \_\_\_\_\_ takes a special interest in the students and is responsible for those in his/her class.

**HOUSE CLASS:**

**Secondary Student Counsellors** provide counselling services. Appointments may be made by students at Secondary Reception.

**HOUSE:** \_\_\_\_\_ **HOUSE COLOUR:** \_\_\_\_\_

## MISSION STATEMENT

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

Our Mission is:

- **TO DEVELOP THE STUDENT AS A CHRISTIAN DISCIPLE**
- **TO DEVELOP THE STUDENT FOR LIFE IN ITS VARIOUS DIMENSIONS**
- **WITHIN THE FRAMEWORK OF A BIBLICAL WORLD VIEW**
- **AND BY A COMMITMENT TO SERVICE, QUALITY AND INNOVATION**

## CORE VALUES

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

## COLLEGE WAR CRY

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

## CODE OF BEHAVIOUR

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, student conduct at Citipointe must show:

- **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 for 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 to maintain our high standard.

Enrolment at the College implies acceptance by students and parents/guardians of the College Code of Behaviour and the College Policies.

I have read the Code of Behaviour and the College Policies and I agree to act at all times according to these standards.

**Student Signature** ..... **Date** / /  
**Citipointe students— Influence through faith, learning and integrity.**

**I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE UNIFORM POLICY.**

**I am expected to achieve excellence in my personal presentation.**

<b>FORMAL UNIFORM</b>	
	<p>Full College uniform to be worn at all times.                      Uniforms to be clean, pressed, in good repair, worn neatly and well.                      Formal and sports uniform items not to be mixed.                      All items of uniform to be purchased from the College Uniform Store.  <b>Extremes in dress or grooming are not part of the College uniform and not permitted. Students may be withdrawn from class or sent home if personal presentation is not acceptable.</b></p>
BLAZERS	Compulsory for Years 10-12 students in Terms 2, 3, and on formal occasions. BOYS: Shirts tucked in to trousers.
JUMPERS	Not to be tied around the waist or shoulders; sleeves worn at wrist.
TIES	Compulsory for all students in Terms 2, 3 and on formal occasions.
SHIRTS	Clean, pressed, in good repair.
SHORTS	Worn on the waist.
SKIRTS	GIRLS: Worn on the waist; knee length or just above the knee.
TROUSERS	BOYS: Compulsory for Years 10-12 in Terms 2, 3 and on formal occasions; to be worn to the top of the shoe heel at the back, with optional College leather belt. Shirts to be tucked in. GIRLS: Optional for Years 7-12 in Terms 2, 3; to be worn to the top of the shoe heel at the back. Shirts not tucked in.
BELT	BOYS: Only College uniform belt permitted; optional.
SOCKS	BOYS: FOR SHORTS: Years 10 -12: Long College navy. Years 7- 9: Short or long College navy. BOYS: FOR TROUSERS: Short College navy or short plain black. GIRLS: White ankle with blue stripe.
STOCKINGS	GIRLS: Optional for winter months only or for formal occasions; in good condition.
SHOES	All black, plain, regulation, leather, lace-up school shoes; polished.
SCARF	Only College scarf permitted; optional.
HAIR	No extremes of cut or colour. BOYS: Short, tidy, conservative, above the collar and off the face. GIRLS: If short, tidy, conservative, above the collar and off the face; if long, tied back with College ribbon only; hair band same colour as hair.
HAIR ACCESSORIES	BOYS: None permitted. GIRLS: Long hair to be tied back with College ribbon only; hair band same colour as hair to be covered by ribbon.
MAKE UP	Not permitted.
FACE	BOYS: Clean shaven.
JEWELLERY / PIERCINGS / TATTOOS	No piercings, no tattoos, no religious symbols. BOYS: No jewellery other than a conservative wrist watch. GIRLS: No jewellery other than a conservative wrist watch, one small plain stud or sleeper in each lower ear lobe.
NAILS	BOYS: Kept short. GIRLS: Kept short; clear nail polish only.
BAGS	Only College back pack, satchel and sports bag from Uniform Store permitted.
<b>SPORTS UNIFORM</b>	
	<p>Full Sports uniform to be worn for all Physical Education, sport events.                      Years 10 -12 permitted to wear sports uniform all day <b>only on Wednesday</b>.                      Years 7 - 9 permitted to wear sports uniform all day <b>only on Tuesday</b>.                      On other days, formal uniform to be worn.                      Students to change into sports uniform before sport or PE and change back at the end of the period.                      Sports uniform not to be worn in public unless specifically permitted.                      Students may change into sports uniform for lunch time sport.                      Students must wear shoes for lunch time sport.</p>
SPORTS SHOES	Predominantly white preferred. Not canvas, hightops, or shoes with socks attached. Sports shoes to be appropriate for intended activity, lace up, with suitable support.
SPORTS SOCKS	College sports uniform socks.
SPORTS BAGS	Only College uniform bags.
SPORTS HATS/CAPS	Only College sports hats or caps to be worn only when students are on campus, and are compulsory for sport, PE and outside activities.
<b>SUN SAFETY</b>	<b>A hat/ cap and sunscreen must be worn when students are in the sun and for all sporting activities. Sunscreen is always available at Secondary Reception.</b>



## **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 and remaining at school until 3.20pm
- Not leaving the College during the day and being present and punctual for every lesson
- Attending unless prevented by extenuating circumstances
- Being present at all test and examination days
- Not being absent from school in order to study or complete homework or assignments
- Attending compulsory College functions when required e.g. Awards Night, Sporting Carnivals
- Returning forms to be signed by parents by the due date
- Realising that unpunctuality may incur penalty

### **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 the next day (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 write a note for you to take with you to Health Bay
- Sign out at Secondary Reception
- If necessary, the Health Bay sister will contact your parents to arrange for you to go home
- You are not permitted to sign yourself out because of illness; you must go to Health Bay

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

- Ask permission of class teacher; teacher will make a note in your diary to take with you
- You are only permitted to go to your lockers before and after school, and during recess and lunch breaks, not during lessons or lesson 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 absences

#### *you are going to be absent from school*

- for more than two days, your parents/guardians must inform the school in writing
- for a family vacation, parents must write to Head of Secondary for College approval

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

- Your parents must write to Head of Secondary for permission for you to be excused

#### *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 teacher supervising your sport

#### *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 Reception 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 all 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 and signed in personally to the subject teacher at the beginning of subject lessons, 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. It may be submitted 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 provisions [Including extensions] have been arranged 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- is given only if the 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 Provisions Form:

- the student will receive a grade based on evidence available at that date
- 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.

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

**REQUESTS FOR SPECIAL PROVISIONS: EXTENSIONS**

- must be submitted on the Special Provisions 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
- will only be approved by HLA
- will only be considered because of extraordinary 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 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 Behavior 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 Behavior 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 under extenuating circumstances.

## **SPECIAL PROVISION POLICY**

Special provision 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. Special provision for EAL is usually given only to students in EAL classes; special provision may be granted to other students on application to DOS.
- 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 QCAA 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 provision will not constitute an unfair advantage over other students or produce results that are inaccurate. Special provision will in no way affect standards; the marking of all students' work, including those with special provision, will be done on the same basis. Special provision will never result in a grade being elevated beyond what is justified in comparison to the criterion standards.

### **Specific examples of special provision 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 relevant staff members; the granting of special provision varies depending on the nature of the individual assessment tasks.

## **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 bags in 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 (except with teacher permission)
- Observe that classrooms are out of bounds during breaks
- Comply with the behaviour and attendance codes
- Obey the teacher



While these 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 (e.g. photos, stickers, inappropriate material)
- Unsafe, unruly behaviour
- Cheating, including plagiarism
- All substances prohibited by Queensland Law e.g. tobacco, alcohol, drugs
- All items prohibited by Queensland Law e.g. weapons, pornography
- Any dangerous objects e.g. inflammable materials, aerosols.

### **I AM A CITIPOINTE STUDENT**

**I support the College's zero tolerance policy 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:**

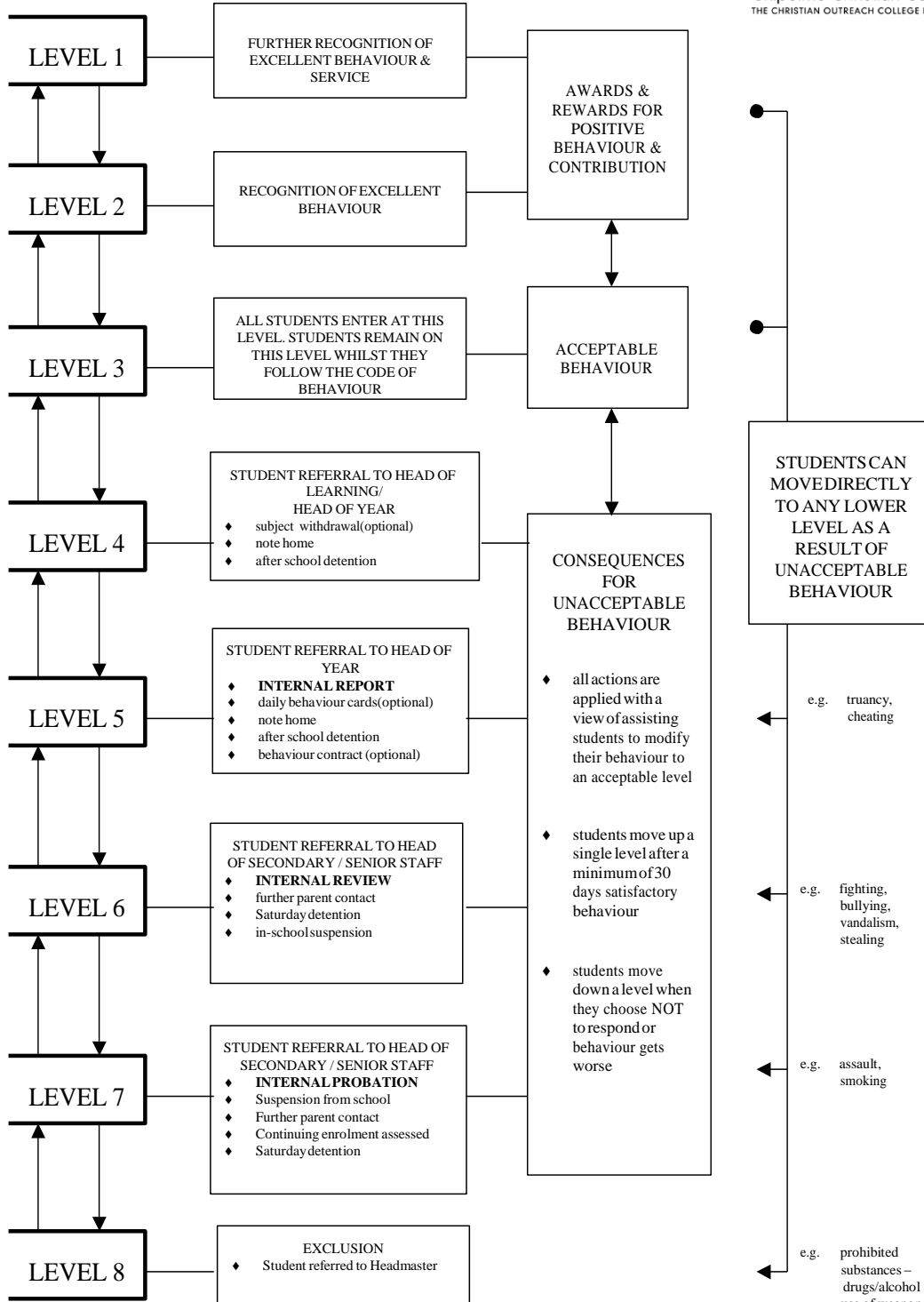
- Investigation
- Interview of students
- Counselling and/or education
- Disciplinary procedures

*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.*

# BEHAVIOUR MANAGEMENT FLOWCHART



Citipointe Christian College  
THE CHRISTIAN OUTREACH COLLEGE BRISBANE



## **CHILD PROTECTION POLICY – STUDENTS**

Every student has the right to feel safe and free from harm while at Citipointe Christian College Brisbane. We expect students to respect their teachers and other students and we expect that students will receive the same respect in return. Students should never feel unsafe without reporting it to someone they trust.

### **Who should I tell if I am not feeling safe at school or home?**

Any teacher. If you do not feel like talking to a teacher you may like to write him or her a letter.

### **What will happen if I report a concern to a member of staff?**

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to a College Protection Contact Officer who will report it to the Principal.

### **What if I don't want the member of staff to tell the Principal?**

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the school then the law says that the matter must be reported to the Principal and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to some-one else, he or she will explain to you exactly what will happen next.

**REMEMBER THE MOST IMPORTANT THING IS THAT YOU FEEL SAFE AND FREE FROM HARM. YOU MUST TELL SOMEONE IF YOU ARE BEING HARMED OR AFRAID THAT YOU WILL BE HARMED.**

## **VISITORS TO THE COLLEGE**

For the security of students, all visitors, 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 Secondary Student 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.

## **EMERGENCY PROCEDURES**

In the event of an emergency evacuation or Lockdown, an alarm is sounded by a prolonged ringing of bells or if power fails, by sounding a siren alarm. Drills are held regularly.

The evacuation 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, unauthorised 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 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 entry points 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.

**I AM A CITIPOINTE STUDENT: I adhere to the COLLEGE DIGITAL TECHNOLOGY POLICY. I am expected to use all College Technology responsibly and respectfully USE OF TECHNOLOGY & 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.
- **Personal laptops & iPads** may be used in lesson time. 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.
- **iPads:** please refer to College Cyber Safety Policy in the Parent Handbook.
- **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.

Refer also to College Digital Technology Policy on College website.

## **SECONDARY LIBRARY – Borrowing Conditions**

Books and magazines may be borrowed for a 3 week period, while reference materials and books in demand may be borrowed overnight. Senior students may borrow 6 non-fiction and 6 fiction at a time; junior students may borrow 4 non-fiction and 4 fiction at a time.

Overdue notices are sent to the students as soon as the items are overdue. Any unreturned items are eventually placed on monthly accounts sent to parents.

## **INTERNET ACCESS**

Secondary students may access the Secondary Library catalogue and the electronic periodical databases through links on the College website.