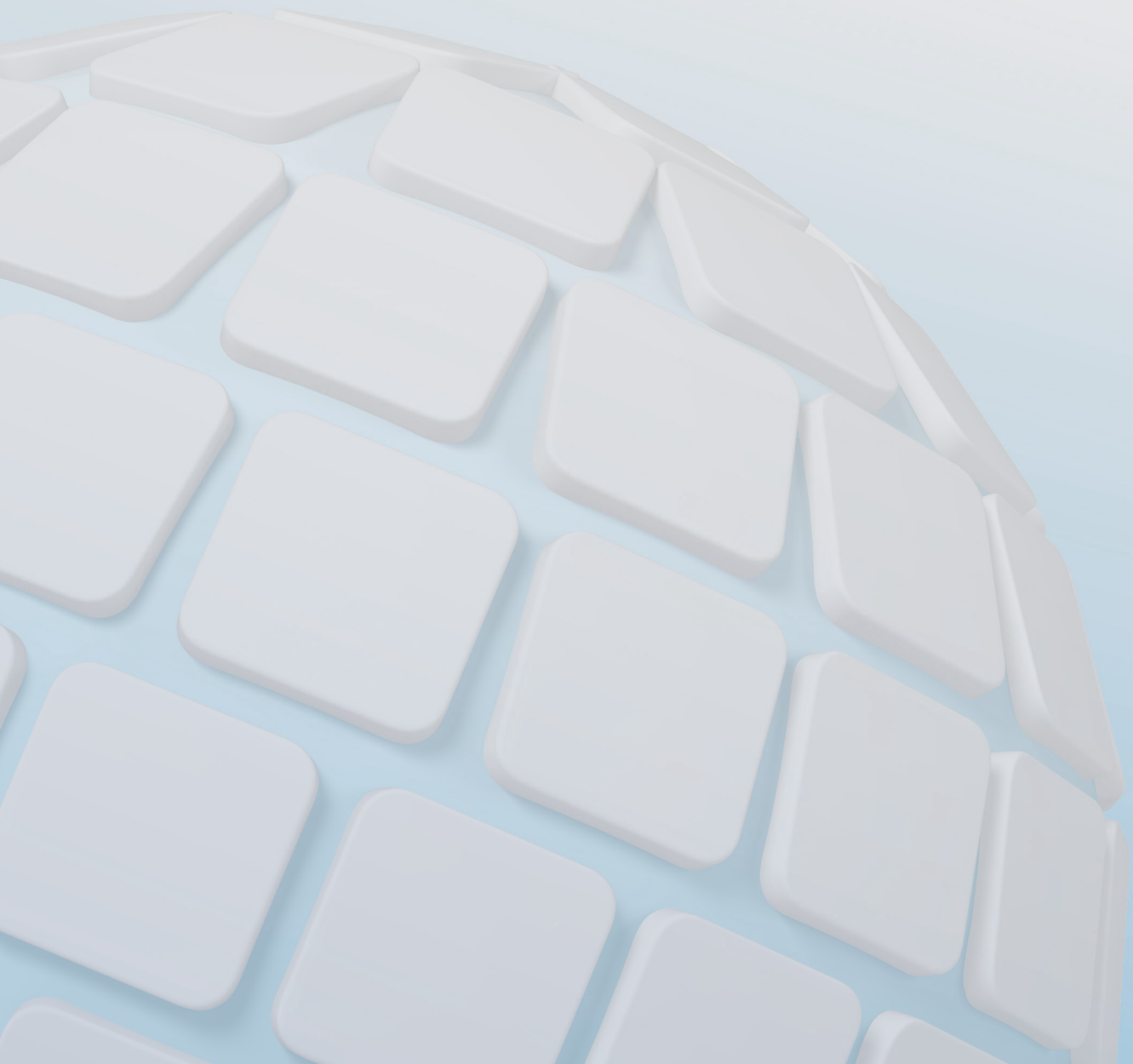




Citipointe
Christian College

SECONDARY PARENT HANDBOOK



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COMMENCEMENT INFORMATION

Refer to College Calendar on Citipointe Central.

CONTACTS

All secondary staff may be contacted:

- by phone to Grace House 3555 2700 or Secondary Administration on 3555 2836
- by email at secondary@citipointe.qld.edu.au
- Appointments with staff may be arranged through Secondary Reception at secondary@citipointe.qld.edu.au

STAFF PERSONNEL

Head of Secondary	Mr Cameron Ivers	3555 2836
PA to Head of Secondary	Mrs Nicky Murray	3555 2836

DIRECTORS

Director of Administration	Mrs Henriette Muller
Director of Curriculum	Mr William Stewart
Director of Student Care	Mrs Lana van den Berg

HEADS OF YEARS

Year 7	Mrs Annie Bobadilla & Mr Marius Muller
Year 8	Mr Pieter Van Driel
Year 9	Mrs Susann Oberholzer
Year 10	Mr Justin Chan
Year 11	Mr Paul White
Year 12	Mr Chris Paten
HOYs Admin Assistant	Mrs René Horne

HEADS & COORDINATORS OF LEARNING AREAS	
Additional Needs	Mrs Donagh Stock
Arts	Mrs Samantha Couchman
Business (Acting)	Mrs Lupita Calero
Christian Formation	Mr David England
English & EAL (Acting)	Mr Raul Harri
Health & Physical Education and Sport	Mr Daniel Wolfik
Focus Sport	Mr Clemens Steenkamp
Humanities	Dr Natalie Fong
Languages Education	Mrs Esther Kuo
Mathematics	Mr Nicholas Lim
Science & STEM	Mrs Natasha Parsons
Sport	Mr Daniel Wolfik
Technology <ul style="list-style-type: none">• Technologies	Mr Peter Hollyock Mrs Bryde Dodd
Vocational Education	Mrs Lupita Calero
Professional Practice	Mrs Sara Taylor
Student Pathways	Mrs Elizabeth Gallagher
Counsellors	Miss Ronelle Grobbelaar

First points of contact for students and parents:

- For academic matters, student's subject teacher
- For pastoral or wellbeing matters, student's Head of Year (parents) or Pastoral Care class teacher (students).

SECONDARY GOALS

Jesus grew in wisdom and stature, in favour with God and man. Luke 2:52

As Citipointe is a P-12 school, the Secondary School aims to continue excellence in education, under the College Mission, Vision, Core Values and Intents. Secondary aims to provide a holistic education, where students are developed in all areas: physical, intellectual, social-emotional, and especially spiritual.

The distinctive of Secondary, as in Primary, is our Christian staff who, through their common faith base, teach and train our students to strive to do their personal best within a Christian environment that genuinely cares for and cares about them.

As Citipointe graduates, our students should be critical, lateral, creative, confident, interdependent thinkers who are innovators, collaborators and communicators, who approach all they do with a spirit of excellence, who possess a personal belief in God that enables them to contribute meaningfully to the common good and to flourish in their world as global citizens and leaders.

All teaching and learning in the Secondary School happens 'by design', is underpinned by spiritual objectives and our Christian worldview is embedded into each curriculum area. Our goal is that our students will make a difference in their world, and during their secondary years, is that they will influence their world for good and for God through their faith, integrity, respect and excellence. Their secondary journey should take them from gathering information, to amassing knowledge, to achieving understanding, and hopefully, to setting them on the course for the getting of wisdom.

*Our goal is for our students to make a godly difference in their world;
our objective is to prepare them.*

SPIRITUAL

Every Secondary student attends

- **Christian Studies lessons**, weekly, where the program is designed to give students an overview of the Bible and the life and teachings of Jesus, as well as provide opportunities for students to discuss current topics significant to their lives and futures. Christian Studies is a College subject and is not included in Semester academic results.
- **Year Level Chapels**, weekly, where students are encouraged to participate in Chapel Bands and Vocals, and students hear a short message from various speakers on topics that are relevant to them and given within a Christian perspective.

All curriculum units are written with Christian rationales and are taught from a Biblical perspective.

All Secondary staff are active Christians; parents can have the confidence that all teaching and learning will emanate from the one faith base in line with the Declaration of Faith of the College.

PASTORAL CARE AND WELLBEING

Our Pastoral Care and Wellbeing Programs are outstanding, with dedicated Christian staff engaged in ministering to each student and in identifying and cultivating the huge God-given potential seen in each of them while they are in the Secondary School.

Each Secondary staff member acts as a role model and discipler for all students; this enables students to relate and talk to any teacher or staff member with whom they feel confident and comfortable. Secondary also provides specialist staff in our Student Counsellors, our Heads of Years and our Care Team of experts who look after needs of our students.

Our Pastoral Care program operates horizontally, in Year Levels, with a Head of Year assigned to each level. The Head of Year, highly experienced and knowledgeable in the specific needs of the age group in the year level, is also the first point of contact for parents. Each year level is divided into a number of smaller Pastoral Care classes. Pastoral Care teachers care for the students in their classes and are the first point of contact for the students.

Each day, our students engage in Pastoral Care time, embedded in a Biblical worldview, designed to develop their life skills, engage in co-curricular activities, provide training in mentoring and give opportunity for independent study, according to the year level.

Through the year, guest speakers present to students on topics of Personal Development, Relationships, and other relevant issues.

COUNSELLING

“Professional counselling is a safe and confidential collaboration between qualified counsellors and clients to promote mental health and wellbeing, enhance self-understanding, and resolve identified problems. Clients are active participants in the counselling process at every stage.” (Psychotherapy and Counselling Federation of Australia)

From time to time students may need formal counselling. The Pastoral Care teacher, Head of Year or Subject teacher may be the first point of contact. Staff should then refer students to the Head of Year who may refer students to the Student Counsellor, who, after assessment of the student’s situation, will advise on course of action and/or refer to the appropriate person. Referral forms are available in Secondary Reception for students to make appointments to see the Student Counsellors.

Consultation may also be undertaken by:

- the Principal;
- the Pastoral Care teacher or Head of Year;
- the Head of Secondary;
- the Senior Executive Staff;
- the pastors of the church;
- other specialists approved by the Principal.

Where counselling involves absence from class, the Student Counsellor will inform the class teacher. The Student Counsellor may determine when parental involvement is necessary.

STUDENT DEVELOPMENT

In an ever-changing world, the College remains committed towards a holistic approach where we are considering the academic, emotional, social, creative and spiritual development of our students. Citipointe seeks to equip our students with a variety of tools and skills that will help them to become an engaged member of the community and influence the world for the common good.

During their years, students are given many opportunities for personal challenge, to develop leadership skills and take on positions of added responsibility. These opportunities often come in the form of camps, special events, or, in senior years, coaching junior teams and specific student leadership positions within the College.

Our excursions and camps provide valuable experiences offering students the opportunity to engage with nature, developing new skills and perspectives and bonding with their peers. The benefits of these camps are carried forward by students as they build their self-esteem, persistence, integrity, respect and overcome challenges they may not have attempted without the support and encouragement of others.

Student Development:

Year 7	Orientation activities	Learning teamwork, independence, problem solving skills and an introduction to the College
	Extended off-campus camp	Learning independence and teamwork
	Team building activities	Learning organisational skills, resilience and collaboration
	Personal Development Focus	Building respectful relationships and self-care
Year 8	Mentor groups	Learning group identity
	Camp led by Year 11 Mentors	Learning teamwork and cooperation
	Responsibility groups	Learning to serve others
Year 9	Personal Development Focus	Learning accountability in relationships with others
	PC (Pastoral Care) Leadership	Fostering positive influence responsibility
	Three day off-campus camp	Focus on transformation, integrity and positive communication

Year 10	<p>Links team</p> <p>Five day off-campus camp</p> <p>LMYAC (Lord Mayor's Youth Advisory Council)</p>	<p>Developing confidence in guiding prospective parents in College Tours</p> <p>Overcoming personal challenges, developing identity and learning teamwork</p> <p>Identify local issues and engage with others in a public forum</p>
Year 11	<p>Mentors</p> <p>Shadow leadership</p> <p>Senior Jersey Committee</p> <p>Student Leadership Executive selection process</p> <p>Three day off-campus Student Leadership Summit</p>	<p>Developing leadership skills by being mentors to Year 8 mentor groups Organising Year 8 camp program</p> <p>Developing leadership skills under the guidance of the Year 12 Student Leadership Executive</p> <p>Learning valuable management skills in Marketing, Budgeting, Operations and Communication</p> <p>Learning to self-reflect, to identify opportunities and set personal goals</p> <p>Further developing leadership skills for newly elected Student Leadership</p>
Year 12	<p>Student Leadership Executive</p> <p>Five day off-campus Student Leadership Conference (Student Leadership Executive team)</p> <p>Formal Committee</p> <p>Yearbook Committee</p>	<ul style="list-style-type: none"> • Taking on leadership positions in the Secondary student body • Organise and run Secondary school events • Secondary Assemblies • House Meetings • House of Knowledge • Enrichment Camp • Battle of Bands • International Day • Citipointe Cup • Interhouse Sports Events <p>Further skills in leadership, engaging with like-minded young Christian leaders Australia wide, and focusing on theology and ministry</p> <p>Learning valuable management skills in Marketing, Budgeting, Operations</p> <p>Learning valuable management skills in Marketing, Budgeting, Operations</p>

ACADEMICS

YEARS 7-12

Our academic programs are aligned to the Australian Curriculum [Years 7-10] and to the Senior Assessment and Tertiary Entrance system under the Queensland Curriculum and Assessment Authority [Years 11-12]. Our curriculum is aligned to the Alice Springs [Mparntwe] Education Declaration. All curriculum pathways are embedded into our Christian worldview and every subject area contains a Christian rationale for the teaching of the subject. 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

MIDDLE YEARS 7 & 8 - EXPLORE

<https://citipointe.qld.edu.au/learn/secondary-school/year-7-8>

SENIOR PREPARATION YEAR 9 & 10 – DEEPEN

<https://citipointe.qld.edu.au/learn/secondary-school/year-9-10>

SENIOR SCHOOLING YEARS 11 & 12 – FLOURISH

<https://citipointe.qld.edu.au/learn/secondary-school/year-11-12>

SPECIALISED ACADEMIC PROGRAMS

Within the Secondary School we desire that our students pursue excellence within a genuine Christian environment that cares for them and cares about them. Their academic achievement is important to us. Before all students enter the Secondary School, they are tested in using Edutest, 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 these specialised programs:

Learning Extension

Within the realm of intellectual giftedness, Citipointe Secondary College recognises that students differ in their skillsets and therefore provide a developmentally appropriate curriculum presented in a socially optimal context which includes interaction with like ability peers.

The curriculum offerings consist of ability grouping which facilitates a faster pace of instruction, greater depth of discussion and breadth of coverage. Students with exceptional ability are placed in honours classes, and all other students placed in mixed ability classes. This is facilitated through:

- Mathematics Advanced in Year 10
- An honours class in Humanities in Year 10
- Teachers practise differentiation and this is embedded into the Australian Curriculum units for all classes

Students who are identified as excelling in their academic studies or having the potential to excel are offered an Extra Potential Program (XP), which replaces one of their electives. It is believed that students in the Secondary College need to take ownership of their own academic talent development and therefore participation in XP is voluntary. It is not graded because the aim is to focus on learning per se rather than learning for assessment. XP is specifically designed to accommodate the learning needs of gifted students and includes gifted underachievers as well as twice exceptional learners. The curriculum offered through the classes is designed to:

- Stimulate creative, critical and abstract thinking
- Explore broader topics – social and global in nature
- Provide exposure to international opportunities and interaction with students from different nations.
- Provide opportunities to explore areas of interest
- Address affective development and social awareness through interaction with like ability students.

To facilitate a multi-faceted, flexible and rigorous curriculum, XP classes embark on a variety of courses with a strong grounding in learning and thinking skills while exploring the discursive, evaluative and philosophic nature of an extensive range of subjects.

Students are also encouraged to participate in a range of external competitions, both local and international, and are offered online short courses from the world's best universities.

In Years 11 and 12, high achievers can enrol in early university semester 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 excelling in academic studies, acceleration to the next year level may be recommended and implemented. Other students, like our leading athletes, require a modified timetable arranged around their commitments; this is developed individually by the Director of Teaching and Learning.

International Student Outreach Program (ISOP) gives 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, South Korea or Brisbane, the International Science, or the World Maths Team Challenge at various global venues.

Students in Years 7-11 are eligible for Academic Excellence awards, certificates and pins, and for Academic Credits, which may be used for extension activities.

• Additional Needs 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 qualified and experienced learning support teachers and teacher aides. Support may take the form of teacher aide assistance to individual students during usual classes, withdrawal from classes for small group or individual tuition, modified academic programs and individually tailored assistance.

Students may also participate in specialised classes of literacy and numeracy or skills units in specific subject areas, where they are still assessed according to the Australian Curriculum criteria and benchmarks. A specific Study and Work class, which sits outside the normal Australian Curriculum, teaches skills in preparation for work and life.

Modifications to academic programs may consist of differentiated subject content and an amended assessment load, and where necessary, modifications to assessment conditions eg length of time of assessment, place of assessment, use of a computer or a scribe.

All our teachers are experienced in differentiation of teaching practice and in making modifications for the needs of individual students. Teachers are also monitored by and held accountable for curriculum differentiation to the Nationally Consistent Collection of Data on school students (NCCD).

- **English as an Additional Language**

In Years 7-10, the College offers dedicated EAL Support classes to students whose language background is not English and provides specialist staff who are trained and experienced in this area. In Years 11 and 12, students can choose the QCAA General subject, English as an Additional Language, in the place of Year 11 & 12 English.

- **The Citipointe Academy**

The College offers after school tutoring through the Academy. For more information about the Academy, please email tutoringacademy@citipointe.qld.edu.au.

YEARS 7-12 CITIPOINTE CURRICULUM STRUCTURE

AUSTRALIAN CURRICULUM & QCAA KEY LEARNING AREAS OFFERED AT CITIPOINTE					
<i>Applied subjects are in italics</i>					
	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEARS 11/12
English	English EAL Support	English EAL Support	English EAL Support	English EAL Support	English Literature English as an Additional Language <i>Essential English</i>
Mathematics	Maths	Maths	Maths	Maths Math Advanced	General Maths Maths Methods Specialist Maths <i>Essential Maths</i>
Science	Science	Science	Science	Science	Biology Chemistry Physics
Business	Economics and Business, Civics and Citizenship	Economics and Business, Civics and Citizenship	Economics and Business, Civics and Citizenship	Economics and Business, Civics and Citizenship	Accounting Economics Legal Studies Cert III Bus Admin
History & Geography	History & Geography	History & Geography	History & Geography	History OR Geography Humanities Honours	Ancient History Modern History Study of Religion Geography
LOTE	Chinese	Chinese OR French	Chinese	Chinese or French	Chinese
Technology	Design Technologies; Digital Technologies	Design Technologies; Digital Technologies	Design Technologies; Digital Technologies; Engineering Technologies; Food Technologies	Design Technologies; Digital Technologies; Engineering Technologies; Food Technologies	Design Digital Solutions Engineering Cert III Hosp <i>Furnishing Skills</i>
Arts	Dance Music	Visual Art Drama	Visual Art Dance Music Drama	Visual Art Dance Music Drama	Visual Art Dance Music Music Ext (Yr12) Drama Film TV & New Media
Health & PE	Health & PE	Health & PE	Health & PE	Health & PE	PE; <i>Sport & Recreation</i>
COLLEGE SUBJECTS					
Christian Studies	Christian Studies	Christian Studies	Christian Studies	Christian Studies	Christian Studies
Extra Potential [XP]	XP	XP	XP	XP	University Courses
Study & Work	SAW	SAW	SAW	SAW	
				Access	
CAREERSTART CERTIFICATE COURSES YRS 11/12					
Courses are offered depending on student demand and may change from year to year. Please refer to the Senior Academic Handbook.					

ACADEMIC PROGRESS

Academic Recognition

Academic Rigour is a Core Value at Citipointe. We encourage students to set high goals and work hard to achieve their personal best in their academic studies. Through the following recognition, the College aims to reward the efforts of our students and incentivise other students to 'press toward the goal'.

- Students with straight As in every subject in their Semester report will receive the College Academic Credit of \$250 for Academic Excellence, along with a certificate and pin, at a Secondary Assembly. This credit can be used for academic extension activities eg conferences, camps, College ISOP trips, school/university equipment or courses. It may not be used for school fees. Year 12 students do not participate in this award.
- Students in Years 7, 8, and 9, who have achieved 6 VHAs or more, including VHAs for English and Maths, and in Years 10 and 11, who have achieved 5 VHAs or more, will be presented with Academic Achievement Certificates and Pins at Assembly. Year 12 students do not participate in this award.

Academic Intervention

For students who are not achieving to their potential, the College uses a system of intervention and monitoring to help our students to improve.

- Students who have not achieved a minimum of 5 SAs, or not achieved an SA in English or Maths, will be contacted by their Head of Year at the start of the semester; the HOY will discuss improvement strategies with the student for the next semester.
- For students in Years 9, 10 and 11, this will involve Academic Probation for the semester, where the Head of Year will monitor student progress and an interim report will be sent to parents at the end of each term. The Head of Secondary will review student results in the reports at the end of the semester.
- Students who have improved sufficiently in academic progress or effort or behaviour will be removed from Academic Probation; students who have not shown sufficient improvement will remain on Academic Probation for another semester. If students do not show the desired improvement at the end of the second semester, they may not have met the minimum academic or behaviour requirements for entry to the next year level and their enrolment at the College may be at risk.

SPORT & CO-CURRICULAR

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 between the summer and winter trimester-based competitions, term based Independent Schools Championship and the Focus sports programs.

On Tuesday (Years 7, 8) and Wednesdays (Years 9, 10,11 & 12), the Secondary School is engaged with the College Sports program.

Tuesday Sport includes Non-Competitive Campus sports and competitive teams involved in the South district Competition. This competition is held between a variety of Schools in the district, mostly State Schools and provides entry to Metropolitan finals.

Wednesday Sport is based on competition in the Independent Schools Championship which Includes Redlands College, Brisbane Christian College and Moreton Bay boys' college.

Students will choose a sport or activity from the following categories:

- Competitive Sport, Independent Schools Championship – these teams are selected and will represent the school each week in competition. 9,10,11 and 12 students only. These teams have specific training requirements.
- Competitive Sport, District – year 7 and 8 teams are selected and will represent the school each week in competition. These teams may train at lunchtime if the teacher chooses to do so, and this is encouraged.
- Non-Competitive Sport – these groups are either training for other events or involved with Fitness based activities.

Parents, by consenting to the enrolment contract, grant a general permission, indicating their agreement to arrangements for sporting activities for the year. This eliminates the necessity for weekly permission forms but does not remove the right of parents to request an exemption for their student to participate due to approved exceptional circumstances. For more information, see the relevant sports pages on Citipointe Central.

Focus Sport

The College has several key sports that are played after school and on weekends. These are known as the Focus sports and consist of: Basketball, Football and Volleyball.

These programs provide a consistent and clear pathway for students across the primary and secondary sports programs and provide quality coaching and athlete development.

All the Focus Sports offer students the opportunity to train as part of a squad and to take part in quality competitions that are outside of normal school hours. Each focus sport is coordinated by a staff member and has a structured training program. These are the premiere teams of the College.

Physical Education

HPE is part of the curriculum for all students from Preparatory to Year 9, with Health and Physical Education (HPE) an elective subject for Years 10. Senior students may choose the general subject - Physical Education or the Applied subject - Sport and Recreation studies.

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, including academic tutorials and study time, during extended lunchtime. This program is known as SMART and is offered during period 8 on Wednesdays and allows students to participate in activities which include **S**port & Service; **M**usic; **A**cademics & Art; and **R**ehearsal Time. A range of sports options will be available ranging from additional focus sports training, training for district sports as well as track and field, strength, and conditioning. Music and Rehearsal options will be made available through the Academy of Arts whilst Academic options include subject specific tutorials and independent study options.

LOCKERS

Students are privileged to have the use of individual lockers. Students are expected to treat this College facility with respect. Graffiti or any form of vandalism is forbidden. 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.

Students are provided with a locker and a lock for their use during school time and are expected to keep their locker locked. The lock is their responsibility and if it goes missing for whatever reason, the next lock provided to them will be at a cost of \$30 which will be billed to their fees account.

SECONDARY LINKE LIBRARY

The Secondary Library provides a safe, supportive and inclusive learning environment with an extensive range of print and electronic resources and technologies. Welcoming students from 7.30am to 5.30pm, the library is an important resource for supporting inquiry-based learning. By coordinating reading challenges, competitions, book clubs, STEM activities and community events such as Book Week and the Jammed Packs Outreach, the Secondary Library is a wonderful meeting place for students.

Students are permitted to borrow up to 8 books in Years 7 – 9 and a maximum of 12 books in Years 10 – 12 for a loan period of 3 weeks (except for non-fiction). Overdue notices are emailed to students and parents and penalties may be imposed if a book is overdue. If this is the case, the replacement cost of the book plus an administration fee will be added to the parent fees. Damaged books will also incur a replacement fee.

The library portal is a broad digital platform of support services and is accessed through Citipointe Central from any device. The portal is pivotal to implementing, enriching and supporting the teaching and learning program of the College. Our dedicated library staff work collaboratively with teachers to empower students to be independent learners who can use a variety of resources and technologies accessible through library services. The provision and management of resources is designed to support the students in all aspects of the curriculum. Additionally, library lessons occur regularly in Year 7 – 9 to encourage a lifelong enjoyment of reading. Students are encouraged to read widely for 15 minutes every day throughout their secondary years as this is an identified predictor of academic success.

TEXTBOOKS & STATIONERY

The College provides a textbook lending service for most texts required by students. Parents may need to purchase some digital licenses for individual texts, workbooks for student use and a basic stationery pack which can be ordered through Citipointe Central at the end of the previous year.

- Required textbooks will be distributed to each student at the start of the academic year (or as required).
- Students need to collect their books from the Secondary Resource Centre at the rear of the Linke Library during Term 1 Week 1.
- Please note – students must return the books originally issued in their name

- Notices are forwarded to students with overdue textbooks and where there is no satisfactory response, the replacement cost of the textbook will be added to the fees statement
- Damaged textbooks must also be paid for and will be billed to the parent account.
- Digital textbooks used by some subjects and general apps used by all students will be loaded onto student iPads and/or laptops at the start of the year.
- If a student would like a physical copy of any resource, where digital only resources are supplied, these can be purchased from Box of Books at the user's expense.

PERSONAL LEARNING DEVICES

For Year 7 - Year 9, our iPad Programme operates (all students use iPad not laptops to keep consistency in junior levels and ease of support for teachers). If you find it difficult to source an iPad, we can supply a short-term loan iPad provided parents can show they have pre-ordered one and are awaiting delivery. (See our discount code on previous letter at JB HiFi)

If you would like to take up the offer of a loan iPad for a few weeks, please make contact with our IT Support Team at: itsupport@citipointe.qld.edu.au and they will arrange an appointment to get it set up for you.

Currently we support both MacBook and Windows laptops in Year 10 – 12. See this link for more information:

<https://learn.citipointe.qld.edu.au/technology/additional-device/senior-year-10-11-12-laptop-program/>

Currently, senior students studying Design Technology (AutoCAD) engineering subjects, and Accounting (MYOB) are recommended to purchase a Windows laptop, and students studying Film & TV / Music / Art type subjects are recommended the MacBook (probably Pro) due to the more demanding nature of the software. Otherwise, senior students may choose their preference of either Mac or Windows.

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, 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 extracurricular activities e.g., swimming, speech and drama, instrumental lessons, tests etc. Previous year's students have enjoyed the experience and the variation from normal routine and have learnt valuable office skills with our expert administration staff.

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.

Students should wear full school uniform when rostered on duty and not sports uniform.

SECONDARY POLICIES

Policies are located on the College website, Citipointe Central and outlined in the College handbooks on Citipointe Central. The sections below highlight and summarise some of the major policies.

STUDENT PROTECTION POLICY - STUDENT INFORMATION

Every student at the College has the right to feel safe and free from harm. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. We have this policy to keep students safe and secure at school. It helps our community understand their responsibility to Student Safety. Our College respects students' views and their privacy. If a student has a concern and reports this to a staff member, they will take it seriously and take appropriate action. All staff know how to respond to student safety issues.

Who should I tell if I am not feeling safe at the College or at home?

There are delegated Student Protection Contact Officers. However, you may report to any staff. If you do not feel like talking to a member of staff, you may like to write him or her a letter.

What will happen if I report what is happening 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 there is inappropriate behaviour or you are being harmed or in danger of being harmed, he or she will report it to the Contact Officer or Principal.

If you're feeling unsure about reporting something to a member of staff, it's important to know that you won't get in trouble for speaking up. Your safety and well-being are our top priorities, and we're here to support you. If something is troubling you, even if you're not sure if it's serious, it's always okay to talk to a teacher or staff member. They will listen to you and help find a solution. Remember, your voice matters, and we want to make sure you feel safe and supported at school.

What if I do not 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 inappropriate behaviour or harm being caused to a student of the College, then College Policy and the law says that the matter must be reported to the Principal, the Police and/or Child Safety Services. If the staff member has no choice about reporting what you have told them to someone else, he or she will explain to you exactly what will happen next. Staff won't tell everyone about the problem, just the people they have to tell. This is called keeping things confidential.

Remember, the most important thing is that you feel safe and free from harm. You need to tell or email a staff member if you are being harmed or afraid that you will be harmed.

STANDARD PERSONAL INFORMATION COLLECTION NOTICE

(for Parents and Students)

This notice explains how **Citipointe Christian College and Citipointe Christian College International** (henceforth also known as “**the College**”), handles the personal information of students and parents or guardians. The College is conducted by **Christian Outreach Centre trading as International Network of Churches (INC)**. References to the College include the INC National Executive.

How and why does the College collect personal information?

1. The College collects personal information before and during the course of a student’s enrolment at the College. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties such as other Educational Institutions, Health Professionals and Medical Practitioners. The types of personal information the College collects includes sensitive information, which includes health information.
2. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the school, exercise its duty of care and perform necessary associated administrative activities, which will enable students to take part in all activities of the College.
3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. A student’s enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.

To whom does the College disclose information?

6. The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a school to which a student transfers to facilitate the transfer of the student
 - government departments (including for policy and funding purposes)
 - medical practitioners
 - people providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellor
 - organisations that assist us with fundraising (see para [11] below)
 - providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - the third-party providers of our information management and storage systems (for the purpose of the providers providing services to the College in connection with the systems)

- people providing other information technology services to the College (see also para [9] below)
 - people providing administrative and financial services to the school
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
 8. College activities and news (including student achievements) are frequently published in the College's journals, newsletters and magazines, on Citipointe Central or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in College activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The College will obtain permissions annually if we would like to include photographs or videos or other identifying material of students or parents in our promotional material or otherwise make this material available to the public such as on the internet.
 9. The College uses a School Management System. This system is provided by a third party service provider. Personal information is stored with and accessible by the third party service provider for the purpose of providing services to the College in connection with the School Management System, for administering the education of students.

Overseas Storage and/or Disclosure

10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the school's Privacy Policy.

Fundraising

11. The College may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your Rights and How to Complain

12. The College's Privacy Policy, accessible on the College's website, sets out how you can:
 - seek access to and correction of your personal information which the College holds
 - make a privacy complaint and how we will handle the complaint.

COLLEGE ATTENDANCE POLICY

Our College Attendance Policy 10.5 is a P-12 Policy and is available on Citipointe Central.

Is regular attendance important? Yes, from the first day! If students miss basic skills in the early years of school, they often experience difficulties later. It has been proven that irregular attendance in primary school often leads to the development of poor attendance at secondary school.

- **Being absent five days a term from Prep to Year 10 adds up to more than one year of missed school.**
- **Patterns of attendance/absence are set up in the early years of schooling.**
- **Poor attendance makes it difficult for students to form positive relationships with their peers.**
- **There is a direct correlation between attendance and achievement.**
- **Research shows that students who are often absent from school;**
 - **have lower scores on national tests compared to students with higher attendance rates,**
 - **are 4 times more likely to be suspended or excluded,**
 - **are 1.5 times more likely to not finish Year 10,**
 - **are 3.5 times more likely to not obtain a high tertiary admission rank,**
 - **are likely to earn less than their peers as adults.**

Daily attendance is compulsory. Students, parents, and staff will work together to ensure all students meet the school expectation of 90% or above attendance and zero unjustifiable absences. 90% attendance equates to approximately 4 days absence per term and 8 days absence per semester.

Secondary Attendance Procedures

Students show commitment to their learning through their punctuality and attendance by:

- arriving at school no later than 8.35am
- remaining at school until 3.20pm
- Parents are to adhere to the required pick-up times so that all students are accounted for as quickly as possible in the afternoon.
- remaining at school each term for the full term
- not leaving the College during the day
- being present and punctual for every lesson
- attending unless prevented by extenuating circumstances
- being present at all test and examination days
- not being absent on days prior to test or exam days for the purpose of study
- Attending compulsory College functions when required e.g. Awards Night, Sporting Carnivals
- realising that unpunctuality may incur a penalty
- following the College Attendance policy

WHAT TO DO WHEN YOUR STUDENT

needs to leave school early

- On the day, send a note or email to the Head of Year, explaining when your student needs to leave and why.
- When the note is signed and permission given from the Head of Year in F8, your student will show the note to their class teacher and sign out at Secondary Reception before they leave.
- Leave is not automatically approved, especially for non-urgent reasons.
- Only legitimate reasons will be noted as approved leave.

is unwell at school

- Your student will be signed out at Secondary Reception and then go to Health Bay.
- Health Bay will contact you if they need to be collected from school.
- Students are not permitted to sign themselves out because of illness.
- Students are not permitted to ring their parents themselves or sign themselves out because of illness.

arrives at school after 8.40am

- Parents need to write a note or email of explanation.
- Students give the note and sign in at Secondary Reception.
- Students hand the sign-in note to the class teacher when they arrive at class.

is absent from school

- Parents must refer to the College Attendance Policy on Citipointe Central for notification of student absence.
- Parents must contact the College on 3555 2701, use the Citipointe Central App or email mail@citipointe.qld.edu.au before 9.00am.
- It is not legally acceptable for students to phone the school reporting their absence.

will be absent from school

- Parents must refer to the College Attendance Policy on Citipointe Central for notification of student absence.

is unable to participate in sport generally

- Parents must write or email the Head of Secondary for permission for the student to be excused from sport

is unable to participate in sport on one Tuesday or Wednesday sport

- Parents need to write or email an explanation to Head of Year.
- Students must submit their note at F8 at the start of the day.
- Students must still attend their chosen activity.
- Students must show the note to the supervising teacher.

is unable to wear full school uniform

- Parents need to write or email an explanation to Head of Year.
- Students must submit their note at F8 at the start of the day.
- Head of Year will give the student a uniform note for either detention or exemption.

needs to make an emergency phone call

- All student calls need to be made from Grace House or Secondary Reception.
- Students are not permitted to text or make direct calls to parents.
- Students must not receive direct communication from parents. Parents must phone Grace House or email secondary@citipointe.qld.edu.au for a message to go to your student.

SENIOR ASSESSMENT GUIDELINES

Students show commitment to their learning and development of important life skills through completing tasks, meeting deadlines and adhering to assessment guidelines and procedures.

Our philosophy of education and our curriculum are consistent with nationally agreed goals for education [*Alice Springs [Mparntwe] Education Declaration 2019*]. The College implements the Australian Curriculum from Prep to Year 10 and the Queensland Certificate of Education [QCE] in Years 11 and 12.

Senior Secondary Years 11-12: The Senior years of schooling are administered by the Queensland Curriculum & Assessment Authority [QCAA] under the Senior Assessment and Tertiary Entrance system. Our Senior Assessment Guidelines are determined by QCAA and is accessible to parents and students, who have regular information given to them regarding this, and is implemented by the staff; the information can be found in Citipointe Central or with this link: <https://central.citipointe.qld.edu.au/send.php?id=65317>

Junior Secondary Years 7-10: In the Junior years of schooling at Citipointe, the College implements the Australian Curriculum and follows the assessment guidelines for these year levels.

Our **Junior Secondary Assessment** at Citipointe requires students to adhere to the following:

- All required course work and mandatory aspects of the subject syllabus must be completed within the prescribed period for the awarding of a Level of Achievement.
- Assignments must be submitted according to subject requirements, either electronically by 8.30am. Assignments are not to be submitted via Secondary Reception.
- 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 or before the due date.
- Late assignment work or non-completion of exams will not be permitted unless special provision/extension has been approved prior to the due dates. Extenuating circumstances and application for special provisions will require a parent letter and/or medical certificate, depending on length of absence, to the Head of Learning Area via the subject teacher.
- Recurring non-submission of required work may lead to cancellation of enrolment.
- A grade of E – is not awarded for absence alone.
- There may be exceptions to this policy and special cases will be treated individually.

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

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

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

- A parent letter of explanation must be supplied to the subject teacher when the student returns to school. A doctor's certificate is required for extended absence (Three days or more).
- Assessment tasks will be completed as soon as possible after the student returns to school, in consultation with the subject teacher.
- If appropriate documentation of absence is supplied, the completed work may be counted towards the student's semester result.
- If appropriate documentation of absence is **not** supplied, late work will **not** be counted towards the student's semester result, and the result for that assessment task and the semester may be compromised.

REQUEST FOR SPECIAL PROVISIONS: EXTENSIONS

- must be submitted on the Special Provision Request Form available in your student's profile on Central under the academic reports tab.
- must be submitted through the teacher to the Head of Learning Area [HLA], for extensions, or to the Director of Curriculum [DOC], for other special provisions.
- must be received at least 3 days before the due date.
- will only be approved by HLA or DOC.
- will only be considered for extenuating circumstances.

There are no extensions given in published exam blocks. If special provisions have been granted, assessment tasks are submitted to the subject teacher by the new arranged date.

SPECIAL CONSIDERATION

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

- Students with learning difficulties
- Students in EAL Support classes
- 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

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 Head of Additional Needs.

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 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 academic theft, with relevant discipline according to the Behaviour Policy.
- Exam dates will not be changed.

COURSE CHANGES

Subject Changes

If your student wishes to change from one subject to another subject, or to drop a subject:

- Applications must be made ONLY through the Director of Curriculum.
- A Change of Subject form must be completed by parents and returned to the Director of Curriculum at the College for approval. A personalised Course Change Form can be downloaded from the Academic Reports tab in the student's profile on Central.
- Students are not permitted to move to the new subject until confirmation of their request is received.
- Individual cases will be considered by the Head of Secondary.

Subject changes by year level:

Year 7 and 8	<ul style="list-style-type: none"> • No subject changes are permitted.
Year 9 and 10	<ul style="list-style-type: none"> • Years 9 and 10 are seen as a two-year course, in preparation for Senior schooling. • Applications for subject changes in Year 9 are permitted only within the first two weeks at the beginning of the Semester. • Applications for subject changes in Year 10 are permitted only within the first two weeks at the beginning of Semesters 1 and 2. • Subject changes cannot be guaranteed and will be determined by space in the subjects requested and any pre-requisites. • Students are not permitted to drop subjects unless there are extenuating circumstances.

Year 11 only	<ul style="list-style-type: none"> • Subject changes may be requested at the following times in Year 11: <ul style="list-style-type: none"> • During the first two weeks of Term 1. <ul style="list-style-type: none"> ○ After the Unit 1 exam block in Term 2 ○ During the last week of Term 3 and the first two weeks of Term 4, for the commencement of the Year 12 curriculum. • Subject changes cannot be guaranteed and will be determined by the impact of QCE & ATAR outcomes, assessment schedules and class capacity • Students should consult the Head of Student Pathways when considering subject changes to ensure that the proposed changes will meet their post-secondary plans.
Year 12 only	<ul style="list-style-type: none"> • No subject changes are permitted unless there are extenuating circumstances.

Timetable Changes

If your student wishes to change their timetable in any way other than a subject change:

- Applications must be made ONLY through the Director of Curriculum.
- A Change of Timetable Form must be completed by parents and returned to the Director of Curriculum for approval.
- Individual cases will be considered by the Head of Secondary.

COLLEGE BEHAVIOUR POLICY

Please refer to the Student Code of Conduct – Board Policy 10.2 (excerpts) in the College Parent Handbook on Citipointe Central.

Citipointe Christian College is first and foremost a Christian School; one belief unites all parts of the College community. We are all human beings with an infinite value in the sight of God. Because of this, we each have the right to be valued as an individual and the responsibility to value others in their turn.

All Secondary students are expected to behave, both in and out of school, in a manner that honours God. Students should demonstrate self-discipline and self-respect, and respect for others. The high standards of behaviour, attitude and appearance that the College expects from its students develop these qualities. All members of the College community should understand, accept and behave in accordance with the College's philosophy and values as reflected in the College's written Code of Conduct, which is:

Respect for God, for self, for others and their property.

- To Honour God. 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
- To Respect Self – physically, emotionally, intellectually and spiritually
- To Respect rights and property of others

The College expects every student to support and adhere to the College Code of Conduct:

- 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 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 their behaviour.
- STUDENTS realise that their actions have consequences, and that unacceptable behaviour will be subject to the Behaviour Policy. Penalties range from detentions to expulsion, depending on the severity of the offence. The Behaviour Policy also allows for reinstatement to higher behaviour levels after a period of improved behaviour, for all level drops excluding expulsion.

General Behaviour 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 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.

Classroom Expectations

- Arrive for lessons on time
- Wait quietly outside the classroom until the teacher arrives
- Leave bags in locked 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 [water excluded] in the classrooms
- Observe that classrooms are out of bounds during breaks
- Comply with the behaviour and attendance codes
- Obey the teacher

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 books e.g. photos, stickers, inappropriate material
- Unsafe, unruly behaviour
- Intimate physical contact between students
- Cheating, including plagiarism
- Possessing, using or selling any substances prohibited by Queensland Law including but not limited to, tobacco, vaping substances and instruments, alcohol, drugs, and substances that may cause harm
- Possessing, using or selling any items prohibited by Queensland law including but not limited to, weapons and pornography
- Engaging in any illegal activity
- Using any object dangerously

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 behaviour” can involve verbal abuse, physical aggression, harassment, or exclusion. In clarifying the definition of “bullying”: “bullying” is not an isolated incident of “bullying behaviour” but the repeated use of “bullying behaviour” which intimidates a person which may result in hurt, fear, or discomfort. Citipointe opposes bullying behaviour in all its forms, is totally opposed to bullying, and aims for a bullying free campus.

Citipointe’s policy regarding bullying 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 does not tolerate any unkind actions or words, even if these are not intended to hurt or offend.
- Repeated unkind action or comment will be considered to be bullying.
- Students should support each other by reporting all instances of bullying behaviour.
- Bullying will be dealt with seriously.
- We are an ‘open-listening’ school. Bullying behaviour is too important not to report.

Student response to being bullied or witnessing bullying:

- Report all incidents to senior students, a 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 significant and unequivocal bullying behaviour 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 Levels

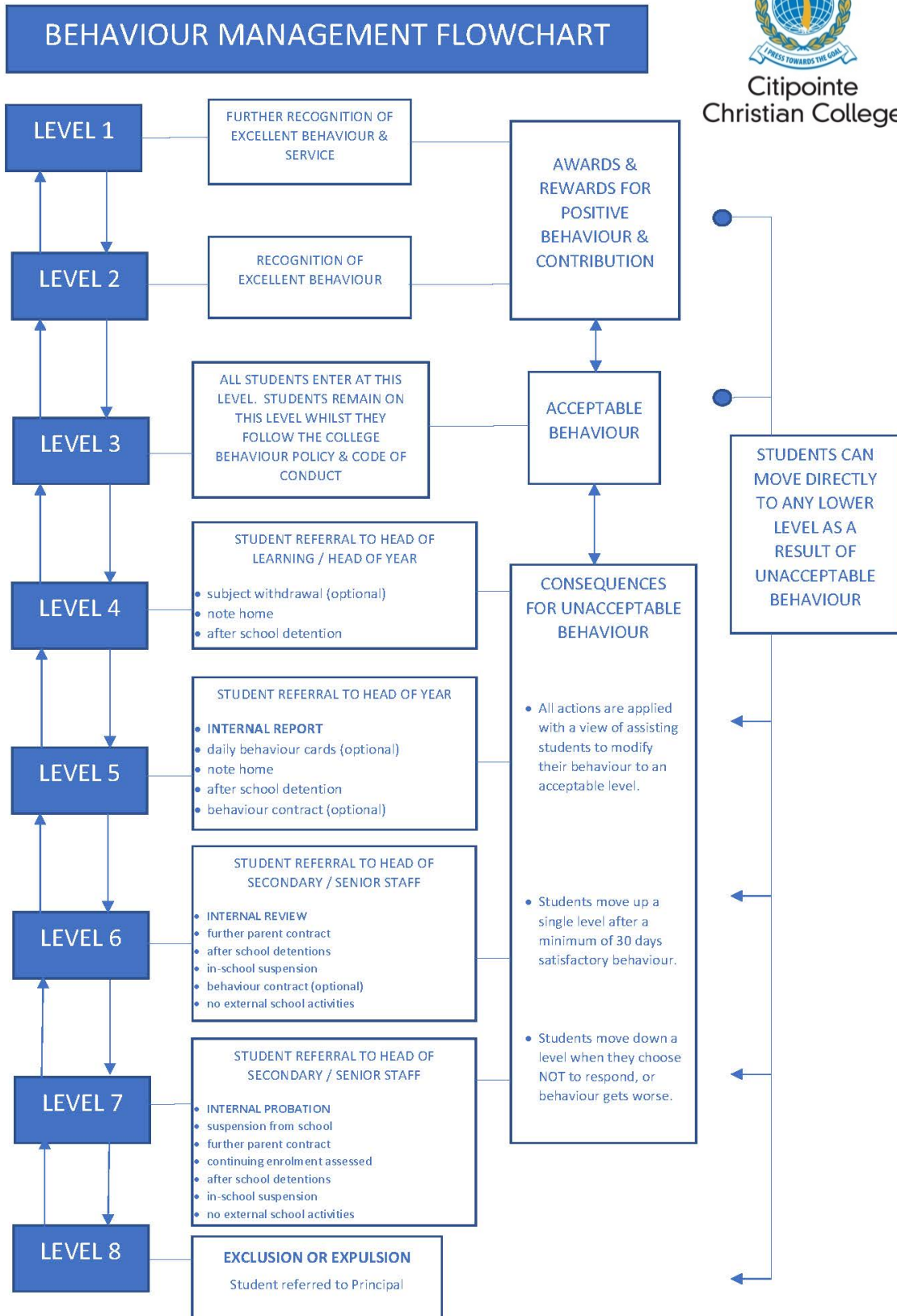
The Secondary Behaviour Policy is based on a Level system of rewards and consequences with the following structure:

Level 1	Certificate and pin of recognition for consistent outstanding level of contribution to College life.
Level 2	Certificate and pin of recognition for excellent behaviour or contribution to College life.
Level 3	All students enter Secondary on this level, and remain on this level, while adhering to the College Code of Conduct and the Secondary Behaviour Management Policy.
Level 4	Parent communication; Friday afternoon detention; Reflection sheet
Level 5	Parent communication; Friday afternoon detention; Reflection sheet
Level 6	Parent communication; Saturday detention or 2x Friday detentions; Internal Suspension; Exclusion from external school activities
Level 7	Parent communication; Saturday detention or 2x Friday detentions; External Suspension; Exclusion from external school activities; Review of Enrolment
Level 8	Parent communication; Exclusion from external school activities; Exclusion for a period or Expulsion, as determined by the Principal

- **Every student** enters Secondary on Level 3.
- **Students who comply** with the College rules and policies will remain on Level 3 for the year. Most Citipointe students remain on Level 3 for the entire year, adhering to the Behaviour Policy, proving they are reliable, courteous, well behaved young adults.
- **Students who demonstrate consistent excellence** in behaviour, a high or outstanding level of participation in College activities and contribution to the Secondary community may be nominated by teachers for Level 2 or Level 1.
- **Level 2 and Level 1** are recognised with a pin and certificate and students are presented with these at a Secondary Assembly.
- **Students who show excellent behaviour or contribution** in a specific area or single incident may be nominated by a teacher for a Letter of Commendation, which is sent to parents, congratulating the student on their achievement in that area.
- **Letters of commendation** are not linked to automatic nomination for or achievement of Level 1 or 2 promotion.
- **Students who demonstrate unacceptable behaviour** may be subject to the following:
 - Verbal warning by teacher
 - Teacher detention
 - Virtual detention which does not carry any disciplinary consequence; however, a number of these detentions will lead to a Level drop
 - Daily report forms which the student must take to every lesson, each teacher must sign if behaviour has improved, the Head of Year reviews at the end of the week and sends the report to parents
 - Level drop to Level 4 through to Level 8, according to the serious nature of the unacceptable behaviour. Consequences may vary depending on the circumstances of the behaviour.
- **Students may be given one Level drop** or may go immediately to a more serious level if their actions warrant this. Any Level drops are always clearly communicated

and discussed with parents/caregivers and follow-up meetings with the College arranged, as necessary, by the relevant staff.

- **Students who drop a level** have ongoing pastoral and monitoring of their improvement, with parent contact as necessary.
- **Students move back** to the previous level after a period of improved behaviour, and after restorative counselling and help from their Head of Year, the Student Counsellor or other relevant staff.



COLLEGE UNIFORM POLICY

Please refer to the College Uniform Policy 12.2 (excerpts) in the College Parent Handbook on Citipointe website.

Uniform Policy [excerpts]

Introduction

Our College uniform forms part of our identity as Citipointe Christian College (The College) and embraces each meaning above. The collective identity of the College reflects our mission and is significantly influenced by the compliance of each student to the College uniform policy and all other policies.

Our mission is to develop the student as a Christian disciple. In fulfilling this mission, the College uniform through the style and emblem identifies College students who are being developed as Christian disciples. Wearing a school uniform can promote discipline among students if it is worn correctly. It can help to develop good habits that can serve students well throughout their lives, create a sense of belonging and unity, and promote safety and security within the College environment.

The College mission statement is founded upon the International Network of Churches (INC) Declaration of Faith, doctrines, tenets, beliefs and teachings and specifies the beliefs of a Christian disciple.¹

Policy

Non-uniform items must not be worn to the College or at College events except as outlined within the dress requirements for camps, excursions, educational activities and other events where students are not required to wear the official College uniform. However, such clothing and apparel must not detract from the student identifying as a Citipointe Christian College student who is being developed as a Christian disciple and for life in its various dimensions.

Process

As members of our school community, students are positively identified by their correct uniform and appropriate behaviour as proud students of Citipointe Christian College.

In considering whether a Student has not complied with the Uniform Policy, the College will take into account their obligations under the *Anti-Discrimination Act 1991* (Qld).

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.

If there are any variations from uniform policy, students must bring a parent note explaining the variation, to their relevant Head of Year, who will either approve the parent note or issue a virtual detention. Any further, repeated or serious variations will be handled by the Head of Year, and consequences may result according to the College's Student Code of Conduct policy.

¹ The Statement of Faith of the Christian Outreach centre, The Statement of faith of Associated Schools and A Christian (Biblical) Worldview are expounded on in Policy 1.4 Citipointe Christian College Philosophy of Education p 2-4

Repeated or serious variations of the policy not resolved at the Head of Year or Head of School level may require the Principal's consideration of the issue as a breach of the Enrolment Contract.

Secondary Uniform Procedures

Secondary students are expected to achieve excellence in their personal presentation as our uniform identifies them as Citipointe students. Each student's personal presentation reflects on themselves, on all Citipointe students and on the College.

Students must adhere to the following:

- Full College uniform is to be worn at all times, including travelling to and from school, whilst at school, spectating an event during school hours and on excursions.
- Formal and sports uniform items are not to be mixed.
- Uniforms are to be clean, pressed, in good repair, worn neatly and well.
- All items of uniform are to be purchased from the College Uniform Store.
- Extremes in dress or grooming are not part of the College uniform and not permitted.
- Students may be withdrawn from class or sent home if personal presentation is not acceptable.
- For students not in correct or complete uniform:
 - Students must bring a parent note of explanation to their Head of Year at the start of the day.
 - The Head of Year will issue a note for uniform infringement, with either a detention or exemption for uniform, which the student may need to show to other staff.
 - If the student does not bring a parent note, they will incur a virtual detention and be given a uniform note.
 - If the uniform infringement is not corrected, parents will be notified and the uniform required to be corrected.
- Dress standards and requirements for events such as camps, activities, excursions, and Senior Formal will be provided to students prior to the event and must be strictly adhered to.
- If uniform infringements are repeated or dress standards and requirements for special occasions or events are not adhered to, students may be sent home or required to remain at home until their uniform or dress standard or requirement is corrected.

For Students:

If 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 or will refer to the Head of School and/or Principal for serious breaches

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

FORMAL UNIFORM	
<p>Full College uniform to be worn at all times. Formal and sports uniform items not to be mixed. Uniforms to be clean, pressed, in good repair, worn neatly and well. All items of uniform to be purchased from the College Uniform Store. Extremes in dress or grooming are not part of the College uniform and not permitted. Students may be withdrawn from class or sent home if personal presentation is not acceptable. Repeated or serious variations of the policy not resolved at the Head of Year or Head of School level may require the Principal's consideration of the issue as a breach of the Enrolment Contract.</p>	
BLAZERS	<p>Compulsory for Years 10-12 students Terms 2, 3, and on formal occasions. Year 11 and 12s to wear formal uniform with blazers and ties on Monday Assembly all year. Year 10s to wear formal uniform with blazers and ties on Monday Assembly Term 2, 3 and 4 only. BOYS: Shirts tucked into trousers when wearing blazers</p>
JUMPERS	Not to be tied around the waist or shoulders; sleeves worn at wrist.
TIES	<p>Compulsory for all students Terms 2, 3 and on formal occasions. Year 11 and 12s to wear formal uniform with blazers and ties on Monday Assembly all year. The top button must be done up when wearing a tie. Year 10s to wear formal uniform with blazers and ties on Monday Assembly Term 2, 3 and 4 only. The top button must be done up when wearing a tie.</p>
HAT	The formal, navy felt hat with school hat band must be worn with the formal uniform, when travelling to and from school, during breaks and between classes. It must be worn whenever a student is outside for sun safety.
SHIRTS	Clean, pressed, in good repair.
SHORTS	Worn on the waist.
SKIRTS	GIRLS: Worn on the waist; knee length
TROUSERS	BOYS: Compulsory for Years 10-12 in Terms 2, 3 and on formal occasions; worn with trouser hem at top of the shoe heel, with optional College leather belt. Shirts tucked in when wearing trousers and blazers.
LONG PANTS	GIRLS: Optional for Years 7-12 ; worn to the top of the shoe heel. Shirts not tucked in.
BELT	BOYS: Optional. If worn, only College uniform belt or plain black leather belt permitted.
SOCKS	<p>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. GIRLS: FOR LONG PANTS: Short plain navy or black.</p>
STOCKINGS	GIRLS: Navy, Optional for winter months only or for formal occasions; in good condition.
SHOES	All black, plain, formal, leather, lace-up school shoes; polished (not black leather joggers).
SCARF	Only College scarf permitted; optional.
HAIR	<p>No extremes of cut. Hair is not to be unnaturally dyed, tinted, coloured or streaked in any manner. For sun protection, hairstyles must be maintained in a manner that does not obstruct the proper fit and positioning of College caps or hats. This ensures that all students can wear their headgear securely and comfortably, providing effective sun protection during outdoor activities</p> <p>BOYS: Hair should be kept tidy. Hair length is to be of a reasonable length. Haircuts are to be conservative without, for example, tracks or undercuts. GIRLS: Short hair should of a reasonable length. If long, tied back with optional College ribbon only or hair band same colour as hair.</p>
HAIR ACCESSORIES	Long hair tied back with optional College ribbon only or hair band same colour as hair.
MAKE UP	Not permitted including false eyelashes/extensions
FACE	BOYS: Clean shaven.

JEWELLERY / PIERCINGS / TATTOOS	No piercings, no tattoos BOYS: No jewellery other than a conservative wristwatch; no smartwatches allowed. GIRLS: No jewellery other than a conservative wristwatch, no smartwatches allowed, one small plain gold or silver stud or sleeper in each lowest part of the ear lobe.
NAILS	BOYS: Kept short; nail polish not permitted. GIRLS: Kept short; clear nail polish only.
BAGS	Only College bags from Uniform Store permitted. College bags remain securely stored and locked in student lockers during the day. Only College backpack or satchel is allowed to be taken to class.
SPORTS UNIFORM	
	Full Sports uniform to be worn for all Physical Education, sport events. Years 9 -12 permitted to wear sports uniform all day only on Wednesday . Years 7 - 8 permitted to wear sports uniform all day only on Tuesday . 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. Senior jersey (Year 12): Only to be worn by Senior students (Year 11 in Term 4) and Year 12 students with their sports uniform on Wednesday.
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 bags from Uniform Store permitted.
SPORTS HATS/CAPS	Only College sports hats or caps to be worn with the sports uniform; hats and caps must be worn where applicable for sport, PE and outside activities in sun, while on excursions and camp or when walking to and from school.
SUN SAFETY	
<p>All Students will:</p> <ul style="list-style-type: none"> • be required to comply with the sun protection rules and guidelines by wearing a College hat and putting on 30+ (or higher) broad spectrum, water resistant sunscreen before going outdoors; • be required to, whenever possible, use shaded or covered areas when outdoors; and • be encouraged to act as positive role models for other students in all aspects of sun protection behaviour, promoting a culture of mutual respect and care. <p>Sunscreen is always available at Secondary Reception.</p>	

COLLEGE DIGITAL TECHNOLOGY POLICY

Please refer to the College Digital Technology Policy 4.3.9 [excerpts] in the College Parent Handbook on Citipointe Central.

All procedures and information for use of the College resources, including Cyber Acceptable Use Agreement and Appropriate Use of Digital Technology Guidelines can be accessed through Citipointe Central.

Secondary Technology Procedures

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.

All computer use at the College is able to be traced and tracked by our IT department. The College uses a sophisticated, industry grade, firewall system which protects students and blocks student use of possible inappropriate or dangerous sites while alerting staff who follow up with the student. The following is a summary of the policy implemented in Secondary:

Mobile Phones

Off and Away, All Day

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours.
- No smartwatches allowed
- Headphones are allowed only for educational purposes in class with teacher permission.

Student Expectations

- Phones are switched off and locked away in lockers from the start of the school day when the first bell goes at 8.35am until after the last bell at the end of the day 3.20pm.
- Please note that mobile phones owned by students are brought to school at the student's own risk.
- Smartwatches to be left at home
- No charging of phones in the locker rooms/library etc during school hours

General Expectations

- **College computer facilities** are available to students and student access to them is a privilege. Students must be aware that school 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 for the teacher.
- **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 or harass or insult others.
- **While after school use of technology**, including social media, by students is the responsibility of parents, College policy requires that no student at any time may identify, discuss, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or the College.
- **College hardware or software** 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.
- **In-school 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 or clips may be used but with the utmost care and Godly wisdom.
- **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 must place their devices in their locked lockers when not in use.
- **In an emergency**, parents and students should make contact through Secondary Reception. Students are not permitted to contact parents directly during the day, except with teacher permission and from Secondary Reception. Parents are asked to contact students through Secondary Reception.

Classroom Expectations

- **iPads and laptops** are to be used in lesson time, only with teacher permission.
- **iPads and laptops** are not to be used during break times and must be stored securely in locked lockers.
- **Mobile Phones** and all other electronic and digital devices may be used in lesson time only with teacher permission.
- **No device** is to be used during breaks, except in special circumstances and only with teacher permission.
- **Video and audio recording on any device is not permitted during the school day, except in lesson time with teacher permission.**
- **All earphones and headphones** are not to be used during school hours, except in lesson time with teacher permission.

COLLEGE EMERGENCY PROCEDURES

Please refer to the College Emergency Procedures in the College Parent Handbook on Citipointe Central.

- These procedures are drilled and reviewed regularly through the year.
- Evacuation and Lockdown Procedure Charts are displayed in every room in the College.

Secondary Emergency Procedures

EVACUATION – response to an internal threat.

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. The assembly point for all secondary students is the Main Oval, in specific Year Level areas.

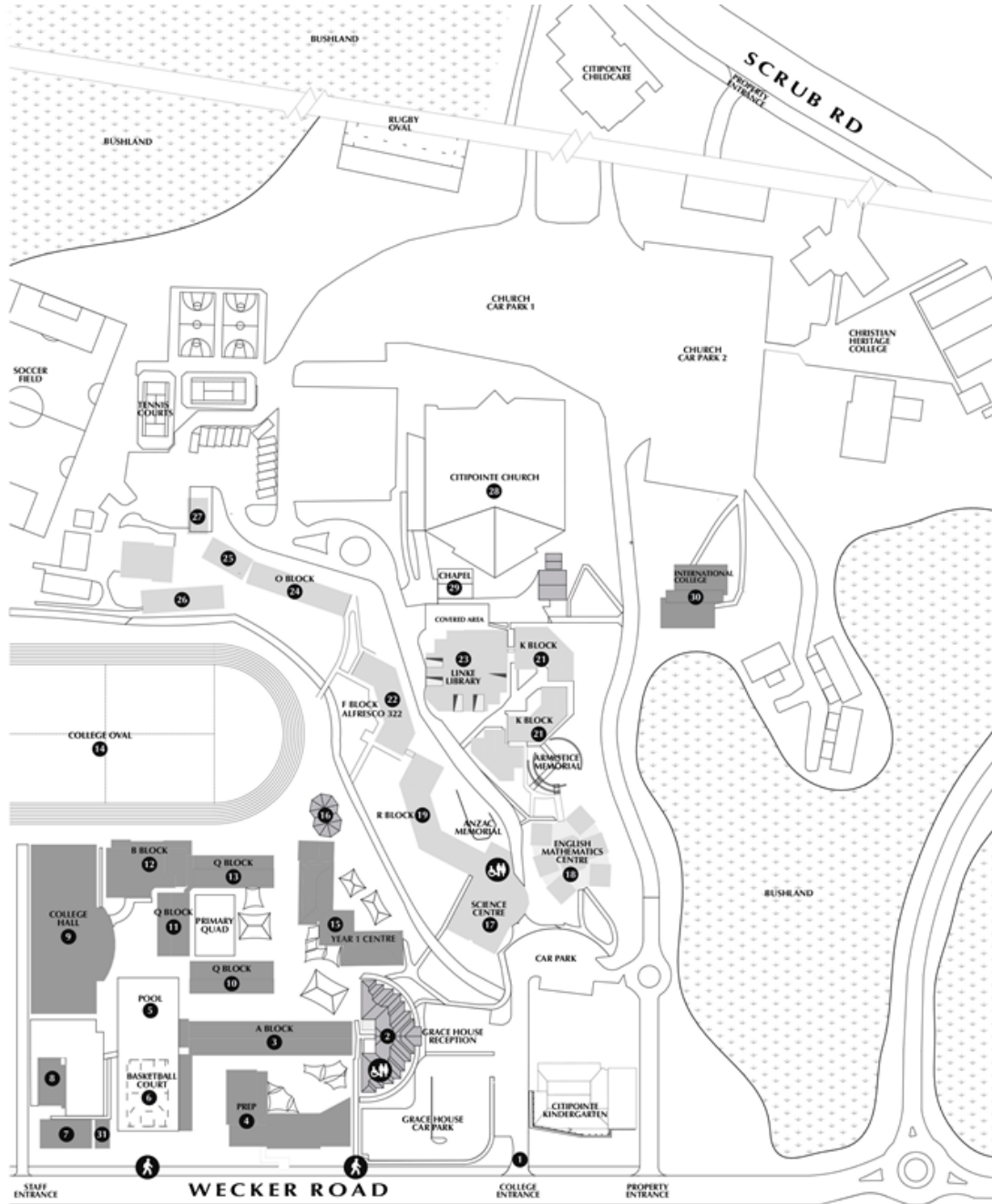
LOCKDOWN – response to an external threat.

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

When lockdown occurs during lesson time, all Secondary School doors and windows are locked. Students, Staff and visitors remain in classrooms or offices. Everyone must remain indoors until the end of lockdown is sounded; the evacuation signal will be given; everyone will proceed to evacuation areas so that roll call can be effected.

When lockdown occurs during a break time, everyone must move to designated 'safe' lockdown rooms on campus. In Secondary, these rooms are Chapel, Secondary Library, and English Maths Centre, Girls Lockers Rooms, which are always unlocked. Other classrooms will be unlocked by designated staff. The above lockdown procedures will then be followed.

CAMPUS MAP



LEGEND

- | | | | | | |
|--------------------|-----------------------------|-------------------------------|-----------------------------------|--------------------------|-----------------------------|
| 1 School Entry | 7 Outside School Hours Care | 13 Q Block North | 19 R Block - Reformation Building | 25 Band Rooms | 31 215 Sqn Air Force Cadets |
| 2 Grace House | 8 Uniform Store | 14 College Oval | 20 | 26 Music & Dance | 32 Visitor Toilets |
| 3 A Block | 9 College Hall | 15 Gagliardi Year 1 Centre | 21 K Block - Kurijpa | 27 Bus Office | 33 Pedestrian Entrance |
| 4 Prep | 10 Q Block South | 16 Centre Point | 22 F Block - Feeney Building | 28 Citipointe Church | |
| 5 Swimming Pool | 11 Q Block West | 17 Science Centre : S1 | 23 Linke Library | 29 Chapel | |
| 6 Basketball Court | 12 Brian Millis Building | 18 English Mathematics Centre | 24 O Block | 30 International College | |

