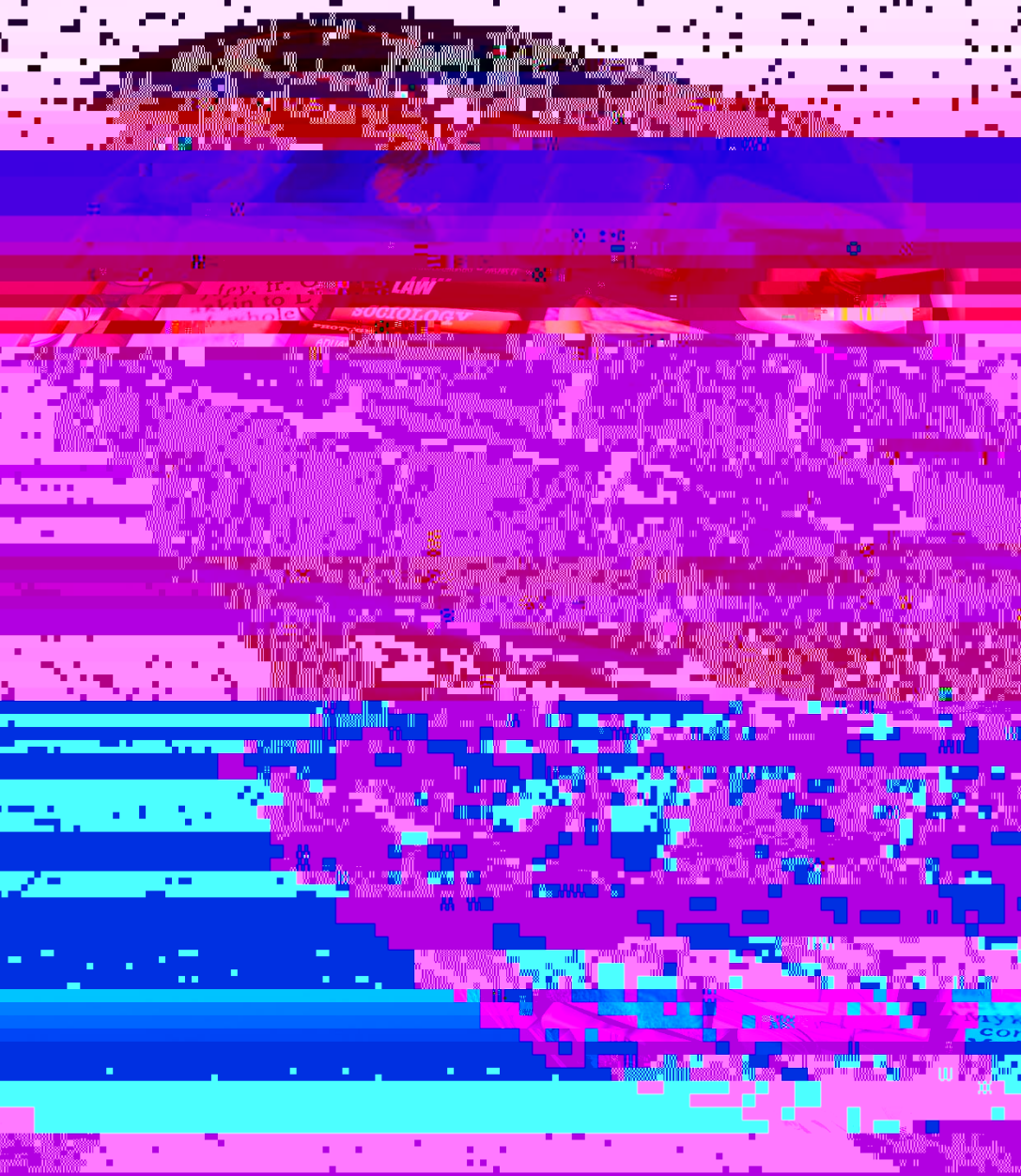


# SECONDARY PARENT HANDBOOK 2020







# PRINCIPAL'S WELCOME AND INTRODUCTION TO PARENT HANDBOOK

Dear Parents and Guardians

We count it a privilege to educate each child entrusted to our care. Each child is unique, gifted with God-given talents and abilities to hone and develop. Our heart's desire is to work together with you and your children to foster the development of the educational, spiritual, physical, emotional and social dimensions of their lives. As Citipointe staff, this is our delight, our vocation and our calling.

Jesus made a very pertinent statement with regard to learning. He said, "Take heed what you hear. With the same measure you use, it will be measured to you; and to you who hear, more will be given" (Mark 4:24). As you embark on this great development period of your child's life, we trust that you will encourage them to give their best efforts, their 'best meao M dieeeendatheirg ear n r





## Our Code of Conduct

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

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

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

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

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

### Conduct in School Life:

- Students should show courtesy and respect towards those in authority over them
- Be courteous, kind and fair to others, and treat others with respect
- Seek to co-operate with each other, and be tolerant of each other's point of view
- Respect and care for their own property and that of others
- Follow the College rules.

### Conduct in Public Life:

All students are expected to behave like Christians in and out of school. This is especially so when wearing the College uniform, since that uniform identifies you as a student of the College.

The College requires that students and their parents accept the Code of Conduct. In matters which are not covered by the Code of Conduct or College Rules, students are requested to follow the guidelines outlined above.

## Our Contractual Agreement

Citipointe Christian College and the families who attend our College have entered into a contractual agreement which is a binding document. It has been included in the Business Handbook for your perusal.

In summary this document creates an expectation that families and the College will work in concert for the mutual benefit



COMMENCEMENT INFORMATION FIRST DAYS 2020

**Monday 27 January**

**AUSTRALIA DAY HOLIDAY**

**Tuesday 28 January**

**FIRST DAY for all students, new and returning students**

8.40am All students proceed to class according to timetable.

All Year 7 students go to S1.

New students in Years 8-11: Heads of Year and Senior Students will be at the Library steps to welcome new students.

Uniform: All students wear formal uniform. There will be no sport on Tuesday afternoon.

1.20pm **Secondary Assembly in Citipointe Church Auditorium**

**Wednesday 29 January**

**8.40am All students proceed to Period 1 classrooms for roll marking, and then to Auditorium with their class.**

**9.15am College Commencement Service in Citipointe Church Auditorium.**

Uniform: All students wear formal uniform. There will be no sport on Wednesday afternoon.

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

CALENDAR



## SECONDARY STAFF PERSONNEL

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

### DIRECTORS

<b>Director of Secondary Admin</b>	Mr Rodney Webb
<b>Director of Curriculum</b>	Mr William Stewart
<b>Acting Director of Student Care</b>	Mrs Lana van den Berg
<b>Director of Teaching &amp; Learning Innovation</b>	Mrs Colleen Mills
<b>Director of Project Development</b>	Mr Tim Francis

### HEADS OF YEARS

<b>Year 7</b>	Mr Chris Paten
<b>Year 8</b>	Mr Justin Chan
<b>Year 9</b>	Mr Nicholas Lim
<b>Year 10</b>	Mrs Sara Taylor
<b>Year 11</b>	Mrs Henriette Muller
<b>Year 12</b>	Mr Marius Muller
<b>HOYs Admin Assistant</b>	Mrs Joanna Cowley

### HEADS & COORDINATORS OF LEARNING AREAS



## SECONDARY POLICIES

Living a Christian life and contributing positively to society demands self-discipline, self-





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:

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### COLLEGE ATTENDANCE POLICY:

Queensland legislation requires that parents of a child or young person who is of compulsory school age must ensure they are enrolled at a school and that they attend every school day for the educational program in which they are enrolled, unless the parent has a reasonable excuse [Education (General Provisions) Act 2006 (Qld) Ch 9 Part 1 Div 1 S176(1)].

By law, reasonable excuses for student absence may include but are not limited to:

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## PLAGIARISM

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**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



## Developing Independence

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

### **BEHAVIOUR:**

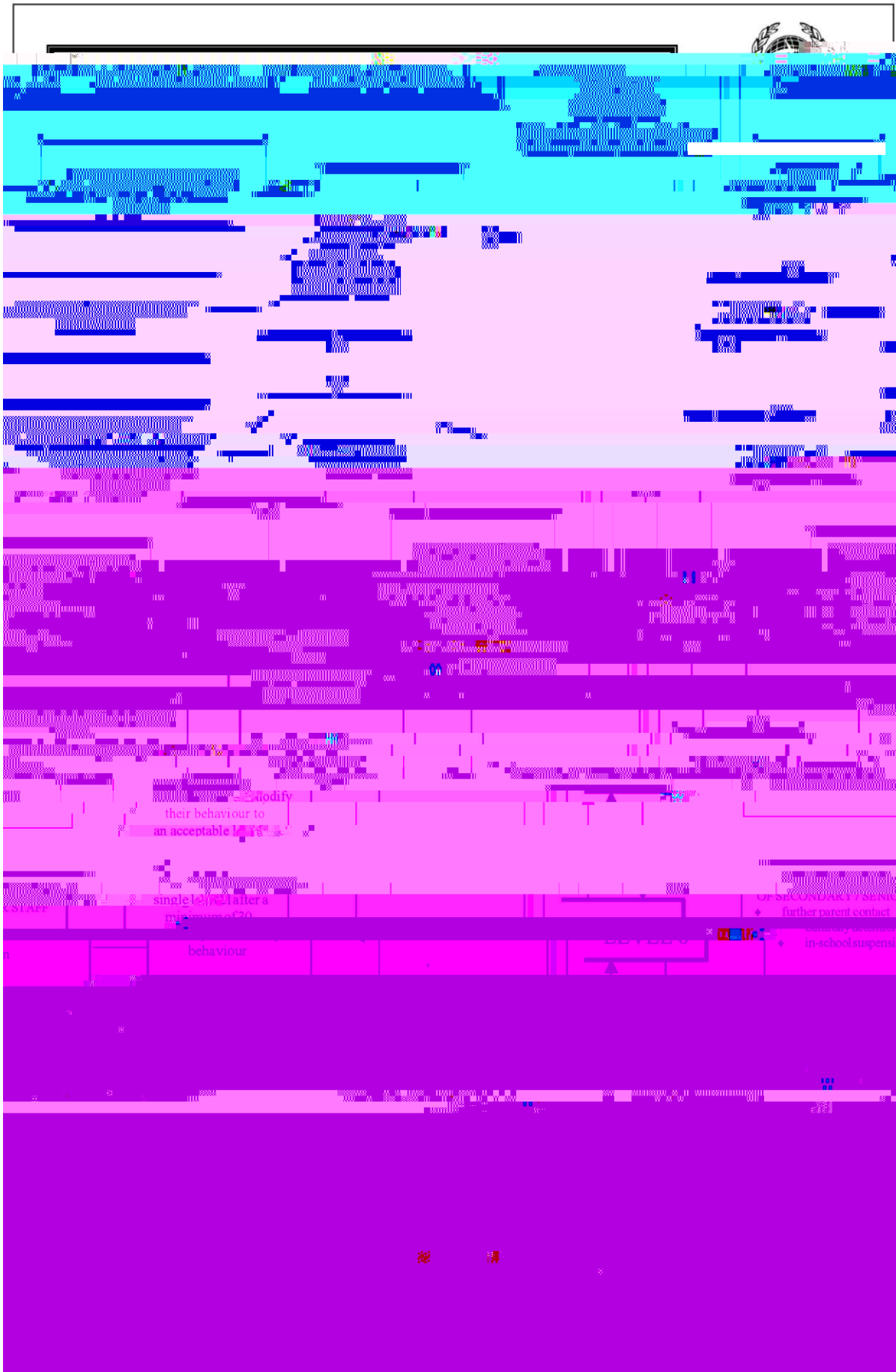
The Behaviour Policy is based on a Level system; all students enter the Secondary school on Level 3.

- Students who comply with the College rules and policies will remain on Level 3 for the year. Because our students



## BEHAVIOUR POLICY FLOWCHART

The College reserves the right to treat every behaviour incident individually and confidentially and act always in the best interests of the student.







## ACADEMIC PROGRAM

### **THE SECONDARY YEARS 7-12**

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

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

All secondary work programs are aligned to the Australian Curriculum and the Queensland Curriculum and Assessment Authority and underpinned by spiritual objectives, and a Biblical worldview is integrated into each subject area.

### **THE MIDDLE YEARS 7 & 8 & 9 EXPLORE**

<https://citipointe.qld.edu.au/curriculum/secondary-school/the-middle-years-7-9/>









## SAFETY & SECURITY

### Emergency Procedures

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

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

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

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

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

a simplified list of Lockdown Procedures (FORM 22) being placed in all classrooms and other strategic locations.

a Lockdown Drill Checklist/Report (FORM 23).

Student Protection Policy (2016) - 0000002769

The College recognises that protecting students from harm and inappropriate behaviour is fundamental to maximising their potential. For this reason, the welfare and best interests of the students within our College will always be a primary consideration. We expect our students to show respect to our staff and volunteers



**What will the Principal or the Chairman of the Board do?**

The Principal or Chairman of the Board receives a report of harm or suspected harm to a student of the College; and he/she becomes aware of the harm/sexual abuse having been caused or reasonably suspects the harm to have been caused then it will be reported to the relevant State Authorities handling child protection issues, or it may be dealt with internally if the

