

# Student Handbook



**DANFORTH COLLEGIATE  
& TECHNICAL INSTITUTE**

800 Greenwood Avenue  
Toronto, Ontario  
M4J 4B7  
(416) 393-0620

[www.danforthcti.com](http://www.danforthcti.com)

# 2024-25

# School Schedules 2024-2025

## Regular Schedule

|                    | <b>Day 1</b><br>(assigned to odd calendar days)<br>e.g. September 5 | <b>Day 2</b><br>(assigned to even calendar days)<br>e.g. September 6 |
|--------------------|---|--|
| 9:00 - 10:20 a.m.  | Class A*  | Class A*   |
| 10:25 - 11:40 a.m. | Class B   | Class B  |
| 11:40 - 12:40 p.m. | LUNCH   | LUNCH  |
| 12:40 - 1:55 p.m.  | Class C   | Class D  |
| 2:00 - 3:15 p.m.   | Class D   | Class C  |

## Late Start Schedule

|                    | <b>Day 1</b><br>(assigned to odd calendar days)<br>e.g. September 5 | <b>Day 2</b><br>(assigned to even calendar days)<br>e.g. September 6 |
|--------------------|---|--|
| 09:55 - 10:55 a.m. | Class A   | Class A  |
| 11:00 - 11:59 p.m. | Class B   | Class B  |
| 12:00 - 1:05 p.m.  | LUNCH   | LUNCH  |
| 1:05 - 2:10 p.m.   | Class C*  | Class D*   |
| 2:15 - 3:15 p.m.   | Class D   | Class C  |

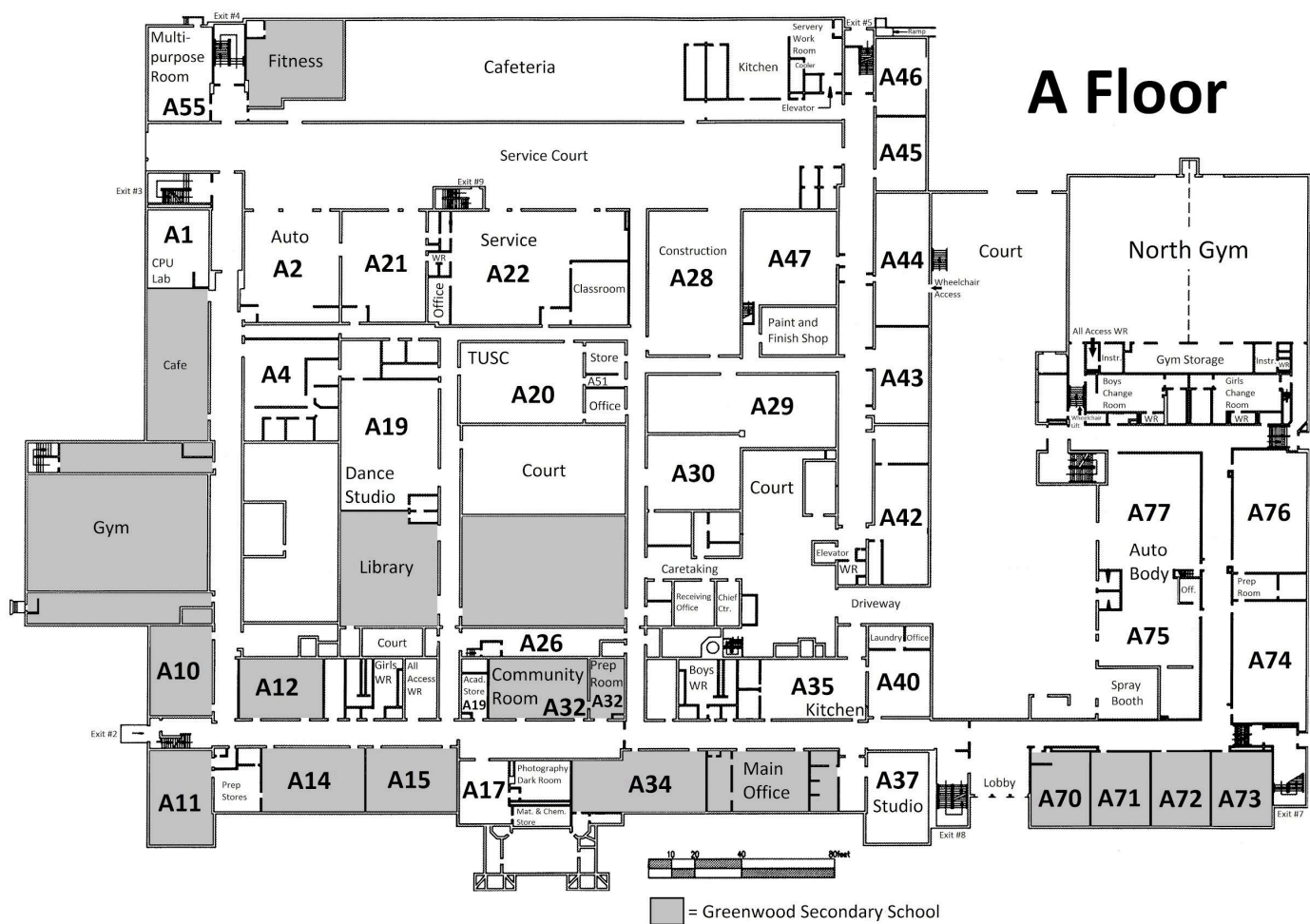
## Assembly Schedule

|                    | <b>Day 1</b><br>(assigned to odd calendar days)<br>e.g. September 5 | <b>Day 2</b><br>(assigned to even calendar days)<br>e.g. September 6 |
|--------------------|---|--|
| 09:00 - 10:00 a.m. | Class A   | Class A  |
| 10:05 - 12:00 p.m. | Class B / Assembly<br>(1st or 2nd half by grade)                    | Class B / Assembly<br>(1st or 2nd half by grade)                     |
| 12:00 - 1:05 p.m.  | LUNCH   | LUNCH  |
| 1:05 - 2:10 p.m.   | Class C*  | Class D*   |
| 2:15 - 3:15 p.m.   | Class D   | Class C  |

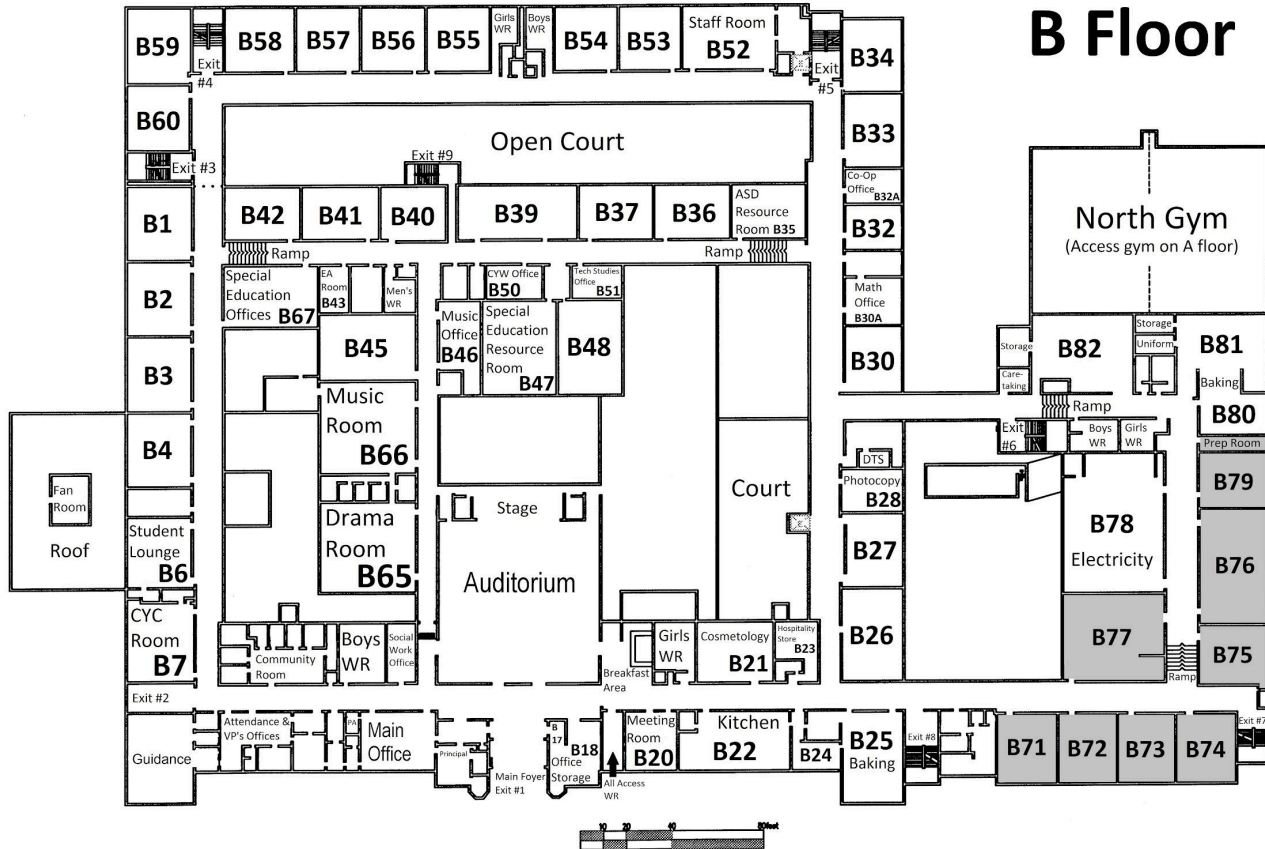
## Calendar

You can access the school calendar here: [Danforth Public Calendar](#)

# School Maps

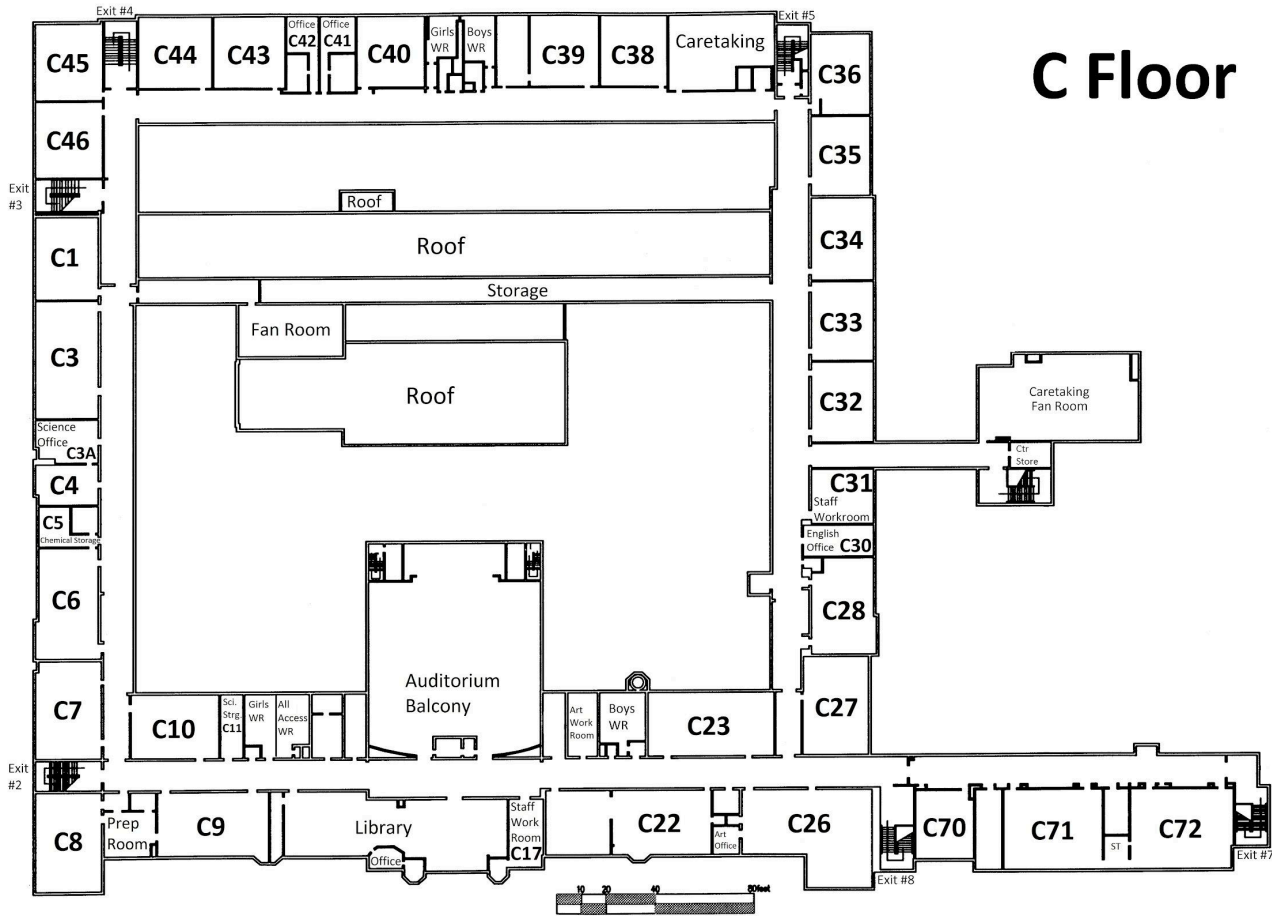


# B Floor



 = Greenwood Secondary School

# C Floor



# X-Y Floor



# Supports for Students

## Key Contacts

### Administration

You can contact the main office by calling 416-393-0620 ext. 0

| Name                                 | Email                     | Extension |
|--------------------------------------|---------------------------|-----------|
| Mr. Wires (Principal)                | bryan.wires@tdsb.on.ca    | 20010     |
| Ms. Fine (Vice-Principal Alpha A-G)  | rosalie.fine@tdsb.on.ca   | 20012     |
| Mr. Ortiz (Vice-Principal Alpha H-M) | giovanni.ortiz@tdsb.on.ca | 20011     |
| Ms. Akler (Vice-Principal Alpha N-Z) | kayla.akler@tdsb.on.ca    | 20013     |

### Guidance and Student Services

Contact the guidance office at 416-393-0620 ext. 20040

| Alpha | Guidance Counsellor | Email                        | Ext.  |
|-------|---------------------|------------------------------|-------|
| A-C   | Mr. El-Wazani       | basil.el-wazani@tdsb.on.ca   | 20042 |
| D-K   | Ms. Chan            | jessica.chan@tdsb.on.ca      | 20044 |
| L-R   | Ms. Martin          | alexis.martin@tdsb.on.ca     | 20043 |
| S-Z   | Ms. Mnyusiwalla     | laila.mnyusiwalla@tdsb.on.ca | 20041 |

Follow us on Instagram: danforthctguidance



# Available Supports

## Mental Health

Danforth has a number of supports available to assist students with a range of social, emotional and mental health needs. In addition to our incredible staff and guidance department, we have a part-time Child and Youth Worker (Mr. Hesp), and a part-time Social Worker (Anita).

### **Community Mental Health Supports:**

If this is an emergency, please call 9-1-1 or go directly to the nearest hospital's Emergency Department

- Kids Help Phone (<http://kidshelpphone.ca/>) or call 1-800-668-6868 or text 686868 (24/7)
- Help Ahead (<https://helpahead.ca/>) or 1-866-585-6486 (Mon-Fri 9am-7pm, Sat 9am-5pm)
- Culturally Responsive & Relevant Resource Links: [Culturally Responsive & Relevant Resource Lists](#)

## Special Education

Danforth has a number of Intensive Support Programs and robust integrated supports as well. We have an Academic Resource Room in B47, where students can get support, access assistive technology, and work in an alternative space with minimal distractions.

We also have a calming space in B48, where students connected with our Child and Youth Workers can manage frustrations, work on social skills and conflict resolution, engage in mediation, and regulate behaviours positively and proactively.

Students in our Developmental Disabilities program have access to a Sensory Room in the DD hallway that can be accessed with the support of dedicated EAs and CYWs in the program.

## Technology

Our Library is your one stop shop for any (non-special education related) technology needs. 1:1 Devices are issued and supported here, along with student accounts, connectivity and repairs.

### 1:1 Devices

The TDSB's 1:1 Device initiative is entering the third year of its implementation, and any student in grades 9-11 whose parent/guardian has signed the use agreement should receive theirs early in the year. The devices are sent to the school by the board only when parents have completed the agreement, so be sure to fill out your school forms promptly at the start of school to ensure you get your device early!

Students are advised that damage to the device resulting from mistreatment may not be covered by the warranty and the school may seek to recover costs from families if frequent repairs are required (similar to loss/damage to textbooks). Be kind to your computer!

# Attendance and Daily Routines

## Attendance

Students are expected to attend classes when scheduled and be on time.

## Morning Routines

- 8:55 a.m. **5-minute warning bell.** Students should proceed directly to their Period 1 class.
- 8:59 a.m. **1 minute before the bell**, music will play indicating that students must now **rush** to class.
- 9:00 a.m. **School day begins. Students not in their class at this bell will be marked late.** Students must stop, stand at attention and wait quietly during the Acknowledgement of Indigenous Lands & the playing of the national anthem.

Students who are repeatedly in the halls at this time will be referred to their Vice-Principal.

## Punctuality

### Lates

Students who are not in their Period 1 classroom by the start of the Acknowledgement of Indigenous Lands are marked late unless they have a note to account for their lateness. If you have a legitimate reason for being late, please report to the Attendance Office first, to show a note from your parent/guardian. You will then receive an admit slip to show to your Period 1 teacher when you arrive to class. If you are more than 30 minutes late without a note please report to the Attendance Office to sign-in and get a late slip. You do not need to sign in if you are less than 30 minutes late. Go directly to class, and make sure the teacher notes that you've arrived so they can adjust the attendance accordingly.

### Persistent lates

Teachers will address individual instances of lateness in a number of ways including: a review of school policy, catch-up work or a classroom detention, as well as calls home. Lateness may also negatively affect marks earned on warm-up activities and quizzes, and will similarly impact the learning skills section of reports. If you continue to be late, you can expect:

- After the third incident of lateness for class in a term, teachers will contact parent/guardian
- Detentions assigned by teachers and/or a Vice-Principal
- Referral to a Vice-Principal and a possible monitoring sheet for daily signing by teachers and parents
- Meeting with V.P. and parent/guardian

## Signing In/Signing Out

Students who wish to be excused during the day must observe the following procedures:

- Students must present a note from their parent/guardian to the Attendance Secretary.
- Students who wish to go home during the school day must sign out in the VPs' office. The parents of students under the age of 18 will be contacted before the student is allowed to leave
- If a student goes home for lunch and is unable to return, a parent/guardian must contact the school by phone
- Students returning from an appointment must sign in at the VPs' office

## Absences

If a student is absent from school, the parent or guardian must call the Attendance Secretary before 9:00 a.m. with the reason for the absence. Upon returning to school, students may also bring a note of explanation signed and dated by their parent or guardian to the Attendance Secretary who will keep and file all the notes submitted.

Students are also responsible for talking directly with teachers to make up for missed work due to absences. Zeroes will be assigned if students fail to make arrangements for catch-up work.

## Extended Absence from School Other than Illness

The TDSB does not support or condone voluntary extended absences for students. Parents who remove students for an extended absence will do so with the knowledge that course marks and credits may be jeopardised. Class evaluations and exams will not be rescheduled and a mark of zero may be assigned. For trips, class work/assignments should be collected by the student prior to departure and submitted upon return. Absences of greater than 15 days may result in the removal of the student from the school register. Students travelling abroad are to meet with their Vice-Principal who will issue a form to be signed by the parent and each classroom teacher.

## Spares

Students with spares may not be in the hallways during class time and are not to interfere with classroom learning. In order to avoid disruptions to classes in session, students on spares are required to either leave the school building, or be in the Library or Cafeteria. Once classes are in session, no one should be in the halls.

Students who are found in the hall during class time may be asked by staff to identify themselves and present a hall pass. Students are expected to respectfully comply with these requests.

# The Danforth Way

## Respect yourself, respect others, take responsibility

### Textbooks, Loaned Materials and Library Books

All books and loaned materials must be returned in good condition. If you have outstanding texts on the first day of school please return them to the Auditorium. If you have overdue library books, please return them to the Library. There may be costs associated with lost or damaged books and loaned materials.

### Valuables

Students are strongly encouraged to leave valuables at home. Students should never leave valuables unattended in gym dressing rooms or classrooms. **The TDSB is not responsible for lost, stolen or damaged items.**

### Locks and Lockers

Every student will have a locker they can use, and we encourage you not to share your combination or locker with other students. Securing your valuables in your locker is often safer than leaving them unattended in a backpack or on the bleachers, and we encourage students to make good use of their lockers during the year.

Please note that you are expected to keep your locker clean and not to store anything that could create a health and safety risk. Storing food for extended periods is one example that can lead to infestations of pests, harmful bacteria and all manner of ... ick.

Storing substances or items that would be in contravention of school or board policies may result in formal discipline (another good reason not to share your locker).

### Locker Assignments

Locker assignments will come during the week of September 11th in your home room class. Please do not put a lock on a locker before you are assigned one. Unknown locks on lockers will be cut off.

Don't have a lock? You can buy one in the main office for \$5 starting the week of September 11th.

### Photo ID

Use of school facilities and participation in school events requires proper school identification. All students **must** have their photograph taken on school photo day (**This year's photo date is Tuesday September 19th**).

# Electronic Devices **(NEW 2024-25!)**

The Toronto District School Board is developing a [new policy](#) for the 2024-25 school year to align with the [Ministry of Education's Policy and Program Memorandum \(PPM\) 128](#) which significantly restricts the use of electronic devices in Ontario Schools. Some highlights to be aware of:

## Personal Electronic Devices

- Personal electronic devices **may not be used** except:
  - Where **directed to be used by an educator** for educational purposes.
  - For health and medical purposes
  - To support Special Education needs
- No individual can **record, take or share non-consensual recordings or photos of members** of the school community.
- Personal electronic devices must be **stored out of view** and **powered off or set to silent** during instructional time.
  - Where an educator sees a personal mobile device that is not stored out of view, they **must** require it be handed in for the instructional period and placed by the student in a storage area designated by the educator.
- **Students are responsible** for their personal mobile device, how they use it, and the consequences of not following the school board's policy on device use.

## Electronic Cigarettes (Vapes)

While electronic cigarettes/vapes were already prohibited for use under PR697 regarding the use of tobacco, nicotine, and cannabis products, and drugs, PPM128 adds these devices to the list of prohibited items. So while it has **always been prohibited to use an electronic cigarette to vape on school property**, it is now **prohibited to be in the possession** of one. If found, the device must now be **confiscated** and **parents contacted**.

Students who fail to comply with the Personal Electronic Policy may be subject to progressive discipline measures, up to and including **suspension from school**.

## Dress Code

- Students must wear appropriate clothing for school and the workplace. Gang insignias, profane, discriminatory, or offensive language, as well as references to drugs or violence, are not permitted on student clothing.
- Students who violate this dress code will be given the opportunity to change their attire. Persistent violations will be referred to a Vice-Principal and may result in the student being sent home.

## Good Neighbour Policy

Danforth Collegiate and Technical Institute is situated in a residential area where many families with young children and senior citizens make their home. When students travel through the local streets to and from school, or relax outside at lunchtime, it is important to respect the homes, property, safety and security of our neighbours.

Students should:

- Avoid obstructing the normal flow of traffic on neighbouring streets and sidewalks.
- Respect private property as you would want your own home to be respected.
- Refrain from littering on school grounds or neighbour's property.
- During winter be mindful that snowball throwing is both a dangerous and prohibited activity.
- Surprise someone with an unexpected act of kindness and feel good about yourself and your school.

## Guests and Visitors

In the interest of student and staff safety, only registered students and staff employed at the school are permitted in the halls and classrooms during school hours. Parents/guardians, community members, former students, and other guests are **required to sign-in at the office** (where they will be required to identify themselves and declare the purpose of their visit).

Classes and hallways are safe spaces for all students, and no activity that will disrupt the learning environment or safety of staff or students will be permitted.

## Danforth's Equity Priorities

The Toronto District School Board is committed to ensuring that fairness and inclusion are essential principles of our school system. The administration, teachers, and support staff of Danforth Collegiate and Technical Institute share that collective commitment and have identified the following priorities as integral to efforts to build a school community that is genuinely equitable:

- Provide a safe environment where diversity is acknowledged and celebrated.
- Embrace the use of diverse, relevant, and up-to-date resources and teaching strategies that are most conducive to student success.
- Improve our school culture by targeting key misconceptions or stereotypes and acts of discrimination.

## Caring and Safe Schools

### Student Code of Conduct

It is the mission of the Toronto District School Board (TDSB) to provide "learning environments that are safe, nurturing, positive and respectful." TDSB schools are violence-free environments that promote a sense of belonging for all students. The TDSB and Danforth CTI do not tolerate violence, discrimination, or gender bias of any kind at school or during school-related activities.

The Danforth CTI Student Code of Conduct is implemented in accordance with the Toronto District School Board Code of Conduct, the TDSB Safe & Caring Schools Policy and other relevant provincial legislation and policy. This Code of Conduct also reflects the values and expectations of the Danforth CTI community.

See [TDSB Operational Procedure PR697: Promoting a Positive School Climate](#) for more details.

**All students at Danforth CTI have the right to learn in an environment that is safe, nurturing, positive, and respectful.** That right is facilitated when students:

- come to school prepared, on time, and ready to learn;
- show respect for themselves, their peers, and all staff members;
- refrain from bringing anything to school that may compromise the safety or well-being of themselves or others (e.g. weapons, drugs, alcohol);
- demonstrate honesty and integrity;
- help those in need;
- show respect for school property and the property of others;
- maintain a clean environment in all areas of the school—classrooms, lockers, hallways, washrooms, cafeteria and school grounds;
- accept differences in people – their beliefs, ideas, opinions, gender, heritage, ethnicity, age, and sexual orientation;
- recognize that violent, aggressive or menacing behaviours are detrimental to a healthy school climate and will not be tolerated. The same applies to the use of profane, racist, sexist, or homophobic language;
- follow established school rules and policies and take responsibility for their actions.

#### **In the Halls and Public Areas...**

- Students are expected to identify themselves by name when asked to do so by a staff member and show student ID if asked.
- Students excused from class must carry a **HALL PASS** issued by the appropriate teacher.
- Students are expected to move quickly and quietly between classes.
- Students are to use garbage cans and recycling bins available throughout the school. **Please do not litter.** The cafeteria has ample space to accommodate students who wish to eat or drink in the building.
- There is **NO SMOKING (or Vaping)** permitted on school property which extends out to the street(s).

**Parents and guardians** play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents and guardians fulfil this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Danforth CTI Student Code of Conduct;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

## **Bullying: What You Need to Know**

Bullying is a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals and is intended to cause (or should be known to cause) fear and distress and/or harm to

another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g. excluding others from a group, spreading gossip, or rumours). It may also occur through the use of technology (e.g. spreading rumors, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet Websites or other technology).

Danforth CTI recognizes that bullying:

- adversely affects a student's ability to learn;
- adversely affects healthy relationships and the school climate;
- adversely affects a school's ability to educate its students.

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances that may impact on the school climate. Students engaging in bullying behaviours will be subject to school-imposed consequences.

## Progressive Discipline

### Sample Support Strategies, Interventions and/or Consequences

One or more of the following sample strategies, in a progressive sequence, may apply if policies, rules or routines are ignored or disregarded:

|   |   |
|---|---|
| <ul style="list-style-type: none"><li>• time-out</li><li>• program modification</li><li>• reflection sheet</li><li>• referral to VP</li><li>• call by teacher to parent/guardian</li><li>• office detention</li><li>• written or oral apology</li><li>• peer/conflict mediation</li><li>• review Code of Conduct</li><li>• meeting with parent/guardian</li><li>• classroom detention</li><li>• withdrawal from class</li></ul> | <ul style="list-style-type: none"><li>• behaviour contract</li><li>• single day withdrawal from all classes</li><li>• withdrawal of privileges</li><li>• restitution to the school or to any injured party or property where circumstances warrant</li><li>• referral to CYW or CYC</li><li>• restorative practices initiatives</li><li>• referral to Guidance</li><li>• counselling</li><li>• referral to School Support Team</li><li>• Safe &amp; Caring Schools – suspension</li><li>• Safe &amp; Caring Schools – expulsion</li></ul> |
|---|---|



## Suspensions

| Subject to a regulation made under clause 316 (1.1) (a), a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.306 (1). | Principal May Issue Suspension | Notify Police |       |
|---|--------------------------------|---------------|-------|
|   |                                | May           | Shall |
| Uttering a threat to inflict serious bodily harm on another person *  | 1-19 Days                      |               | X     |
| Possessing alcohol, illegal drugs or, unless the pupil is a medical cannabis user, cannabis   | 1-19 Days                      |               | X     |
| Being under the influence of alcohol or, unless the pupil is a medical cannabis user, cannabis  | 1-19 Days                      | X             |       |
| Swearing at a teacher or at another person in a position of authority*  | 1-19 Days                      | N/A           | N/A   |
| Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*  | 1-19 Days                      |               | X     |
| Bullying*   | 1-19 Days                      | X             |       |

*\*Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the OHRC and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.*

| Subject to a regulation made under clause 316 (1.1) (a), a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.306 (1)7. | Principal May Issue Suspension | Notify Police |       |
|--|--------------------------------|---------------|-------|
|  |                                | May           | Shall |
| Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises*  | 1-19 Days                      | X             |       |
| Use of profane or improper language*   | 1-19 Days                      | X             |       |
| Use of tobacco*  | 1-19 Days                      | X             |       |

|  |           |     |     |
|--|-----------|-----|-----|
| Theft*   | 1-19 Days | N/A | N/A |
| Aid or incite harmful behaviour*   | 1-19 Days | X   |     |
| Physical assault*  | 1-19 Days | X   |     |
| Being under the influence of illegal drugs*  | 1-19 Days | X   |     |
| Fighting*  | 1-19 Days | X   |     |
| Possession or misuse of any harmful substances*  | 1-19 Days | X   |     |
| Inappropriate use of electronic communications or media devices*                                   | 1-19 Days | X   |     |
| An act considered by the school principal to be a breach of the Board's or school code of conduct* | 1-19 Days | X   |     |
| Immunization   | 20 Days   | N/A | N/A |

*\*Any activity listed in section 306(1) motivated by hate, bias or prejudice based on the prohibited grounds of the OHRC and gender identity and expression will be considered suspendable under section 310(1) of the Education Act.*

## Suspensions Pending Possible Expulsion

| Subject to a regulation made under clause 316 (1.1) (a), a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.310 (1). After the suspension is issued an investigation will be conducted by the principal within five (5) school days. | Principal May Issue Suspension | Notify Police |       |
|---|--------------------------------|---------------|-------|
|   |                                | May           | Shall |
| Possessing a weapon, including a firearm  | 1-20 Days                      |               | X     |
| Using a weapon to cause or to threaten bodily harm to another person  | 1-20 Days                      |               | X     |
| Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner   | 1-20 Days                      |               | X     |
| Committing sexual assault (Refer TDSB procedure PR. 608)  | 1-20 Days                      |               | X     |
| Trafficking in weapons or in illegal drugs  | 1-20 Days                      |               | X     |
| Committing robbery  | 1-20 Days                      |               | X     |

|   |           |   |   |
|---|-----------|---|---|
| Giving alcohol or cannabis to a minor   | 1-20 Days |   | X |
| Bullying if,<br>i. The pupil has previously been suspended for engaging in bullying and,<br>ii. The pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.   | 1-20 Days | X |   |
| Any activity listed in section 306(1) motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor | 1-20 Days | X | X |

| Subject to a regulation made under clause 316 (1.1) (a), a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at a school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school climate (Education Act s.310 (1)8. After the suspension is issued an investigation will be conducted by the principal within five (5) school days. | Principal May Issue Suspension | Notify Police |       |
|--|--------------------------------|---------------|-------|
|  |                                | May           | Shall |
| Possession of an explosive substance   | 1-20 Days                      |               | X     |
| Sexual Harassment  | 1-20 Days                      | X             |       |
| Hate Motivated Occurrences   | 1-20 Days                      |               | X     |
| Distribution of Hate Material  | 1-20 Days                      | X             |       |
| Racial Harassment  | 1-20 Days                      | X             |       |
| An act considered by the principal to be a serious breach of the Board's or school's code of conduct.  | 1-20 Days                      |               | X     |
| Trafficking in cannabis  | 1-20 Days                      |               | X     |
| Extortion  | 1-20 Days                      |               | X     |

# What You Can Do to Keep Your School Safe

Danforth CTI is committed to providing a safe, secure and nurturing learning environment for all students.

Students and staff at Danforth can assert control of their school through observation, vigilance, and the timely reporting of events and activities that compromise school safety. This is your school. Keeping it safe is a shared responsibility.

## Reporting a Concern

If you have a safety concern, **tell a staff member**; visit your Guidance Counsellor, Vice-Principal, or School-Based Safety Monitor, or call 393-0620 Extension 20005/6/7.

The **TDSB Student Safety Line** (416-395-SAFE (7233) and [www.tdsb.on.ca/safetyline](http://www.tdsb.on.ca/safetyline)), is another resource and means of support.

**Alternatively, call CRIME STOPPERS @ (416) 222-TIPS (8477) if you see any illegal activity.** Reporting to Crime Stoppers is anonymous.

## Timetable Changes: Policies and Procedures

1. It is a student's responsibility to check to ensure that their timetable satisfies requirements applicable to Course prerequisites, Graduation requirements and Post-secondary plans.
2. Grade 9 and 10 students must carry a full timetable of **8** courses. Students who are 16 years of age and have completed a minimum of 16 credits may take one spare with parental permission. NO student will be permitted to have fewer than 6 subjects.
3. Students beginning a new class late are responsible for making up ALL missed work.
4. Students must continue to attend all courses timetabled until an updated timetable is issued.
5. Students wishing to add, change, or drop a course must follow the established process for doing so and abide by the applicable deadlines. **See Guidance for details.**