

Designing your course schedule is an important process. Ultimately, your post-secondary goal should be the driving force when selecting courses. Once you decide on the courses you wish to take, teachers are hired to make sure that all courses have appropriate levels of staffing. Due to the staffing implications that result when changes are made to student schedules, CPHS has developed a policy to assist students with their decisions.

Student schedules may only be changed for the following reasons:

- Increase academic rigor of CORE COURSES - changes may be considered to move to a more academically challenging course
- Adjust for incorrect schedules
- Student taking a course over again
- Student took a scheduled course during summer school
- Missing graduation requirement
- Change in post-secondary study or career path
- Documented medical reasons

If any of these reasons are applicable to the change desired, schedule changes will only be made during the first 5 days of the semester.

Level Changes: Students are encouraged to take the most rigorous course that is commensurate with their ability level. At times, level changes need to be made. For example, a student may need to move from English 9 Honors to English 9 (or vice versa). This process will occur between weeks four (4) and six (6) of each semester. This time frame allows teachers to develop a strong understanding of a student's academic potential and ensures that students will not fall behind in the courses they are moving into. If a student/parent feels that a level change is warranted, the parent should contact the teacher to discuss the request.