



International
Baccalaureate

Charlottetown Rural High

STUDENT HANDBOOK

100 Raiders Road
Charlottetown, PE C1E 1K6

Telephone: (902) 368-6905

Fax: (902) 368-6906

www.therural.ca

This agenda belongs to:

Name _____

Address _____

City/Town _____

Postal Code _____ Phone _____

Student No. _____ Homeroom _____

CHARLOTTETOWN RURAL HIGH SCHOOL 2025 - 2026 SCHOOL CALENDAR

September 1	- Labour Day (no classes)
September 2	- Administrative Day (no classes)
September 3	- Teacher Orientation Day (no classes)
September 4	- First Instructional Day for students
September 18	- Meet the Teacher Night
September 30	- National Day for Truth and Reconciliation (no classes)
September 22 - October 17	- Graduation Photographs
October 6-8	- School Photographs
October 10	- Professional Learning Day/Provincial PD (no classes)
October 13	- Thanksgiving (no classes)
October 15	- University/College visitation
November 6-7	- PEITF Annual Convention / CUPE Annual Convention (no classes)
November 10	- Report Card Day/Teacher Administrative Day (no classes)
November 11	- Remembrance Day (no classes)
November 20	- Parent Teacher Interviews
November 21	- Parent Teacher Interviews (no classes)
November 25	- School Photograph Retakes
December 4	- Christmas Concert
December 19	- Last day of classes for students, 2025
December 22	- Professional Learning Day/Joint Staff PD (no classes)
January 5	- First day of classes, 2026
January 7 - 10	- Confederation City Classic Basketball Tournament
January 27 – 30	- First Semester Final Examinations/Evaluation
February 2	- End of Semester Administration (no classes)
February 3	- First Day of Classes Second Semester
February 13	- Professional Learning Day (no classes)
February 16	- Islander Day (no classes)
March 6	- Professional Learning Day (no classes)
March 16-20	- Mid-term Break
April 3	- Good Friday (no classes)
April 6	- Easter Monday (no classes)
April 9	- Parent Teacher Interviews
April 10	- Parent-Teacher Interviews (no classes)
May 1	- Area Association Day (no classes)
May 18	- Victoria Day (no classes)
May 21	- Band Concert
June 10-16	- Exams for Grade 10 - 12
June TBD	- Prom
June TBD	- Graduation ceremony
June 25	- Last instructional day, report cards issued to grades 10 & 11
June 26	- Professional Learning Day (no classes)
June 30	- Last day for teachers

Welcome to Charlottetown Rural

As we embark on another exciting year at Charlottetown Rural, we want to remind you that our dedicated staff members are here to support and assist you in exploring the many opportunities available within our school. We encourage each of you to actively participate in the academic, co-curricular, and extracurricular activities that make our school a vibrant place to learn and grow. We, as a staff, are committed to collaborating with you to create an atmosphere that nurtures your aspirations and supports you in achieving your goals. Remember, your journey is not just about academics, it's about personal growth and attaining the life skills that are essential for your success, both in school and beyond. We encourage open communication and invite you to reach out to your teachers or staff members whenever you have questions or need assistance. Together, we can create a supportive and enriching environment for everyone at Charlottetown Rural.

Mission Statement

At CRHS, we are committed to excellence in all aspects of education. CRHS strives to create a welcoming, safe and caring environment where all students have the opportunity to reach their potential as lifelong learners. In partnership with the community, our goal is to provide educational opportunities to help our students contribute as respectful members of a global society.

Hours of Operation

Main Office & Student Services Office - 8:00 AM - 4:00 PM
Library - 8:30 AM - 3:45 PM

Bell Schedule: At Charlottetown Rural, we follow the clock display times located in each room rather than use bells.

Class times for even days: 8:50 – 10:08 – A Block (Period 1) 10:08 – 10:15 – Break 10:15 – 11:30 – B Block (Period 2) 11:30 – 12:30 – Lunch 12:30 – 1:45 – Block C (Period 3) 1:45 – 1:52 – Break 1:52 – 3:10 – D Block (Period 4)	Class times for odd days: 8:50 – 10:08 – B Block (Period 1) 10:08 – 10:15 – Break 10:15 – 11:30 – A Block (Period 2) 11:30 – 12:30 – Lunch 12:30 – 1:45 – Block D (Period 3) 1:45 – 1:52 – Break 1:52 – 3:10 – C Block (Period 4)
---	--

Attendance Expectations:

Attendance in class an integral part of a student's learning.

Parents/guardians must communicate student absences through a phone call (to Student Services), email, or note to homeroom teacher.

It is the responsibility of students who miss class to obtain notes or assignments and to make up for any work or assessments they have missed. Students who fail to provide validation for their absences may lose the opportunity to make up missed evaluations.

Students who show up late for class may miss out on key learning concepts or important details. Students develop long-term positive habits when they show up on time for classes every day.

The Public Schools Branch Attendance Policy:

Charlottetown Rural will adhere to the Public Schools Branch Attendance Policy which can be found on the Public Schools Branch website at the link provided below.

https://psb.edu.pe.ca/sites/psb.edu.pe.ca/files/2022-05/406.1_Attendance_and_Engagement.pdf

Students and parents should note that excessive absences may result in discontinuation of courses. PowerSchool (PS) is online software that allows parents and students to track attendance and academic progress. Parents are encouraged to contact the school to receive their own PowerSchool username and password and will be asked to provide a current email address to set up their account.

Parents may notify the school of their son/daughter's absence by calling the school office at 368-6905 and press 1 to leave a message.

Code of Conduct:

Students, parents, and staff at Rural have developed the following Code of Conduct:

I will respect myself.

I will respect others.

I will respect personal property and school property.

I will come to school prepared to learn.

I will act responsibly and accept consequences for my actions.

Student Conduct

The Safe and Caring Learning Environments Policy of the Public Schools Branch is a wide-ranging comprehensive policy designed to ensure that schools in the Public Schools Branch provide a healthy, safe, and supportive working and learning environment for every student and staff member.

At Charlottetown Rural, all students are expected to act in a respectful and responsible manner. Students are expected to take responsibility for their education by working to their potential, developing good study habits, and attending classes in a punctual manner. It is expected that regard, concern, and respect for each other will be demonstrated in all interactions - both inside and outside the classroom. Behaviors infringing on the rights of students and/or staff will not be tolerated.

If parents or students have information around bullying or other inappropriate activities which may be happening in the school and they do not wish to contact the main office directly, they can anonymously report it to the PSB Report It! Online form: <https://psb.edu.pe.ca/report-it>

Allergies

Charlottetown Rural has instituted a scent free policy to provide a healthier environment for students and staff who have allergies and breathing problems. Our school is PEANUT AND PEANUT PRODUCT SAFE. Students, parents, and staff should avoid including peanuts and peanut products in lunches or snacks. Nut products are not to be used in school or on school busses for the protection of those with allergies.

Drugs

Students are not permitted to consume, sell, or possess alcohol or any other drug (other than those prescribed for personal use by a doctor) while on school property or at school-sponsored functions. Violation of this policy will result in appropriate disciplinary action by way of suspension. It should be noted that students who are involved in extracurricular school activities will also be suspended from their participation in these activities if they are in violation of this policy.

Smoking/Vaping

The Public Schools Branch Policy, *Tobacco and Smoke Free Environments*, prohibits any tobacco product usage in Public Schools Branch Schools or on school property by students, staff, and authorized users. The school will provide all assistance possible to students who wish to stop smoking and/or vaping.

Electronic Devices

To create a focused and distraction-free learning environment, at the request of the Department of Education and Early Years, the Public Schools Branch has introduced rules restricting the use of personally owned mobile devices during the school day. This applies to all and is designed to support academic success and promote responsible use of technology. <https://psb.edu.pe.ca/parent-and-student-resources/mobile-device-use>

Mobile devices are not permitted during instructional time and must be turned off or silenced and stored out of sight. Students may use their devices before and after school, during lunch, and between classes. Devices may only be used with educator permission for educational activities, medical purposes, or in support of special education needs. Discipline concerning unauthorized use will be dealt with on an individual basis.

Announcements & Messages

Announcements will be delivered over the PA at 10:15 AM each day. Phone messages for students will be received from parents/guardians only. An attempt will be made to have these messages distributed to students at breaks. Considering the number of students at the school, we would appreciate taking messages for students only in cases of absolute necessity.

Student Fees

All students are expected to pay a student fee of \$30.00 for the school year. Any fees for course materials additional to this student fee are outlined with the course descriptions in the Course Handbook. The student fee details can be found on our website:

www.therural.edu.pe.ca/about/rural-student-fee-information

Academic Honesty Policy

Academic honesty is highly valued at Charlottetown Rural. The establishment of an academic policy is central to our belief in creating a learning environment where students produce original work, practice honesty in all assessment and instructional environments and respect the work of others. This policy clearly outlines the school's expectations for honest academic conduct, the teacher's roles in promoting academic honesty and the potential consequences of academic misconduct. The Charlottetown Rural academic honesty policy can be found at <https://therural.ca/docs/policies/academichonesty.pdf>

Examinations

Students are expected to write all major course examinations during final exam periods at the end of each semester. Please check the school calendar for dates. The school does not have an exemption policy. Supplementary examinations will not be given for failure or sickness. Students missing examinations for valid reasons which include family emergency, sickness (medical note required), etc., must make arrangements with administration prior to the exam time. Updates on student progress are available on PowerSchool in April and November. Report cards are given to students in February and June following final semester exams.

Athletics

Charlottetown Rural establishes guidelines and academic prerequisites for student participation on teams. It is expected that students who are selected to represent our school in interscholastic sports programs will do so with pride and in a manner becoming to the Rural. A contract outlining the school's expectations will be sent home with students who are in interscholastic sports programs after their selection for teams. This contract is to be signed by parents/guardians, the student, and the school. Field hockey, soccer, volleyball, cross country, golf, basketball, badminton, track and field, rugby and softball programs are offered. An athletic fee will be charged for each sport.

Students must be full time students to participate in school sport. Students must also be in attendance at school to participate in practices and games. In the special cases, students may receive permission from school administration if the absence is deemed unavoidable.

Books/Locks & Lockers

Textbooks and locks are loaned to students. It is expected that both will be returned in good condition. In the case of loss, students are expected to pay the replacement cost.

Lockers are assigned to students for books and other possessions. Only locks provided by the school are to be used. Students are advised to exercise caution with respect to personal valuables as lockers can provide limited security only. Lockers and locks are available in the gym change rooms for physical education students and team athletes to keep their personal belongings locked. Particular caution is also needed when leaving belongings in the change room area. The school is not responsible for lost or stolen items. Book bags are not to be brought to classrooms or left in the hallways for reasons of safety.

Busses and Parking

Regular bus service is provided for all students who live in our zone according to the Transportation Policy of the Public Schools Branch. Students are responsible to the bus driver for their behavior and students who misbehave will forfeit their right to travel on the bus.

The availability of space in the parking lot at Charlottetown Rural is limited and priority on parking at the school belongs to the staff and visitors. As there are a limited number of spaces for students to park on the southeast side of the school and transportation is provided by the Public Schools Branch, we ask that students bring vehicles to school only when necessary.

Students are not permitted in vehicles during class time. Vehicles are not to be parked in the bus lane, on grassed areas, or in the driveway. There is designated parking for students on school property. Students are not permitted to park in staff parking areas.

Students are required to drive no faster than 15 km/hr on school property for reasons of safety. If we consider the use of vehicles to be inappropriate in any way, students will lose the privilege of bringing a vehicle on school property.

Clubs and Committees

Students are encouraged to become involved in the various activities offered at lunch time and after school. These include Drama, Environmental Adventurers Club, Yearbook, Debate, Youth Parliament, EYES, Student Council Committees, Weight Room, GSA, and Key Club to name a few.

Fire Drills

Fire drills will be held at various times throughout the year. Exit routes are posted in classrooms. At the sound of the fire alarm the students shall, after shutting the windows and turning off the lights, proceed with their teacher, in an orderly manner, to the exit assigned to them. Once outside, the students are to proceed to an area away from the school and remain there until they are given permission to return.

Lockdown Procedure

The Public Schools Branch and Charlottetown Rural High School have primary responsibility to ensure the safety of students and staff inside school buildings and on school property. As a proactive measure, every school in the Public Schools Branch will be developing and practising a school lockdown procedure. A school lockdown is initiated should a high-risk incident occur in the school or on school property that could endanger the safety of students and staff. Schools will work as part of a coordinated team with emergency responders such as the Charlottetown Police Service, RCMP, other Island police agencies, fire departments, and EMS to respond appropriately to the threat.

In order for students and staff to become familiar with the expectations during a lockdown, Charlottetown Rural High School will be practicing emergency lockdown procedures on a regular basis.

Gymnasium Floor

We need to ensure the facility is used properly to maintain the integrity of the hardwood flooring. Students and the community will be asked to wear clean non-marking footwear while using the gym. We thank you in advance for your cooperation in helping keep the gym in excellent condition.

Course and Graduation Requirements

A large variety of courses are available to students at Charlottetown Rural. Students are expected to take a full course load. Grade 12 students may register for a Study period with parent/guardian permission. Students require 20 course credits to graduate.

Students are reminded to check their courses carefully each semester to ensure they are taking courses appropriate to complete graduation requirements. Homeroom teachers and school counselors are available for assistance in this matter. Please refer to the CRHS Course Handbook for information on graduation requirements, Governor General's Medal, Honors requirements, and aggregate prizes.

NOTE: Students with fewer than 16 credits are expected to take and complete a full courseload (i.e., four courses per semester).

Library/Learning Commons

Charlottetown Rural High School Library is open each school day from 8:30 a.m. to 3:45 p.m. The mandate of the school library program is to provide an instructional program and learning resources that promote the enjoyment of reading and enable students to become critical and creative thinkers and effective users of information. Grade ten students are provided with an orientation to library facilities and resources including Koha, our online catalogue, reference materials, periodicals and online databases. The library is a pleasant, inviting area conducive to study and research, as well as reading.

International Baccalaureate Program

Charlottetown Rural is an International Baccalaureate (IB) World School offering students the option to pursue an IB Diploma during their grade eleven and twelve years. Information on the IB Program is available in the Rural's Course Handbook and also from the IB Office.

Raider News

Principal Kelly Minnis sends a biweekly email titled “Raider News” to parents and students.

Health Room

Students who become ill during the school day are expected to go to Student Services with a note from their teacher. Contact will be made with a parent/guardian to take them home.

Student Activities/Student Council

Involvement in student clubs and athletics is a highlight of the high school years for many students. This involvement is encouraged. The Student Council conducts regular meetings for executive members and the chairs of various committees. Students should listen to and read the daily announcements for information on school clubs and student activities. The Council is for students and its success depends on student interest and participation.

PowerSchool

PowerSchool is a web enabled software application designed to provide a portal into the classroom for parents and students. PowerSchool enables you to monitor student’s progress daily. The link to Power School is available on our school website.

A significant improvement in performance was consistently noted when parents accessed these types of websites on a regular basis. Students and parents who utilize the resources and information available through site access have experienced academic improvements in student grades of up to 20%.

If you have not received your username or password, please contact the school and provide your email address to receive this information.

Student Academic Support

Math Help – Available to students every Monday and at lunch in Room 303. It can also be arranged by the student on an individual basis with his/her math teacher. This support is provided for students who need assistance in their math courses.

Computer Lab, Rm. 340 - Supervised by a teacher each day at lunchtime for student work and research.

Science Help is provided every Wednesday at lunch time.

Student Services

School counselors are available to provide their services to students to help assist them in decision making. In this student-centered facility, students can find calendars, application forms, brochures, etc., for most Canadian universities, colleges and other post-secondary institutions. Current information on careers, occupations, and professions as well as computer-based career planning system, is available to students through Student Services. All grade ten homerooms are assigned a counselor who outlines services available to students through the Student Services Department. Other programs and services such as access to a Youth Addictions Counsellor and the GIFT program are available through the Student Services Department.

My Blueprint

Designing my Blueprint is an online guide that is first introduced in Career Explorations and Opportunities 401 course. It is meant to guide students in exploring a number of questions that will assist them in navigating their way through high school in a way that makes sense to them. Students are encouraged to refer to these questions throughout their high school careers to assist them in designing the best plan for their future.

1. Who am I?

- a. What am I good at?
- b. What do I care about?
- c. What do I like to do?

2. What are my opportunities?

- a. What high school courses allow me to explore my interests in school and in the community?
- b. How can my choices in high school create new opportunities?
- c. What kinds of jobs or occupations interest me?

3. What are my next steps and why?

- a. Have I thought about my goals?
- b. Do my goals line up with my interests?
- c. What courses and learning experiences will help me reach my goals?
- d. Have I selected the courses required for high school graduation?
- e. Have I selected courses that I am interested in or curious about?
- f. Have I selected a community-based learning course so I can explore the real world?

4. What is my plan of action?

- a. What can I do now to plan for my future?
- b. What resources will I use to achieve my goals?
- c. What are some challenges I might face and how will I deal with them?
- d. How will I save money for my next steps after high school?