**STUDENT HANDBOOK**

**A shark head in a blue circle with white text

Description automatically generated“Proud to be a Blue!”**

**2025-2026**

**Kari Alford - Principal**

**Keith Theoret - Vice Principal**

Box 1720

Outlook, SK S0L 2N0

(306) 867-8697

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**OUR SCHOOL**

**Vision:** Proud to be a Blue!

**Mission**: OHS will be a place where every student and staff member feels they belong, where they want to come to learn.

**Core Values:**

**B** – Belonging: feeling safe and connected in our school

**L** – Leadership: being positive, respectful representatives of our school

**U** – Unity: creating acceptance and solidarity by working together

**E** – Engagement: connecting in our school community

**S** – Success: working towards achieving our goals and potential

**OHS STAFF**

**Teachers**

|  |  |
| --- | --- |
| Kari Alford (Principal) | Lonny Holmes |
| RaeAnne Diedrich | Brent Larwood |
| Eli Dingle | Robert LeBlanc |
| Morgan Dingle | Leanne Lyons |
| Trevor Drury | Keith Theoret (VP) |
| Karla Duchesne | Cindy Tulp |
| Trevor Edgar | Lloyd Tulp |
| Tanya Ellis | Kolin Walters |
| Jessica Ganzert | Janet Warren |
| Lee Genereux | Emmett Wisse |
| Joshua Howse |  |

**Youth Counselor**

|  |
| --- |
|  |
| **Administrative Assistants** |
| Sheila Halseth |
| Quinn Stephenson |

**Librarian**

|  |
| --- |
| Marla Ziegler |

**Custodians**

|  |
| --- |
| Cheryl Rouse |
| Julie Hlagy |
| Michelle Stalwick |

**Educational Assistants**

|  |  |
| --- | --- |
| Tammy Alto | Louise Loewen |
| Jasmine Akre | Nicole Pederson |
| Rochelle Akre | Kaylee Tweet |
| Tracey Lemon |  |

**LAND ACKNOWLEDGEMENT**

We acknowledge that the land on which we gather is Treaty 6 territory and the traditional territory of the Cree and Metis. Their spiritual and practical relationships to the land create a rich heritage for our learning and our life as a community. We strive for respectful partnerships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.

**EXTRA CURRICULAR ACTIVITIES**

OHS Blues colours are royal blue, black, and white. Our school logo is a shark. Team members and fans are expected to always exhibit good behaviour and sportsmanship. School teams and clubs receive most of their funding for registration fees, officials’ fees, uniforms, transportation, and accommodation from school fundraising events. Therefore, all school team and club members are expected to help raise money through our Loyalty Card fundraiser at the beginning of the school year.

Every student at OHS has the right to try out for all extra-curricular activities offered according to age. It is a privilege to represent OHS by becoming a member of a team or club activity. Students are expected to:

* maintain an acceptable academic average
* be good school ambassadors
* show respect for coaches, supervisors, and officials at all times.

Students who become a concern due to attitude or academics may not be allowed to represent the school unless improvement is shown. A special meeting of the administration, all teachers of the student, and coach/supervisor may be called. At this meeting a decision will be made, and the parent and student will be notified of his/her eligibility and conditions.

The following is a tentative list of extra-curricular activities offered at OHS in the 2025-2026 school year, though there may be additional activities offered over the course of the year

|  |  |
| --- | --- |
| Student Leadership Council | Jr. Football |
| Yearbook | Sr. Football |
| Jr. Golf | Jr. Basketball |
| Sr. Golf | Sr. Basketball |
| Cross Country | Jr. Curling |
| Chess Club | Sr. Curling |
| Jr. Volleyball | Jr. Badminton |
| Sr. Volleyball | Sr. Badminton |
| Sewing Club | Cosmo Club |
| Track and Field | Wrestling |
| Drama | Miyo-Wicehtowin Group |
| Outdoors Ed Club | Lego Club |
| Choir | Baking Club |

**SUPPORT SERVICES**

**Youth Counselor**

Outlook High hopes to have a full-time youth counselor in the school this year. Students may drop in to see the counselor or may be referred by parents or teachers. The counselor provides confidential services for the emotional and social wellbeing of our students.

**R.C.M.P. Liaison Officer**

The local R.C.M.P. detachment has an officer who attends OHS as requested. The officer will meet with individual students, small groups, or may participate in classroom activities.

**Career Guidance**

The purpose of the career guidance program is to support students in achieving their goals. This is accomplished through assistance with academic achievement, career planning, and decision making. Students are encouraged to talk to Mrs. Tulp or an administrator about program planning and post-secondary information. Consultation regarding post- secondary opportunities, scholarships and awards, as well as assistance in resume building is also available.

**GYMNASIUM**

Students are required to remove their street shoes before entering the gym. Students are also asked to refrain from bringing food and drinks into the gym area.

We encourage students to bring gym clothes for class and to shower after gym class. This promotes cleanliness and a cooling down after physical activity. Students are encouraged to bring their own towel to ensure a dry one is available. We also suggest deodorant be used after gym class and showering.

**LIBRARY**

The OHS Library and the Outlook Wheatland Community Library (the Public Library) are located within the same space in the school. Although they share the same space, their respective collections are separate. The OHS Library is open for students use from 8:30-12:15; 12:45-4:30 on school days. There are a variety of games and puzzles available for the students’ enjoyment. Also located in the space is the Outlook Community Puzzle Exchange where you can leave a puzzle or borrow a puzzle to take home! The OHS Library also has a very popular hot chocolate bar. For $1 you can have a delicious cup of cocoa to warm up or wake up 😉.

Each student is automatically issued an account for the OHS Library and may borrow all resources available. Books have a 3-week loan period. Students are responsible for keeping track of and returning all resources in due time and in good condition. If the book is lost or damaged, the student is responsible to pay the replacement cost.

The Public Library’s hours are Tuesday 9am-9pm, Wednesday 10am-4pm, Thursday 9am-9pm, Friday 9am-5pm and Saturday 9am-12pm. For students to access the Public Library books, they require a library card. A registration form with the proper ID needs to be filled out before the card can be issued. Public Library cards are FREE and may be used in any public library in Saskatchewan once an account has been established.

**DRIVER EDUCATION**

Driver Education is offered to any eligible students. Typically, there is a fall class and a spring class. The cutoff age for participating in the classes is determined by SGI. This program consists of 30 hours of class instruction and 6 hours of car instruction. The program is delivered by qualified instructors hired by the Sun West School Division. Watch newsletters for more information as well as dates and eligibility.

**SLC: Student Leadership Council**

The Student Leadership Council is a group of students who get together to play fun community building activities for the school. The group meets once a week to plan, organize and execute events. Any students who are interested in participating can join the group at any time.

# SCHOOL FEES

A consolidated fee is levied for all students at OHS. The fee is made up of a number of parts and unless otherwise noted is compulsory. The Student Fee supports a variety of activities for the student body that are initiated by the students. OHS accepts e-transfers to [outlookhighschool@sunwestsd.ca](mailto:outlookhighschool@sunwestsd.ca) (please make a note in the transfer).

* Grade 6-9 $10.00
* Grade 10-12 $20.00
* Maximum per family $50.00

**Yearbook**: This fee is optional but must be paid if the student desires a yearbook.

**PAA Projects**: This fee is only for materials for take home projects above the basic project.

**Band Instruments**: Band students may rent/purchase from outside source above the basic instrument.

**LOCKS AND LOCKERS**

Each student is assigned a locker that should be locked at all times. Outlook High School is not responsible for lost or stolen items. It is the student’s obligation to keep their locker clean and neat, as it is their personal space within the school. Lockers remain the property of the school and may be subject to inspection by the administration. Locks may be purchased from OHS for $6. If a student brings their own lock, they will need to provide OHS with the combination or the key in order to access the locker.

**TRADES CENTRE**

Outlook High School offers pure courses for Welding and Carpentry/Construction. These courses as well as our grades 8 and 9 Practical and Applied Arts classes are taught at the Trades Centre. The Trades Centre is an offsite learning facility equipped to effectively teach students welding, woodworking, drafting, robotics, electrical, etc. Bus service is provided each period to transport students to the Trades Centre and back to the school. If a student misses the bus, they are to report to the front office to notify the front office staff. The front office staff will make arrangements to transport the student to the Trades Centre. Students who have their license may be given the privilege of driving themselves to and from the Trades Centre. Students driving themselves are expected to consistently arrive at class on time. As per Sun West School Division policy, students are not permitted to transport other students to the Trades Centre. Any students failing to meet these expectations may have their privilege of driving to class revoked and be required to utilize the bus transportation provided by the school.

**DISTANCE LEARNING CENTRE (DLC)**

At OHS we value the opportunity that the SKDLC provides to our students. By offering courses through the SKDLC we can help our students follow passions and post-secondary interests that we cannot offer in house. Students may enroll in DLC courses after filling out an application. The application can be picked up from the office. For the application to be approved, parent and administration signatures will be required. Students are permitted to only take a single course at a time. The expectation is that students will complete a course before they will be approved to enroll in a second course. Students taking a DLC course must treat the course as they would any other class in our school, where punctuality, regular attendance and efficient use of class time is a must. To ensure success for our students, those who are struggling to meet the expectations of the DLC lab will have their opportunity to take these courses revoked.

**INDEPENDENT EDUCATION PROGRAM**

The Independent Education Program (IndEP) is an alternate education option from the regular school format. IndEP consists of regular courses that accommodate the needs of students through an individualized program. Graduating students will be able to achieve a grade 12 standing through a Regular 24 credit or Adult 12 program. The IndEP learning environment is one of mutual respect where all can succeed in a safe learning environment. Students attending IndEP are expected to follow the guidelines outlined by the Code of Conduct at their specific school. Students are expected to attend school regularly, arrive on time, report to the teacher if absent, do their best and display a positive attitude towards work and others. At OHS our IndEP program takes place at the Trades Centre.

**APPRENTICESHIP CREDITS**

Apprenticeship credits are a great opportunity for our students who have ambition to pursue careers in the trades when they complete high school. An apprenticeship credit allows students to earn hours towards school credits which are used to meet graduation requirements. For students to be eligible to earn apprenticeship credits, they must have a job working in a trade under the direct supervision of a journeyperson. If students are interested in apprenticeship credits, they will have to fill out an application found in the office, which requires several levels of approval. Unfortunately, we may not be able to accommodate all applications but will do our best when possible. Approval decisions will be made on a case-by-case basis.

**LUNCH, CONCESSION AND BREAKFAST PROGRAM**

Grade 6-9 students are expected to eat in their homerooms, while Grade 10-12 students eat in the Blues Room. Students are expected to eat in lunchrooms for the first fifteen minutes of the lunch period if they eat at school. Lunchrooms, as well as supervised gym activities, are provided at noon. Most teachers also stay at school over noon, and this may give the students the opportunity to get extra help. Several classrooms also remain open so students will have a place to work.

The school concession is operated voluntarily by the staff. It offers snacks, soup or chili and a sandwich or main course daily, along with occasional meal choices prepared by the Commercial Cooking classes. $20 punch cards may be purchased at the concession or by e-transfer to [outlookhighschool@sunwestsd.ca](mailto:outlookhighschool@sunwestsd.ca) .

We also have a vending machine that hosts a variety of snack options and has bill, coin, and tap payment options.

OHS also runs a daily Breakfast Club program. Cereal, muffins, toast, and fruit are available every morning before school for all students. This program is funded by local grants and by donations from our community.

**TECHNOLOGY USE**

**1 to 1 School Technology**

OHS is a 1 to 1 student to device school. At the beginning of every school year, students and their parent/guardians will sign AP 140 through the Permission Click link sent out that outlines the responsible use of technology. Our Grade 6 students are assigned a school iPad and our Grade 7-12 students are assigned a school laptop. Students are expected to be responsible on their school technology (adapted from AP 140: Responsible Use of Technology):

* Students will use school resources for educational purposes only and will not use them for gaming unless associated with an educational outcome and supervised by staff.
* Students will not store or post personal data or information using school resources.
* Students are responsible for keeping their school device in good working order. Cost incurred to a school owned device may be billed to the family. Any devices or cords assigned to a student that are not returned at the end of the school year may also be billed to the family.
* Students will not engage in cyber bullying, which is defined as “*the use of communication technologies to support deliberate and hostile behaviour by an individual or group that is intended to harm others*” on school or personally owned devices.
* Students may access the BYOD (Bring Your Own Device) wireless network with personally owned devices. The division is not responsible for damage to personally owned devices.

The South Computer Lab is currently open and supervised from 12:30 – 1:03pm daily for student use to work on assignments, homework, and for free time. Each grade is assigned one day per week for free time, but all students can attend any day if they have missing or overdue work in any class. If students are working on school assignments using technology at noon hour, they must be in the supervised computer lab with their device. School devices are not to be used during lunch hour for non-academic reasons.

All division devices, including the BYOD wireless network, are filtered and monitored. If a student is found to have breached these guidelines, students may lose access to any computer system at any time as required.

**Personal Mobile Devices Policy**

To maintain a focused learning environment, use of personal mobile devices are prohibited during instructional hours. Devices may be used during breaks and lunch hour. Students are responsible for their devices, and the school is not liable for lost or stolen items. Violations will result in disciplinary action, including possible confiscation of personal mobile devices. If students are using their personal devices during breaks or lunch time, they are expected to conduct themselves as good digital citizens and adhere to all OHS Student Codes of Conduct.

**GENERAL INFORMATION**

**Morning Arrival**

The school doors will be unlocked at 8:30 AM, at which time students will be allowed to enter the building. A morning warning bell will ring at 8:50 AM.

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| **BELL SCHEDULE** | |
| Period 1 | 8:55 – 9:57 |
| Period 2 | 10:02 – 11:04 |
| Period 3 | 11:09 – 12:11 |
| Lunch | 12:11 – 1:03 |
| Period 4 | 1:08 – 2:13 |
| Period 5 | 2:18 – 3:22 |
| **ALTERNATE SCHEDULE** | |
| Time Slot 1 | 8:55-9:40 |
| Time Slot 2 | 9:45-10:30 |
| Time Slot 3 | 10:35-11:20 |
| Time Slot 4 | 11:25-12:11 |
| Lunch | 12:11 – 1:03 |
| Period 4 | 1:08 – 2:13 |
| Period 5 | 2:18 – 3:22 |

#### Fire and Lockdown Drills

Fire drill exit routes are posted in all the rooms, and it is important to follow them as it may mean saving lives. In case of fire, move quickly and in an orderly fashion through the nearest assigned exit. Once outside, move away from the building to your designated area and line up as a class so attendance can be checked by your teacher.

Lockdown procedures will be reviewed annually by all teachers with their students.

**Injuries**

Safety is the responsibility of everyone. In the event of an accident, staff will assess the situation and if more care is required, they will contact the parent and will proceed to obtain further medical assistance from the nearest hospital and/or doctor as soon as possible.

Students are to report all injuries to a teacher regardless of treatment so that the injury can be checked, and an accident report can be filed on their behalf.

**Vehicle Use & Bikes**

Student vehicles may park in any stalls other than staff or visitor parking stalls, which are clearly identified. Students may use their vehicle to attend local work experience (excludes city trips), or PAA but students are not to drive or transport other students for any curricular or extracurricular activities. Student bike racks are provided at the entrances to the school. Students are expected to park their bikes in the racks and are encouraged to secure them. All students are expected to refrain from sitting on or using a bike not belonging to them. Outlook High School is not responsible for stolen or damaged bikes.

**Busing & Billets**

Students are accountable to the bus driver and will conduct themselves according to the school division policy. Only regular registered users can ride division buses. Unfortunately, students cannot ride a bus route to a friends’ house. Each bus student’s parent/guardian is to indicate a town billet on their registration form at the beginning of the year. The billet may be necessary if there is an emergency or storm, and the student cannot be transported home. Buses will NOT be sent home early except when scheduled to do so.

#### Cleanliness of School

School cleanliness is not only the job of the custodial staff; it is also the responsibility of everyone in the school. A few ways in which everyone can help are: a) during wet weather, clean or remove your footwear before entering the building; b) recycle empty cans and bottles in containers provided for this purpose; c) wastepaper, lunch bags, and other waste materials should be put into waste containers.

#### Smoke and Vape Free Environment

OHS is a tobacco and vaping free facility and grounds. Students choosing to ignore the Sun West School Division policy will be subject to the school discipline policy. There is no smoking or vaping on school grounds. Possession of tobacco, chewing tobacco, or vape paraphernalia on school grounds is prohibited. Infractions will result in immediate contact with the parent or guardian and may result in suspension.

#### Weapons

It is unlawful to bring explosives, firearms or other dangerous instruments, weapons or materials to the school premises (sections 193(1)(2) of the ***Saskatchewan Education Act***). Students may NOT bring any form of knife or firearm on school property.

**STUDENT CODES OF CONDUCT**

**OHS Core Values:**

B-Belonging: feeling safe and connected in our school

L-Leadership: being positive, respectful representatives of our school

U- Unity: creating acceptance and solidarity by working together

E-Engagement: connecting in our school community

S- Success: working towards achieving our goals and potential

**Code of Conduct (adapted from Sun West School Division AP 350: Student Conduct)**

* Students have the **right** to be treated with courtesy, respect, consistency and fairness. Students are **expected** to show courtesy and respect for all people in the school and in the community.
* Students have the **right** to work in a school atmosphere which is safe, secure, inclusive, non-threatening and conducive to their learning. Students are **expected** to demonstrate behaviour that contributes to a supportive and safe, inclusive learning environment for all.
* Students have the **right** to be presented with clear, relevant lessons. Students are **expected** to work to the best of their ability and to take pride in their work. They are expected to attend classes, with appropriate materials and completed assignments.
* Students have the **right** to a wide range of activities in the classroom and the school community. Students are **expected** to make the most of opportunities through active classroom participation and involvement in other school activities.

## Bullying

## OHS has a zero-tolerance policy for bullying, which is defined as *“the deliberate repeated or habitual harassment or hostile treatment of another or others by an individual or group and intend to harm others”.* OHS Staff encourages any form bullying to be reported to any staff member in the building. All situations on school grounds during the school day involving bullying, including cyber-bullying, will be taken seriously, and dealt with appropriately. Depending on the situation, school administration may need to contact the RCMP to pursue charges under the Anti-Bullying and Harassment Bylaw or the Criminal Code of Canada.

## OHS Discipline Policy

Most discipline at OHS will be handled in the classroom, by the teacher. The student will be given alternatives and encouraged to correct behaviour in positive ways. Staff and administrators will combine their professionalism with parental and student consultation to make fair and just decisions in all discipline issues.

Depending on the situation and circumstances the student may be removed to a different learning environment, suspended, or be considered for long term suspension with the ultimate consequence being an expulsion process or removal from class.

## In-School Suspension/Acts of Service

Students who have chosen to act in defiance of the expectations of OHS’s policies may be assigned an in-school suspension of up to three days. Students who find themselves placed on an in-school suspension will be completing course work and may be tasked by administration to perform in-school acts of service. The purpose of an in-school suspension is to communicate the severity of the offense committed against the school or school community by the student.

**Student Dress Code**

Students, staff, and parents have worked collaboratively to create an agreement in relation to dress code. At OHS, we believe that a student’s behaviour and appearance should always be of the highest order. At OHS, we believe that:

* The dress of students must be respectful, appropriate, and modest, reflecting the standards of the school.
* Clothing must be free of obscene words, pictures, logos and references to alcohol or drugs.
* Footwear must be worn at all times.
* Teachers may ask students to remove their hats and/or hoods in their classroom spaces for personal and/or safety reasons.

If a staff member believes that a student has violated the dress code, then the staff member may have a respectful, private conversation indicating that certain items should not be worn again and ask student to change if possible.

**School Attendance and Lates**

School attendance is both a right and a privilege. OHS is an active partner with students and parents in the task of ensuring students meet or exceed the attendance requirements of the school and the Education Act.

#### We believe that:

* Student success is closely linked to attendance.
* Students, parents/guardians, and staff must interact and communicate on a regular basis to provide a safe and welcoming learning environment.
* Parents/guardians have the responsibility to instill in their child(ren) an understanding of the importance of education by ensuring their child attends classes regularly and punctually.
* When a parent or guardian gives permission for an absence other than illness, or any other circumstance which the family considers to be sufficient, the parent/guardian also assumes responsibility for results of absences such as lower grades, incomplete courses, removal from courses, or increased homework load. In these circumstances, it is not the obligation of the teacher to “catch a student up”. Parents are encouraged to make appointments and schedule holidays, where possible, outside of school time.

**Procedures for Absences**

Outlook High School uses the Edsby program to track student attendance. Parents can access their account via the app or online. The program allows parents to mark their child as absent. As well, they can receive notifications if their child is recorded late or absent without parent confirmation. If parents are unable to use the app, they have the option to phone the school directly and speak with the front office staff.

**Responses to Chronic Absenteeism and/or Lates**

A student is considered to be chronically absent if they miss more than 10% of any one course. A student is considered to be severely chronically absent if they miss more than 20% of any one course. There are approximately 91 school days per semester.

Students are expected to be in class on time. Students have five minutes to transition between classes. If students are late, they may be refused admittance into class. They may be required to wait outside the classroom until such a time as entering the classroom will not cause a disruption to instruction. A student may also be required to report to the office for the period.

#### We will respond to chronic absenteeism and/or lates by:

* 1. Teachers will notify parents/guardians when the teacher believes that attendance and/or lates are having a significant impact on the success of the student. The goal of this conversation is to develop a plan or problem solve in order for attendance to improve.
  2. If the problem persists, the teacher will refer the issue to the OHS Administrative Team. The Administrative Team will conduct a student review process that will include the student, parents/guardians, and the teacher. A recommendation will be made following the meeting. Recommendations might include, but are not limited to:
     1. The student will be allowed to continue in the course with restrictions. The student will be placed under contract for the class and the consequences of breaching the contract will be stated in the agreement.
     2. The student will be removed from the course if the student has made little to no effort in keeping current in his or her studies and there is a low probability of success for the course.

#### All decisions will be made on a case-by-case basis. No decision will serve as a precedent for any other decision.

#### Excused Absences to Attend an Event at Another School

#### If an OHS student wishes to attend an event at another school during the school day (for example OES track and field or a class presentation), a parents must contact the school office and MUST pick the OHS student up from school and accompany them to the event. We will not excuse a student to the event unaccompanied.

**Plagiarism**

At OHS, students will learn how to express their own ideas and acknowledge the ideas of others. Our teachers will help develop the ability to communicate those different ideas and give credit to those whose ideas have been used. If a student uses someone else’s ideas, including Artificial intelligence (AI), as their own at our school (plagiarize), we will be **unable to use that as evidence of your understanding of any outcome.** Students who are uncertain what plagiarism is should discuss their methodology with their teachers.

**ACADEMIC REGULATIONS**

**Credit Load**

In order to offer students the best chance for graduating high school and leave as many educational options as possible open for the future, OHS has expectations beyond that of the Ministry of Education minimums. We hope that students will leave our building having earned more than the required 24 credits necessary for a complete grade 12.

Grade 10 students carry at least ten credits including the compulsory subjects. Students are not permitted to have a spare on their timetable unless by special permission.

Grade 11 students are recommended to carry at least nine credits including the compulsory subjects.

Grade 12 students are recommended to carry at least eight credits including the compulsory subjects.

We ask that students on spare will either be out of the school or in a designated area to complete homework (library or DLC).

**Minimum Credit Requirements**

The minimum credit requirements for Saskatchewan Education grade 10, 11 and 12 standing:

1. Beginning in the 2024-2025 school year, new graduations requirements have been implemented. These requirements only apply to the graduating class of 2027 and later. For a complete grade 10, students must acquire eight credits –they must obtain credits in the following 10 level courses: one English Language Arts, one social science, one science, one math, plus four electives at the 10 level or higher. Though not required to complete grade 10, Financial Literacy 10 is required to be completed before graduation. It is recommended that students take Financial Literacy in grade 10.
2. For complete grade 11 standing, students must acquire an accumulated minimum of 16 credits – they must obtain credits in the following 20 level courses: English Language Arts (1), one math, plus six additional electives at the 10, 20 or 30 levels
3. For complete grade 12 standing, students must acquire an accumulated minimum of 24 credits – they must obtain five credits at the 30 level – ELA A30, ELA B30, Canadian Studies 30, one social science 20 or 30, one math 20 or 30, one science 20 or 30, two credits of arts education or practical and applied arts 10, 20, or 30, and one of Wellness 10 or Physical Education 20 or 30. New grad requirement changes for Grade 12 will come into effect for those graduating in 2027.

#### Advanced Placement (AP) Program

Currently our school is offering AP Art 30 by Eli Dingle as requested.

#### Saskatchewan Youth Apprenticeship (SYA Program)

The SYA program is a program intended to make students aware of the career opportunities available to them in the trades areas.  The program is typically done outside of class time and involves the completion of 12 challenges.  Upon completion of the 12 challenges a student is granted 3 rewards.  The first reward is a waiver of the registration fee associated with signing an apprenticeship contract in post-secondary.  Secondly, the student’s first year of tuition is waived. Lastly, the student will be granted 300 credit hours towards a trade of their choice.  If a student is considering entering any of the designated trades, it is strongly recommended that they register and complete the SYA program.  There is no fee to register and no penalty for not completing. For more information visit the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) or speak with Mr. Theoret.

#### Dropping a Class

Students wishing to drop a class may do so provided they meet the minimum school course load requirements for the grade and provided they have the permission of the teacher, the principal, the Career Guidance teacher, and parent(s). Students must remain in the class until the final approval is received. The deadline for dropping in-house classes will be before midterm Report Cards for each semester. **Only under special circumstances will these dates be waived.** The procedure for dropping a class is initiated by a discussion with the principal or vice-principal. If the admin team believes the drop or course change is in the student’s best interest, they will issue the student a drop form. The drop form must be filled out by the student, taken to the classroom teacher, Career Guidance teacher, and students’ parents/guardians for signatures then returned to the principal or vice-principal. If all parties have agreed to the drop request, it will be acted upon as soon as possible and the student will be removed from the course. Consideration of student’s best interests include but are not limited to graduation requirements, post-secondary goals, course load, alternate option if student is removed from course, etc. Dates for enrolling or dropping DLC courses are set out by the Distance Learning Center.

#### Graduation Eligibility

In order to take part in the OHS graduation, students must meet the following criteria:

* 1. Students must meet the minimum credits earned for a complete grade twelve standing based on Ministry of Education requirements.
  2. Students must have a passing grade in all required subjects remaining in the second semester and be **current and up to date** with related assignments and assessments as of June 18.
  3. A student can only participate in one graduation ceremony at OHS.

**Report Cards and Student/Teacher/Parent Conferences**

Students will write their final exams on the date the exam is scheduled. Unforeseeable extenuating circumstances MAY be considered as reason to provide alternate arrangements (ie: death in the family, critical illness, etc.).

|  |  |  |
| --- | --- | --- |
|  | **Overdue Assignments due** | **Final Exams** |
| **Semester 1** | January 26th (Grade 6-9)  January 21st (Grade 10-12) | January 26-29th  (Grade 10-12) |
| **Semester 2** | June 22nd (Grade 6-8)  June 18th (Grade 9-12) | June 22-25th  (Grade 9-12) |

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|  | **Report Cards Issued** | **Conferences** |
| **Quarter 1** | November 7th | Oct 28-29th |
| **Quarter 2** | January 30th |  |
| **Quarter 3** | April 24th | March 25-26th |
| **Quarter 4** | June 30th |  |

# SCHOLARSHIPS AND AWARDS

**Grade 6-9 High Academic Achievement**

A student's average is calculated using all their marks from all their courses throughout the school year. For the purposes of High Academic Achievement, rubric scores are calculated as the following percentages: 4 = 90%, 3 = 75%, 2 = 65%, 1 = 55%. Students with a percent average of 80% or higher receive high achievement status.

**Grade 10-12 Honor Roll and Highest Academic Achievement**

Honour Roll for grades 10-12 will be awarded for students receiving an average of 80% or higher based on the criteria outlined below. Note: Averages to June 1 of the graduating year will be used for courses in progress. Teachers will be made aware of the June 1st deadline and that will be the mark used to determine top average for valedictorian and June honour roll. All assignments must be included (late assignments will be assigned a zero for calculation purposes at this point).

Modified or alternate courses will exempt a student from being eligible for “highest average” but can still achieve honour roll status.

**Grade 12:**

In order to find the average for grade 12, the following courses will be used and averaged:

* ELA A 30
* ELA B 30
* One of (highest): History 30, Social Studies 30, or Native Studies 30
* One of (highest): Workplace Math 30, Foundations Math 30, Pre-Calc 30, Calculus 30
* One of (highest): Physics 30, Biology 30, Chemistry 30
* Plus the two highest ELECTIVE (grades 10-12) Note…cannot be a core class used to calculate averages from previous grades.

Student with the Highest Academic Average/Proficiency will be the Valedictorian for that graduating year. The Governor General’s award is a medal that is awarded to the Grade 12 student with the highest academic average from the preceding school year.

**Grade 11:**

In order to find the average for grade 11, the following courses will be used and averaged:

* ELA 20
* One of (highest): Workplace Math 20, Foundations Math 20, Pre-Calc 20
* One of (highest): Environmental Science 20, Physical Science 20, Health Science 20
* Plus the two highest ELECTIVE (grades 10-12) Note…cannot be a core class from grade 10.

**GRADE 10:**

In order to find the average for grade 10, the following courses will be used and averaged:

* ELA 10
* Science 10
* One of (highest): History 10, Native Studies 10, Social Studies 10
* One of (highest): Workplace Math 10, Foundations/Pre-Calc 10
* Plus the two highest ELECTIVE (grades 10-12). Note…cannot be a core class from grade 10 or 11 or 12.

### Governor General’s Award for Academic Excellence

### Each year, at graduation, the winner of the Governor General’s Award for Academic Excellence is awarded to Grade 12 from the previous year’s graduating class. This is awarded based on the total average of all the individual students’ grade 11 and grade 12 marks.

### Please note that the winner of this award may not necessarily be the same person as the “highest grade 12 average” as awarded by OHS which is determined using only grade 12 core marks and selected 10-12 electives.

### Local Awards for Graduates

Awards available for Graduates; applications and details are available from the Guidance Counsellor including individual deadline dates. The awards and dollar amounts are based on past years and are subject to change.

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| **Sponsor** | **Award** | **Submission** |
| John Vavra Memorial Scholarship/Royal Canadian legion | $500 | Career Guidance Counsellor for transfer to local Legion |
| OHS Student Leadership Scholarship | $500 | OHS SLC Staff |
| Outlook & District Wildlife Federation Bursary | $1000 | Outlook & District Wildlife Federation Member |
| Outlook Kinsmen Bursary | $1500 | Kinsmen representative |
| Darcey Busse Memorial Scholarship/OHS Staff Scholarship | $500 | Career Guidance Counsellor |
| Jim Kook Memorial Scholarship/Outlook Amateur Sports Association | $500-$1000 (depending on applicants) | Career Guidance Counsellor |
| The Rack Advancing Ag & Wendy Foursha Memorial Scholarship | $1000 each | Online application |
| Outlook Chamber of Commerce | $1000 X 3 | Online application |
| Melva Leppa Memorial Scholarship | $2500/year for up to 4 years | Career Guidance Counsellor |
| Saskatchewan Youth Apprentice | $1000 | Mr. Theoret |
| Brock Myrol Memorial | $750 | Michelle Stalwick/RCMP |
| Barry and Ethel Akins Scholarship | $1000 | Career Guidance Counsellor |
| PMC Sales Equipment and Irrigation | $1500 | PMC Sales representative |
| Outlook-Rudy Fireflies Bursary | $500 | Outlook-Rudy Fireflies representative |
| Outlook Riverview Golf Club Bursary | $300 | Career Guidance Counsellor |
| Macrorie Legion Branch 239 | $500 | Career Guidance Counsellor |

There are a number of other scholarships or bursaries that are available to OHS students and the immediate trading area with local connections: Riverbend Coop, Prosperity Credit Union, Remax Excellence, Access Communication, etc. Speak to Cindy Tulp, Career Guidance Counsellor, for more information. All our scholarship information is on our school website: <http://www.outlookhigh.sunwestsd.ca/Scholarships.html>

**Awards Presented at Awards Night**

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| **Sponsor** |  | **Award** | **Submission** |
| **OHS School Spirit** |  | Participation, interest, involvement with events around the school, shows school spirit | Nomination to Career Guidance Counsellor |
| **OHS Student of the Year**  **(Grade 12)** |  | Strong academic achievement, involvement in extra-curricular, displays school spirit, respect and a good attitude to fellow students and staff, regular attendance, great all-around student | Nomination to Career Guidance Counsellor |
| **Fine Art Awards** |  | Excellence in fine arts | No application |
| **Most Genial OHS Student** |  | Positive attitude, co- operative, helpful, friendly, respectful | Nomination to Career Guidance Counsellor |
| **Ambassador of OHS Award** |  | Represents/promotes OHS positively, leadership skills, good sportsmanship, community exposure and involvement, positive role model | Nomination to Career Guidance Counsellor |
| **Band Awards** |  | Excellence in Band | No Application |
| **SCC Most Improved Award** | $500 | Most academically improved student between Grade 10 and Grade 12 | Chosen by SCC based on improvement in marks |
| **Top Male and Female Graduating Athletes** |  | Participation and achievement in grade 9-12 high school sports, success in sport at the high school level, outside school sport and/or junior level involvement may be considered | Based on points system designed around athletic achievement and participation |
| **STEM Award** |  | Excellence in Science, Technology, Engineering, and Math | Based on nomination by Sr. Math/Science teachers |
| **Writing Excellence Award** |  | A grade 12 student who has shown exceptional creativity and/or analysis with sophistication in style and mechanics | Chosen by Senior ELA teacher(s). |

