



Washburn High School Student Handbook 2026-27

(612) 668-3400

<https://washburn.mpschools.org/>

Welcome to Washburn: Home of the Millers!!!

*The Washburn staff and community welcome you! We are glad you are here.
Our staff is dedicated to anti-racism in classrooms and policies.
As a school community, we care about your health and safety
as well as your academic experiences.*

Getting to Washburn

Washburn High School is located at 201 West 49th St, between 50th and 49th Streets, one block west of Nicollet Ave and three blocks east of Lyndale Ave S.

Building Entrance

Washburn is secured during the school day. Between 8:30 a.m. and 3:10 p.m., students, and visitors enter the building through Door 10 only, located on 50th Street. Between 7:15 a.m. and 8:25 a.m. students may also enter through door 3, located on 49th Street.

Drop-Off & Pick Up

Families can drop off students at Door 3 on 49th St, and can pick up students on Pleasant Ave. and on 49th St. There is NO drop off/pick up allowed in the 50th St parking lot. (There is one 5-minute parking spot for picking up sick students during the day.)

Bus Routes & Bus Cards

Washburn High School is served by Metro Transit routes 4, 11, 18 and 46. For current schedule information, visit metrotransit.org. Go-To Cards will be given to eligible students; others may purchase discounted cards.

Parking

All parking lots surrounding Washburn are staff & visitor parking only. Students are encouraged to walk, bike, or take the bus. Student parking is available on the streets; please be aware of city-posted parking restrictions on local streets and please be respectful of our neighbors.

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Main Office	612-668-3400	Mary Scavotto
Attendance	612-668-3400 #1	Alejandra Hernandez Chavez
FAX	612-668-3410	
Athletic Office	612-668-3457	Giovan Jenkins
Counseling Office	612-668-3502	Kelly Bloomer
College & Career Ctr.	612-668-3442	Hana Sato, Erin Kottke
Advanced Academics Office	612-668-3435	Aaron Percy
Lunchroom	612-668-3460	Yvonne Hemphill
Health Office	612-668-3525	Denise Schneider
School Based Clinic	612-668-3453	

Email is the best way to contact teachers.

Teacher & Staff e-mail addresses are found [on our WHS website](#). Our staff return emails within 2 school days. We do encourage parents to have your students do the emailing when possible, especially if the topic is about a grade or assignment.

Google Classroom will be used by all teachers to post assignments. Students are expected to check each class page daily.

Infinite Campus is our grade portal for students & families. All families should be able to monitor your student's grades and attendance through Campus. See Mary Scavotto in the main office (612-668-3401) or email her at mary.scavotto@mpls.k12.mn.us if you need help getting set up.

Academics, Arts and Athletics

Washburn is committed to Academics, Arts and Athletics for all students. We encourage all students to try different classes, (especially advanced courses that offer college credit) extra-curriculars, and sports over your years at Washburn. This helps promote balance and exploration of opportunities. ALL students are welcome in WHS programs. There is something for everyone at Washburn!



Academic Offerings

Washburn High School is an authorized International Baccalaureate (IB) World School, offering the full Diploma Programme, and a candidate school for the IB Career Programme diploma as well. IB World Schools share a commitment to highest-quality, global-minded education. IB courses are open to ALL Washburn students, without barriers.

In addition to college credit earned through IB course testing, Washburn also offers courses with college credit options through Advanced Placement (AP), and MCTC, among others.

View the full [Washburn Course Catalog](#) on our website for the wide range of courses available at WHS. If there is a course we don't offer that you would like to see at WHS, please talk with Dr. Raabe.

Arts Offerings

Students can participate in Visual and Performing Arts at Washburn through both classes and extracurriculars.

Classes include:

Visual Arts: Studio Art, Painting, Drawing, Ceramics

Performing Arts: Band, Orchestra, Choir, Music Exploration, Guitar, Piano, Black Box Theater

Extracurriculars typically include: Art Club, Anime, Dance Team, K-Pop Dance, Musical, Play, One-Act, etc. (See extended list on p. 4 - clubs vary each year)

Athletic Offerings

Washburn students can participate in all the MSHSL sports offered in Minneapolis. Some are combined teams with other schools, but most are WHS teams. All students can try out and all genders are welcome. Students playing a sport must complete:

- Sports Physical (good for 3 years)
- MSHSL Parent Permission Form (one each year)
- Emergency Registration Card (each sport season)
- Athletic Fee (each sport season)

All athletes must follow eligibility guidelines and rules set by the district as well as the Minnesota State High School League rules. Athletes must maintain at least a 2.0 GPA to participate, and stay drug/alcohol-free.

FALL:	WINTER:	SPRING:
Cheer	Alpine Ski	Badminton
Cross Country	Basketball	Baseball
Football	Cheer	Golf
Tennis (G)	Gymnastics	Lacrosse
Soccer	Hockey	Softball
Swimming(G)	Nordic Ski	Tennis (B)
Volleyball (G)	Swimming (B)	Track
	Wrestling	Volleyball (B)
		Flag Football (G)

Student-athletes are encouraged to create an account with the [NCAA Eligibility Center](#). This is a free service available to college-bound student-athletes preparing to enroll in a Division I or Division II school. This enables student-athletes to ensure you have met amateurism standards and are prepared for college coursework.

Extracurricular Activities

Washburn offers a wide variety of extracurricular activities, which vary from year to year, depending on students’ interests. [View the list on the website for how to sign up.](#) Some are offered in partnership with our Community Ed program.

If you are interested in forming a group that is not listed here, see Holly Carlson, our activity coordinator in room 101.

The following are some activities WHS has offered in recent years: Art Club, Black Student Union, Book Club, Chess Club, Civically Engaged Teens, Clay Target, Dare 2B Real, Debate Team (English & Spanish), Feminism Club, Film Club, Gaming Club, Gender & Sexuality Alliance (GSA), Green Team, *The Grist* Student Newspaper, Jewish Student Union (JSU), Knitting Club, Latinx Club, Math Team, Mountain Biking, National Honor Society, Manga and Anime, *The Odyssey* Literary Magazine, One-Act Competition, Peer Mentoring, Plays and Musicals, Quiz Bowl, Robotics Team, Somali Culture Club, Spoken Word, Student Council, Ultimate Frisbee, Urban Farm, Washburn Cares.

Note that all students can apply to join Student Council, which plans dances, pep fests and other activities, as well as influencing administration.

Washburn 2026-27 School Calendar

[Here is the link to the MPS Calendar for 26-27](#)

Please note that dates can change.

The calendar on the WHS website will be continuously updated.

September

8 First Day of School

11 Picture Day

October

9 Homecoming game

10 Homecoming dance

13-14 Family-Teacher Conferences

15-16 State Teacher Convention – No School

November

3 Teacher PD Day & Election Day - No School

16 2nd quarter begins

13 Teacher Record Keeping Day Q1 – No School

25-27 Thanksgiving Holiday – No School

December

21-Jan 1 Winter Break – No School

January

4 Return from Winter Break

18 Martin Luther King Day – No School

29 Teacher Record Keeping Day Q2 – No School

February

1 3rd Quarter/2nd Semester begins

12 Family -Teacher Conferences

15 President's Holiday – No School

March

10 Eid-al-Fitr - No School

April

2 Teacher Record Keeping Day - Q3 - No School

5-9 Spring Break - No School

12 4th Quarter Begins

May

8 Prom

31 Memorial Day – No School

June

TBD Graduation

11 Last Day of School for 9th – 11th grade students

Grading & Graduation Requirements

Minnesota Graduation Requirements

English	4 years (4 credits)
Social Studies	3.5 years (3.5 credits)
Science	3 years (3 credits)
Mathematics	3 years (3 credits)
Health	1 semester (.5 credits)
Physical Education	1 semester (.5 credits)
Fine Arts	1 year (1 credit)
Ethnic Studies	1 semester (.5 credits)
Personal Finance	1 semester (.5 credits; Class of 2028 on)
Electives	5.5 credits*

Minimum Total Credits 21.5 credits

A 6-period day over 4 years provides an opportunity for students to take 24 credits. With zero hour, a student might earn up to 28 credits.

Schedule Options

Zero Hour: Students who want 7 classes may choose a zero-hour class in addition to a regular 6-period day. This may allow students to take higher-level courses.

Release Period: A senior who does not need 6 classes to graduate may take 1st hour off and come in later in the school day.

Students who take MPS Online courses will also have 1st hour off to do coursework.

Grading

Grading in all classes is A-F except Teacher aides and CBCI. Students will earn regular grades in all classes. GPA is calculated unweighted to 4.0.

Credit/No Credit (CR/NCR)

Elective courses may be taken on a credit/no credit basis with some conditions. See your counselor for details. Credit/No Credit is not an option for required courses.

Schedule Changes

Schedule change requests are accepted by counselors during the first week of each quarter. [Complete the schedule change request form](#) to request a change..

Counselors will make the change if it is in the timeframe, the class is available, and it works with your schedule.

Official Transcripts

Transcripts are retained at Washburn for five years following graduation. Students who need transcripts should call the Counseling Office at 612-668-3502, or stop in the office. There is a \$5 transcript fee after your first 3 transcripts.

Post-Secondary Options (PSEO):

Students who meet the eligibility requirements may elect to take college classes at participating four-year colleges, community colleges and universities. Students who are interested in this option should talk with your Washburn counselor.

Technology

MPS is a 1:1 district, meaning that every HS student has a district-issued Chromebook to use at school and at home. Students must bring it to and from school every day. Hotspots for internet access at home are available as needed. A carrying case is also issued to every student who wants one.

It is the student's responsibility to be familiar with all guidelines for device usage. Click here for the [MPS Student Technology Handbook](#) so you are familiar with all expectations.

If your Chromebook is not working, bring it to Mr. McCreary in the Media Center and we can either fix or replace it. Students are liable if the Chromebook is lost or stolen, just as you are with library books and other materials that belong to the school. Please take good care of your Chromebook!

Academic Integrity

Washburn High School expects its students to abide by the ethical and legal principles of academic honesty and uphold Miller PRIDE (Professionalism, Respect, Integrity, Determination and Excellence). We believe that all students have the right to learn in an environment where academic integrity is the norm.

Academic dishonesty (cheating) includes:

- Using AI to create work that should be your own
- Plagiarism (the use of someone else's words or ideas without proper acknowledgement)
- Copying from another student's exam/paper or allowing another student to copy from one's own exam/paper
- Unauthorized collaboration on homework and other class assignments. Giving or receiving unauthorized help on a take-home exam
- Representing another student's work as one's own
- Using prohibited exam aides (crib sheets, exam notes, internet, AI, etc.).

Consequences will be imposed when students are found to be cheating, including negative impacts on the student's course grade. Work that is plagiarized will receive a

zero with no opportunity for revision and will be marked accordingly in the gradebook.

Washburn Grading Scale Overview for Assessments

(Task criteria will be more specific)

Rubric Score	Description	Letter Grade
7-8	Exemplary <i>Achievement goes above & beyond the standard. The student consistently produces original, creative, and high quality work. The student participates actively in class. The student is a leader and assists others in the learning activities.</i>	A
		A-
5-6	Proficient <i>Achievement meets all parts of the standard at a solid level. The student consistently participates in class. The student engages positively with others in the learning activities.</i>	B+
		B
		B-
3-4	Satisfactory <i>Achievement meets most but not all parts of the standard, OR meets all parts at a basic level. The student participates in class. The student works well with others in the learning activities.</i>	C+
		C
		C-
2	Progressing <i>Standards are not met, or some parts are met & some are not. The student may be doing minimal work in class or missing a lot of work or class time. They contribute minimally to learning activities.</i>	D+
		D
		D-
0-1	Not Attempted <i>Work is missing or incomplete. The student is not consistently present for learning activities.</i>	F

Grading:

Washburn uses the standard A-F grading system for final grades on transcripts. Note that unlike middle school, an F grade means you will have to make up the class. We also use the MPS 0-8 grading system for summative assessments. Students will receive a rubric for each summative showing what is expected in order to earn the score you want. See p. 8 for an overview.

Checking your Grades:

Students & families should use the Infinite Campus Portal to check grades regularly. Expect that teachers will update grades about once a week. Grades are always fully updated at the mid-quarter and end of quarter.

Pay attention to due dates and deadlines. A **due date** is the date on which the work is due and can receive full credit. Work that comes in after the due date is late, and will not earn full credit. A **deadline** is the date after which the work will not be accepted.

Excused Absences:

- Students should check in with their teacher and check Google Classroom to see what was missed. Students are expected to make up the work (may be the same or an alternate assignment).
- An excused absence does not result in an automatic grade penalty, if work is completed by the agreed-upon deadline.
 - Assignments may be marked missing until completed.
 - Some smaller assignments might be excused at the teacher's discretion.
 - An alternate assignment may be assigned in some cases at the teacher's discretion.
 - A student will not earn a zero if an absence is excused unless the work is not completed.
- For vacations or planned absences, students should request work ahead of time and also check Google Classroom for assignments while they are absent.
- Extensive absences need consultation with counselor, social worker and/or admin.

Unexcused Absences:

- Assignments may earn a zero, or may be made up for late credit at the discretion of the teacher.
- It is the student's responsibility to ensure that parents call in excused absences, or communicate with the teacher when that isn't possible.
- IEP/504 may contain additional expectations.

Washburn Student Assistance Team

If you need immediate help with an urgent concern, you can talk with any of the people listed below, regardless of the grade levels they are assigned to.

Who to go to...	Job Title	Name	Grades/ Programs	Rm
<i>Report bullying or a conflict with another student, problem with a teacher, setting behavior and academic goals, report a weapon at school or a potential fight, mediation, peer jury, support with anything getting in the way of success!</i>	Student Deans	Jaki Martinez	9th grade	220
		Mike Taylor	10 th grade	220
		Justin Hermann	11 th grade	218
		Kou Thao	12th grade	218
<i>Mental health challenges, grief/loss support, anxiety, depression, suicidal thoughts, hurting oneself, housing support, pregnant and parenting students, GLBTQ support, family or other concerns,</i>	School Social Workers	Michelle Brown	Grade 9	210
		Ayan Ibrahim	Grade 10	312E
		Kara Lattu	Grade 11	115A
		Willie Moss	Grade 12	312E
<i>Academic support, organization and study skills, social and emotional concerns, class selection & scheduling, attendance, grades, build better relationships, solve problems, support with choosing classes and future pathways</i>	School Counselors <i>If you have an IEP, also talk with your case manager.</i>	Clinton Ferguson	Students with last name: A-Eh	111
		Herb Crowell	Ei-Kn	
		John Pemberton	Ko-Po	

		Michelle Christenson	Pr-Z	
<i>Health concerns</i>	School Nurse & HSA	Denise Schneider Jenn McFarlane	All grades	006
<i>Career and college planning</i>	CCC	Hana Sato Erin Kottke	All grades	107
<i>Alcohol/drug use or dependency issues (including vaping)</i>	District Support	Rufus Brown	All grades	210
<i>If you or your family prefer to use Somali or Spanish, language liaisons can help!</i>	Language Liaisons	Abdiasis Ali Leo Aguilar Julian Barivan	Somali - all grades Spanish - all grades	114
<i>Immunizations, birth control, nutrition information, mental health needs</i>	School Based Clinic	Michelle Wendy Shawn Turquoise	All grades	002

You may also talk to an administrator any time you have a concern:

Terry Peña – Assistant Principal, grade 9

Mark Stauduhar – Assistant Principal, grades 10-11

Michelle Terpening – Assistant Principal, grade 12

Dr. Alisha Raabe – Principal

You can also use the [WHS Tip Line](#) to report concerns about bullying, conflicts, or any trouble at WHS.

The Tip Line may be used with your name if you want contact, or anonymously if not. You can use the Tip Line for ANY concerns at Washburn. It is monitored daily by administration.

The Tip Line can also be accessed on the [WHS website](#).

Washburn School Policies

The Washburn staff expects students to uphold **Miller PRIDE** (Professionalism; Respect; Integrity; Determination and Excellence) every day. We strive to ensure that Washburn is a safe environment where all students can learn together.

Administration's Statement on Anti-Racism:

We value racial diversity at Washburn, and we assert that valuing different cultures does not mean just *tolerating* or *accepting* our differences; it means *embracing* our differences as an important part of what makes a great community.

Washburn staff will strive to continue to learn and grow in our understanding of institutional racism and the ways that we can dismantle it at Washburn and beyond. We commit to look for ways that white supremacy has shown up in our school and to work to eliminate it.

We commit to teach the truth of our history. We commit to work together with students & families to ensure that education at Washburn is meaningful for all students, and to intentionally prepare students for an anti-racist future.

We know this is a journey, and we will make mistakes along the way. We will *hold each other **able*** and support each other as we all learn and grow together.

Cell Phones/Electronics

Washburn students DO NOT use cell phones or headphones/earbuds during class time. Your brain needs a break from the screen, so you can focus on your learning.

All personal devices must be put into the phone pockets during class time. Teachers will NOT ask students to use their phones for class, as all students have Chromebooks, which can be used for academics as needed.

Students may use phones/devices during passing time and at lunch, as well as before & after school. They may not be used in the halls or other spaces during class time. Phones may never be used in bathrooms and locker rooms.

A phone/device will be confiscated ("bag & tagged") if it is seen during class time in any part of the building.

When a device is bag & tagged, it will be given to security staff. Staff will return it to the student at the end of the day at the front desk **ONLY** on the first offense. Students must show their ID to retrieve their device. If there is a 2nd offense, staff

will only return the phone to a parent.

Dress Code - Washburn students are expected to dress in a professional manner for school, with an understanding that cultural expectations & resources vary. We recognize that no one is responsible for how others might view them, but everyone is responsible to be respectful of others in the way they present themselves at school. In general:

- Cover up at least from shoulders to mid-thighs.
- Keep underwear and private parts out of sight.
- Shoes must be worn in the building at all times.
- No offensive or inappropriate images or words on clothing.
- Face is uncovered unless you need a medical face mask.
- Clothing or accessories must not cause a disruption to learning.

Administration reserves the right to determine acceptability on a case-by-case basis.

Alcohol/Drugs/Tobacco/Vaping - Possession and/or use of alcohol, drugs, tobacco, THC (gummies, brownies, etc), vapes or any intoxicants on the premises or at school activities is prohibited. This includes at home on any distance learning days.

Being under the influence of intoxicants is prohibited at school or any school activity. Any student found in violation will be disciplined according to district policy and required to attend chemical health counseling.

A student found to be selling intoxicants may be expelled and may be arrested.

Weapons - Possession of any weapon (gun, knife, etc) or look-alike (fake or toy) weapon is prohibited on school grounds at all times. Also prohibited in virtual classrooms. Possession of a weapon or look-alike will result in recommendation for expulsion and possibly arrest. If something that is not a weapon is used as a weapon to cause bodily harm, it will be treated as a weapon.

Violence - Physical and verbal violence are not tolerated at Washburn. Physical fighting is not allowed on school grounds. Students are expected to resolve conflicts in a productive way that does no harm. Deans are available for mediation as needed.

Bullying - Any bullying by Washburn students, whether it takes place at school, online, or in the community, is unacceptable and will be consequenced accordingly. Note that this includes harassment of *any one* - including students perceived to be criminals or abusers.

Restorative Practices - All attempts will be made to support students to overcome and work out disagreements and problems, whether they are with other students or with staff. Deans, Counselors and Social Workers are trained to help restore relationships that are damaged by conflicts, using circles, mediations, and other tools.

Getting Support - When you need immediate mental/emotional health support, you can come to the main office & request either to see a specific person, or more general support if you don't know who to see. (We no longer have funding for the TIMM Room, but deans, social workers and counselors can be available when needed.)

Dances - Dances are a privilege at Washburn and we ensure that they are safe spaces for all students.

- Students will be screened & bags searched upon entry. Illegal items found will be confiscated and serve as grounds for exclusion from the dance.
- Students found to be under the influence of intoxicants will be sent home and excluded from future dances.
- Students are expected to dance & behave appropriately. "Mosh pit" and "body surfing" are dangerous and not allowed. Students will be sent home if behavior is unsafe or inappropriate.

Passes - A student must have permission to leave the classroom during class time. It is the student's responsibility to obtain a pass from the teacher before leaving the room, and to carry a pass in the hall. Permission to leave class is given at the discretion of the classroom teacher.

Students should not interrupt the lesson to request a pass except in an emergency. During work time, it is appropriate to ask the teacher for a pass. If it is for locker, bathroom, drink, or a quick break, use the laminated pass. If it is to see a counselor or other staff member, the teacher will write a pass.

Passes are not given out in the first ten minutes or the last ten minutes of class in order to maximize learning during key points of the lesson when topics are often being introduced, directions are given, or when the instructor is wrapping up an activity.

A student who is too upset to wait for a pass must go directly to the counseling office or to the main office for support.

Bathrooms - Only one person may be in a bathroom stall at a time. There are no exceptions to this. If more than one student is found together breaking this rule, they will be searched and parents contacted. Phones may never be used in bathrooms or locker rooms.

Lost and Found is located in the main office, which is open from 7:15-4:00 every school day. At the end of each semester, any unclaimed items will be given away.

Lockers and Locks are provided for each student. Students are responsible for all locker contents. Students should not share lockers. If locks are lost there is a \$5.00 fee. School lockers are the property of the Minneapolis Public Schools and the school district holds exclusive control of lockers provided for students. The school may open any locker at any time if deemed necessary. Contact Mr. McMayer if you have a

locker question: david.mcmayer@mpls.k12.mn.us

Posters - All posters must be approved and stamped by Ms. Terpening before they are put up on the wall. There are no exceptions to this.

Financial Obligations - Students must make restitution for damaged or lost school property, which includes but is not limited to, textbooks, library books, sports equipment/uniforms, and Chromebooks. (Lunch debt not included.) If an item is not returned by the end of the semester or sports season, students will be placed on the obligation list. Any unresolved obligations will be carried over to the next school year. All obligations must be cleared prior to graduation or students will not be allowed to participate in the graduation ceremony. (This does not impact transcripts.)

Gym clothes are required for physical education classes. Students should wear a t-shirt or sweatshirt and shorts or sweatpants. Athletic shoes are required.

Prayer - Students whose faith requires prayer at a certain time of day may, with parent permission, receive a pass to use the designated prayer space. Students must have a pass to use the space. See your grade level AP for more information or permission.

ID Cards are required by Minneapolis Public Schools. Students should have their ID cards in their possession at all times. ID cards are used for checking in/out at lunch, checking out textbooks, admission to events, access to bus transportation, lunchroom and the Media Center. At the beginning of the year, all students will be issued an ID card at no cost. Replacement cost for a lost or damaged ID card is \$5. You can request a replacement ID card from the clerk in the counseling office.

Visitors - With the exception of parents and guardians, Washburn has a no-visitors policy during the school day. This includes siblings, relatives and friends. We also do not allow anyone to “shadow” or attend classes with students. Parents/guardians may visit the office at any time, but do not visit classrooms.

Food Services

Breakfast: Breakfast is free for all students and is served daily in the cafeteria from 7:55 a.m. - 8:25 a.m. Breakfast food may not be taken from the cafeteria.

Lunch: Lunch is free for all students. Students have 40 minutes for lunch. Lunch periods are determined by the class a student has 4th Period.

Off-Campus Privileges: Students in grades 10-12 may leave the building during lunch. There are picnic tables on the mall, and students may leave the grounds as well. Students

use your ID card to check out at Door 2 and check back in at Door 10. Students may lose the privilege if they return late to class. 9th graders do not leave the school for lunch.

Students may get lunch in the cafeteria and then bring it outside (gr 10-12) or to a teacher's classroom (with prior permission, gr 9-12) but should not eat in the hallways or stairwells. If a student is late returning to school after leaving for lunch, they will lose the privilege of leaving. Students may also lose the privilege for other infractions too.

Delivery: Students may NOT order food to be delivered to Washburn during the school day. Deliveries will be turned away. Students are not allowed to miss class to retrieve a delivery.

Cleanliness - Keeping the cafeteria & eating areas clean is the responsibility of all students. Please clear off your table by putting all trash in the containers provided. Part of Miller PRIDE is taking pride in our spaces and making sure we clean up after ourselves to keep our spaces clean for others.

Nurse's Office

The Washburn Licensed School Nurse (LSN) and Health Services Assistant (HSA) work collaboratively with the entire Washburn staff to support student attendance and academic success. They are located in room 006A. They work with students and their families to manage any health concerns which may temporarily or permanently impact school success.

Students may also access the School-Based Clinic for some services as well. (See p. 9.)

- **Illness during school:** Students who become ill or injured during school hours **MUST** report to the Health Office for evaluation. Students must have a pass to visit the Health Office. Permission from a parent/guardian or other emergency contact, as currently defined from the Emergency Information Form, is required in order for any student to be excused from school, and will be called by Health Office staff if early dismissal is warranted.
- MPS has a **24 hour exclusion rule** for vomiting, diarrhea, or a fever greater than 100 degrees. Therefore, students should not return to school until at least 24 hours after the last episode of vomiting, diarrhea or until the fever has returned to normal for 24 hours without the use of medication.
- **Students with short term or chronic special health concerns** are asked to contact the Licensed School Nurse. Please call the Licensed School Nurse at 612-668-3525.
- **Medications:** Health Services recommends that medications be given at home whenever possible. If a student needs any medication during the school day, the medication authorization forms can be found at the [Health](#)

[Services web page](#). All **prescription** medications require a medical provider and parent to sign the form. These can be faxed to the Health Office from a clinic or medical provider after a parent/guardian signs the medication form. These forms need to be completed annually. Prescribed medication must be provided to the Health Office in the original prescription bottle. Controlled medications for conditions such as ADHD and seizures must be dropped off and picked up by the parent/guardian.

- If a student needs to carry an **over the counter pain medication** (Tylenol, ibuprofen, etc.) for a temporary concern [the MPS authorization form](#) needs to be completed, signed and dated by the parent/guardian. These forms need to be completed annually and returned to the Health Office.
- **Vision and Hearing screening:** Students or family members can request vision or hearing screening to be completed in the Health Office. The Licensed School Nurse and HSA work with community agencies to provide vision and hearing services if needed.
- **Immunizations/Shots:** Each student must show proof of current immunization status or have copies on file in the Health Office prior to the start of school. Students who have medical reasons for not being immunized must have the physician sign a form available from the Health Office. Those students with a conscientious objection must have a notarized form on file. This is state law.
- **Elevator:** Only students with medical needs verified by the Health Office may use the elevator. Students/parents/guardians must come to the Health Office to obtain a pass to use the elevator.

Attendance Matters

At Washburn, we expect students to **attend school every day**, whether we are in the building or distance learning. Research shows that there is a direct correlation between student attendance and student achievement. Successful students **attend** school at least **95%** of the time. This is why the school district expects families to plan appointments and vacations when school is not in session.

Reporting Absences

When a student's absence is unavoidable, the parent/guardian should call the attendance line (612-668-3400, option 1) between 7:00 a.m. and 10 a.m on the day the student is absent. Leave a message stating:

1. Reason for the absence
2. Exact dates and times of the absence
3. Student's full name and grade

Students are allowed up to 8 total absences per calendar year or 3 consecutive days in row. A health care provider's verification is required for absences that exceed eight cumulative or three consecutive days due to illness.

For any illness of more than three (3) consecutive days, the student must submit a

doctor's note to the school nurse.

Extended absences:

If you are going to be absent for a family vacation or other absence reason for more than 4 days, you must get a permission slip from the attendance office. This form is filled out by your teachers in advance and turned in to the attendance office.

Automated Notification of Absence

On **each** day a student has an **unexcused** absence in **one or more** classes, the school district's voice messaging system will automatically call the student's home to inform the parent/guardian of the absence. Students may have their teacher email the attendance clerk to clear up any errors.

Tardies: Being late to class is disruptive to the class, and creates more work for the teacher to catch you up on what you missed. Students are expected to be on time for classes.

Consequences for tardies are at the discretion of the teacher and may include:

- 1) No credit for work missed as a result of tardiness to class
- 2) Parent contact
- 3) Referral to dean for repeated infractions

Grading:

Excused Absences:

- An excused absence should not result in an automatic grade penalty
 - Smaller assignments can be left blank so it doesn't impact the grade
 - Alternate assignment may be given as appropriate at teacher discretion
- Students should check in with teacher or check in Google Classroom regarding what was missed. Student is expected to make up the work (or should expect that they will have to do some type of equivalent, alternate assignment)
 - Students are typically given 2 days to make up work for each excused day they miss
- For vacations or planned absences, students should request work ahead of time. Extensive absences need consultation with counselor, social worker and/or admin

Unexcused Absences:

- Assignments may earn a zero, or can be made up at the discretion of the teacher.

- If work is made up, it is considered late.
- It is the student's responsibility to ensure that parents call in excused absences.

Leaving the building during the school day – Students who know in advance that they need to leave school during the school day must have a note signed by a parent/guardian for them to leave the building. Otherwise, a student may leave the building only if the student is excused by the school nurse, a principal or if the parent/guardian comes into the building to release their student. Students leaving the building are to sign out at Door 10, where parents/guardians may then pick them up. Students who do not follow these procedures are recorded as unexcused.

Note: Parent drop off & pick up is not allowed at Door 10 before or after school. Parents should pick up on 49th St. There is ONE 5-minute parking spot designated for pick up during the school day if a student has to leave early or come late.

Student Rights regarding Homelessness:

If your family is staying in an emergency shelter, temporarily doubled up, or moving frequently because of lack of housing, let your School Social Worker know so they can help.

If your family is homeless or highly mobile, you have a right:

- To immediately enroll in school or to continue at the same school if transportation is feasible.
- To attend special programs and after-school activities.
- To automatically qualify for educational benefits.
- To have free school supplies.

Media Center

We invite you to use the media center as a place to find books to read for school or for pleasure, a place to use computers for school work, and a quiet place to study and meet with friends and classmates.

- The Media Center is open from **8:00 a.m. - 4:00 p.m.**
- Passes are required for all students during school hours, *even during lunch*, unless they are there with their teacher. PSEO students may use the media center at times when they do not have a class.
- Food is not permitted in the Media Center. Only water is permitted.
- Like all classrooms, cell phone use is not permitted in the media center.
- Students may check out up to 7 library books at a time. Books may be checked out for 3 weeks and a time, and renewed 2 times
- Students may request that new books be purchased from Media Center staff
- Classes that have reserved library spaces have priority.

- MPS is no longer providing printers for students. Teachers should not be requiring students to print out their work.

Here are some writing resources:

[Citing AI use through MLA](#) - all students should review this so you understand how and when to cite your work with AI

[Getting Started with MLA](#)

[MLA In-Text Citations](#)

[MLA Works Cited Examples](#)

Policies & Notices for Caregiver

MPS has many policies that could be helpful for families to be aware of. See this [MPS Annual Notification](#) link for lots of info.

MPS Citywide Discipline Policy 26-27

The MPS Behavior Levels Summary is below. Please review & ensure that you are familiar with what is expected.

Behavior Levels Summary

Minneapolis Public Schools utilizes a behavior levels system to categorize student behavior incidents and their responses. The lowest level (level 1) is for minor incidents and the highest level (level 4) is reserved for the most extreme incidents.

Behavior Level	Incident Summary	Potential Responses
1	Level 1 behaviors are behaviors toward another student, staff, volunteer or visitor or repeated, chronic or significant classroom managed incidents	In addition to the suggested interventions for classroom managed behaviors, interventions may involve support from other educators (Deans, Restorative Advocates, social workers, counselors or administrators). Students are to miss no more than 15 minutes of instructional time for Level 1 incidents
2	Level 2 behaviors are behaviors that target others, cause minor harm to others and/or interfere with the learning environment beyond what is developmentally appropriate or expected for students	If further intervention is needed after attempting non-exclusionary interventions, in-school removals from instruction are the preferred response for Level 2 incidents. Administrative Removals (removal less than 1.0 days) may be utilized in response to Level 2 behaviors.
3	Level 3 behaviors create safety concerns for the student and/or others and/or cause significant disruptions to the learning environment	When in-school removals are not safe for the student or others, out of school suspensions may be used for students older than 3rd grade. Out of school suspensions may be between 1.0 and 4.0 days.
4	Level 4 behaviors are extreme behaviors that create significant safety concerns for the student or others and/or extreme school-wide disruptions to the learning environment	If it is determined that an incident meets Level 4 criteria, the administration must contact the Expulsions and Transfers Office (ETO) regarding next steps and possible recommendations for administrative transfer, recommendation for expulsion and/or knife/weapon letters.

Student Responsibilities:

- Take responsibility for your behavior and hold yourself to high standards
- Work to achieve at high levels
- Come to school every day, on time, ready to learn
- Follow school and classroom expectations and rules
- Participate as members of the learning community
- Treat teachers, staff, other students and yourself with respect

- Help teachers and other students understand your culture and learn about and be respectful of the cultures of others
- Comply with reasonable requests from school staff
- Model positive behavior
- Reinforce learning through homework and tutoring as needed
- Talk to your family about school expectations and what you are learning
- Share feedback on progress (grades, etc.) with family
- Participate in problem solving for individual and school concerns.

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## **Washburn HS Rules for Distance Learning**

(We may have e-learning days if school is closed at any point for snow, cold, or other mandated reasons.)

- Be present in the class Google Meet for each class at the beginning of your scheduled classes each day. This is how we take attendance.
- Have your camera on in the Meet at the beginning of each class & keep it on unless the teacher gives permission to turn it off during independent work time.
- Check your email at least once every day. Be sure to open every email from your teachers.
- Log in to Google Classroom for each class every day and be sure to check the Classwork tab to see your assignments.
- Do not share your class codes or links with anyone who is not in the class.
- Never enter a class without permission. You should never be in a class that you are not assigned to without an advance invitation from the teacher.
- Do not videotape other students in any Distance Learning activity without their permission.
- Do not post anything from Distance Learning on social media.
- Remember that this is a very stressful time for some people. Do your best to make it better & not worse for anyone.

MPS uses software to monitor student activity on all MPS accounts. Everything you do with your MPS log-in is seen & concerns will be reported to administration.

Please use good judgment and be thoughtful of others during e-learning. Know that rules will be enforced, and consequences could lead up to digital exclusion. Students with repeat infractions may find your log-in revoked.

All behavior expectations that we have when we are at school also apply to online learning. Remember that anything that impacts school can be consequence by school.

*Handbook updated 8-26-26*