



STUDENT HANDBOOK 2019-2020
Washburn High School
201 West 49th Street, Minneapolis, MN 55419
(612) 668-3400
<http://washburn.mpls.k12.mn.us>

This book belongs to:

Name _____

Getting to Washburn

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

Bus Routes & Bus Cards

Washburn High School is served by Metro Transit routes 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 from Check and Connect.

Parking

Visitor and student parking at Washburn is available on the streets around Washburn with the following exceptions: all parking lots surrounding Washburn are staff/visitor/parent parking only. Please be aware of city-posted parking restrictions on local streets and please be respectful of our neighbors.

Building Entrance

Washburn is secured during the school day. Between 8:30 a.m. and 3:00 p.m., students, and visitors are to enter the building through Door 10 only, located on 50th Street. Between 7:15 a.m. and 8:25 a.m. students may enter through door 3, located on 49th Street.

Washburn

Our Vision: Washburn is a destination school of excellence for students from all backgrounds.

Our Purpose: To empower students to creat their best future.

Table of Contents

Bell Schedule	2
Frequently Called Telephone Numbers	2
Tentative Calendar of Events	3
ACT and SAT Test Dates	4
Academic Information	4-5
Student Services	5-7
Health Services	7
Attendance Policies and Procedures	8
Additional Washburn Policies	8-10
General Information	10
Athletics/Co-Curricular Activities	10-11
Media Center Policy	11
MLA formatting	11-12
District Policies	12-17

Bell Schedule

Zero hour	7:30 – 8:25
Period 1	8:30 – 9:25
Period 2	9:30 – 10:25
Period 3	10:30 – 11:25
Period 4	11:30 – 1:00
First Lunch	11:30 – 12:00
Second Lunch	12:00 – 12:30
Third Lunch	12:30 – 1:00
Period 5	1:05 – 2:00
Period 6	2:05 – 3:00

Frequently Called Telephone Number

Main Office	612-668-3400
FAX	612-668-3410
Attendance	612-668-3429
Athletic Office	612-668-3457
Counseling Office	612-668-3502
College & Career Ctr.	612-668-3442
Advanced Academics Office	612-668-3435
Lunchroom	612-668-3460
Health Office	612-668-3525 or 612-668-3434
School Based Clinic	612-668-3453

Staff voice-mail numbers and e-mail addresses: http://washburn.mpls.k12.mn.us/uploads/phone_list_with_voice_mail.pdf

Tentative Washburn 2019-2020 Calendar

Calendar dates for school events may change. Please check the Washburn website calendar for updates.

<u>August</u>	
28	Welcome Back Night 4:30 -6:30pm/9 th Grade student orientation 2-4:30pm/9 th Grade parent orientation 6:00pm
<u>September</u>	
3	First Day of School
9	Picture Day
19	Curriculum Night (current families) – 6:00pm – 8:00pm
24	Counselor Event: Seniors & Families Financial Aid Night (FAFSA and MN Dream Act) - 6:00 pm
27	Homecoming Game 7:00pm
28	Homecoming Dance 7:00-10:00 pm
<u>October</u>	
11	Picture retakes
15	Parent-Teacher Conferences: 4:00 - 8:00 pm
16	No School - Parent-Teacher Conferences – 8:00-12:00pm
17-18	No School – State Education Convention
31	1 st quarter ends
<u>November</u>	
1	No School- Record Keeping Day
4	2 nd quarter begins
27 - 29	No School – Thanksgiving Holiday
<u>December</u>	
23 - 31	No School – Winter Recess
<u>January</u>	
1-3	No School – Winter Recess
6	Return to School
16	2 rd Quarter/ 1 st Semester ends
17	No School- Record Keeping Day
20	No School – Martin Luther King Day
21	3 rd Quarter/2 nd Semester begins
<u>February</u>	
17	No School – President’s Holiday
18	No School -Parent -Teacher Conferences: - 12:00-4:00pm and 5:00-8:00pm
<u>March</u>	
23	Counselor Event: 10 th and 11 th Grade Student & Family College Planning Mini Conference; 6:00 pm
24	ACT for all Juniors
26	3 rd Quarter Ends
27	No School- Record Keeping Day
30-31	Spring Break – No School
<u>April</u>	
1-3	Spring Break – No School
6	4 th Quarter Begins
16	8 th Grade Registration Night time 4:30 pm- 8pm
18	PROM 7:00-11:00pm
29	8 th Grade Registration Make up 7:30am-8:30am
<u>May</u>	
25	No School- Memorial Day
TBD	Last day for seniors
29	Graduation for the Class of 2020 8PM Minneapolis Convention Center
<u>June</u>	
5	Last Day for 9 th - 11 th grade students

Minimum Total Credits 21.5 credits

Schedule Changes

It is of utmost importance for students to give thoughtful consideration of their options when registering for classes. Master schedule development and teacher staffing depends on student course selections. It is for this reason that there are limited parameters for which a request for a change in classes will be accepted.

- **June 8th- August 30th:** Students who make a request during this time will be put on a wait-list. Counselors will systematically try to move students off the waitlist and into the requested class on August 21st and August 22nd. All requests for changes to classes will be considered if there is a seat available in the new course. Students who did not make it off the waitlist during this time will be rolled over to the secondary waitlist (see below).
- **September 3rd – September 6th :** Students, not parents, must make the request **in person by filling out a Schedule Change Request Form** which is available in the counseling office. If the requested class is full, students will be put on the secondary waitlist. Counselors will attempt to move students off the secondary waitlist on September 4th and students will be notified if the request was accommodated.
- **One week prior to the end of each quarter:** Only changes to core classes (English, Math, Science, Social Studies) based on level will be considered.

Credit/No Credit (CR/NCR)

Credit/No Credit (CR/NCR is NOT an option for students in required courses. Elective courses may be taken on a credit/no credit basis with the following conditions:

- No more than 1 class may be taken for CR/NCR each quarter;
- Student must indicate an intention to do so within the first three weeks of the quarter by completing a CR/NCR form with their counselor and signed by the teacher;
- The CR/NCR policy will be voided if the student exceeds 7 absences in the class. The grade would revert to the letter grade earned.

Post-Secondary Options (PSEO) are for 10th, 11th and 12th grade students. Students who meet the requirements are eligible to take regular college classes at no cost at participating four-year colleges, technical colleges and universities. Students who are interested in this option should contact their Washburn counselor.

Student Aide

Juniors and Seniors are permitted to be student aides. Student aides receive a Credit/No Credit grade rather than a letter grade. No more than three (3) student aide credits may be counted toward the credits needed for graduation.

Official 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. Reminder: \$2 per transcript sent to colleges

Washburn Student Assistance Team

Even though some of the student assistance team staff members cover different grades, if you need immediate help with an urgent concern, you can talk with any of these people.

Who to talk to if you or a friend has a question about or an issue with:	Job Title	Name	Grades/Programs	Room #
Suicidal thoughts, feeling sad or depressed, hurting oneself, grief/loss issues, housing or homeless issues, GLBTQ concerns, concerns with parents/family/safety at home, attendance concerns, need information on community resources	School Social Workers	John Jubenville	*Grades 9 and 12	114
		Marisa Gustafson	*Grade 10 and 11	312E
Am I pregnant?, Support for pregnant and parenting students (both male and female)	School Social Worker	John Jubenville	*Grades 9 and 12	114
		Marisa Gustafson	*Grade 10 and 11	312E
			*looping with students through	

			each grade	
Asthma problems, health problems affecting learning or attendance, mental health concerns, medication consent	School Nurse	Denise Schneider	All grades	006
Academic support (time management, organization and study skills), career and college planning, social and emotional concerns, class selection & scheduling, improve attendance, bring grades up, build better relationships with people, solve problems, find opportunities in the community.	School Counselors or If you have an IEP talk to your case manager.	Loretta <u>Collins</u>	Last Names <u>A-C</u>	111
		Herb <u>Crowell</u> Amy <u>Webster</u> John <u>Pemberton</u> Teresa <u>Savage</u>	<u>D-HUG</u> <u>HUI-MOD</u> <u>MOH-SAM</u> <u>SAN-Z</u>	111
Report a conflict with another student, report bullying, not getting along with a teacher, setting behavior and academic goals, report a weapon at school or a potential fight.	Student Deans	Delane Woods		220
		_____ Lisa Jensen _____		210
Problems that are getting in the way of school attendance and learning, academic support, drop-out prevention (retention), overall student engagement	Check and Connect Advisors (or talk to your school counselor)	TBA	Grades 9 - 12	221
Alcohol/Chemical dependency issues	Social Worker	<u>Amanda Collier</u>	All Grades	013A

You may also talk to an administrator if you have a concern. The administrators are:
Dr. Emily Palmer –Principal, Michelle Terpening – Assistant Principal, Shannon Tenner – Assistant Principal,

Additional Support At Washburn

Program Name	Location	Description
School Based Clinic	002	A clinic run by the Minneapolis Health Department offering medical and mental health services to students with or without insurance. Medical services include physicals, immunizations, treatment of minor illness and injury, reproductive health services and nutrition information. Mental health services include prevention, early intervention, treatment and referrals for issues such as anxiety, depression, stress, family and relationship issues. Separate forms need to be completed and signed in order to be seen at the Washburn School Based Clinic.
College & Career Resource Center	107	Provides support for career development and post-secondary planning. Danielle Seifert or Munira Mohamed are available Monday through Friday during the school day and by appointment.
Educational Talent Search (ETS)	107	Provides academic support and vocational, career, and financial aid information, Tuesdays and Wednesdays in the career center.
Trio Upward Bound	107	Helps students prepare for education after high school, Mondays and Wednesdays after school in the Career Center.

Student Rights regarding Homelessness and High Mobility

If your family is staying in an emergency shelter, temporarily doubled up, or moving frequently, you may be considered homeless or highly mobile by law. Let the School Social Worker know this.

If your family is homeless or highly mobile, your child has a right:

- To immediately enroll in school.

- To continue at the same school if transportation is feasible.
- To attend special programs and afterschool activities.
- To automatically qualify for free lunch at school.
- To have free school supplies.
- To receive needed services as all other students.

When enrolling your child in school, you do not need to immediately provide:

- Proof of residency,
- Immunization records,
- Birth certificate, or previous school records.

Washburn Health Office - Room 006A

The Washburn Licensed School Nurse and HSA work collaboratively with the entire Washburn staff to support student attendance and academic success. They work with students and their families to manage any health concern which may temporarily or permanently impact school success.

At registration the Licensed School Nurse will review any health concerns that the student may have by reviewing the Annual Health Information form. If any health concerns are noted, the Licensed School Nurse will contact the student and parent/guardian

- **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 http://washburn.mpls.k12.mn.us/Health_Services. 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 http://health.mpls.k12.mn.us/uploads/self-carry_newpain_medication_consent-revised_2008_3.pdf 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.
- **Illness during school:** Students who become ill or injured during school hours need to report to the Health Office for evaluation. **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 24 hours from the last episode of vomiting, diarrhea or until the fever has returned to normal for 24 hours without the use of medication.
- **Immunizations/Shots:** Each student must show proof of current 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. There will be no exception to this state law.
- **Elevator:** Only students with medical needs verified by the Health Office may use the elevator.

Attendance Matters

At Washburn, we expect students to **attend school every day**. Current research shows that there is a direct correlation between student attendance and student achievement. If students are to be successful, they **must attend** school at least **95%** of the time. This is why the school district strongly suggests parents plan appointments and vacations when school is not in session.

Reporting Absences

When a student's absence is unavoidable, the parent/guardian should telephone the attendance line (668-3429) between 7:00 a.m. and 10 a.m on the day the student is absent. If a telephone call is not possible, the student must present a note to the attendance office when she/he returns to school. The note must include:

1. Reason for the absence
2. Exact dates and times of the absence
3. Student's ID number

4. Parent/guardian's signature and daytime phone

Healthy students are better learners. Students are allowed to 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.

For **any appointments** to be excused, **the student must bring back to the attendance office documentation** from their appointment for confirmation. Students/parents have **3 weeks to clear up any unexcused absences**.

Pre-Approved Absences

If a student **plans in advance to be absent more than two days**, the **student is required to pick up a pre-approved absence form from the Attendance Office**. The student is responsible for getting all current teachers' signatures and the signature of the assistant principal **prior to their absence** in order for the time to be excused. District recommends no more than a total of 5 extra days during the school year.

Automated Notification of Absence to Parent/Guardian

On **each** day a student has an **unexcused** absence in **one or more** classes, the school district's voice messaging system will automatically attempt to telephone the student's home to inform the parent/guardian of the absence. Students should stop in the next day to clear up any absences done in error.

Possible Consequences of Absenteeism

- 1) A grade of F in a class.
- 2) According to state law, a student under the age of 18 who is absent from one or more class periods for seven school days is defined as a continuing truant. Parents will be notified, through the truancy process, of their obligation to compel regular attendance of the child. Failure to do so could result in prosecution.
- 3) According to state law, **a student who misses 15 consecutive days of school must be withdrawn.**

Possible Consequences for Unexcused Tardies

- 1) A grade of F on work missed as result of tardiness to class.
- 2) On the third tardy in any class, the teacher will contact the parent to notify him/her of the student's tardiness.
- 3) On the fourth tardy in any class, the teacher will refer the student to his/her respective Dean. The Dean will, in turn, call the parent to establish a plan to improve the student's attendance. Sanctions may be assigned to students at this point—e.g. no passes, loss of open lunch privilege, etc.

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. In all other cases, 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.**

Open/Closed Campus – seniors, juniors and sophomores may leave the school grounds during lunch, after showing their school ID at Door 10. Students are expected to respect the property of all who live and work in the neighborhood. Please do not trespass, litter or loiter on others' property. Drive within the speed limit and keep music turned down. Open campus is a privilege, not a right. The administration has the authority to revoke this privilege if a student abuses it.

Additional Washburn School Policies

The Washburn staff expects students to uphold Miller PRIDE (Professionalism; Respect; Integrity; Determination and Excellence). Washburn must remain a safe environment where all can learn in harmony. Washburn's policies are few, but they are important. Please abide by them.

Alcohol/Drugs/Tobacco/Vaporizers/Weapons – Possession and/or use of alcohol, drugs, tobacco, vaps or weapons on the premises or at school activities is prohibited. Being under the influence of intoxicating beverages or drugs is prohibited at school or any school activity. Any student found in violation will be suspended according to district policy and referred to other school support staff.

Appropriate Dress

Washburn students are expected to dress and groom in a manner that is appropriate for school:

- No bare midriffs.
- No exposed cleavage.
- No exposed underwear.
- No sagging or low cut pants. Pants must be secured at the waist and no underwear or undershorts should be visible.
- Shorts must be an appropriate length as determined by administration

Students will be asked to change or go home to change and return to school if they are wearing inappropriate clothing.

Other clothing policies are as follows:

- State law requires that students wear shoes in the school building.

- Clothing with words or images that promote illegal substances, weapons, harassment, profanity, sex or gang affiliation is not permitted.

We remind students that the following types of dress may place them (and others around them) at risk for a confrontation or violence since they may be interpreted as gang references.

Dances

Dances are a privilege at Washburn. We reserve the right to refuse the sale of dance tickets leading up to the event. This could be based on behavior and attendance

****In order to attend dances students must be in good standing as determined by the Deans/Administrators.**

The following are rules and expectations for all dances:

- Every student will be physically screened-patted down, bags searched, etc.-as she/he enters the dance venue. Illegal items found will be confiscated and may serve as grounds for exclusion from the dance
- A breathalyzer will be used on students randomly or in cases when security suspects that a student may have consumed alcohol. Any student who tests positive for alcohol will be cited by the police on duty and sent home directly upon contact with the students' parents. The student will also be blocked or ineligible to attend any next scheduled dance of the year
- Any student suspected of marijuana, vaps and/or other illegal substances may be cited by the police on duty. The student will be sent home directly upon contact with the students' parents. The student will also be blocked or ineligible to attend any next scheduled dance of the year
- Any student who continues to dance or behave inappropriately may be sent home directly after being duly warned by a staff member
- Students sent home for any of the above infractions are not entitled to a refund and will be automatically prohibited from attending the next school dance.

Electronic Devices/Cell Phones

CELL PHONES AND ELECTRONIC DEVICES MUST BE POWERED DOWN IN THE CLASSROOM OR INSTRUCTIONAL SPACES DURING ANY SCHEDULED CLASSES.

- 1st Occurrence: Device will be confiscated and turned in to appropriate grade level Dean. The device will be returned to the student at the **end of the day.**
- 2nd Occurrence: Device will be confiscated and turned in to appropriate grade level Dean. The device will be returned to the student at the **end of the day.**
- 3rd Occurrence and ongoing: Device will be confiscated by the staff member, labeled and given to the appropriate grade level Dean. A Parent/Guardian must come pickup the device from school at the end of the school day.
- 4th Occurrence: Device will be confiscated by the staff member, labeled and given to the appropriate grade level Dean. Meeting with Admin and counselor
- 5th Occurrence: Device will be confiscated by the staff member, labeled and given to the appropriate grade level Dean. Meeting with Parent
- **For ALL occurrences involving electronic devices:**
- Students will need to show their ID when they retrieve their device
- Uncooperative students are to be referred immediately to the appropriate administrator.

Financial Obligations - Students must make restitution for damaged or lost school property, which includes but is not limited to, textbooks, library books, and sports equipment/uniforms, lunch room and locker fees. 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.

Gym clothes are required for physical education classes. Suggested apparel: shirt/sweatshirt and shorts/jogging pants. Athletic shoes are also required.

Identification badges are required by Minneapolis Public Schools. **Students are to have their ID cards in their possession at all times.** ID cards, which are bar-coded, facilitate the issuance of 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 badge at no cost. Replacement cost for a lost or mutilated ID card is \$5.

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

Visitors - With the exception of parents and guardians, Washburn has a no-visitors policy during the school day. This includes siblings, relatives and friends.

General Information

Food Services:

NOTE: Keeping the lunchroom clean is the responsibility of all students. Remember that others must use the tables after you finish,

so please clear off your table by putting all trash in the containers provided. Every student must help so that a few students do not end up cleaning up after everyone else has left the table.

Breakfast:

Breakfast is served daily from 7:55 a.m. - 8:25 a.m. Breakfast is no cost to all students. Students have one half hour for lunch, depending upon what class the student has 4th Period.

Free/Reduced Price Lunches: All families are requested to complete a Free/Reduced Lunch Application available from the Lunchroom Coordinator or in main the office. Full paid students need to have a pre-paid account to receive lunch. You can set up a payment account at <https://www.schoolcafe.com/>. **No money is taken by staff during lunch serving times.** However, you may put money in an envelope marked with your name and student ID in the safe on the wall located to the left of the cashier. Money will be accepted there to pay for that days lunch, to fund your account, or to pay an outstanding bill. **INDICATE ON THE ENVELOPE WHAT THE MONEY IS TO BE USED FOR.**

Lockers and Combination Locks are provided for each student. Student may **NOT** provide personal locks. Lockers are to be used for storing books, lunches, and necessary clothing. 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 at no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. The school may open any locker at any time if deemed necessary (see locker search policy in the District Policies section of this handbook). The school exercises care in protecting loss of books, clothing and other property from lockers. The school accepts no responsibility for any such losses. If a student's locker is broken into, the matter should be reported to the school police liaison officer.

Lost and Found is located in the main office. At the end of each semester, any unclaimed clothing items are given to charity.

Parking for students is on the city streets. Parking lots are for staff and visitors. Cars may be ticketed and/or towed if they are parked within five feet of a driveway or if they are parked in a permit parking area. Please observe parking regulations at all times. This includes snow emergencies and city-posted parking restrictions. Students are welcome to ride their bikes to and from school. There are bike racks on the North and South sides of the school.

Transportation for students is provided by the Minneapolis Board of Education for those high school students who live more than two miles from school. Bus stops outside the Washburn attendance area may also be a two-mile walk. Students are expected to behave appropriately on buses at all times. Smoking, boisterous or rude behavior, threatening the safety of others, use of drugs, and use of alcohol or vandalism may result in the loss of bus privileges and/or restitution for damage to the bus.

Telephone Calls/Messages for Students are restricted to **emergencies only** during the school day and will be referred to an administrator. Instruction without interruption is our primary goal.

Athletics

Students playing a sport must have the following on file in the athletic office:

- Sports Physical (good for 3 years)
- MSHSL Parent Permission Form (new 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.

Fall Sports

Cheerleading (M&W)
Volleyball (W)
Cross Country (M&W)
Tennis (W)
Football (M)
Soccer (M & W)
Swimming (W)

Winter Sports

Gymnastics (W)
Basketball (M & W)
Wrestling (M)
Cheerleading (M & W)
Hockey (W & M)
Swimming (M)
Nordic & Alpine Skiing (M&W)

Spring Sports

Badminton (W)
Baseball (M)
Track (M&W)
Golf (M&W)
Lacrosse (W & M)
Softball (W)
Tennis (M)

Independent Teams

Mountain Biking(M&W)
Ultimate Frisbee(M&W)
Sailing(M&W)
Rugby (W & M)
Clay Target Shooting (M & W)

Co-Curricular Activities

Washburn offers a variety of co-curricular activities, which vary from year to year, depending on students' interests. The following are some possible activities: Book Club, Chess Club, Debate Team, Literary Magazine (Odyssey), Math Team, Quiz Bowl, Robotics & ACE mentor program, Marine Ecology & Scuba Club, Student Newspaper(Grist), Peer Mentoring, Student Council, National Honor Society, Fall Play (9th and 10th grade), Spring Play, SpotLight Musical (Varsity Show), Spoken Word, Art Club, Film Club, Oatku(Japanese manga and anime), Green Team, Knitting club, Dare 2 Be Real, Washburn Cares, GSA, Trio, Gaming Club, Jewish Student Union, Latino Club, Native Club, Service Learning Club, T.H.E. Council, Urban Farm, Silver Ribbon, Feminism Club and Magic Club.

National Honor Society

National Honor Society is a nation-wide organization for students recognized for their scholarship, leadership, service, and character. Prospective members are welcome to apply as juniors and seniors. To be considered, applicants must meet minimum GPA

requirements and be able to demonstrate a commitment to Washburn High School, the community at large, academic excellence, and extra-curricular participation. Once admitted, NHS members complete service hours both at Washburn and in the surrounding community.

Media Center

To facilitate the number of students and teachers using the Media Center and maintain order and discipline, the following policies are necessary:

- We invite you to use the media center as a place 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 **7:30 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 may use the media center when they are not in class.
- Students may check out up to 7 library books at a time
- Library books may be checked out for 3 weeks and a time, and renewed 2 times
- Students may request that new books be purchased by filling out the request form on the counter of the Media Center
- Students may use the media center during their lunch period if they have a pass from a teacher.
- Teachers who have reserved the computer labs and other spaces have priority.
- Computers are for school-related work only, and they will be monitored. Students who use computers inappropriately or who change settings on computers will not be allowed to use the computers
- Printing is limited to 10 (black and white) pages per individual per day. Students may request additional pages from a media center staff person.
- Food is not permitted in the Media Center. Drinks with tight fitting lids are permitted.
- Like all classrooms, cell phone use is not permitted in the media center during the school day, including during lunch.

Proper MLA Formatting:

What is MLA & Why is it important?

MLA(Modern Language Association) is a formatting style used to cite essay sources. Using MLA style provides consistency of style, establishes credibility, and makes it easier for readers to understand a text's source.

General Information: Your essay should be typed, double spaced, 12 Times New Roman font. Margins should be set at 1 inch on all sides, and the first line of each new paragraph should be indented one half inch (you can do this by pressing tab). Your document should have a header that includes your last name and the page numbers in the upper right hand corner.

Your First Page: In the upper left-hand corner of the first page, list your name, the instructor's name, the course, and the date (double spaced). Double space again and center the title of your essay. Your title should not be bolded, underlined, italicized or in quotation marks. Double space between the title and the first line of the text.

In Text Citations: When you use information from an outside source(quote or paraphrase), you must use a parenthetical citation to show relevant source information. MLA style uses the author-page method which means that the author's last name and page number(s) must appear after the source, and a full reference must be provided on the Works Cited page. If you use the name of the author within the text, you do not need to include it in the in-text citation, but the page numbers must always be placed in parenthesis.

Robert Frost stated that "poetry is what gets lost in translation" (242).

This relates to the idea that "poetry is what gets lost in translation" (Frost 242)

When you use an online source, you should include in the text the first item that appears in the Works Cited entry that corresponds with the citation (author name, article title, website etc). You do not need to give any page or use paragraph numbers. You can use shortened URL's like *NYTimes.com*

Works Cited Page Information

A works cited page exists to allow your reader to get more information about things you have addressed in your paper. Only sources which you have cited in your essay with a citation in brackets can appear in this page. Your works cited should appear on a separate page at the end of your essay. Center the words Works Cited at the top of the page.

- Entries are alphabetized by the author's last name
- An entry for your works cited page should contain the following basic information in this order:
 - Author's name(last name first), followed by a period,
 - Title of the book (italicized), followed by a period,
 - Location the book was published, followed by a colo:
 - Name of the publishing company(in short form), followed by a comma, and
 - The year in which the book was published, followed by a period.
 - Medium of publication, followed by a period.
- If your citation takes more than one line, your second line should be indented one inch(see examples). All of your citations should be double spaced
- Sample Entries for your Works Cited page:
- **A book for a single author**

- Lewis, C.S. *The Lion, The Witch and the Wardrobe*. New York: Collier, 1970. Print>
- **A book by two or more authors**
- Shanker, Harry, and Katharine Anne Ommanney. *The Stage and the School*. 6th ed. Columbus: McGraw-Hill, 1989. Print.
- **An article in a reference book**
- "Shakespeare." *The Encyclopedia Britannica*. Vol. 27. Toronto: Encyclopedia Britannica, 1997. Print.
- **An article in a journal or magazine**
- Winerman, Lea. "Criminal Profiling: The Reality Behind the Myth." *Monitor on Psychology*. July 2004. Print
- **Basic Format (Full Website)**
- Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/ organization connected to the website (publisher/sponsor), date of resource creation (if available).
- Medium of publication. Date you accessed the site. If a date or publisher is not available, you can use n.d. or n.p.
- *The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue University, 2008. Web. 23 Apr. 2008.
- **A Page on a Website**
- Put the title of the *page* in quotation marks and continue with the rest of the regular website information.
- "How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 24 Feb. 2009.
- **Article Online (from a web magazine)**
- Provide The author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, and the date of access.
- Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009

MPS Citywide Discipline Policy

Student Responsibilities:

- Take responsibility for their behavior and hold themselves 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, administrators, staff, other students and themselves with respect
- Help teachers and other students understand their 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 their families about school expectations and what they are learning in school
- Share feedback on progress (grades, etc.) with family
- Participate in problem solving for individual and school concerns.

Family Responsibilities:

- Take responsibility for the behavior of their student as determined by law, community practice and school expectations
- Participate in and support school activities
- Help their student, teachers and other students understand their culture and learn about other cultures
- Teach students to be respectful of others and reinforce school expectations
- Model positive, respectful and appropriate school behavior
- Teacher students that behavior has consequences
- Discuss feedback on progress with their student
- Communicate with school staff to ensure that staff know and understand their student better and are better able to teach them effectively.
- Share information and insights with school staff to help them teacher their child
- Review and discuss the Citywide Discipline Policy with your child
- Participate in problem solving for individual student and school concerns.

School Responsibilities:

- Develop a school wide behavior plan with input from teachers, administrators, other staff, students and families.

- Ensure that the behavior plan includes the six key areas of responsibility
- Support development of practices consistent with this policy
- Formulate building procedures necessary to enforce this policy
- Ensure that new teachers, administrators and other staff know and understand the school wide plan and regularly review the school plan with all staff.
- Document participation in staff development activities
- Review outcomes and modify plan, with particular attention to whether the school is reducing the disproportionate suspension of African American and Native American students.
- Use defined strategies for building a sense of community in school, including forming relationships with all students and helping all members of the school community learn about and respect their own and each other's culture.
- Provide a clear process for addressing student concerns
- Develop and use a system so that every student knows to whom they can go for help in the classroom and the school as a whole.

Minneapolis Public Schools Policy 5100 Attendance

Minnesota law makes instruction compulsory for all children between the ages of seven (7) and sixteen (16). Parents are responsible to assure that children of those ages are enrolled in a public, private or home school. The Minneapolis Public Schools' policy on attendance is applicable to all students enrolled in its schools.

Purpose

The purpose of this policy is to establish and define District rules for attendance. The goal of the MPS attendance policy is to promote school attendance and assure that absences are effectively addressed. Assuring student attendance requires a joint effort among school staff, students, families and the community. This policy does not apply to those periods during which a student is enrolled in an authorized foreign study exchange program.

General Rules

Kindergarten-Grade 12—once a student has been enrolled in kindergarten (regardless of the student's age) attendance is required until the student is properly withdrawn, transferred or graduated. 95% attendance is set as the district minimum standard.

Values

Student academic achievement is the primary goal of Minneapolis Public Schools. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners. School staff, students, families and the community share responsibility for student attendance. Families have the responsibility for making decisions about their children's schooling. School staff has the responsibility for communicating with families about student attendance. All students receive equitable opportunity and treatment. Students have individual needs that must be considered.

Withdrawing from School

Students between the ages of 16 and 18 may be withdrawn by the parent if

- 1) The parent and student attend a meeting with school personnel to discuss educational opportunities available to the child including alternative schools and;
- 2) The parents and student sign a written election to withdraw from school

Students age 18 and over are adults and may withdraw from school on their own written election.

Special School District No. 1, Minneapolis Public Schools

Procedures on the Disclosure of Student Information and Records

1. The records which the School District maintains in its files that identify you or discuss your needs as a student or accomplishments as a student are private data under the Minnesota Government Data practices Act (Minn. Stat. § 13.32 and the Family Educational Rights and Privacy Act (20 U.S.C. §1232g 34 C.F.R. part 99)).

2. This means that members of the public and School District employees whose duties do not require that they have access to this information may not see these records unless you or your parents give consent or a law or a court order authorizes access.

3. Certain kinds of information have been categorized by the School District as directory information. Directory information, even though it identifies you, can be released to the public. In Minneapolis, directory information consists of the following:

- a. Name, height and weight of individual members of athletic teams;

- b. Name of recipient and name of awarded scholarship;
 - c. Names of our participants in officially recognized school activities;
 - d. The names of students receiving recognition by their teachers, buildings, district administration or the School Board as the result of positive accomplishments for academic achievement, good citizenship, and adherence to the standards of conduct of the Minneapolis Public Schools as well as a description of the accomplishment, grade, achievement and/or award.
4. If you or your parents do not want information about you which falls into one or more of these categories of directory information to be made public, your parents should notify your building principal.
5. If an emergency occurs and knowledge of the information is necessary to protect your health and safety or that of other individuals, the school can release information about you to appropriate parties, like a hospital, police department or emergency squad.
6. In the event that you transfer to or apply for admission in another school, including schools which you might attend after high school, the School District will transfer your records to that school if it receives a request to do so.
7. The School District will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers unless your parents notify the school principal that he or she should not release that information.
8. The School District will bill your health care provider for health care services required in an Individual Education Plan (IEP) if you have an IEP.

**Special School District No. 1, Minneapolis Public Schools
Policy on Search of Students/Lockers/Desk and Motor Vehicles**

School officials may search students for items that may be harmful to themselves or to others and to detect items that are prohibited from being on school grounds or other places under supervision of school personnel, i.e. busses, field trips. Consent of the student is not required prior to the search. Except for lockers and desks, all searches will be based upon reasonable suspicion.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

School desks are school property and remain at all times under the control of the school. Periodic general inspections of desks may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

Minneapolis Public Schools Policy 4002

Harassment and Violence Prohibition Policy

Everyone in the Minneapolis Public School District has a right to feel respected and safe. This is a summary of MPS Policy 4002 against harassment and violence. A complete policy may be found at http://policy/mpls.k12.mn.us/4000_Personnel.html, Policy 4002, in the Principal's office at your school or from the Office of Equity and Diversity at school district headquarters.

Discrimination, harassment and violence are against the law and will not be tolerated in the Minneapolis Public Schools. A harasser may be a student or an adult. Behavior constitutes harassment when any of the following is based on religion, race, color, national origin, gender, sexual orientation, affectional preference, gender identity, disability or age:

- I. Name calling or passing or creating rumors;
- II. Jokes;
- III. Pulling on clothing;
- IV. Graffiti;
- V. Notes or cartoons;
- VI. Unwelcome touching of a person or their clothing;
- VII. Offensive or graphic posters, book covers or
- VIII. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

Report incidents of harassment.

You may make a verbal report to a teacher, counselor, school social worker, assistant principal, principal or the District's Equal Opportunity Officer (see below). You may make a written report of harassment. Give the report to a teacher, counselor, school social worker, assistant principal, principal or the District's Equal Opportunity Officer.

Investigation of reports

Your school and District take very seriously all reports of harassment or violence and will take appropriate actions based on your report. All school staff will notify the principal of any report received whether verbal or written, unless the report concerns the principal, in which case they will notify the District's Equal Opportunity Officer directly. Principals will notify the District's Equal Opportunity Officer of any report received by them. The privacy of the person reporting will be respected as much as possible.

Discipline

Based on the report and the results of the investigation, the District will take appropriate disciplinary action based on the citywide discipline policy and district policies. The District will take disciplinary action against any person who tries to intimidate you or take action to harm you because you have reported, or have indicated that you will report harassing behavior.

Contact

Students or staff may contact their principal with any reports of harassment or reprisal or James Burroughs, II, Director of Equity and Diversity, 807 N.E. Broadway, Minneapolis, MN 55413. 612.668.0018. Students with disabilities may contact Amy Moore, 504 Coordinator, 807 N.E. Broadway. 612.668.0486. Employees with disabilities may contact the Director of Equity and Diversity, James Burroughs II.

Special School District No. 1, Minneapolis Public Schools

Bullying and Hazing Prohibition Policy 5201

I. Purpose: The purpose of this policy is to maintain a safe learning environment for students and staff that is free from bullying and hazing. The District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students or hazing, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the District's schools and the rights and welfare of its students and is within the control of the District in its normal operations, it is the District's intent to prevent bullying and/or hazing. It is also the District's intent to take action to investigate, respond to, remediate, and discipline those acts of bullying and hazing which have not been successfully prevented.

II. General Statement of Policy: Bullying or hazing activities of any time are inconsistent with the educational goals of the school district and are prohibited at all times. This policy applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the District or the safety or welfare of the student, other students or employees of the District. This policy applies to the misuse of technology including, but not limited to conduct that is:

- a) Teasing,
- b) Intimidating,
- c) Defaming,
- d) Threatening, or
- e) Terrorizing.

This Policy applies to any misuse of technology that is bullying or hazing behavior regardless of whether such acts are committed on or off District property and/or with or without the use of school district resources.

No student, employee or other personnel of the District shall plan, direct, encourage, aid or engage in bullying and/or hazing. No employee or other personnel of the District shall permit, condone or tolerate bullying and/or hazing. Apparent permission or consent

by a person being hazed does not lessen the prohibitions contained in this policy. In the case of behavior that constitutes hazing this policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. It shall be a violation of this policy to retaliate against any person who:

1. Makes a good faith report of alleged bullying or hazing,
2. Acts as a witness in any fact finding or investigation
3. Testifies assists or participates in any fact-finding investigation, hearing or proceeding.

Submission of a good faith complaint or report of bullying or hazing will not affect the complainant or reporter's future employment, grades, course credit acquisition, or work assignments. Any student or employee who supplies information in a complaint or investigation that is determined to have been falsely and maliciously supplied shall be subject to discipline. The District shall act to investigate all complaints of bullying or hazing. The District shall discipline or take appropriate action against any student, employee or other personnel of the District who is found to have violated this policy. Discipline shall be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Minneapolis Public Schools Policy 5200

Discipline

Goals, Values and Key Elements

The goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students and staff are responsible and respectful. Minneapolis Public Schools expects all students to be active learners and responsible members of their learning community.

District staff, school administrators, teachers, other school staff, students and families share rights and responsibilities necessary for safe, orderly, well managed learning environments. The behavior of all members of the school community must honor the school as a place of teaching and learning. The MPS system of discipline is built on personal accountability, which is understood to mean:

- I. Recognition that misbehavior damages relationships between person or persons who misbehaved, the person harmed by the behavior, and the community as a whole,
 - II. Having an opportunity to repair harm done and restore relationships whenever possible, as opposed to exclusion,
 - III. Building personal responsibility by helping individuals develop internal control and motivation, and
 - IV. Maintaining boundaries and limits that preserve the safety and integrity of individuals and the community
- A. Minneapolis Public Schools recognizes that effective school discipline is critical to academic success and requires both high standards of behavior and a culture of acceptance as students are learning to meet them. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior. Minneapolis Public Schools sets benchmarks to assure accountability in this area.
- B. MPS is committed to teaching all students and to assuring that no student's disruptive and/or dangerous behavior interferes with the learning of others. This is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs. The MPS citywide discipline policy and procedures articulate the following set of values and unbiased expectations to help meet these responsibilities and to balance the best interests of each MPS student with those of the school community as a whole.
1. Effective discipline can only occur in the context of a learning community with caring **relationships**. Relationships of care and mutual respect are necessary for students to accept teaching, modeling and feedback from their teachers. In addition, these relationships provide the motivation for students to care about the impact of their behavior on others.
 2. **Effective teaching** requires engaging, differentiated curriculum, instruction and assessment designed to address the needs of our diverse learners.
 3. Each school and classroom has clearly defined rules that are **explicitly taught**. All students are held to **high standards of behavior**. Students have input in the development of rules for their school and classrooms.

Effective discipline **balances consistency with regard for the unique circumstances of the individual.**

Effective discipline is based on research and experience. Data is an essential tool for planning and continuous improvement. It assists with problem identification, problem solving, and progress monitoring.

Effective discipline relies on evidence-based strategies and on an understanding of responsiveness to a student's culture, developmental stage and individual needs.

MPS acknowledges and strives to eliminate the institutional racism that presents barriers to success. In order to serve *all* students and to prepare them to be members of an increasingly diverse community, schools and staff must build cultural competence.