

STUDENT GUIDELINES & EXPECTATIONS

Last updated 7.2025

ATTENDANCE

Quality education is contingent on regular and consistent school attendance. The Office of Student Conduct and Attendance (**OSCA**) is committed to recording and tracking student attendance, intervening in the case of excessive tardies or absences, and offering resources for students who are at-risk of truancy. The following are our attendance protocols:

Parents or guardians should notify the Secretary of Attendance (303.761.1266) of their student's absence/tardy by 9:00 a.m. on the day in which it occurs. **Messages left with the Attendance Office should be brief** and include the student's name, the date of - and reason for - the absence/tardy and the parent/guardian contact number. Failure to clear an absence (or 1st period tardy) may result in the absence/tardy being designated as "unexcused".

ABSENCES

OSCA will review the records of any student who misses an **individual class 10 times** or is absent from **50 total classes (7 full days of school)** during a particular semester.

Consequences for excessive absences may include attending a Parent-Assistant Principal Conference and being placed on an Attendance Contract. **Missing an individual class 15 times results in a student being withdrawn from the class.**

Students have an opportunity to appeal a withdrawal due to excessive absences.

TARDIES

Tardy students must report to the Attendance Office upon arriving at school and receive a late pass. Tardy students will not be admitted to class without a late pass. '

If a student accumulates **seven tardies** during a semester (whether excused or unexcused), he/she will receive an infraction for excessive tardies with no consequence. An eighth tardy will result in an official note being created.

The consequence for a ninth tardy is being placed on an attendance contract and a tenth tardy will lead to the loss of off-campus and/or lunch privileges. A student can regain off-campus privileges if his/her attendance record is tardy-free for 2 consecutive weeks.

Being present in the Mullen community is a critical component of a student's experience. Mullen High School recognizes the value of students' involvement in school sponsored events, athletics, retreats and activities and will take these into consideration when reviewing a student's attendance history.

DRESS CODE

In keeping with the Lasallian Core Principle of Inclusive Community, Mullen maintains a uniform dress and appearance code that offers each individual student a means to demonstrate their full participation in our school community. Dress code requirements can be found [here](#).

CAMPUS SAFETY, PARKING PASSES AND GATE KEYS

Parking lot gates are locked at the end of first period each day. All student drivers will receive a **gate key card with their parking permit for \$10**. Gate key cards are to be in the assigned student's possession at all times. Students are not to lend their gate key card to anyone. Lost/missing cards can be replaced at a cost of \$20. Possession of a gate key card does not give students permission to leave campus as they please. Any student leaving campus must have prior approval from parents and the school. All visitors to campus (including parents) must check in at the front desk and park in the appropriate visitor parking spots.

CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones and electronic devices are not authorized during classroom instruction, liturgy, and assembly time unless permission has been granted by a teacher or administrator. Parents are asked to support this policy by not calling/texting their students on their cell phones during school hours. To contact a student in case of an emergency, please call the Attendance Office. Teachers may require that students stow phones in a designated location upon entering the classroom

If a student uses a cell phone or electronic device in a way that is disruptive or negatively impacts the learning environment, a school employee may confiscate the phone or device and deliver it to the OSCA. The Assistant Principal for Student Conduct and Attendance will return the phone or device after a meeting with the student. The AP-SCA may take further disciplinary action against students who repeatedly violate this policy.

ACADEMIC INTEGRITY

Excellence in Education is one of Mullen's Five Core Principles. Students are expected to submit thoughtful, relevant work that they have produced themselves and is exclusive to them. Academic dishonesty is defined as "copying, reproducing, including or otherwise using or representing any or all of another person's work as your own or allowing someone else to copy, reproduce or otherwise use or represent all or part of your work as his or her own". The consequences for academic dishonesty can be found in the Student/Parent Handbook.

DISCIPLINARY ACTION FOR STUDENTS WITH INFRACTIONS

Possible disciplinary responses for minor infractions include: verbal warning, detention, suspension (in-school or out-of-school), community service, forfeiture of an electronic device during school hours and potential loss of credit for an assignment. The following details likely disciplinary responses to infractions, however the OSCA reserves the right to examine and assess any infraction and, ultimately, revise and reconsider appropriate disciplinary action.

Minor Infraction	Disciplinary Response
Absences - After School Lab, Resource Period	2 infractions = detention
Academic Dishonesty	potential loss of credit + detention 2 infractions = major infraction
Disruption - classroom, school activity, Mass	detention; 3rd disruption = major infraction
Dress Code	2 infractions = detention
Excessive Tardies	Excessive Tardies Policy
Unauthorized Use of a Personal Electronics	2 infractions = detention

Unauthorized Absence or Tardy	3 infractions = detention
Use of Profanity or Vulgarity	detention; 3rd instance = major infraction
Verbal Insults or Put-Downs	detention; 3rd instance = major infraction
Minor Infractions #12-22	discretion of Office of Student Conduct

The Office of Student Conduct will attempt to resolve issues and support students prior to administering a disciplinary consequence such as a detention or suspension. It's the intention of OSCA to avoid considering punitive consequences until a student receives a third infraction. However, OSCA does reserve the right to examine and assess an infraction and, ultimately, revise and reconsider appropriate disciplinary action.

The above guidelines underscore some of the critical elements associated with the expectations of students and the requirements set forth by the Office of Student Conduct and Attendance, standards that, if upheld, will allow Mullen students to be successful throughout the school year. Any questions can be directed to the Assistant Principal for Student Conduct and Attendance at joe.locascio@mullenhigh.com.