

MULLEN[®]

HIGH SCHOOL

2016 – 2017 STUDENT – PARENT HANDBOOK

Mullen High School

3601 South Lowell

Boulevard Denver, Colorado

80236-3001

Front Office: (303) 761-1764 / fax (303) 761-0502

Attendance: (303) 761-1266 / fax (303) 761-0502

www.mullenhigh.com

NOTICE OF INTENT

The registration of a student at Mullen High School is deemed an agreement on his/her part, and on the part of his/her parents/guardians, to read, know, and both comply and cooperate with the policies, rules, regulations and restrictions of the school as contained in this Handbook. Mullen High School reserves the right to make revisions to its contents at any time. Any such revision is in effect upon notification of parents and students.

STATEMENT OF ACCEPTANCE & GOOD STANDING

Mullen High School of Denver, Colorado is a private Catholic co-educational four year high school owned and operated by the De La Salle Christian Brothers of the District of San Francisco New Orleans, and in cooperation with the Office of Catholic Schools of the Catholic Archdiocese of Denver. Mullen High School does not discriminate in either its hiring or admission policies or practices or in any of its programs against any person because of race, color, gender, ethnicity, national origin, or handicap condition.

Students are enrolled at Mullen High School on the basis of annual review and acceptance. Mullen High School reserves the right to terminate or refuse enrollment of a student at any time if and when, in the judgment of the school Administration, the student is no longer in good standing, that is, the student does not comply and cooperate with the policies, rules, regulations and restrictions of the school as contained in this Handbook, especially those that pertain to (1) unsatisfactory academic performance and/or attendance, (2) conduct on or off campus considered detrimental to the welfare, safety, morals, or reputation of other students, faculty, or members of the school community, and/or (3) unsatisfactory fulfillment of all financial obligations to the school or acceptable arrangements for their fulfillment.

Additionally, Mullen High School reserves the right to terminate or refuse the enrollment of a student at any time if and when, in the judgment of the school Administration, the student's parents/guardians are no longer in good standing with the school, that is, they do not comply or cooperate with all applicable policies, rules, regulations and restrictions of the school as contained in this Handbook.

In the event of termination of enrollment, refunds of sums paid to the school will be given if deemed appropriate at

the complete, sole, and absolute discretion of Mullen High School.

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ADMINISTRATION/OFFICE DIRECTORY

ADMINISTRATION AND STAFF	EXT.	EMAIL (all followed by @mullenhigh.com)
Mr. Carl Unrein, President & C.E.O.	3300	unrein
Mrs. Janell Kloosterman, Principal and Chief Academic Officer	3300	kloosterman
Mrs. Liz Castellano, Director of De La Salle Program	3403	castellano
Mr. Frank Cawley, Director of Admissions and Enrollment	3304	cawley
Mrs. Dianne Fant, Director of Human Resources	3336	dianne.fant
Mr. Ric Fast, Manager of Facilities/Maintenance	3331	ric.fast
Ms. Trish Gleason, Chief Financial Officer	3402	gleason
Mr. Hank Hooper, Associate Athletic Director	3316	hooper
Mr. Joe Locascio, Assistant Principal for Academics	3300	locascio
Mr. Vince Massey, Athletic Director/Director of Safety and Security	3314	massey
Mrs. Judy McCarty, Director of Service Learning	3350	mccarty
Mr. Mike McGuire, Director of Educational Technology	3411	mcguire
Dr. Betsy Porter, Assistant Principal for Curriculum and Instruction	3364	porter
Ms. Stephanie Santillo, Director of College Counseling	3338	santillo
Mr. Joseph Schuchardt, Assistant Principal for Formation	3359	schuchardt
Mr. Joe Welling, Dean of Students	3352	welling
Mr. Skip Zickmund, Director of Academic/Personal Counseling	3309	zickmund
Ms. Katie Abeyta, Director of Student Life	3306	abeyta

MAIN OFFICE	EXT.	
Ms. Karen Majewski, Administrative Assistant	3300	majewski
ACADEMIC SERVICES	EXT.	
Ms. Karen Bedard, Database Administrator	3353	bedard
Ms. Terri Heldt, Registrar	3307	heldt
ADVANCEMENT DEPARTMENT	EXT.	EMAIL (all followed by @mullenhigh.com)
Mrs. Marie Adamson, Special Events Manager	3332	adamson
Mrs. Cheryl Hall, Database Manager	3334	hall
Mr. Sean Keefe, Development and Alumni Relations Manager	3340	keefe
Mrs. Ami Zach, Marketing and Web Manager	3349	zach

ATHLETICS OFFICE	EXT.	EMAIL (all followed by @mullenhigh.com)
Mrs. Vickie Conte, Athletics Administrative Assistant	3319	conte
Mrs. Debbie Skene, Game Manager Coordinator	2513	skene
Mr. Hank Hooper, Associate Athletic Director	3316	hooper
Mr. Joey Mahmood, Director of Sports Medicine	3343	mahmood
<i>Mr. Vince Massey, Athletic Director</i>	3314	massey

BUSINESS OFFICE	EXT.	EMAIL (all followed by @mullenhigh.com)
Ms. Judy Dreiling, Accountant	3305	dreiling
<i>Ms. Trish Gleason, Chief Financial Officer</i>	3402	gleason

Ms. Heather Perez, Accounting Manager	3303	perez
COUNSELING DEPARTMENT	EXT.	EMAIL (all followed by @mullenhigh.com)
Ms. Annie Barocas, Academic/Personal Counselor	3310	annie.barocas
Ms. Kimberly Eggleston, College Counselor	3312	kimberly.eggleston
Mrs. Ida Girouard, Counseling Administrative Assistant	3361	ida.girouard
Ms. Christan Derryberry, Academic/Personal Counselor	3356	derryberry
<i>Ms. Stephanie Santillo, Director of College Counseling</i>	3338	santillo
Ms. Kate Walker, Academic/Personal Counselor	3308	walker
<i>Mr. Skip Zickmund, Director of Academic/Personal Counseling</i>	3309	zickmund
DEAN OF STUDENTS	EXT.	
Ms. Gail Andrews, Attendance Administrative Assistant	3313	andrews
<i>Mr. Joe Welling, Dean of Students</i>	3352	welling
EDUCATION TECHNOLOGY	EXT.	
<i>Mr. Mike McGuire, Director of Education Technology</i>	3411	mcguire
HUMAN RESOURCES	EXT.	
<i>Ms. Dianne Fant, Director of Human Resources</i>	3336	dianne.fant
MAINTENANCE OFFICE	EXT.	
Ms. Paula Fast, Administrative Assistant Maintenance	3331	paula.fast
<i>Mr. Ric Fast, Manager of Facilities/Maintenance</i>	3331	ric.fast
ADMISSIONS OFFICE	EXT.	
<i>Mr. Frank Cawley, Director of Admissions and Enrollment</i>	3331	cawley
Ms. Lindsay Hooper, Assistant Director of Admissions	3317	hooperl

FACULTY DIRECTORY

Italics indicate Department Chair.

BUSINESS/COMPUTER SCIENCE	EXT.	EMAIL (all followed by @mullenhigh.com)
Mr. Peter Augros	2606	augros
<i>Mr. Mike McGuire</i>	3411	<i>mcguire</i>
Ms. Cassie Steinhauser		steinhauser
DE LA SALLE PROGRAM	EXT.	
<i>Ms. Liz Castellano</i>	3403	<i>castellano</i>
ENGLISH	EXT.	
Ms. Katie Abeyta	3306	abeyta
<i>Ms. Pat Crnkovich</i>	2208	<i>crnkovich</i>
Ms. Christina Dickerson	2205	dickerson
Ms. Patricia Finney	2202	finney
Ms. Elizabeth Hamer	2209	elizabeth.hamer
Ms. Mikaela Hofbauer		mikaela.hofbauer
Dr. Stephen Lavezza	2206	lavezza
Mr. Joe Locascio	3300	locascio
FINE ARTS	EXT.	
<i>Ms. Judy McCarty</i>	3350	<i>mccarty</i>
Mrs. Rita Niblack	2605	niblack
Ms. Elizabeth Panozzo	2407	elizabeth.panozzo
MATHEMATICS	EXT.	
Mr. Peter Augros	2606	augros
Mrs. Lorraine Capra	2509	capra
Mr. George Dinwiddie	2112	george.dinwiddie
Mrs. Leah Leddin	2506	leddin
Mr. Andrew Mejia		mejia
<i>Mrs. Debbie Skene</i>	2513	<i>skene</i>
Mrs. Pam Paulus		paulus
Mr. Patrick Williams	2505	williams

PHYSICAL EDUCATION	EXT.	
Mrs. Suzanne Beski	3330	beski
Mr. Matt Guglielmo	2814	guglielmo
<i>Mr. Joey Mahmood</i>	3343	<i>mahmood</i>
Mr. Tom Thenell	3341	thenell

SCIENCE	EXT.	EMAIL (all followed by @mullenhigh.com)
Ms. Jennifer Bohnsack	2705	bohnsack
Dr. Mara Dougherty	2403	doughertyma
Ms. Raynee Gerhart	2701	raynee.gerhardt
Mr. Elliot Gray	2708	gray
Dr. Lisa McClay		lisa.mcclay
Ms. Julie Metcalfe	2424	metcalfe
Mr. Peter Spiessbach	2702	spiessbach
<i>Ms. Mary Wakumoto</i>	<i>2503</i>	<i>wakumoto</i>
SPEECH	EXT.	
<i>Mr. and Mrs. Mike and Heidi Trevithick</i>	<i>2808</i>	<i>speech</i>
SOCIAL STUDIES	EXT.	
Mrs. Liz Castellano	3403	castellano
<i>Mrs. Tammy Christensen</i>	<i>2806</i>	<i>christensen</i>
Ms. Katy Clark		katy.clark
Mr. Tim DeNezza	2811	denezza
Mr. Michael Eman	2812	eman
Mr. Britt Gusmus		gusmus
Ms. Erin Paone		paone
Mr. Matt Petrone	2802	matthew.petrone
Mrs. Katie Schneringer	2804	schneringer
THEOLOGY	EXT.	
Mr. Peter Augros	2606	augros
<i>Mr. Matt Degitis</i>	<i>3359</i>	<i>matt.degitis</i>
Mrs. Leslie Larsen	2608	leslie.larsen
Mr. Nate Lauer		lauer
Mr. Connor Lyle		lyle
Mrs. Rita Niblack	2605	niblack
Mrs. Christa Oancia		

Dr. Betsy Porter	3364	porter
Mrs. Beth Wright	2407	wright
WORLD LANGUAGES	EXT.	
Mr. Peter Augros	2606	augros
Ms. Mary Jo Baldwin	2401	baldwin
<i>Ms. Caryn Callanan</i>	3357	<i>caryn.callanan</i>
Ms. Sheri DeHaan	2409	dehaan
Ms. Padrah Gatewood	2504	padrah.gatewood
Dr. Amanda Sherpe	2410	sherpe
Mr. Tim Ventura	2404	ventura

SCHOOL PROFILE

VISION & PURPOSE

In the Lasallian tradition of Catholic education, the Mullen High School community of educators prepares its students to compete successfully in collegiate settings in order to use what they learn for lives of ongoing service to others.

HISTORY

Mullen High School is a Catholic, Lasallian, and college preparatory coeducational high school conducted by the Brothers of the Christian Schools and their colleagues for students in grades 9 – 12. Mullen was established in 1931 as an orphanage, the J.K. Mullen Home for Boys. It was named for famed Denver businessman and philanthropist John Kernan Mullen, who, together with his wife, Catherine, envisioned and funded the founding of the school. The school's first students received a strong academic and religious education, along with training in agriculture and mechanics. They also operated a working dairy farm! In 1966, the orphanage section was closed and the school continued as J.K. Mullen High School, a four-year college preparatory high school for boys. The latest chapter in Mullen's history began in 1989, when the school welcomed its first female students. In 2015, Mullen enters its 81st year of providing a Christian education to young men and women, and is currently the largest co-educational Catholic high school in Colorado.

ACCREDITATION

Mullen is accredited by AdvancEd, certified by the San Francisco New Orleans District of the Brothers of the Christian Schools, and recognized by the Archdiocese of Denver Office of Catholic Schools.

MISSION STATEMENT

In the tradition of St. John Baptist de La Salle and the Brothers of the Christian Schools, Mullen High School is a Catholic college preparatory high school whose graduates embrace God's gift of learning, devote their lives to seeking ceaselessly for His learning, and commit themselves to using His learning in the service of others. Mullen's hallmarks are its exemplary teaching, its community of faith, its scholastic rigor, and its care and vigilance for each student.

WE ARE COMMITTED TO A LASALLIAN TRADITION

Our mission is to provide a human and Christian education to the young, with attention to those most in need, that all may achieve personal fulfillment and redemption. We endeavor to do this in cooperation with the spirit of God to promote a civilization of peace, justice, and love.

WE ARE COMMITTED TO A CHALLENGING COLLEGE PREPARATORY EDUCATION

Our mission is to provide a curriculum that presents students with a variety of courses that will prepare them for both college and life. Required courses stress content, skills' mastery, and learning strategies in all core academic disciplines. Elective courses enrich students' special interests, needs, and abilities.

WE ARE COMMITTED TO EDUCATING THE WHOLE CHILD IN THE SPIRIT OF THE GOSPEL

Our mission is to develop the whole child, fostering the development of young men and women of the highest character. Dedicated to the ideal of excellence in academics, artistic and athletic pursuits, through curricular and co-curricular programs of learning, and tempered by the Lasallian spirit of humility and equality, Mullen brings to its students those experiences that will help them develop as persons of compassion, faith and intellect.

WE ARE COMMITTED TO THE PROMOTION OF SOCIAL JUSTICE

Our mission is to educate students to issues of social justice and encourage them to commit themselves to the construction of a more just society. As a community that is committed to social justice, Mullen reflects the Church's preferential option for the poor and disadvantaged in both its actions and its policies.

WE ARE COMMITTED TO OUR COMMUNITY OF EDUCATORS

Our mission is to develop a community of teachers capable of carrying forth the exemplary teaching of the Christian Brothers' tradition. Teachers are helped to develop and advance their classroom teaching mastery and are provided with the necessary means and support to achieve this mastery. Teachers are regularly supervised as a means of sustaining the highest standards of teaching and encouraged to provide one another with mutual collegial support.

PROFILE OF A MULLEN GRADUATE AT GRADUATION

The purpose of Mullen High School is to provide all students the highest quality Catholic Education in the distinctive Lasallian tradition of education in the Holy Presence of God.

Benefitting from the Lasallian tradition of Mullen High School and its committed community of educators, Mullen graduates are visionary learners who confidently demonstrate:

Faith in the Presence of God

- Formation in the Roman Catholic tradition
- Understanding the value of God's Presence in the world and their lives

Concern for the Poor and Social Justice

- Commitment to service within their communities, especially to the marginalized
- The ability to make decisions based on Catholic values
- The courage to act on their obligation to right injustice
- Understanding material, emotional, intellectual, and spiritual poverty

Excellence in Education

Advanced achievement in the college preparatory disciplines:

- Critical thinking
- Cross-disciplinary understandings
- Communication skills necessary to interact and compete in a global society
- Creative and technological aptitudes necessary to succeed in the academic and work environment
- Skills knowledge and practices to achieve healthy living
- Understanding and appreciation for the Arts and

Humanities

Respect for All Persons

- Christian spirit of faith, hope, and love
- Integrity and character
- The fortitude to make ethical decisions within the framework of these values

Participation within Inclusive Community

- The skills for civic engagement and productive citizenship
- Participation in Mullen community life in ways that show
- Hospitality, inclusiveness, equality, and spirit

- Commitment to acting as Ambassadors of Christ

WHO WAS ST. JOHN BAPTIST DE LA SALLE?

Born to wealthy aristocratic parents in Rheims, France in 1651, St. John Baptist de La Salle was an ordained priest and Canon of the Cathedral of Reims. In early 1679, he was approached with the proposal of establishing a single school for poor boys in Reims. The school's opening on April 15 of that year marked the beginning of a ministry in which St. La Salle would dedicate himself to the establishment of gratuitous "Christian schools" and the training of laymen to conduct them. By 1684 he had resigned his canonry, distributed his personal wealth to the poor, and founded the first community of what would become the Brothers of the Christian Schools, a worldwide order of lay religious men dedicated to the Christian education of youth. This was the birth of Lasallian schools and Lasallian education.

The early days of St. La Salle's new apostolate were not easy ones. He encountered jealous opposition from the teachers' guild and ecclesial authorities, as well as betrayal and abandonment by some of the early Brothers themselves.

However, St. La Salle persevered, driven by his unflagging faith in God and zeal for doing God's will by giving a Christian education to the young. In time, St. La Salle's approach to conducting schools -- an apprenticeship model for teaching students, practical curricula designed for the children of the poor and working class, and systematic teacher training -- would revolutionize modern education. By the end of his life, there were de La Salle Christian Brothers' communities and schools throughout France, and these soon would spread around the world. St. La Salle died on April 7, 1719, with the last words, "I adore in all things the guidance of God in my regard." In 1900, he was canonized a saint of the Roman Catholic Church and, in 1950, named the Patron Saint of All Teachers of Youth.

Today, St. John Baptist de La Salle's extraordinary vision lives on in his schools, known as Lasallian schools. They are characterized by excellence in teaching, loving relationships between teachers and students, special attention to the poor and marginalized, and devotion to the fruition of the whole student as a child of God. The Lasallian spirit continues to be the spirit of faith and zeal: faith in the Living God and zeal for announcing the Good News of Jesus Christ and the Kingdom of God. This is expressed most powerfully in all Lasallian educators' unconditional care and vigilance for their students and in the conducting of Lasallian schools as places where all of their members experience the loving and saving presence of God. Mullen is proud to be a member of the worldwide Lasallian family and of its mission as a Lasallian school.

PRINCIPAL

Mrs. Janell Kloosterman, Principal

The Principal is responsible for overseeing the daily operation of the school. Mrs. Kloosterman is Mullen's educational leader and an energetic and enthusiastic supporter of academics, athletics, and activities, believing that each plays an important role in the total educational process. She is passionately committed to Catholic education and is dedicated to caring for our school and its entire family: students, faculty, and staff, parents, and alums. Through her leadership, Mrs. Kloosterman strives to promote excellence in student achievement, faculty and staff performance, Lasallian tradition, community involvement and support, and continuous school improvement. Her office is located in the Administration wing.

ADMISSIONS

Mr. Frank Cawley, Director

The Director of Admissions is responsible for implementing admission policies and procedures. Duties include the coordination of the Admission Committee, admission testing, school visitations, Open House, new student interviews, family tours, and parochial school recruiting. The Admissions Office is located in the Administration wing.

INCOMING FRESHMAN ADMISSION PROCEDURES

In keeping with our Lasallian mission to provide a human and Christian education to all, Mullen High School seeks to foster opportunity and diversity through our admissions policies and practices. In our commitment to make the admission process fair and equitable, the Admissions Committee considers a wide range of criteria in its evaluation of each applicant. Admissions decisions are made with great care and vigilance. Only after all the criteria have been reviewed will decisions be made. These criteria include:

- Results of the High School Placement Test (HSPT);
- Elementary and middle school transcripts and records;
- Elementary and middle school attendance and conduct records;
- Recommendations from teachers and school administration;
- Admission interview with applicant and parents/guardians by a Mullen faculty member.

An eighth grade student who is interested in attending Mullen High School should complete the following steps in the admission process;

- Visit the school website (www.mullenhigh.com) and complete the online Inquiry Form.
- Spend a minimum of one academic day shadowing a current Mullen student.
- Attend the annual Mullen Open House.
- Register for and take the HSPT test in early December of the student's eighth grade year.
- Complete and submit the online Mullen application prior to the deadline.
- Submit the required teacher recommendations prior to the deadline.
- Request current middle school forward all necessary transcripts and records to Mullen High School prior to the deadline.
- Participate in the personal interview process with a Mullen faculty member.

After the above steps have been completed, the Admissions Committee will meet and announce all decisions in mid February.

TRANSFER STUDENT ADMISSION PROCEDURE

Mullen High School routinely considers students who wish to transfer from other high schools. Admission of transfer students is on a space available basis. Traditionally, the number of openings are very limited and will be considered on a rolling admission basis. Transfer applicants should be aware of the following prior to application:

- Applicants must be in "good standing" with current high school.
- Applicants should have a minimum GPA of 2.5.
- Complete transcripts and academic records must be reviewed by Mullen prior to any decision of acceptance. In order to be accepted as a transfer, students must have:
 - o Total completed credits equal to or exceeding those required by Mullen for the students' appropriate grade level, and
 - o Total pending credits that are possible to be scheduled and completed under normal academic workload for the designated graduation class.
- Due to testing deadlines and space limitations, Honors and/or AP courses may not be immediately available to transfer students.
- Students that transfer after the 10th school day of a trimester must audit the remainder of that trimester and will receive no academic credit for that trimester.
- Transfer students' GPA will be recalculated according to the Mullen GPA weight scale.
- Transfer students are not eligible for Valedictorian or Salutatorian Awards.
- Participation in extracurricular activities and/or athletics will be subject to Colorado High School Activities

Association (CHSAA) eligibility rules and procedures.

Applications will be reviewed in the order submitted and decisions will follow based on the quality of the application and openings in the respective class. High school students interested in transferring to Mullen should complete the following steps:

- Visit the school website (www.mullenhigh.com) and complete the online Inquiry Form.
- Spend a minimum of one academic day shadowing a current Mullen student.
- If possible, attend the annual Mullen Open House.
- Complete and submit the online Mullen application.
- Submit the required teacher recommendations.
- Submit the required Dean of Students recommendation.
- Request current high school forward all necessary transcripts and records to Mullen High School.
- Participate in the personal interview process with a member of the Mullen Admission Office.

STUDENT WITHDRAWAL

Mullen considers enrollment to begin with initial registration and to end with graduation, withdrawal or discontinued attendance from Mullen. The withdrawal process is handled through the Office of the Registrar. Students who withdraw are considered enrolled until the Registrar releases records.

Students who withdraw should be aware of the following:

- Students that withdraw prior to the midterm of a trimester receive no withdrawal grades and no credit for that trimester.
- Students that withdraw after the midterm of a trimester but prior to completing the trimester receive their midterm grades as withdrawal grades and no credit for that trimester.
- Students and parents/guardians that withdraw may be asked to conduct exit interviews.
- Students that withdraw are responsible to return all school property prior to any release of records.
- No refunds for trimesters will be awarded after 10 school days of that trimester.
- Refunds of sums paid to the school will be given only when the student has completed the withdrawal process and only if deemed appropriate at the discretion of Mullen High School.

ACADEMICS

Mr. Joe Locascio, Assistant Principal for Academics

The Assistant Principal for Academics primary responsibility is overseeing all academic programs, all student discipline programs and all associated policies and concerns, as well as to assist the principal as directed.

Dr. Betsy Porter, Assistant Principal for Curriculum and Instruction

The Assistant Principal for Curriculum and Instruction will work with the Principal to provide instructional leadership through ensuring curriculum development aligned with state and national standards, skillfulness of teachers through job embedded professional development, systematic use of formative and summative assessment data and professional development of Department Chairs and other instructional leaders.

ACADEMIC PHILOSOPHY

Mullen's program of studies is based on a Catholic and Lasallian philosophy of education that seeks to challenge all students to realize their highest intellectual, social, and spiritual potential through rigorous instruction done with care and vigilance for their diverse educational abilities and goals. Mullen academic requirements meet or exceed the standards set forth by the Colorado Department of Education and AdvancEd.

COURSE INFORMATION

Academic Credit

In order to receive academic credit from Mullen High School, a course must:

- Be taken and passed at Mullen; or
- Be taken and passed while the student was enrolled in another high school, included on the student's official transcript from that school, and accepted by Mullen as valid academic credit from that school, or
- Be taken at Mullen's direction and with Mullen's advance approval to makeup a failed graduation requirement at the end of the senior year. (See "Failures Policy")

Mullen does not award credit for any course that a student previously took and for which he or she already received high school credit with the exception of certain Mullen elective courses. (See your Academic/Personal Counselor for information.)

Students who withdraw/discontinue attendance prior to the midterm of a trimester will not receive withdrawal grades for that trimester. Students who do so after the midterm of a trimester but prior to completing the trimester will receive their midterm grades as withdrawal grades. No credit is awarded for withdrawal grades. (Also, see "Statement of Acceptance

& Good Standing.)

Academic Curriculum

Mullen offers a college preparatory curriculum comprised of the following classification of courses: College Preparatory (CP), Honors (H), Advanced Placement (AP), and De La Salle (DLS).

College Preparatory Courses: College Preparatory courses are the basic level of courses. They are indicated by the designation “CP” after the course title. They have a standard GPA value and are not weighted.

Honors Courses: Honors courses are accelerated levels of courses that offer enhanced coursework. They are indicated by the designation “H” after the course title. They have an additional G.P.A. weight of 0.5. To qualify for and/or remain in these courses, students must meet specific departmental criteria. Departments have sole authority to determine Honors placements and Department Chairs have the sole authority to approve and/or recommend placements. No exceptions to either the criteria or the process can be made. Honors courses do not accelerate progress toward graduation. Honors courses are available in the following areas: English (I,II,III, IV), World Languages (Spanish II, III, IV, French III, IV, Latin III), Math (Algebra, Geometry, Statistics, Trigonometry, Calculus, Differential Equations), Science (Biology, Chemistry, Physics) and Social Studies (World History, U.S. History, U.S. Government, Philosophy).

Advanced Placement Courses: Advanced Placement courses are accelerated levels of courses that offer college level coursework with the possibility of advanced credit for collegiate courses. They are indicated by the designation “AP” after the course title. They have an additional G.P.A. weight of 1.0. To qualify for and/or remain in these courses, students must meet specific departmental criteria. Departments have sole authority to determine AP placements and Department Chairs have the sole authority to approve and/or recommend placements. No exceptions to either the criteria or the process can be made. Advanced Placement courses do not accelerate progress toward graduation. Advanced Placement courses are available in the following areas: Art (2D Studio Art), Computer Science (Computer Science AP), English (English IV AP), Math (Calculus AB AP, Calculus BC AP), Science (Biology AP, Chemistry AP, Physics AP) and Social Studies (U.S. History AP, U.S. Government & Politics AP, European History AP), and World Language (French IV AP, Latin IV AP, Spanish IV AP).

Students enrolled in an Advanced Placement course must take the AP Examination for that course. Failure to do so may result in loss of AP grade weight for final grades earned in the course and will result in loss of the nonrefundable fee for each AP Examination for which a student is registered. On AP testing days, students taking morning AP exams are excused from periods 1 – 3 and students taking afternoon AP exams are excused from periods 3 – 5. Students are required to attend all of their other classes on those days. When seniors complete their AP exam(s), they are excused from their AP class(es) for the remainder of the year; all other students must continue to attend AP class(es).

Note: Both Honors and AP courses are merit-based accelerated courses that are designed to challenge students with both advanced content and increased rigor. Students applying for these courses are advised that the body of knowledge and skills that students will be required to demonstrate for acceptance into these courses will be substantial. There can be no special allowances for either placement testing for these courses or the courses themselves. Also, students should be aware that Honors and AP work and time demands are substantially greater than those of CP courses and should not pursue these courses unless they are prepared to meet these additional demands.

De La Salle Courses: Sister Brendan Jordan – De La Salle courses address the needs of incoming students who, while lagging in certain academic skills, have the potential to succeed within Mullen’s demanding college-prep curriculum. DLS courses provide additional academic support to students to help them successfully transition to college-preparatory courses by the end of their Junior year at the latest. Enrollment in a DLS course is decided during

the admissions process and based on numerous criteria including prior middle school performance, standardized testing, Mullen assessments, and teacher recommendations. Graduation requirements for students in DLS courses are the same as for students enrolled in college-preparatory courses. DLS courses also must meet all college preparatory course requirements, with content delivery adapted to include reinforcement and explicit instruction of students' basic academic skills. All students who take a DLS course Freshman year must also take Freshman Study Skills. DLS courses are offered in Math, English, Science, and Social Studies and are offered based on expected enrollment in each course. Because DLS classes are meant to help students transition to succeeding in college prep, there are no DLS courses offered Senior year.

Note: De La Salle courses are not Special Education courses. (see "Academic Accommodations"). DLS courses follow CP outcomes and standards.

Note: Reconsideration of a student's class placement (CP, Honors, AP, or DLS) may only be done only according to that subject's published Departmental process (see each section above) and only at the end of a completed trimester.

Other Courses

Independent Study: These are specialized elective courses that require students to meet and complete course requirements outside of the regular school day (periods 0 through 5). Only courses either listed in the Course Catalogue & Curriculum Guide as Independent Study courses or specially approved by the Assistant Principal for Academics are authorized to be taken for Independent Study credit. Enrollment in these courses also requires both instructor approval and course overload permission (see "Course Load"). Independent Study Courses do not count toward extracurricular eligibility requirements.

Enrichment: These are specialized elective courses that may be taken with special approval by the Director of Academic/Personal Counseling to enhance a student's background or ability in a particular subject. Enrichment courses will be designated on the student's transcript as such, do not receive credit, and are not included in the student's G.P.A.

Foreign Study/Exchange/Specialized Training Programs: In order for Mullen to accommodate a student's participation in foreign study, exchange, or specialized training (arts, sports, etc.) programs, the student must meet with his or her Academic/Personal Counselor (for initial approval) with the Assistant Principal for Academics (for final approval), and agree to the school's conditions for approval. Without this approval and agreement, no accommodations will be made. Participation in such programs may be for a total of one semester (fall or spring). Mullen reserves the right to determine the criteria by which any coursework done at such a program may earn Mullen credit. **NOTE:** Participation in such programs may affect the student's CHSAA eligibility status.

Other Coursework: Mullen does not accept for credit the following coursework: online courses, concurrent enrollment courses, correspondence courses, or distance learning courses. The Principal may make non-retroactive exceptions to this policy based on Manifest Hardship (see "Manifest Hardship").

Course Load

The academic year is divided into three 60-class day trimester grading periods. Students are required to take five classes each trimester. Each class is worth 0.5 credits (2.5 possible credits per trimester). Courses are configured as

follows:

- One trimester requirement courses are single-trimester courses that have no other required trimester sections attached.
- Two trimester requirement courses have single-trimester “A” and “B” sections. Both sections are required and must be taken in sequence.
- Three trimester requirement courses have single-trimester “A”, “B”, and “C” sections. All three sections are required and must be taken in sequence.
- Off Periods: Off Periods are available under limited circumstances and only if they do not significantly detract from the academic rigor of the student’s schedule. A junior or senior may qualify for an Off Period if the student makes the request as part of his or her original junior or senior year Course Request Form and meets the criteria approved by the Assistant Principal for Academics.
- Course Overload: Students must submit to their Academic/Personal Counselor a schedule “overload” permission request when requesting any of the following:
 - o More than three AP courses in a single year
 - o An Independent Study course
 - o An Enrichment course

NOTE: It is expected that students’ course load considerations will include their scheduling of extracurricular activities. While Mullen encourages and supports student involvement in school activities, the School cannot excuse students from their academic responsibilities in order to accommodate involvement in either school or outside activities, particularly in regard to excessive class absences.

Graduation Requirements for the Class of 2017

To graduate from Mullen High School, a student must meet the following criteria at the end of his or her senior year:

- Attend Mullen for at least the entire senior year (students who do not complete the Mullen senior year in its entirety cannot graduate),
- Earn a minimum of 27 total credits, including all required core credits (see “Course Requirements”),
- Complete all Community Service requirements (see “Service Learning Program”), and
- Be in good standing with the school. (see “Statement of Acceptance and Good Standing”)

Students who have not met the above criteria at the end of their senior year cannot graduate. Unearned credits and/or uncompleted service hours must be earned and/or completed as per school policy (see “Course Failures” and “Course Incomplete Grades”). In addition, any student who is, at the end of the senior year, one or more credits short of the minimum required 27 total credits may not participate in either graduation or graduation related activities.

NOTE: Any student who at any time prior to graduation fails more than six classes cumulative OR fails five classes in a single trimester OR is unable to schedule within the Mullen curriculum either core or total credits sufficient for graduation will be required to withdraw from Mullen.

Class Policy Sheets

Teachers are required to provide students in their class(es) with a Class Policy Sheet that states class academic, attendance, and behavior standards, expectations, and procedures. Students and parents are required to review and sign the Sheet and return the signature portion to the teacher. Signatures are deemed by the Administration to indicate both the signers' acceptance of and agreement to abide by their stated standards, expectations, and procedures.

Contacting Teachers / Counselors

All teachers and counselors have both voice mail extensions and e-mail addresses listed at the front of this Handbook and on the school website.

Attendance and Academic Credit

All students are required to be on time to school daily, present in class daily, and on time to class daily. Mullen expects our students to demonstrate reliability and responsibility through their regular attendance and punctuality. Frequent absences and tardiness may adversely impact a student's learning, academic performance, and good standing with the school. Note: If a student experiences circumstances that may adversely impact his or her regular daily attendance, then the student's parents are to contact the student's Academic/Personal Counselor to inform them of the situation. The Academic/Personal Counselor can then advise the parents and student as to applicable school policies and procedures.

Excessive Absences / Tardiness: As attendance has a distinct relationship with academic performance, absences beyond six days in any one trimester will result in referral to the Attendance Committee for review. The Attendance Committee may recommend appropriate corrective action up to and including failure and/or loss of credit for that/those class(es) or referral to the Discipline Committee.

Make-Up Work: The excused absence or tardy designation indicates that the student was not truant and is therefore able to make up work missed during an absence in accordance with the teacher's published class policy. It does not imply accommodations beyond those allowed by the published class policies.

Academic Accommodations

Mullen does not offer Special Education programs, courses or services. While the school may accept students with special learning needs, accommodations for those needs are limited. Mullen offers accommodations in line with the guidelines provided by College Board and ACT, see below. Students who request these services must provide the information listed in order to receive accommodations.

- Students must complete cognitive and academic testing through a psychoeducational evaluation completed by a licensed provider
- The evaluation must include a DSM-IV or DSM-V code
- Testing must be recent and up to date (within the last three years)

Mullen High School offers four school-wide accommodations. Please note, even though other academic recommendations may be made in the professional evaluation, Mullen is not able to guarantee accommodations beyond what is listed below

- Extended time on tests (Time and a half)
- Access to quiet testing space
- A copy of peer or teacher notes
- Preferential seating in classes

Other academic support is offered to students with accommodations who need further assistance. This includes:

- Trimester specific accommodation summaries to student's teachers
- After-school tutoring hours in the library
- National Honor Society peer tutoring
- Assistance in applying for College Board and ACT accommodations
- Assistance in applying for colleges for students with learning differences

Concussions

Mullen High School, under the advisement of the school trainer, will follow the REAP recommendations. The one prescriptive recommendation at this time is to not have the student take tests for 3 days once the school is notified. Notification of a concussion will be either a primary care physician evaluation or an evaluation by the Mullen High School trainer.

During these 3 days, there are no work expectations for the injured student. Listening and following along with the lesson is all that is required of the student. During the 3 day period, teachers will collect essential work expected to be made up and hold it for the student.

At the conclusion of the 3 days, the student may resume a modified academic workload. At that time, the teacher will provide the missed essential work to the student and identify a length of time to complete essential assignments and tests.

After 3 days, students need to have available to them:

- Exemption or shortening of in-class work and homework, without penalty and without having to make it up later
- Temporary exemption from tests/quizzes
- Copies of notes
- Reduced/eliminated computer work

- Time for frequent “eyes closed, head on desk” brain breaks (5 to 10 minutes at a time) one per hour or one per period.
- Student MUST sit out of PE

Students must be officially cleared from the concussion with a primary care physician evaluation.

If a student sustains a diagnosed concussion within 2 weeks of a final assessment, they will be exempt from the formal assessment given to the class. Instead, the student will take a modified assessment to show essential knowledge of recent material.

Manifest Hardship

Manifest Hardship may exist when a student demonstrates chronic/extended illness, injury, or other emergency circumstances that restrict or prevent school attendance and/or participation resulting in a prolonged inability to complete required coursework. If parents suspect that a Manifest Hardship condition may exist for their student, then they may contact their student’s Academic/Personal Counselor for an application and then submit the completed application to the Academic/Personal Counselor, who then will present it to the appropriate Assistant Principal for Academics for review. Hardship applications are approved by the Administration and all decisions are final. Applications must be submitted at the time that the hardship occurs – Manifest Hardship can be neither documented nor applied retroactively. Note: Manifest Hardship is available only for a single trimester’s use. It is not available for either repeated or ongoing use. (Also, see “Academic Accommodations”.)

Manifest Hardship accommodations may include:

- Receiving modified requirements for submitting coursework (as determined by course instructors on a course-by-course basis),
- Receiving a schedule revision if the Hardship condition will persist throughout the trimester**,
- Receiving an Incomplete (see “Course Incomplete Grades”) if the Hardship condition occurs with less than 10 class days remaining in the trimester (not including exam days),
- Receiving standing course average(s) as final grade(s) if the Hardship condition occurs with less than 10 class days remaining in the trimester (not including exam days).

** Classes that a student drops under Manifest Hardship will appear on the student’s transcript as a withdrawn (“W”) course, and core courses must be repeated in their entirety. Manifest Hardship does not exempt students from Mullen graduation requirements.

Student Course Schedules

Students submit to their Academic/Personal Counselors a written Course Request Form for the upcoming school year in February of the current school year. Once submitted, Course Request Forms are considered final. Student course schedules for the upcoming school year are published at the end of the current school year. As both the master schedule and faculty staffing are determined according to original course requests, once published, student course schedules are considered final except in cases of schedule correction (see below).

Schedule Corrections: To verify that a final schedule is correct, students are instructed on how to review their schedules when they receive them. Counselors may consider correcting a final schedule only under the following conditions:

- To ensure the correct inclusion and sequence of required courses,
- To accommodate the makeup of failed courses,
- To add courses to address a schedule's lack of academic rigor*,
- To address Manifest Hardship (see "Manifest Hardship")**,
- To address Academic Concern (see "Academic Concern")**.

* Corrections to a student's class level placement (DLS, CP, H, AP) may be made only according to that subject's published Departmental process and only at the end of a completed trimester.

** Corrections to address either Manifest Hardship or Academic Concern may be made only if their required processes have been completed.

All corrections are subject to course availability and to class enrollment size requirements. NOTE: It may at times be necessary for the school to make master schedule adjustments to teacher assignments, room assignments, or period assignments for a given course.

ASSESSMENTS AND ASSESSMENT REPORTING

Online Grade Book

Both parents and students are given password access each year to Mullen's Internet online grade book. Users can log on and view grade, assignment, and attendance information in any of their own classes. As this is a "live" grade book, all information will become available for viewing as soon as the teacher posts it, including midterm averages and final grades. NOTE: Each teacher determines his or her own online grade posting schedule. While teachers are asked to update grade postings approximately once a week, this may vary due to the type of course or other factors. Students/parents who have concerns regarding grade postings are asked to contact the student's teacher.

Progress Reports

Students have primary responsibility both for monitoring their own grades and for communicating their academic progress/grade status to their parents by checking the online grade book. In addition, Teachers and Counselors can make that information easily and readily accessible to parents upon their request through a variety of forms of communication, including phone calls, emails, grade printouts, Parent-Teacher Conferences, and two kinds of progress reports:

Weekly Progress Reports may be requested through the Counseling Office. The purpose of this form is to apprise parents of their student's week by week progress. Requests normally are made after parental consultation with their student's Academic/Personal Counselor. The procedure for using these forms is:

- The student picks up a form from their Academic/Personal Counselor at the start of the week.
- The student submits the form to his/her teachers for completion.

- The form then is reviewed and signed by the student's parents.
- The student returns the completed form to his/her Academic/Personal Counselor at the start of the following week.

MidTerm Progress Report Grades are available by checking the student's grades online. NOTE: Progress report grades are in-progress averages. Progress reports are not report cards, do not constitute an official grading period and do not become part of a student's permanent academic record.

Parent/Teacher Conferences

Parent/Teacher Conferences are held at the midpoint of each trimester. Teachers are available for short meetings with parents to review their student's progress. Parents of a student who receives a "D" or "F" progress report grade(s) are strongly encouraged to attend Parent – Teacher Conferences. Note: Parent-Teacher conferences, as well as all family communication with the school regarding a student, are reserved for the parents or legal guardians of a student, as well as the student herself or himself. A parent or guardian may appoint a family representative for this purpose only with the prior notification and approval of the Principal.

Daily Work

The daily course work required in students' classes generally will reflect 21st century learning and include direct instruction, formative assessments, ongoing lesson development, and summative assessments. Assessments range from quick informal knowledge checks to sophisticated tests and projects. Additionally, students will work collaboratively in groups and utilize technology on a regular basis. Every course will have a graded final exam. Finally, the value of these assessments in relation to the final grade in a course may be found in that course's Class Policy Sheet.

Final Exams / End of Trimester

Final exams are administered over two special "exam schedule" days; no other classes meet on those days. Exam periods are 70 minutes each. All exam days follow the "A" schedule, except for senior third trimester exams, which follow that week's schedule. Each trimester officially concludes with final exams. All coursework must be completed and submitted prior to the end of the trimester in order to receive credit. (Also, see "Trimester Exam Absences".)

Early trimester exams

In the event that a student anticipates a non-resolvable scheduling conflict with one or more trimester exams, then the student must obtain and complete an Early Exam Request Form (available from the Assistant Principal for Academics). If the request is approved, then the student will be allowed to schedule with his or her teacher(s) to take exams up to five school days in advance of the scheduled exam date. (Exams arranged and taken without this approval may be declared invalid and receive "0" credit.) The student will be charged a rescheduling fee of \$10 per exam. Note: Any final exam taken early may include material that remains to be covered in that course. Teachers are not required to adjust either the exam or their grading to accommodate this.

Final Grades / Report Cards

Final grades for each trimester class are "standalone" final grades and are not averaged with other trimester grades. Final grades are posted online the first school day following final exams week.

Any request for a teacher to review a final grade must be submitted in writing by the student to the teacher prior to the "Grades Final" deadline published in the school calendar. Grade review requests made after this deadline or made by persons other than the student may not be accepted. (Third trimester grade review requests will be subject to the teacher's end of the school year availability.) Review of a final exam grade and/or final course grade by an Administrator can be made only to verify (1) correct calculation and recording of the grade and (2) the teacher's adherence to the course's stated grading rubric and policies. Only the teacher who issued a grade may change that grade.

Note: Falsification of testimony or documentation presented in support of a review request will be considered a violation of the "Academic Dishonesty" policy and the student subject to disciplinary action.

Course Failures

A student who fails any course receives no credit for that course. The failure remains both on the student's transcript and in the student's cumulative G.P.A. The make-up grade and credit earned also will appear on the transcript and be included in the student's G.P.A.

Any student who fails a class that is needed for graduation must make up that failure during that same academic year or during the following academic year. In the case of a senior year failure that occurs either in the third trimester or in a course not available for make-up before the end of the year, the student must make up the failure in the manner approved by the Administration.

Only courses that a student has failed and for which the student has received no credit may be repeated for credit. Mullen does not allow summer school courses to be taken either to maintain or to restore CHSAA eligibility.

Note: Any student who at any time prior to graduation fails more than six classes cumulative OR fails five classes in a single trimester OR is unable to schedule within the Mullen curriculum either core or total credits sufficient for graduation will be required to withdraw from Mullen.

Course Incomplete Grades

An "Incomplete" ("I") grade may be issued by a teacher at the end of a course only with the approval of the Assistant Principal for Academics. Approval will be given if the student qualifies for Manifest Hardship or if another extreme circumstance exists which the Administration judges to warrant consideration. Under no other circumstances may coursework be accepted after grades are final. Upon approval, it is the student's responsibility to make arrangements with his/her teacher(s) and submit all completed work as per the teacher's requirements and within the first 10 school days of the new trimester (or the first 10 week days following the last exam day if the "I" is in the 3rd trimester). No further accommodations regarding the student's completion of work and subsequent grade(s) are either included or implied. Failure to meet the deadline will result in the student receiving a final grade based on his/her course average as of the end of the trimester.

Eligibility

The Mullen and Colorado High School Athletic Association policies for athletic and extracurricular eligibility are:

- During the period of participation, the student must be enrolled in a minimum of four class periods daily and earning with passing grades a minimum of 2 credits per trimester.
- Any student who receives a final grade of “F” / “I”/ no credit in two or more courses in a trimester is ineligible to participate in any athletic/extracurricular activity for the following trimester.
- Eligibility may be restored at the start of the trimester that immediately follows the trimester of ineligibility by meeting the requirements stated in number 1 above. In the case of third trimester failures, the student will be ineligible for the first trimester of the next school year. Summer school courses are not accepted either to maintain or to restore eligibility. In the case of an “I” due to Manifest Hardship, the student must follow the Course Incomplete Grades procedure. If a passing grade results, then eligibility may be restored.
- A student who reports late to school due to illness or appointment must attend at least three complete class periods that day to be eligible to participate in co-curricular activities that day.
- Any student who has less than a 2.0 cumulative GPA, while eligible for athletic and co-curricular eligibility, may not participate in any event or trip that requires missing more than one full school day.

ACADEMIC CONCERN

An academic concern is an issue directly related to an inprogress course’s instructional practices, specifically lesson presentation, use of assignments, student assessment, and classroom management. If a student has a concern regarding such an issue in a class in which that student is enrolled, then the following process is to be followed:

- The student will meet with the teacher to discuss the concern.
- If Step 1 does not resolve the concern, then the student will meet with his/ her Academic/Personal Counselor to discuss the concern.
- If Step 2 does not resolve the concern, then the student and parent(s) will meet with the teacher to discuss the concern.
- If Step 3 does not resolve the concern, then the student and parent(s) will meet with the Assistant Principal for Academics to discuss the concern.
- If Step 4 does not resolve the concern, then the student and parent(s) will meet with the Principal to discuss the concern. The Principal’s decision is final.

Note: This process is reserved for the student and the student’s parent(s) or legal guardian(s). A parent or guardian may appoint a family representative for this purpose with the prior notification and approval of the Principal.

The following Academic Concern process rules apply at all times:

- The student’s participation in all steps is required.
- No step can take place unless the previous step has been completed.
- Academic concerns submitted with fewer than 15 class days (not including exam days) remaining in a course may not be eligible for action.
- Any concern pertaining to a trimester final grade is subject to Final Grades/ Report Cards procedures. (See “Final Grades/Report Cards”.)

- Any concern pertaining course placements is subject to those courses' placement procedures. (See "Academic Curriculum.")
- Concerns must be submitted at the time that they occur – the Academic Concern process can be neither documented nor applied retroactively.
- No course schedule revision request for reason of academic concern will be considered unless the Academic Concern process has been completed.
- Falsification of testimony or documentation presented in support of a review request will be considered a violation of the "Academic Dishonesty" policy and the student subject to disciplinary action.

MULLEN AWARDS

The Mullen Student Awards Program is designed to recognize and promote excellence in all areas of school life. It features awards for outstanding academic, athletic, and extracurricular achievement. Such recognition demands not only talent and skill but also hard work, self-discipline, determination, and integrity. To receive any of the awards listed here, the student must not only meet the criteria listed below, but also those standards that pertain to satisfactory conduct and good standing within the school. All Mullen students are encouraged to apply their very best effort to the goal of earning one or more of these awards.

Honor Diploma: An honor diploma may be awarded to students who meet these requirements:

- A minimum cumulative G.P.A. of 3.7 based on 12 complete trimesters of coursework (GPAs are not rounded.)
- No final grade of "F" in any course and no final grade below "C" in the senior year (includes transfer grades and enrichment course grades)
- Final review and approval by the Administration.

Lasallian Ambassador Award: This award is given annually, during Lasallian Heritage Week, to one male and female student per grade level for their good example in observing the Five Core Principles of Lasallian Education. This is a faculty-voted award.

Lasallian Provincial's Award: This award is given annually to one male and one female graduating senior who throughout their high school careers demonstrated outstanding commitment to the Five Core Principles of a Lasallian Education. Recipients must have been enrolled at Mullen all four years.

Senior Athlete Award: This award is given annually to senior athletes for outstanding participation and achievement in multiple sports.

Scholar Athlete Award: This award is given annually to one male and one female senior athlete who demonstrated superior academic and athletic performance throughout their high school careers.

Senior Esprit D'Corps Award: This award is voted annually by the senior class to the graduating senior who best demonstrated throughout his or her high school career the Mullen Mustang qualities of faith, service, excellence, and

esprit d'corps. The recipient must have been enrolled at Mullen all four years.

Spirit of Mullen Award: This award may be given to recognize students for distinguished achievement representing Mullen within the Denver community.

Trimester Subject Award: This award is given to one student per class section by teachers for outstanding achievement and conduct in each of their classes each trimester. Teachers individually determine award criteria for their classes.

Torch Award: The Torch Award is Mullen's most prestigious scholastic award and is presented annually to those students who best exemplify the Mullen ideal of excellence in all areas of school life. To be eligible, a student must submit a completed Torch Award application by the announced deadline. To receive the Torch Award, a student must earn a total of 250 academic and activity points:

- A minimum of 200 academic points. Academic points are earned by maintaining a G.P.A. of 3.5 or better for the first two trimesters of the school year. Students with a G.P.A. of 3.5 earn 200 academic points; students with a higher G.P.A. earn additional academic points up to a maximum of 210 points possible for a G.P.A. of 4.0 or above.
- A minimum of 40 activity points. Activities points are earned through continuous participation in multiple Mullen activities. Points are determined and awarded by that activity's moderator/ coach. Outside activities or achievements are not eligible for Torch Award points.
- No suspensions or unexcused absences in the school year.

Note: Torch Award criteria cannot be changed once published for a given school year. The Administration will review appeals if submitted at least three days prior to the Award's scheduled date of presentation. Administrative decisions are final.

Valedictorian / Salutatorian: The class valedictorian is the student with the highest final cumulative GPA (including all applicable grade weights) in the graduating class, based on 12 complete trimesters of coursework and a satisfactory conduct record. The class salutatorian is the student with the second highest final cumulative GPA (including all applicable grade weights) in the graduating class, based on 12 trimesters of coursework and satisfactory conduct record. In the event of students achieving identical GPAs, the school Administration may declare co-valedictorians and/or co-salutatorians.

Note: Students who have been suspended are not eligible to receive the following school awards: Lasallian Provincial's Award, Senior Esprit D'Corps Award, Honor Diploma, Salutatorian and Valedictorian awards (permanent prohibition). The Administration will review any appeals and all Administrative decisions are final.

ACADEMIC/PERSONAL COUNSELING

Mr. Skip Zickmund, Director of Academic/Personal Counseling (Last name A - F)
Mrs. Hilary Maxwell, Academic/Personal Counselor (Last name G - M)
Mrs. Annie Barocas, Academic/Personal Counselor (Last name N-O & DLS students)
Ms. Kate Walker, Academic/Personal Counselor (Last name O - Z)

The vision of the Mullen High School Personal/Academic Counseling Program is to provide a comprehensive,

developmental counseling program that addresses the academic, social, and emotional needs of all students. Through advocacy, leadership, and collaboration, school counselors are professional student advocates who provide support to maximize student potential and academic achievement. In partnership with our stakeholders, Mullen High School Personal/Academic Counselors facilitate and coordinate a multi-tiered support system to ensure that all students are prepared and have access to the knowledge and skills necessary to become globally competitive, lifelong learners.

The Academic/Personal Counselors at Mullen High School adhere to the philosophy that all students can be successful and a school counseling program is an essential and integral part of the school's overall education process. The Mullen High School counseling program will provide:

- Supportive networks for all students including parents, community members, and school stakeholders
- Opportunities for all students to receive counseling and guidance in the academic, career, and personal/social domains
- Assistance for students to become responsible adults who can develop realistic and fulfilling life plans based on clear understanding of themselves and their needs, interests and skills
- Support for students to develop positive character traits and skills to become productive citizens
- Planning and implementation considering all students' ethnic, cultural, racial, and special needs
- Continued attention in assisting students to develop competence in decision making, career development, working with others and taking responsibility for their own behavior
- Access for all students to a full-time, state-certified, master's-degree-level school counselor to deliver the counseling program
- Accountability by using data to drive program development and evaluation

Academic/Personal Counselors at Mullen High School believe:

- All children are unique and should be treated with respect and dignity
- Every student can succeed
- Learning is a lifelong process
- Fostering a positive self-image is the collaborative effort of the school, home and community which leads to responsible and productive citizenship
- The diverse needs of all students must be addressed through the guidance and counseling program
- Every student needs appropriate personal and social skills to achieve optimum benefits from the educational program
- A comprehensive developmental guidance and counseling program is not a support service but an integral part of the total education program
- A developmentally appropriate guidance and counseling program provides important benefits to individual students by addressing their intellectual, emotional, social, physical and psychological needs

The Director of Academic/Personal Counseling is responsible for coordinating academic, career, and personal guidance programs and services. Counselor offices are located between the 200 and 300 hall on the west side of the main academic building. Students are each assigned to an Academic/Personal Counselor by last name and will stay with the counselor for all four years.

Mullen's Academic/Personal Counselors assist each student in his/her academic planning and personal /social development. The Department cooperates with teachers, administrators, parents, and specialists in an effort to help students pursue appropriate educational and personal goals. Mullen students meet with their Counselors both individually and in small groups.

All services are provided in strict confidence and in accordance with the ethical and professional guidelines of the Family Educational Rights and Privacy Act. NOTE: Counselors are obliged to notify a student's parents/guardians if, in

the Counselor's professional judgment, the student may be in danger or may be a danger to others. (Also, see "Abuse/Neglect Reporting".)

The Department offers a variety of individualized programs and services designed to encourage the academic and personal growth of each student. Focus areas include academic, personal, and social development, career choice, and selected national standardized assessments. The Department works in cooperation with the Administration, teachers, parents and students to foster an environment of open communication and trust by providing the following services:

Academic Assistance

- Help students to develop long-range educational goals.
- Help students to develop a 4-year academic plan based on the student's abilities and goals.
- Monitor student performance through progress reports, teacher consultations, parent referrals, and student requests.
- Coordinate the testing program, including: SAT/9, SAT/10 (Freshman and Sophomores) PSAT, P-ACT (Juniors)
- Advanced Placement, Holland's Self-Directed Search and other tests.
- Act as contact for students with Academic Accommodations. (See "Academic Accommodations".)
- Act as contact for students experiencing extended absence from school.
- Advise students in the course selection process.
- Approve student course schedules and schedule corrections. Utilize community resources and referral agencies when necessary.
- Write letters of recommendation for college applications.

Personal/Social Assistance

- Provide students with various opportunities to develop self esteem and decision making skills, utilizing a variety of resources.
- Make support groups available for Academic Accommodations including, but not limited to school/social adjustments, study/organizational skills, personal/relational issues, substance abuse, and traumatic events.
- Address individual needs with regard to developmental progress.
- Respond to students in emergency situations.
- Utilize community resources and referral agencies when necessary.

COLLEGE COUNSELING

Ms. Stephanie Santillo, Director of College Counseling

The Director of College Counseling is responsible for Mullen's College Counseling program, communicating

college-related information with the Mullen community, and serving as a resource and “college coach” for each student during her/his college search and application process. The Director provides individual attention in the college planning process, coordinates workshops, assists with career/major search, and coordinates college representative visits to Mullen.

COLLEGE COUNSELING AT MULLEN

On average, 98% of our graduating seniors attend four-year colleges to continue their lifelong educational endeavors. College planning begins with the use of Naviance to guide students towards understanding how their personal qualities and interests relate to their college and career search.

Students take the ASPIRE and PSAT to prepare for college entrance testing, as well as having access to on-campus ACT and SAT prep-classes. Each year, over 100 college admission representatives come to Mullen to meet with our students. The Director of College Counseling assists all our students with the college search and application process to ensure that our students make the best choices for themselves and their futures.

College Counseling Services

- Hold individual and group college counseling meetings to help students in applying to colleges appropriate to their abilities/goals.
- Network with college admission representatives; Coordinate visits by college/university representatives to Mullen.
- Promote college fairs, workshops, and events to the Mullen community.
- Assist students with college application coordination and submission.
- Coach students in college application essay writing and college interview preparation.
- Coordinate on-campus ACT/SAT preparation
- Promote financial aid and scholarships opportunities
- Maintain access to the Naviance website, college view books, and catalogs
- Provide college counseling and assistance to college-bound student athletes
- Coordinate Mullen’s AP Program and AP Exams in May.

STUDENT RECORDS POLICIES

Student records at Mullen High School are kept in accordance with the Federal Family Education Right and Privacy Act of 1974 and the Colorado Open Records Law. This policy assures both students’ parents and students (if aged 18 or older) access to their student records while protecting each student’s right to privacy by limiting the transferability of student records without the consent of either the student’s parent or the student (if aged 18 or older). The school abides by the aforementioned laws with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the custody section of the divorce decree. Never-married parents should also have custody documents on file, as needed. This information will help officials in determining when, if ever, the student and/or his/her records can be released to the noncustodial parent. A copy of the aforementioned laws is available in the College Counseling Office.

Student transcripts/grade reports may be issued to colleges, universities, or other schools to which a student is applying/transferring, to the NCAA Eligibility Center when a student athlete registers with the NCAA Eligibility Center, to college athletic recruiters upon request, and to prospective employers upon request. No transcripts/grade reports can be issued unless the student has a signed transcript release form on file in the College Counseling Office. Official transcripts are considered privileged communication between institutions and must be issued by Mullen directly to the

requesting institution. However, unofficial transcripts may be issued directly to students or parents. Transcript requests should be made with either the Director of College Counseling or the Registrar and should be made in advance to allow adequate time for processing. There is a \$3 charge per transcript, payable with the transcript request. Upon a student's graduation, one final transcript will be issued free of charge to the college or university of the student's choice and for those registered with the NCAA Eligibility Center.

Both applicants and the school are legally obligated to answer truthfully and completely all questions asked by colleges and universities on their applications. If an institution requests information about student suspensions and/or any other disciplinary/legal actions, then such information must be reported. If such information is not requested, then the school will not provide it. Also, if a student discontinues attendance at Mullen for any reason, then the school is expected to notify any colleges by whom the student has been accepted or with whom the student has active applications.

IMPORTANT TEST DATES

Please refer to the College Counseling section of the website for up to date information on SAT, ACT, and AP testing dates for the school year.

Dean of Students

Mr. Joe Welling, Dean of Students

Ms. Gail Andrews, Attendance Administrative Assistant

The Dean of Students is responsible for student attendance and discipline. He oversees the general supervision of students and chairs the student welfare committee. The Dean's Office and Attendance Office are located in the 300 hall lobby.

STUDENT RESPONSIBILITIES AND SCHOOL RULES/REGULATIONS

The registration of a student, regardless of age, at Mullen High School is deemed an agreement on his/her part, and on the part of his/her parent/guardian, to comply with all policies, rules and regulations of the school as stated in or derived from this handbook. Infractions of school policies, rules or regulations will warrant a disciplinary response from the school intended to be both appropriate to and corrective of the act or behavior in question. Listings in this Handbook of infractions and/or prohibited behaviors, as well as the possible disciplinary responses by the school, are inclusive of but not limited to the items listed.

Alleged acts of misconduct by students are to be reported to the appropriate teacher or administrator. Any school investigation of alleged misconduct will require the full cooperation of the accused, the accuser(s), and their parent(s)/guardian(s). Bringing false or unsubstantiated allegations of misconduct, as well as failure or refusal to

cooperate with a school investigation and/or its accompanying policies and procedures, may be considered a violation of good standing with the school. (See "Statement of Acceptance and Good Standing".)

ATTENDANCE

Regular attendance and punctuality are critical to a student's academic success and are indicative of personal reliability and responsibility. All students are to be on time and present for school each day and are to be on time for classes and in-school events. Heavy traffic and inclement weather are not necessarily legitimate excuses for being tardy. Students are expected to plan so that these conditions will not cause them to be late.

Mullen High School reserves the right to make the final determination as to whether or not an absence/tardy will be considered excused or unexcused. The excused absence or tardy designation indicates that the school is satisfied that the student was not truant and therefore may make up work missed during the absence/tardy in accordance with the teacher's published class policy. It does not in any manner imply accommodations beyond the published class policies. Students having unexcused absences/tardies can expect to make up both the time and work upon returning to school, but will not receive credit.

NOTE: As attendance has a distinct relationship with academic performance, absences/tardies beyond six days in any one trimester will result in referral to the Dean of Students for review. The Dean may recommend appropriate corrective action up to and including loss of credit for the class(es), failure of the class(es), or referral to the Discipline Committee.

Attendance Procedure

- When a student will be absent or tardy 1st period, the parent(s) must call the attendance office (303-761-1266) between 7:00 a.m. and 9:00 a.m. that same day. The following information should be addressed during the parent phone call:
 - Current date
 - Date(s) of absence
 - Reason for absence/tardy
 - Parent/Guardian contact number
- When the student returns to school after the absence, she/he must bring a note from the parent(s) indicating the reason for the absence. The note should contain:
 - Current date
 - Date(s) of absence(s)
 - Reason for absence(s)
 - Parent/Guardian's signature and contact number

Failure to clear an absence (or 1st period tardy) as outlined above may result in the absence/tardy being designated as unexcused.

NOTE: In the event that a student is at any time not residing at home, parents are required to notify the Attendance Office of the name and phone number of the adult responsible for the student.

TARDINESS

A student is considered tardy when the student has not reported to class by the bell marking the beginning of school or of a class period. Any tardiness not accompanied by a valid excuse will be designated as unexcused.

EARLY DISMISSAL

In the event it is necessary for a student to be dismissed from school early, the parents must call the Attendance Office prior to the student leaving campus. Students leaving early must have an early dismissal pass from the Attendance Office. Failure to follow the proper early dismissal procedures may result in disciplinary consequences.

EXTENDED ABSENCES

Extended absence is defined as an excused absence of more than three consecutive days due to illness or other occurrence of misfortune. In such cases, parents are to contact their student's Academic/Personal Counselor to inform them of the situation. Academic/Personal Counselors can then assist in communicating with teachers and gathering assignments for the student. Under extended absence, students may make up missed work according to the teacher(s) class policies and any other arrangement offered by the teacher. No further accommodations are either guaranteed or implied by the school and all other applicable class policies and school policies remain in effect. In cases of extreme extended absence, parents may consider applying for Manifest Hardship. (See "Manifest Hardship".)

TRIMESTER EXAM ABSENCES

Emergency Absence: In the event that a student becomes ill or is otherwise unable to take trimester exams during the scheduled times, the student's parents must contact the student's Academic/Personal Counselor to coordinate rescheduling the students' exams with his or her teachers. The student will receive an Incomplete ("I") until such time as his or her exams are completed and a final grade recorded. (Also, see "Early Trimester Exams".)

TRUANCY

Any student absent from school without the express consent of his or her parent/guardian and/or the school or absent from class without the express consent of the teacher and/or school is considered truant. Examples include but are not limited to:

- Neglecting to report to school.
- Coming to school but not attending class(es).
- Leaving school without permission from the Attendance Office.
- Becoming ill and going home without reporting to the Attendance Office.
- Leaving a class and/or failing to report to a class without permission.
- Being out of class without the teacher's permission or in a manner inconsistent with the teacher's permission.
- Obtaining permission to report to a location and then not reporting there.

Mullen High School will not incur the liability associated with truancy. Therefore, truancy will result in the immediate

notification of parent(s)/guardians. In addition, students found to be truant will be assigned other consequences appropriate to the situation.

CAMPUS SAFETY/SECURITY

Mullen has a schoolwide plan for emergency building evacuations and/or campus lockdown. Full student and parent cooperation with this plan are required at all times. To assist with campus safety, security cameras operate in both indoor and outdoor public common areas. Students who tamper with the security camera systems, school PA, deliberately send a false alarm/emergency report, cause an unnecessary lockdown/ evacuation, or deliberately impede or refuse to follow emergency procedures may be subject to disciplinary action up to and including dismissal.

Mullen High School is a closed campus. In order to leave campus during the day, written permission, (or by telephone in the case of an immediate emergency), is needed from the student's parents. No student from another campus or an unauthorized adult may be on the property without clearance from the Dean of Students.

Students and parents may not have food delivered by outside companies on campus during school hours without the permission of the Dean of Students.

Students who become ill during the school day must report to the office of the Dean of Students or Attendance to be excused prior to leaving school. Students may not be excused without verbal permission given by a parent or guardian to either the Attendance Secretary or the Dean of Students.

Senior Off-Campus Privilege

Seniors who have physically or electronically signed parental permission on file in the Dean of Students Office may have off-campus lunch privileges. Parental permission forms must be turned in to the Dean of Students prior to privilege being granted. It is the senior's responsibility to return to school on time. Returning late will result in disciplinary consequences, up to and including loss of off-campus privilege.

STANDARD OF DRESS

In keeping with Mullen High School's goal to create an environment in which students have an opportunity to experience quality, regardless of socioeconomic backgrounds, we maintain a uniform dress code. The Lasallian philosophy of Mullen High School dictates that personal appearance evidences a profound respect for the Lasallian community, the institution, and the individual student. This code is also a way for students to present a positive and respectful image of themselves, strengthen school spirit and image, and enhance campus security. The administration reserves the right to interpret, amend, or expand this policy as new fashion arises in order to maintain personal appearance befitting our Lasallian and Catholic environment.

General Guidelines

- Mullen is a Catholic school and students are required to dress in the modest and appropriate manner befitting a Catholic institution.
- Modesty, cleanliness, and neatness are the Mullen standards for personal appearance.
- The standard of dress is in effect throughout the entire school day, regardless of the student's schedule, including lunch and free periods.
- The Mullen High School Administration will be the final judge of the appropriateness of clothing and personal appearance.

Land's End is Mullen's official clothing vendor, and all Mullen standard of dress items must be purchased through Land's End.

The following items have been approved as everyday standard of dress for Mullen students. Both male and female students will have the following options through Land's End:

1. Polo shirts in the following colors:
 - a. White
 - b. Navy
 - c. Grey
 - d. Pale Yellow
 - e. Pale Blue

(Polos will be available in both boy's and girl's cuts, as well as in both short and long sleeves.)

2. Navy or khaki pants with either a flat or pleated front.
3. Navy or khaki walking shorts with either a flat or pleated front.
4. Navy v-neck sweater worn over an approved polo.

Female students may also choose from the following items:

- Navy or khaki capri pants
- Navy or khaki knit wrap skorts
- Navy or khaki chino skorts
- Navy or yellow Cardigan sweaters worn over an approved polo.

All clothing must be appropriately sized. No undersized or oversized clothing will be allowed. Parents are asked to check the student's uniform periodically and to replace items that are outgrown or worn out. A student's clothing and style of appearance may not:

- Expose cleavage, midriff, buttocks, or back; undergarments, tattoos, body piercing in any area. (Female students may wear earrings in their ears.)
- Display anything deemed inappropriate or non-compliant with the dress code.

Other dress standard clarifications:

- Footwear must either have closed toe or a heel strap.
- All visible outerwear garments must be Mullen branded and be worn appropriately as outerwear.
- Uniform Land's End collared shirts must always be worn, regardless of the presence of approved outerwear. Sportline and Under Armour-branded collared shirts are not uniform shirts.

Special Event Dress

Boys: collared dress shirts, dress pants (including approved navy or khaki Land's End pants), dress shoes with socks, and necktie.

Girls: Dresses, no shorter than 3 inches above the knee, with high neckline and with sleeves.

Skirts, no shorter than 3 inches above the knee, with collared top (short or long sleeves); and dress shoes. Sleeveless dresses and tops are not allowed at any time. Dress shoes should be closed at the toe or have a heel strap.

Jewelry

Girls: No visible body-piercing jewelry except earrings worn in the ear.

Boys: No visible body-piercing jewelry of any kind.

Hair Styles

- Hair must be well groomed, neat, clean, and of a single, natural human color.
- Unconventional hairstyles, as judged by the administration, are not allowed.
- Male hair length may not extend below the top of the collar, below mid-ear or chin, unassisted by any hair accessories. The maximum length for natural, curly, or other bushy hairstyles is two inches.
- Male students must be clean-shaven; however, a well-groomed mustache may be worn.
- Sideburns may not extend below the earlobe.

Outer-Wear Policy

Mullen High School requires all students to wear "Mullen Only" outer-wear. This policy applies to **ALL** jackets, hoodies, and sweaters. These items may be purchased through Lands' End, Sport Line, the on-line store, or students may wear any outer-wear item received through their Mullen sports teams. Outerwear must be the outermost layer of clothing. Mullen reserves the right to make appropriate accommodations for extreme weather. This policy has been implemented as part of our continuing effort to provide a safe and secure learning environment at Mullen High School. This policy aids us in being able to quickly and efficiently identify those individuals who should be walking our campus unattended and those who should be checked in as visitors.

ACADEMIC INTEGRITY

Mullen High School considers Academic Dishonesty a serious offense. Academic dishonesty refers to acts of cheating, plagiarism, and inappropriate computer/technology use. Such acts include:

- Copying, reproducing, including or otherwise using or representing any or all of another person's work as your own.
- Using or representing materials authored by another person as your own work without proper citation or acknowledgement.
- Using any course or course-related materials during a test, quiz or any other form of assignment where such

use has been prohibited.

- Allowing someone else to copy, reproduce or otherwise use or represent all or part of your work as his or her own.
- Stealing or otherwise acquiring and/or distributing without permission a teacher's or student's quiz, test, assignment copy or answers, or teacher's manual, whether or not the information contained was in fact used to cheat.
- Violating assignment directions or expectations with intent to commit academic dishonesty.
- Aiding or abetting others in acts of academic dishonesty.

When academic dishonesty is suspected, the course teacher will confer with involved student(s), notify parents, determine appropriate consequences in alignment with course policies, and document the occurrence with the Dean of Students. Serious or repeated instances of academic dishonesty will result in disciplinary actions, up to and including dismissal.

CONDUCT

Mullen High School students are expected to conduct themselves at all times in a Catholic and Lasallian manner that shows respect for themselves and others. In order to insure the good order of the school, all students must observe and are subject to the following guidelines:

- Students are to follow the directives of the faculty and staff at all times. Student behavior in the classroom must contribute to and not hinder the learning process.
- The school reserves the right to search students, their lockers, cars, and their possessions on campus and/or at official school events (on or off-campus) without prior notice.
- Occasions of gathering as a student body demand proper respect and courtesy, especially toward guests. Students should distinguish between assemblies, rallies, liturgical events, and the like, in determining the appropriate behavior for each.

Students are to respect the property of the school and other students. This respect includes the proper use and care for all equipment. Students are also expected to report any malfunctioning or defective equipment. Theft and vandalism, including malicious pranks of any kind, are contrary to Mullen's philosophy and will not be tolerated. It is the moral responsibility of each student to report thefts or any vandalism should such incidents be witnessed. The parents of students who are guilty of theft and/or vandalism will be held financially responsible for the restitution of property and the repair of damage.

- Students will cooperate in maintaining a clean and orderly campus.
- Students are not to loiter in the student parking lot and should not visit that area during the school day. If some urgent matter causes a student to have to visit his/her car, he/she must have the prior approval of the Dean of Students. Normally a student should only go to his/her car to leave campus.
- Patterns of behavior, either on or off campus, that discredit the student or the school will not be tolerated. Such behavior may result in the student's referral to the discipline committee, suspension, dismissal, or being denied registration for the following year(s).

Conduct Concerning Electronic Equipment

Students are to observe the following regarding electronic equipment use at Mullen High School:

1. The use of school computers/technology is a privilege, not a right. Students will use school computers/technology only for academic purposes as determined by the school. Personal or commercial uses, as well as those not approved by school personnel, are prohibited.
2. iPad usage, during classroom time, must reflect the current lesson and may not interfere or disrupt the learning environment.
3. Students will not obtain other students' passwords nor will they give their own password to others.
4. Students will save their files on their own drives. Files saved to the school computers or network are not to be considered a reliable form of data storage for students.
5. Students will not copy, change, read, or use files from another user without the user's permission.
6. Students will not use personal software/applications on school equipment without the approval of a system administrator. Students will not make or distribute unauthorized copies of software.
7. The school network has filters designed to prevent the downloading of offensive or inappropriate materials. However, if a student should encounter such material, he or she must report this to a system administrator.
8. Any attempt to gain unauthorized access to the school network or to school equipment is prohibited. This includes, but is not limited to, vandalizing hardware, "hacking", modifying system files, programs, directories or settings, and infecting systems with viruses, worms, etc. Students who engage in such acts will be responsible for paying financial restitution for the cost of repairs.
9. The use of school computers or personal iPads to disturb others is prohibited. This includes, but is not limited to, communications that contain harassing, threatening, bullying, obscene, or offensive material.
10. The use of school computers or personal iPads to violate the privacy of others is prohibited. This includes, but is not limited to, including a person's likeness or personal information in a web posting without that person's permission, posting and sharing videos or pictures without permission.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, obscene or inflammatory material, fabricated and/or defaming material, or material protected by trade secret.
12. Mullen reserves the right to review any student's personal web site or iPad for content or links to content that may violate any of the conditions listed in #8, #9, or #10 above (regardless of the computer used), as well as for content that may indicate a student's involvement in activities that are illegal, violate Mullen conduct codes or contracts, and/or are in any way contrary to the Mullen mission and philosophy.

Students found to be in violation of any of the above may be subject to disciplinary action, up to and including suspension or dismissal.

Sexual Misconduct

Sexual misconduct is defined as any type or degree of sex act committed on campus or any overt sexual behavior

considered contrary to the moral standards and spirit of our Roman Catholic and Lasallian school. Sexual misconduct is grounds for disciplinary action, up to and including suspension or dismissal.

Drugs and Alcohol

Using, "being under the influence of", possessing, trading, selling, giving away, or offering to trade, sell or give away alcoholic beverages, controlled substances (including marijuana, nicotine, and tobacco), paraphernalia associated with controlled substances, performance-enhancing drugs, or other hazardous substances on campus, near the campus, at any school-sponsored activity, or at a time or place directly involving Mullen High School will not be tolerated. Possession includes but is not limited to one's person or personal property, automobiles, or school property, including lockers. These policies apply to students of all ages. The foregoing carries the following consequences:

1. A student detained under the influence of alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances will not be released except into the custody of his parent(s) or guardian(s) or other authorized adult(s). If this custodial release is not possible because of the unavailability of such adult(s), the student may be released into the custody of civil authorities. In no case will a student be released on their own.

2. The offense may bring immediate disciplinary action, up to and including suspension or dismissal. The student will not be re-admitted until there has been communication with the Dean, the student's parents, and the student. The student may also be placed on a probationary contract for the remainder of the student's enrollment at Mullen High School. The probation contract may include mandatory drug counseling, assessment, and/or random drug testing at the discretion of Mullen High School. The probationary contract will also include all school rules, regulations and policies found in the Mullen High Student/Parent Handbook. Failure to meet the guidelines set forth in the probationary contract may result in the student's immediate expulsion.

3. The trading, selling, giving away, or offering to trade, sell, or give away alcohol, controlled substances, performance enhancing drugs or other hazardous substances may result in expulsion from school.

The school may require students or student guests on school premises or at school sponsored events to submit to a breathalyzer test for the purpose of detecting the use of alcohol. The school may require such testing at any time, with or without advance notice, on a random basis, on an across-the-board basis, or on the basis of reasonable suspicion. The school may remove from school premises or school sponsored events any students or student guests who test positive for the use of alcohol or who refuse or fail to submit to such testing when required to do so by the school. The school may also discipline, up to and including expulsion, any students who test positive for the use of alcohol or who refuse or fail to submit to such testing when required to do so by the school.

Drug Sniffing dogs may be used to detect the presence of illegal drugs on school premises or at school sponsored events. The school may employ such dogs at any time, with or without advance notice, on a random basis, on an across-the board basis, or on the basis of reasonable suspicion. The school has the right to remove from school premises or school-sponsored events any students or student guests who are found to possess illegal drugs. The school also may discipline, up to and including expulsion, any students who are found to possess illegal drugs or who refuse to fail to cooperate with any reasonable search for illegal drugs.

AntiViolence

Parents and students must not engage in intimidation, threats, or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on School property, or any other act, which in the administration's opinion is inappropriate to the School. Employees, parents, and students are expected to report any prohibited conduct to the Principal and Dean of Students immediately and may be asked to provide a written summary of events. Students engaged in such behaviors are subject to disciplinary action, up to and including suspension or dismissal without appeal.

Weapons

The possession, carrying, bringing, and/or use of any dangerous weapon to school and/or to a school event is strictly prohibited and is grounds for immediate dismissal from Mullen. Dangerous weapons include, but are not limited to any type of loaded or unloaded firearm or firearm facsimile, pellet gun, BB gun, air gun, firearm ammunition, fixed blade knife, spring loaded knife, pocket knife, explosives or incendiary devices, laser pointers, and/or any other object, device, instrument, material or substance, animate or inanimate, used or intended to be used to inflict bodily injury or physical damage.

The school weapons policy applies to the following:

- Mullen school grounds and facilities.
- All areas within plain view of Mullen school grounds and facilities.
- All school sponsored or sanctioned events and activities.
- All vehicles on Mullen property.
- Verifiable behavior on or off campus that presents a danger to members of the Mullen community.

Notwithstanding anything contained above, Mullen, at its sole discretion, may alter, vary or deviate from the above policy on a case-by-case basis.

Bullying and Cyberbullying Policy Purpose:

Mullen is committed to providing a safe educational environment for its students and teachers. Mullen acknowledges that it cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or under the direct supervision of school personnel. The purpose of this policy is to assist Mullen in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

Provisions

- A.** Mullen expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Mullen also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also 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 school or the safety or welfare of the student, other students, volunteers, or employees.
- B.** Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- C.** A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns may also contact the Dean of Students.
- D.** Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E.** False accusations or reports of bullying are prohibited.

A student who violates this policy shall be subject to discipline for that act in accordance with Mullen's policies and procedures. Mullen may take into account all factors it determines to be relevant. Depending on the circumstances, such factors may include:

- * The age, development, and maturity level of the parties involved;
- * The levels of harm, surrounding circumstances, and nature and severity of behavior;

- * Past incidences or past or continuing patterns of behavior;
- * The relationship between the parties involved; and
- * The context in which the alleged conduct occurred.

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in our handbook, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from Mullen's school property and events or termination of services or contracts.

Definitions

A. For purposes of this policy, "bullying" means deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:

- * **Verbal** conduct (e.g. using threatening or intimidating language, teasing, or namecalling);
- * **Social** (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendship);
- * **Physical** (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
- * **Cyberbullying**

B. For purposes of this policy, "Cyberbullying" means the use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.

C. For purposes of this policy, "on school property or at school-related functions" means all Mullen's school buildings, school grounds, and school property or property within view of school grounds, Mullen's school vehicles, Mullen's contracted vehicles, the area of entrance or departure from school grounds, premises, or school-related, trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations or events.

Harassment

Mullen High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, faculty member, or staff member is prohibited. The school will respond to and investigate any allegation of harassment promptly, confidentially, and thoroughly.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal from Mullen High School. Students found to have filed false or frivolous charges will be subject to disciplinary action, up to and including dismissal from Mullen High School.

Harassment occurs when an individual is subjected to either treatment or a school environment that is hostile or intimidating because of but not limited to the individual's race, creed, color, national origin, disability condition, gender or sexual orientation. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments or jokes; threatening words spoken to another person.
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, photos, videos, and gestures.
- **Sexual Harassment:** Includes but is not limited to unwelcome sexual advances, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.
 - Submission to such conduct is made (either explicitly or implicitly) a term or condition of a student's academic status or progress;
 - Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
 - Specific examples of sexual harassment include, but are not limited to:
 - o Making unsolicited sexual advances and propositions;
 - o Using sexually degrading words to describe individuals or their bodies;
 - o Displaying sexually suggestive objects or pictures;
 - o Telling inappropriate or sexually related jokes;
 - o Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.
- **Cyber Bullying:** includes but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, videos, social media posts, or website postings which have the effect of physically, emotionally or mentally harming a student, placing a student in reasonable fear of physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- **Hazing:** any act that, as an explicit or implicit condition for initiation to, admission into, and/or affiliation with Mullen or any Mullen group or activity could, in the judgment of the administration, endanger the physical health of an individual or cause psychological or emotional distress to an individual. Hazing is considered to be a form of harassment and intimidation and will be subject to the same penalties.

Mullen High School will endeavor to:

- Implement its harassment policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
- Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
- Establish practices designed to create a school environment free from discrimination, intimidation

or harassment.

It is the student's responsibility to:

- Conduct him or herself in a manner that contributes to a positive and respectful school environment;
- Avoid any activity that may be considered discriminatory, intimidating or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to an administrator;
- If a student is informed that he/ she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

The following procedures must be followed for filing and investigating a harassment claim:

- The student should first tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to Dean of Students, counselor, teacher, or administrator. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, counselor, teacher, or administrator if he/she prefers to do so.
- The student alleging harassment may be asked to complete a formal, written claim that will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation may include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be suspended and/or placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the Principal, in consultation with the Administration, will decide what, if any, action is warranted. The action will relate to the nature, context and seriousness of the harassment. Action will usually include mandatory mediation, and can include all disciplinary actions up to and including dismissal without appeal.
- If the complaint is against a non-employee or non-student, such as a parent, volunteer or others, the school will take steps, when appropriate and within its jurisdiction, to investigate and eliminate the problem.

Other Serious Conduct Violations

- Assault
- Fighting
- Theft
- Damaging or defacing school property
- Defiance of authority

- Evading or attempting to evade school authorities or personnel
- Forgery, altering school notes/documents, impersonating a parent/guardian
- "Mooning" or other indecent gestures or behaviors
- Use or possession of any tobacco product, including vaporizers, electronic cigarettes, and smokeless varieties
- Leaving campus without permission
- Operating a motor vehicle on campus or during a school function without a valid driver's license and /or school authorization
- Throwing snowballs, rocks, or other debris
- Other serious acts of misconduct that are subject to Discipline Committee referral, suspension or dismissal include but not limited to: disrespect toward a staff member, threatening a staff member and/or student, failure to obey an Administrative directive, unauthorized entry of a locked or restricted area, invasion of privacy, gambling, obscene literature and/or language, possession and/or use of laser pointers or devices, continued unexcused absences and/or truancy, false fire alarms or false emergency reporting, and/or behavior considered threatening to the welfare, safety and morals of other students or faculty members. Note: Faculty members include all school employees and support personnel.

DISCIPLINARY SANCTIONS

Detention

Detention is a period of time to be served for disciplinary infractions. A single detention is 50 minutes in length. Detention may vary in duration from one to several days depending on the seriousness of the offense. While on detention, the student may be required to be present at specified periods after school, before school, during school, and/or on weekends to do work assigned by the Dean of Students. The student assigned to the detention must report at the designated time and place. Failure to report for detention will result in an additional detention to be served. Failure to report to additional detentions will result in suspension and possible disciplinary hearings.

In-School Suspension

In-school suspension is a temporary restriction from attending classes and school activities. During inschool suspension, the student will be present in school and will complete assigned work by the Dean of Students. The student will be isolated from the rest of the student body for the entire day. Parents will receive a disciplinary referral notice informing them of the incident and the corrective action taken.

Students will be required to complete all class assignments and complete any scheduled exams missed during the suspension. The student's class grade will remain the same as it was before the suspension. Failure to complete the assignments or exams will result in "zeros" that will be averaged into the student's class grade. It may not be possible to makeup or participate in certain activities such as group projects, labs, etc.

Out-Of-School Suspension

Out-of-school suspension is a temporary dismissal from school. During out-of-school suspension, the student is not to be present either in school and or at any school or school-sponsored activities. During the suspension the student may not report to school for any activity. Following the suspension, the student may be placed on disciplinary probation. Out-of-school suspension is given as a result of a serious and/or repeated infraction of school regulations. A conference with parents and student is required. Subsequent to this conference, the student may be allowed to return to classes.

Suspended students will be required to complete all class assignments and complete any scheduled exams missed during the suspension. The student's class grade will remain the same as it was before the suspension. Failure to complete the assignments or exams will result in "zeros" that will be averaged into the student's class grade. It may not be possible to makeup or participate in certain class activities such as group projects, labs, etc.

NOTE: Mullen is required to disclose any record of student suspension to any school, college, or university that requests such information.

Administrative Leave

Administrative Leave is a temporary dismissal from school during an ongoing criminal and/or administrative investigation. A student accused of, under investigation for, and/or charged with a serious criminal act or any other behavior, committed on or off campus, considered threatening to the welfare, safety and morals of other students or faculty will not be allowed on campus or at any Mullen High School activity or event until the adjudication and/or resolution of the incident. Upon adjudication and/or resolution of the incident, the student may be subject to further disciplinary action up to and including expulsion.

While on administrative leave, the student may arrange to continue his or her class work at home. Communication between the student and his or her teachers is usually done via email. This program of at-home study is intended to keep the student current in terms of class work or assignments, but it does not replace the content received through regular class attendance. It may not be possible to makeup or participate in certain class activities such as tests, quizzes, group projects, labs, etc. and may not be suitable for all classes.

Disciplinary Probation

Disciplinary probation is a corrective measure sometimes used to modify student behavior.. Probationary contracts may be used in addition to suspension, to supplant suspension, or as a method to correct concerning patterns of student conduct. A student placed on disciplinary probation will be given a written list of behavioral expectations/guidelines that must be followed during a specified probationary period. Violation of said guidelines and expectations may result in dismissal from Mullen High School in accordance with the stipulations enumerated in the written list.

Dismissal

Dismissal from Mullen High School may take one of two forms. A student may be expelled from school for any serious offense that is detrimental to the good order of the school. As an alternative to expulsion, a student may be given the option to withdraw. The recommendation to expel a student or to ask a student to withdraw from the school will be made by the Discipline Committee and / or the Administration to the Principal. The Principal has the ultimate authority in implementing or rejecting the recommendation and in reviewing any appeal. Upon appeal, the Principal's decision shall be final, binding, and not subject to further appeal. NOTE: Mullen is required to disclose any record of student dismissal to any school, college, or university that requests such information.

Discipline Committee

The Discipline Committee consists of the Dean of Students and three to seven faculty members. The Dean of Students may convene a Committee hearing in cases of serious misconduct or when repeated attempts at correction have failed to modify student behavior. The Committee then meets to review the student's record and the matter brought before it. The Committee then recommends an appropriate disciplinary sanction to the Principal. Students and their parent(s)/legal guardian(s) have the right to attend this hearing and present their explanation of the events surrounding

the matter at hand before the committee.

Attendance Violations

A student is considered "absent" from a class if he or she misses the first half of the class period. A "missed day" is defined as 5 missed class periods.

1. After a student has **missed 7 days (35 periods)** of school **in any one trimester**, he/she will meet with the chairperson of the Assistant Principal for Academics or Dean of Students to review his/her attendance record. Explanations will be provided that account for the student's absenteeism. A letter will be sent to the student's family.
2. After a student has **missed 10 total days (50 periods)** of school in any one trimester, the student's family will confer with Assistant Principal for Academics and/or Dean of Students to review the student's attendance record, discern obstacles to student's attendance, and create an action plan.
3. After a student has **missed 15 total days (75 periods, 25% of the trimester)** of school during a trimester, the student will meet with Assistant Principal for Academics and/or Dean of Students. The student will be notified that any further absences could result in loss of credit for / failure of specific classes.

NOTE: Mullen High School disciplinary policies, procedures, and decisions are intended to serve Mullen High School as means of enforcement of its own rules and code of conduct according to the School's mission and philosophy. As such, they are not bound to function as, in lieu of, or in accordance with either criminal or civil actions or decisions as a response to any student-related act or incident. While Mullen High School will cooperate fully with any criminal investigation involving any of its students, the School is not responsible for recommending, initiating or pursuing any criminal or civil action for, against, or on behalf of any Mullen student or family.

MUSTANGS NEED TO KNOW

ABUSE / NEGLECT REPORTING

If a student communicates to any Mullen employee at any time that the student is experiencing any form of child abuse or neglect then the employee is legally obliged to report this information to Colorado Social Services and may not for any reason hold such information in confidentiality.

APPROPRIATE COMMUNICATION WITH SCHOOL

Communication directed by either students or their parents/guardians/family members to faculty/staff members must be appropriate in both content and tone. Any verbal or written communication directed by a student/parent/guardian/ family member to any faculty/staff member that, in the school's judgment, harasses, demeans, defames, seeks to coerce or intimidate, brings unsubstantiated accusation against, or otherwise abuses a faculty/staff member may be reviewed by the Administration as a violation of that student's/family's good standing with Mullen. (See "Statement of Acceptance and Good Standing".)

ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act Management Plan is available for review at the Front Office or the Maintenance Office. The management plan contains the locations and descriptions of all known asbestos-containing building materials in our school. Contact Mr. Ric Fast, ext. 3331, for more information.

ATHLETIC EQUIPMENT

All athletic or recreational equipment must be properly stored during the school day. The use of athletic or recreational equipment in non-athletic facilities or areas is prohibited and may result in confiscation of the equipment.

AUTOMOBILES AND OTHER VEHICLES

Permission to park on school property is granted at the sole discretion of the school. Student vehicles may be parked in designated student parking areas if they are registered with the Dean's office and display a valid Mullen parking permit. Illegally parked vehicles will be ticketed. Repeat violators may lose their parking privileges. Students are not allowed to be in their vehicles or in the parking lot during the school day. Students should familiarize themselves with parking specifics found in the "Parking Lot" section below.

The campus speed limit is 15 mph. Speeding or unsafe driving in any motorized vehicle on campus is prohibited and may result in disciplinary action up to and including suspension or dismissal. The use of skates, skateboards, or personal transport devices (scooters, Segways, etc.) on campus is prohibited. Any on-campus vehicular accident must be reported to the Dean of Students.

By entering school property, any Mullen student is deemed to have given consent to search of his/her vehicle by school Administrators. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed to be given by that person also. The area of search may include the entire passenger compartment, trunk and all containers therein, locked or unlocked, and undercarriage.

BULLETIN BOARDS/POSTINGS

All student posters, flyers, or any other form of printed materials on campus must be approved through the Director of Student Life. Their contents must clearly identify the Mullen organization and/or event that they are advertising. Postings may be made using only blue removable tape and must conform to applicable fire code regulations. Persons posting materials are responsible for removing materials once they have expired. Postings that do not meet the above-stated criteria or are judged as inappropriate by the Administration may be removed or prohibited.

CAMPUS EVENTS

Mullen High School reserves full authority over the scheduling and conduct of all on-campus events and activities. Only those events and activities that are approved by the Administration as per its scheduling procedures and event policies may take place on campus. Any event or activity that does not have Administrative approval is prohibited from taking place on campus. Any event that violates scheduling procedures or event policies will be discontinued pending Administrative review and individual violators subject to possible school disciplinary and/or legal action.

CAMPUS HOURS / BOUNDARIES

School hours are 7:55 a.m. – 3:00 p.m. Campus hours are school days, 7 a.m. – 4 p.m. (No adult supervision is assigned outside of these hours.) Mullen is a closed campus. Students may not leave campus during school hours without the permission of the Dean of Students. Students on campus outside of these hours are required to be in an adult-supervised activity/area. After 4 p.m., any unsupervised students are to wait for their rides in the Hutchison Field House lobby. Students are not permitted in any unsupervised area of the campus at any time. Loitering on campus is prohibited.

CANCELLATIONS/LATE STARTS

School cancellations/late starts may be implemented when the Administration judges it necessary to do so. In such cases, an announcement will be made by 6 a.m. on the school answer message (303-761-1764), school website (www.mullenhighschool.com) and also via the following local media outlets: television stations KMGH, KUSA, KCNC, KDVR, KWGN and radio station KOA. (Mullen is not responsible for media outlet delays/omissions/errors in posting Mullen notifications.) Late Starts include cancellation of all scheduled before school activities for that morning. School cancellations include cancellation of all scheduled school activities for that day.

Weather-related cancellations and/or late starts are based on weather forecasts and existing weather conditions within the greater Denver Metro area. As these are subject both to sudden change and to regional variation, parents always have the final say in regard to the wellbeing of their students. The Administration will respect and support the decision of any parent/ guardian who determines that weather or road conditions in their area will make it unsafe for their student to travel to school. The school will excuse the student's absence/lateness for that day (if accompanied by a call and written excuse note to our Attendance Office, as per standard procedure). This includes allowing teachers to make exceptions to their class attendance and/or make-up work policies on such days.

CELL PHONES/PERSONAL MUSIC DEVICES

Cell phone use by students will be limited to outside of instruction, liturgy, and assembly time unless permission has been granted by a Lasallian Educator 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 at (303) 761-1266. NOTE: As cell phones and many personal electronic devices have the capability to store/receive/send academic information and data, teachers are allowed to collect all such devices from students during tests or any other in-class assessments.

Personal music use during school hours is prohibited, unless express permission has been granted by a Lasallian Educator or Administrator. Defiance of stated policies may result in a device being confiscated by a faculty member and held by the Dean of Students pending communication with the student's parents.

Repeated violations may warrant further disciplinary action.

CLASSROOM/GYMNASIUM RESTRICTIONS

Student use of classrooms and gymnasiums is restricted to class periods and before/after school usage when supervised by a faculty/staff member. Food, beverages, and chewing gum generally are not allowed in these areas.

COMMUNICABLE DISEASES

Students having a communicable disease will be responded to on a case-by-case basis in accordance with guidelines issued by local health departments and/or the National Center for Disease Control, as well as with a determination by the school Administration as to the overall impact on the school's learning environment. In cases of contagious diseases, parents are to keep students at home until the student is no longer contagious. Students will not be allowed to return to classes unless either a parental or physician's release verifying the student's health is received by the Attendance Office. In all cases, due consideration will be given to the needs and wellbeing of the student(s) involved, those with whom they have contact, and the broader school community.

COMPUTERS/COPY MACHINES

Computers, printers, and copy machines are available in the Sferra Research Center and in the computer classrooms

(computers and printers only) for approved school purposes. Teacher and office computers/copy machines are not available for student use. (Also, see "Rules and Codes of Ethics for Computer / Technology Use".)

DAILY ANNOUNCEMENTS

School announcements are made daily over the P.A. system or video announcements, and are posted daily both on campus and on the school website.

DELIVERIES

Deliveries to students from outside vendors (including restaurants, florists, etc) are not permitted without permission of the Dean of Students. Unauthorized delivery personnel will be asked to leave campus, as they may create potential campus security hazards.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Mullen High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mullen may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary. The primary purpose of directory information is to allow Mullen to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual family directory;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹ Mullen is required to follow these two federal laws.

If you do not want Mullen to disclose directory information from your child's education records without your prior written consent, you must notify Sarah Edson, the Chief Administrative Officer, edson@mullenhigh.com, in writing by September 15 of the current school year. Mullen has designated the following information as directory information:

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Student's name

- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph

- Honors and awards received
- Date and place of birth
- Dates of attendance
- The most recent educational agency or institution attended
- Grade level

ELEVATORS

Our multi-story buildings have elevators that are in full compliance with ADA regulations. Elevator use is restricted to students with Academic Accommodations who have received Administrative approval. Students that use or occupy elevators without

Administrative approval may be subject to disciplinary action.

EMERGENCY MESSAGES

The school phone number is 303-761-1764. The Attendance Office number is 303-761-1266. Personal messages will not be delivered to students except in case of emergency. Office telephones are for business use and not for student use except for emergency calls to or from parents/guardians.

END-OF-TRIMESTER CLEARANCE

All financial obligations to the school must be met by the end of each trimester. This includes but is not limited to tuition payment, textbook turnin, cafeteria account payment, and athletic equipment turn-in. Unless all obligations have been met, a student will not receive final grades, report cards, or transcripts and may not be allowed to begin classes the following trimester. Seniors with unmet obligations may not be allowed to participate in the graduation ceremony.

LOCKERS

Student lockers are assigned at the beginning of the school year. Every student must have use school-issued lock purchased from the school. Students may neither transfer from their assigned locker nor share a locker with another student without the permission of the Dean of Students. It is the student's responsibility to keep his/her locker locked, clean and free of debris. Any damage should be reported immediately to the Dean of Students. The student is cautioned to keep only necessary materials in the locker. Students should not leave money or valuables in lockers.

NOTE: All school lockers are the property of Mullen High School and are subject to search by school Administrators at any time and without prior notice. Any unauthorized, inappropriate or offensive materials will be removed and the locker's user subject to disciplinary action.

LOST AND FOUND

Mullen is not responsible for lost or stolen property. However, reasonable effort will be made to assist students in the recovery of lost or stolen items. Lost/ stolen property reports or found items should be submitted to the Dean of Students' Office. Students are responsible for securing personal belongings on campus.

MEDICATION

Only those medications which, according to a student's physician, must be taken during the day may be taken/administered during school hours. A written request for administration of medication during school hours must be made in writing and signed by both the student's parent(s) and physician and submitted to the Dean of Students. The request must include the name of the parent/guardian, a home and emergency phone number, and directions/times for administering medication. Medications must be brought to school in the original container which is appropriately labeled. All medications must be personally delivered to the school by the parent/guardian.

NON-PROSELYTIZATION

Mullen is a Roman Catholic school but does not proselytize to its non-Catholic members. Accordingly, no student, parent, employee, or other party may, at any time, either on campus or at any Mullen event or activity, engage in any form of recruitment of persons to join any religious or religious-based denomination or movement. Similarly, Mullen does not make political endorsements and, accordingly, no student, parent, employee, or other party may, at any time, either on campus or at any Mullen event or activity, engage in any form of promotion of political parties and/or their platforms or candidates.

PARENTS ON CAMPUS

Parents always are welcome on campus. As per campus safety policies, visiting parents are asked to observe the following guidelines:

- Parents are to check in as guests at the Front Desk.
- If a parent wishes to speak with her or his student, they are to make this request with the Dean of Students, who will arrange for the student's availability if possible.
- If a parent wishes to speak with a faculty member or administrator, they are to make an appointment in advance with the faculty member. Classroom teachers may not be interrupted during class and are not obliged to meet with parents without an appointment.

PARKING / PARKING LOTS

On-campus parking during school days is limited to vehicles with Mullen parking permits. Faculty and senior parking is reserved. Faculty parking is designated in two locations: along the north side of tennis courts and at the Spirit Center. Senior parking is designated in the following two locations: immediately south of Hutchison Fieldhouse and between Hutchison Fieldhouse and tennis courts. All other students should park in the main parking lot outside of designated areas. No student parking is permitted at the Spirit Center between 7:00am and 3:30pm on school days. Visitor parking is available at the east "horseshoe" lot. Cars parked illegally or in unauthorized areas will be ticketed or towed at the owner's expense. Mullen is not responsible for vehicles or items left in vehicles. Parking lots are locked evenings. All student vehicles must be registered with the Dean of Students.

PREGNANCY

Mullen High School is committed to the belief that human life is sacred and that the dignity of the human person is to be respected and protected. In this light student pregnancy will be responded to on a case-by-case basis in a spirit of Christian compassion. The expectant student and her parents, as well as the father and his parents (if the father is a Mullen student), will be required to meet with the Principal to discuss how best to address the situation. All reasonable effort will be made to keep any disruption of the expectant mother's education to a minimum. The expectant mother may remain in school and continue with regular classes until such time as the student is to remain at home and continue her studies there. This determination will be made by the school Administration after considering the health and wellbeing of mother and child, as well as the overall impact of continued attendance on the learning environment of the school. Class work will be provided or an alternative program of study may be considered. The student may return to school after the birth of her baby and at such time as considered appropriate by her family and physician.

SAFE ENVIRONMENT TRAINING

In order to help ensure the safety and well-being of our students, Mullen requires that all employees, volunteers, and any other adults assisting with student activities or events successfully complete Archdiocese of Denver-approved safe environment training. Safe Environment Training must be renewed every three (3) years. Mullen may deny unsupervised access to students to any adult who has not fulfilled this requirement.

SCHOOL PICTURES

Individual student pictures are taken during the first trimester and may be ordered for purchase by students. NOTE: Because school pictures are also used for school purposes, they are considered school records. (See "Other Serious Conduct Violations and Penalties".)

SHADOW PROGRAM

Student "shadows" are prospective students who spend a school day paired with a current student guide. The Shadow Program is coordinated by the Admissions Office. All shadows and their student guides are subject to all Program rules.

STUDENT DROP-OFF/PICKUP

Students may be dropped off before school in either the front "horseshoe" parking lot or the main parking lot. Students may be picked up after school in the main parking lot. NOTE: Standing vehicles blocking fire lanes and/or impeding emergency vehicles may be subject to ticketing by DFD or DPD.

STUDENT IDENTIFICATION CARDS

Each student is required to display a school student identification card at all times and to present it to school officials upon request. Failure to do so may result in disciplinary action. ID cards may be required for admission to athletic events and other school activities at Mullen. Student ID cards are considered school documents. (See "Other Serious Conduct Violations and Penalties".)

STUDENT LIKENESS USE

Mullen High School may on occasion take photographs or videos of students for use in school publications, video productions, school website, or news releases. On occasion, television and other news media are invited to cover stories in our schools and take photos, video and/or interview students. If you do not want your student to be photographed, video recorded, or interviewed, please contact Ami Zach, Director of Marketing, zach@mullenhigh.com, by September 1 of the current school year.

STUDENT PUBLICATIONS

Student publications, including the school newspaper, yearbook, literary journals, and any other student publications, must be sanctioned by the school Administration and have a faculty sponsor. The Administration reserves the right to review all materials intended for publication. Publishing or disseminating materials not approved by the Administration may result in disciplinary action up to and including suspension or dismissal.

TEXTBOOKS

Teachers will issue textbooks to their students during the first week of class. If a book is damaged, lost or stolen, then the student will be issued another book only after paying the appropriate damage fine or replacement cost. At the end of each trimester, students are to return the same books that were issued. Textbook conditions will be evaluated when

returned relative to when issued. (Book condition categories are: new, good, and poor.) If the book condition drops from good to poor, the student will be fined 50% of the replacement cost for the book. If the book condition drops from new to poor or is lost, the student will be fined 100% of the replacement cost for the book. If a lost book is later returned, then a credit will be made toward the student's account. Textbook damages/losses are the responsibility of the student to whom the book was issued and fines must be paid before the student will be cleared to begin the next trimester's classes. All matters concerning textbooks should be directed to the Textbook Coordinator. The Textbook Coordinator's office is located in the Spirit Center.

TOBACCO AND MARIJUANA FREE CAMPUS

Mullen High School is a tobacco and marijuana free campus. Smoking and/or the use of any tobacco and marijuana products on campus are prohibited. Prohibited items include vaporizers, e-cigarettes, cannabis in any form, and associated paraphernalia.

VISITORS

All visitors, including parents and guardians, must check in at the Front Desk for clearance to be on campus or in school buildings. No student is permitted to have visitors during the school day without permission from a school administrator. Students that encourage, admit, or accompany unauthorized visitors anywhere on campus will be subject to disciplinary action.

COMMUNITY LIFE

Mr. Joseph Schuchardt, Assistant Principal for Formation

Mrs. Katie Abeyta, Director of Student Life

Mrs. Judy McCarty, Director of Service Learning

Mullen employs a "Community Life" collaborative team model for organizing student life. This Team coordinates all student activities and pastoral activities into a unified program of Lasallian formation, guiding the social, spiritual, and personal development of our students. In this way, Community Life strives to affirm Mullen's conviction that "only the whole school can educate the whole child."

THE ASSISTANT PRINCIPAL FOR FORMATION

The Assistant Principal for Formation is Mr. Joseph Schuchardt. His role is to develop and implement school programs and oversee school personnel in order to advance Mullen's Catholic and Lasallian ethos, character, hallmarks, traditions, and vision. Mr. Schuchardt's office is located in the 300 Hall.

Mr. Schuchardt oversees and coordinates Mullen's Community Life Team:

- Service Learning Director. Mr. Schuchardt supervises the development and quality of the Service Learning Office programs and activities, including school immersion trip program and service learning curriculum.
- Director of Student Life. Mr. Schuchardt supervises the development and quality of the Student Life Office programs and activities, including Student Life events, student clubs, and organizations.

The Team also works closely with the Assistant Principal for Academics, Dean of Students, Counseling Director, and Athletic Director to complete its unified and comprehensive approach to fostering Catholic and Lasallian values and practices in all areas of student life.

The AP for Formation also focuses on the growth and vitality of Mullen's faith community, culture, and practices in the following areas and by the following means:

- To ensure Mullen's fidelity to the Catholic Church's mission "of proclaiming and establishing among all peoples the Kingdom of Christ and of God" (CCC 768), the AP for Formation:
 - o Supervises the development and implementation of an orthodox, contemporary, and inclusive catechetical approach in the Theology Department's religious education of our students, as per the Catechism of the Catholic Church and the United States Conference of Catholic Bishops' catechetical directives and guidelines.
 - o Supervises and evaluates the Roman Catholic and Lasallian quality of classroom instruction throughout the school.
 - o Identifies and promotes best practices in Mullen's catechetical and pastoral programs.

- To ensure Mullen's commitment to work together and by association with the mission of the worldwide Lasallian movement and family "to give a human and Christian education to the young, especially the poor, according to the ministry which the Church has entrusted to it" (The Rule of the Brothers of the Christian Schools, Article 3):
 - o Designs and coordinates Mullen's program of Roman Catholic and Lasallian formation for mission of all members of the school community, including regularly-scheduled events and activities provided for:
 - Board of Trustees
 - Leadership Team
 - Lasallian Educators
 - Students
 - Parents and Parent organizations and groups
 - Alumni and Alumni organization and groups
 - o Designs and coordinates Mullen's induction and formation program for all new Lasallian Educators, including all part time personnel, out of house personnel, and support personnel. This includes Safe Environment certification as mandated by the Archdiocese of Denver.
 - o Oversees the Roman Catholic and Lasallian focus and content of Faculty in-service events and activities, Community Life presentations/sponsored presentations, and Theology Department presentations/sponsored presentations.
 - o Facilitates and coordinates Mullen's participation in the District of San Francisco New Orleans Formation Program and attendance at District and Regional Lasallian formation programs and events.
 - o Advises and contributes to Mullen's School Improvement Plan as it pertains to religious identity and our Lasallian mission.
 - o Identifies and mentors potential Mullen Lasallian leaders.
 - o Represents Mullen in Lasallian District and Regional formation for mission development through attendance at sponsored events and membership in sponsored activities and organizations.

In addition to the above, the AP for Formation also has the following responsibilities:

- identifies and/or develops information materials and resources on Lasallian history, education, spirituality, and ministries, as well as oversees collection
- identifies and/or designs and implements data-gathering instruments and processes designed to measure the school's Catholic and Lasallian identity.
- Coordinates the Baccalaureate Mass & Commencement.

PASTORAL OFFICE

The Pastoral Director's primary responsibilities are programming, coordinating, and directing ministries activities, including the pastoral activities calendar, pastoral events and events staffing, student retreats, school prayer and liturgies, pastoral clubs and organizations, and pastoral program development. The Pastoral Office serves our school by attending to the spiritual needs of our students and Lasallian educators.

We work to assist everyone in both their individual growth and the forming of Catholic and Lasallian faith community, challenging all of Mullen to fulfill its potential to seek and build the Kingdom of God. The Pastoral Office is located in the 300 Hall.

MULLEN RETREATS

The mission of the Mullen Retreats is to create for our students a positive religious experience of Christian and Lasallian identity and community. Each retreat gathers both students and adult staff to experience the joy of playing, praying, and working together as a community of faith. Our retreats provide opportunities for students to grow closer to the Lord, enhance their sense of self, build positive relationships with others, and deepen their understanding of what it means to be a member of the Mullen Lasallian family. The freshman retreat is required for all members of the class. The Sophomore Service Retreat is optional and offered twice during the academic year. The Sophomore Class Retreat is required for all members of the class. Mullen's Kairos Retreat is open to all juniors. The Senior Retreat is offered at the end of the 3rd trimester and gathers the senior class for one final opportunity to pray, reflect and celebrate together. The Senior Retreat is open to any graduating senior.

The Retreat Program breakdown by level is:

- Freshmen: Off-campus day retreat, 1st trimester
- Sophomores: Service Retreat, 1st & 2nd trimester & Sophomore Class Retreat
- Juniors: Kairos Retreat, throughout the academic year
- Seniors: Overnight Senior Retreat, 3rd Trimester

Parents will receive complete information and registration packets prior to their student's scheduled retreat.

LITURGY DIRECTOR

The Liturgy Director is Ms. Rita Niblack. The Liturgy Director's primary responsibilities are programming, coordinating, and directing all school liturgies. The Liturgy Director also directs both the Liturgy Planning and Liturgical Music groups, which

are composed of students and faculty who plan and “staff” Masses, prayer services, and other school liturgical celebrations.

MULLEN WORSHIP

The mission of Mullen Worship is to gather the school community for times of sacred worship, including daily school and classroom prayer, school prayer services, and regular celebration of the Eucharist. Sacred worship, particularly the Mass, is central to the life of our Roman Catholic and Lasallian School and is required for all of our students, faculty, and staff. Through our prayer and liturgies, we strive to proclaim the Gospel of Jesus Christ and foster within our school an environment that empowers our community to live the Gospel.

PASTORAL ORGANIZATIONS & MODERATORS

Lasallian Youth / Mrs. Judy McCarty, Mr. Elliot Gray

Lasallian Youth is a faith, service and community organization that enables students to share in the vision and mission of St. John Baptist de La Salle. Open to all grade levels, Lasallian Youth is intended for those who want to serve others, especially the poor while deepening their own faith life. Activities include annual food and clothing drives, blood drives, campus outreach projects, and community outreach projects.

Core Crew / Ms. Lindsay Hooper, Mrs. Katie Abeyta

Core Crew is a nationwide program that serves as Mullen’s student mentoring program. The goal of the program is to provide a structure in which students make real connections with each other. Student leader positions are open to juniors and seniors, while all freshmen encounter the program during their first year, specifically orientation. Through this program, new students learn that people at Mullen care about them and their success.

SERVICE LEARNING OFFICE

The *Service Learning Director* is Mrs. Judy McCarty, whose primary responsibility is programming and coordinating the school’s student service learning program, including developing the school’s service learning curricula, directing service immersion experiences, approving and documenting community service projects, and acting as school liaison with community service agencies. Ms. McCarty’s extension is 3350.

The mission of the Mullen Service Learning program is to assist students in their spiritual and social formation as Catholics and Lasallians who are committed to human dignity, social justice, and the sacredness of human life. Mullen was the first Colorado high school to include service learning as a graduation requirement. Mullen students are required to acquire a total 70 hours of service before graduation: 50 hours must be acquired through working with the marginalized, while the other 20 must be acquired within the Mullen community. AN HOURS SUMMARY VERIFICATION FORM MUST BE COMPLETED AT THE END OF EACH ACADEMIC YEAR AND TURNED INTO MRS. MCCARTY BEFORE THE LAST DAY OF THE SCHOOL YEAR.

All Service Learning hours must be pre-approved by the Director. Packets containing suggestions and contacts are available in the Student Activities Office. Students who do not complete the required Service Learning prior to graduation will not receive a Mullen High School diploma.

Definition of Service Learning: Mullen Service Learning is different from simple volunteerism. Its objective is for students to learn how to do Christ’s work of ministering to those most in need. Such service experiences will enable the students

to share faith, prayer, individual reflection, and lessons in community building. Each experience will provide opportunities to engage with people living in poverty, marginalized by society, or fighting injustice, thus truly living the Lasallian principle of concern for the poor and social justice. Working with those persons and social conditions that are underserved and with which our students would generally not have contact, such as the poor, the homeless, the ill, the disabled, the elderly, and the at-risk exemplifies the true nature of the Service Learning Program. Approved projects are listed and available in the Service Learning Office. All other projects must be pre-approved by the Service Learning Director.

STUDENT LIFE

The Director of Student Life is Mrs. Katie Abeyta. The Director of Student Life's primary responsibility is programming and coordinating all non-athletic student activities, including the student life calendar, student life events, event staffing, student council, student clubs and organizations, and student life program's development. The Student Life Office is located on the main floor of the Student Life Center.

STUDENT CLUBS/MODERATORS

If there is a key to making the most of "the Mullen Experience", it is to GET INVOLVED! Over 90 percent of Mullen students participate in at least one extracurricular activity throughout the year! Find the activities that best suit you and discover what we mean when we say, "WE ARE MULLEN!" Because clubs shift with student interests often, the below list is not exhaustive of current club offerings. At any time, students who wish to create and maintain a club should speak with Director of Student Life for approval and instruction.

Current Clubs

Art Club / Mr. Chris Thompson

Students meet once a month after school to work on art projects, visit local art museums and exhibits, and participate in local art contests.

Chess Club / Mr. Peter Augros

The Chess Club provides the opportunity for Mullen students and staff to compete at Mullen as well as outside tournaments throughout the year.

Black & Latino All Inclusive Club / Ms. Lavoynn Miller

Students will immerse themselves in discussion of issues pertaining to diversity that affect them. Guest speakers play a significant role in this club, and students are encouraged to attend events like annual diversity conferences around Denver.

Engineering Club / Ms. Mary Wakumoto

Students will experience the design cycle as they conduct research and work in teams to design and construct various projects. Students will have the opportunity to experience design and modeling using a 3D printer. In addition, students may choose to enter local design contests.

Future Business Leaders of America (FBLA), Mrs. Leah Leddin

FBLA is a nationally recognized, business oriented club that has over a quarter million student members throughout the United States. FBLA will not only teach students about the popular business practices of the world but will also aid in

building leadership skills. FBLA is recognized by colleges nationwide. The requirement for membership in the Mullen High School FBLA chapter is a 3.75 weighted GPA.

French Honor Society / Ms. Cassie Steinhauser

French Honor Society members are selected for their achievement and interest in the study of the French language and culture. FHS provides members with the privilege of participating in French-oriented activities that emphasize learning, camaraderie, and fun coupled with the chance to expand one's knowledge of the French culture, language, and customs.

H.O.P.E./ Ms. Barb Figg

Helping Others Promote Equality is a group of students who work to promote student diversity awareness and appreciation. Projects include ethnic and gender diversity issues education and presentations, tolerance and respect education presentations and presentations, and "Celebrate Diversity" programs.

Lasallian Youth/ Ms. Judy McCarty

Faith, Service, and Community are the focal points of this club. Meetings are every Monday at lunch in the Activities Center. Lasallian Youth is open to all students. It offers the student a variety of opportunities to minister to the economically poor through direct service and education in the spirit of St. John Baptist De LaSalle. Lasallian Youth assist in building a faith-filled community at Mullen High School. Activities include prayer, projects that help keep community awareness of our Lasallian heritage, a safe Halloween for children, collecting for Thanksgiving food drives, and a Christmas adopt-a-family program. Lasallian Youth also works with our twin school in Addis Ababa to help raise money for their educational needs.

Lightsaber Club/ Ms. Mary Wakumoto

Students learn the mechanics and strategy behind dueling while at the same time embarking on the fun journey of exploring Star Wars with their peers.

Mullen Drama / Ms. Ebie Panazo

Mullen Drama is open to students on all levels. Members have the opportunity to participate in several major theatrical productions throughout the year. Membership is by audition.

Mullen Today/ Mr. Bradley Baker, Mr. Matt Degitis, Mr. Sean Keefe

Students produce editions of the student newspaper in multi-media formats. Students must demonstrate an interest in producing a quality publication that reflects our school's Catholic and Lasallian mission, as well as an interest in learning journalistic reporting, writing, photo, editing, and production skills.

Mullen Girls Who Code / Ms. Cassie Steinhauser

Mullen Girls Who Code is a nationally recognized club that aims to encourage young women to learn about computer science. Students meet weekly and reach national standards in their club's curriculum which allows them to advance in difficulty.

National Honor Society / Ms. Lorraine Capra, Ms. Debbie Skene

The Mullen chapter of the National Honor Society is an organization that promotes recognition of students for outstanding accomplishments in the areas of scholarship, character, leadership and service. To be a member, a student must be at least a sophomore, have a cumulative GPA of at least 3.5, and complete at least 20 hours of community service each school year.

Photography Club / Ms. Judy McCarty

Photography Club members learn skills in photography, film and print processing, as well as present their work in various exhibits and contests. Students are required to own their own 35 millimeter camera.

RezDawgz Rescue Club / Ms. Katie Schneringer

RezDawgz Rescue Club aims to promote both the ethical and friendly treatment of animals, specifically dogs rescued from reservations, as well as help involve students with the natural ability of puppies to relieve stress in any situation. RezDawgz is a club that educates students about issues animals face, encourages students to get involved to help, and allows students and faculty at Mullen to spend an afternoon petting puppies during stressful times like finals week!

S. A. D. D. / Ms. Rita Niblack, Mr. Tim Ventura

The purpose of Students Against Destructive Decisions (SADD) is to educate students and parents about the dangers of alcohol, drugs, tobacco, driving and texting, bullying, eating disorders, and teen suicide, to provide support for students to make good choices by promoting fun, safe, activities, and to foster opportunities for leadership by encouraging students to take responsibility for their choices.

Spanish Honor Society / Ms. Sheri DeHaan

The San Miguel Febres Cordero Chapter of the Sociedad Honoraria Hispanica recognizes students who have completed three trimesters of Spanish with at least a "B+" average and no grade lower than "B". Activities include school service (Peer Tutoring) and community service (Christmas project and elementary school tutoring).

Speech & Debate / Mr. Mike Trevithick & Mrs. Heidi Trevithick

Mullen Speech and Debate is open to all grade levels. We participate in the CHSAA Large School Division State Tournament. Mullen is also a Charter Member of the National Forensic League and participates in all of its sponsored activities. We attend invitational meets, CHSAA and NFL sponsored activities, and sponsor six tournaments during the school year.

World Affairs Challenge / Ms. Tammy Christensen

The World Affairs Challenge is an innovative, creative competition in international affairs. Mullen students prepare throughout the year to compete in three different events that test their analytical and presentation skills and their knowledge of world events. We are open to all students.

Yearbook / Ms. Ami Zach

Hoofbeats is Mullen's yearbook. Staff members receive training in and assume responsibility for all aspects of the concept, design, and production of the current school year's yearbook. Enrollment in the yearbook class is required for membership.

Young Democrats / Ms. Tammy Christensen

Young Democrats allows interested students the opportunity to become involved in the political process. Students gather to discuss politics and actively participate by sponsoring mock elections, guest speakers, and information sessions.

Young Republicans / Ms. Tammy Christensen

Young Republicans allows interested students the opportunity to become involved in the political process. Students gather to discuss politics and actively participate by sponsoring mock elections, guest speakers, and information sessions.

STUDENT LEADERSHIP

The Mullen Student Council is our school's elected student leadership organization. Student Council's main role is to lead and promote student extra-curricular involvement by organizing student activities and events that reflect school spirit, school traditions, and Lasallian principles. It is composed of both elected and appointed student body representatives. Internal organization consists of an executive council and area/event committees. Eligibility criteria for candidacy for Student Council membership is published each year in conjunction with annual elections. NOTE: All election results are subject to moderator approval in regard to candidates' good standing with the school.

CORE CREW MEMBERSHIP PROGRAM

The mission of the CORE Crew program (formerly LINK) is to assist freshmen in their transition to high school life through a true partnership with juniors and seniors in our school community. The partnerships are formed through organized mentoring and social activities. Link Crew is a nationally recognized program that encourages positive peer relationships and nurturing, inclusive environments, and Mullen's terming of the group as "Core Crew" speaks to the emphasis and value we put on living the five core principles in everything we do.

SCHOOL DANCES

There are four major dances sponsored by Student Council and the Director of Student Life: Back to School Dance, Homecoming, Sadie Hawkins, and Prom. Appropriate Lasallian behavior and dress is an expectation of all students who

choose to attend school-sponsored dances. Mullen High strives to provide a safe and healthy dance environment inclusive to all students. Attendees are also required to follow the directives of chaperones throughout the dance. Therefore, any student who violates the safety or behavioral expectations of the dances will be removed immediately and parents will be notified. Law enforcement may also be notified, if appropriate.

Once a student has been admitted to a dance, he/she is restricted to approved areas within the venue. Once a student has left the dance, he/she may not be readmitted. Students may not leave dances before the designated "doors open" time. This time will vary based on the dance and venue.

ATHLETICS

Mr. Vince Massey, Athletic Director

Mr. Hank Hooper, Associate Athletic Director

Mr. Joey Mahmood, Director of Sports Medicine

Ms. Debbie Skene, Game Manager Coordinator

Ms. Vickie Conte, Athletic Administrative Assistant

The Athletic Director is responsible for directing interscholastic athletics. The Director oversees the athletic program, supervises coaches, implements athletic policies, and assures the program's adherence to all CHSAA rules and guidelines. Athletic Offices are located on the first floor of the Spirit Center.

Mullen High School is a member of the Colorado High School Activities Association (CHSAA) and the Centennial League. The Football team is the only sport that is not affiliated with the Centennial League. Instead, Football is part of a waterfall system that is recalculated every two years which realigns its conference affiliation. Mullen has long enjoyed a tradition of athletic excellence. Athletics can be an important part of a well-rounded high school education, through which both participants and fans learn the values of dedication, self-sacrifice, hard work, resilience, and sportsmanship. Mullen offers a total of 24 sports, 12 for young women and 12 for young men.

ATHLETIC POLICIES AND ACTIVITIES

Prior to the first day of formal practice, every student athlete must have on file with the Athletic Office:

- An annual physical examination verification from a practitioner licensed to perform sports physicals within the past 365 calendar days
- A signed parental permission slip
- A signed Training Rule Contract
- A completed medical emergency form

Parents are responsible for providing their student athletes with health insurance. Student athletes are responsible for all equipment issued to them and will be held financially liable for lost or damaged equipment. Any student using Mullen athletic equipment or facilities must be supervised by a faculty or staff member each year:

TRAINING RULES

Mullen High School has established certain training rules by which Mullen athletes are to abide:

- Privilege and Example: Student athletes are expected to conduct themselves in a responsible and commendable manner at all times in school, the classroom, and at athletic contests. Unacceptable conduct could result in the student athlete's suspension from one or more athletic contests.
- Drugs/Alcohol: The use or possession of tobacco, drugs, or alcoholic beverages in any form or quantity will not be tolerated. Student athletes who violate this policy will be suspended from athletic participation according to the terms of the athletic Training Rule Contract. Observance of the rules involving alcohol, drugs, tobacco is the responsibility of the student athlete for the entire year. The Training Rule Contract is in effect for the entire year regardless of the contract signing date.

ELIGIBILITY

The Mullen and Colorado High School Athletic Association policies for athletic and extracurricular eligibility are:

- During the period of participation, the student must be enrolled in a minimum of four class periods daily and earning with passing grades a minimum of 2 credits per trimester.
- Any student who receives a final grade of "F" / "I" / no credit in two or more courses in a trimester is ineligible to participate in any athletic/co-curricular activity for the following trimester.

- Eligibility may be restored at the start of the trimester that immediately follows the trimester of ineligibility by meeting the requirements stated in number 1 above.
- In the case of third trimester failures, the student will be ineligible for the first trimester of the next school year. Summer school courses are not accepted either to maintain or to restore eligibility. In the case of an “I” due to “Manifest Hardship”, the student must meet all criteria of the “Course Incomplete Grades” procedures.
- A student who reports late to school due to illness must attend at least three complete class periods to participate in co-curricular activities that day. Medical appointments will require a physician’s note.
- Any student who has less than a 2.0 cumulative GPA, while eligible for athletic and extracurricular participation, may not participate in any event or trip that requires missing more than one full school day.

CENTENNIAL LEAGUE

MT. CAMERON LEAGUE (Football only)

Arapahoe	Grandview		Columbine	Mountain Range
Cherokee Trail	Mullen		Fairview	Northglenn
Cherry Creek	Overland		Mullen	
Eaglecrest	Smoky Hill		ThunderRidge	

MULLEN FIGHT SONG

Bring forth her banners now and lift them on high.

Onward with Mullen Mustangs, rise up and cry.

Loud may her praises be, sing out in unity.

May she live on forever.

So let “Esprit de Corps”

be our motto and our guide, now and evermore

as we march on side by side. Rah! Rah! Rah!

Rolling along,

let their courage be our song.

And we’ll cheer for Mullen Mustangs, for their hearts are

brave and true.

Rah! Rah! Rah!

BELL SCHEDULES

The bell schedule used daily is the "Regular Schedule" unless otherwise announced or indicated on the school calendar. Also, Mullen follows a period rotation that alternates every other week: Rotation "A" is periods 1, 2, 3, 4, 5, and Rotation "B" is periods 5, 2, 3, 4, 1.

Regular Schedule (70 minute periods)

Warning Bell	7:55
1 st Period	8:00-9:10
2 nd Period	9:15-10:25
3 rd Period	10:30-11:40
Lunch	11:40-12:30
4 th Period	12:35-1:45
5 th Period	1:50-3:00

Single Mass Schedule (52 minute periods) Warning Bell 7:55

1 st Period	8:008:52
Mass	8:5210:22
2 nd Period	10:2711:19
3 rd Period	11:2412:16
Lunch	12:161:06
4 th Period	1:11-2:03
5 th Period	2:083:00

One Hour Late Start Schedule (55 minute periods) Warning Bell 9:10

1 st Period	9:15-10:10
2 nd Period	10:15-11:10
3 rd Period	11:15-12:10
Lunch	12:10-1:00
4 th Period	1:05-2:00
5 th Period	2:05-3:00

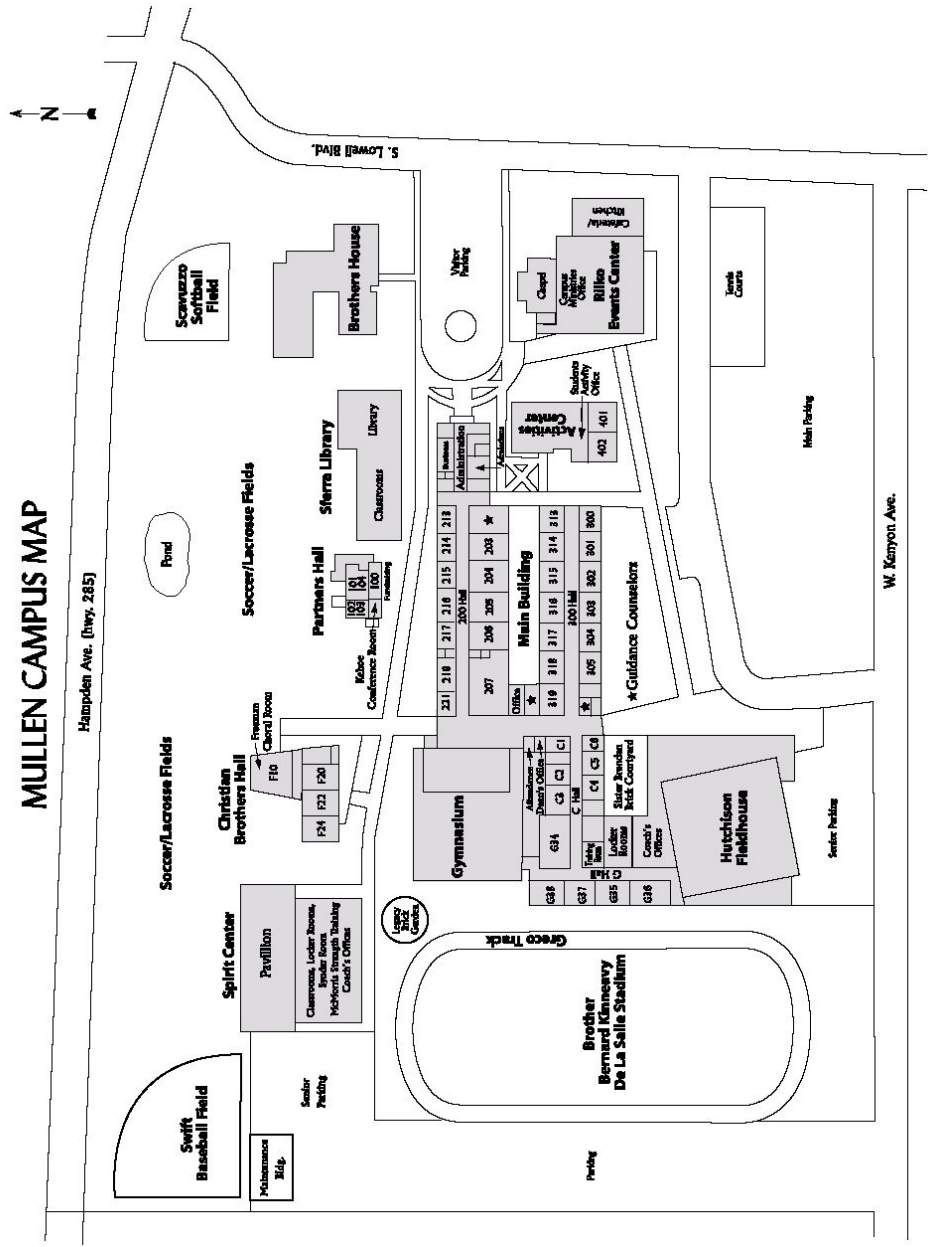
Two Hour Late Start Schedule (46 minute periods) Warning Bell 9:55

1 st Period	10:00-10:46
2 nd Period	10:51-11:37
3 rd Period	11:42-12:28
Lunch	12:28-1:18
4 th Period	1:23-2:09
5 th Period	2:14-3:00

Half Day Schedule (44 minute periods) Warning Bell 7:55

1 st Period	8:008:44
2 nd Period	8:509:34
3 rd Period	9:4010:24
4 th Period	10:3011:14
5 th Period	11:2012:04

SCHOOL MAP



MULLEN HIGH SCHOOL STUDENT – PARENT HANDBOOK COMMITMENT FORM

[***Click here to complete Handbook Commitment Form Electronically. Disregard printing and signing this page, if you do so electronically.***](#)

We understand that our student's registration is deemed our agreement to read, know, and both comply and cooperate with all policies, rules, regulations, and restrictions of the school as contained in the 2016-2017 Mullen High School Student – Parent Handbook.

Student Name (please print)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date