

## Attendance Procedures

Mount Mercy Academy's attendance policies and procedures are located in the Student Handbook, which will be posted to "Quicklinks" on the school website and to the "Resources" section of the portal. Instructions to create your parent portal account will be mailed in early September.

School doors open at 7:00 a.m. for student arrival.

**Students should arrive no later than 7:45 a.m.** in order to report to Homeroom on time.

Homeroom begins promptly at 7:50 a.m. Dismissal is at 2:45 p.m. Free breakfast is served in the dining hall for all students arriving before 7:35 a.m. **At dismissal time, the bus lane in front of school must remain clear until the buses leave at 2:55 p.m.** Parents/Guardians who drive their daughter are asked to wait until the buses have cleared before pulling in front of school for pick up.

### ATTENDANCE PROCEDURES:

#### **1) ALL ABSENCES, EARLY DISMISSALS AND TARDINESS MUST BE REPORTED BY A PARENT/GUARDIAN!**

a) **Parents/Guardians must call the Attendance Hotline each day that their daughter will be absent, leave early or arrive later than 7:45AM: (716) 825-8796 Ext.111.**

b) **Please do not call the Main Office to report attendance.**

c) **If the situation requires you to speak with someone regarding the absence, please call the Health Office: (716) 825-8796, Ext.104 or your daughter's school counselor.**

d) A doctor's note is required any time a student misses class time for any kind of medical appointment between 7:50 a.m. – 2:45 p.m. If the doctor's office does not automatically give you a school excuse, please ask for one. Your daughter can bring it to the Health Office upon return to school or you can fax it: (716) 825-0976.

**2) Automatic Demerits will be issued for "unexcused" tardiness. See the student handbook for rules and lists of "excused" and "unexcused" reasons. Students will have to report to lunch detention after every 5<sup>th</sup> unexcused tardy.**

3) If District Transportation (yellow school bus) runs late due to health & safety procedures, inclement weather, etc., students will be issued an "excused" pass to class. Tardiness due to District Transportation is not counted against the student.

4) All students must sign in when arriving late and sign out for early dismissals.

5) Early dismissals must be pre-arranged by calling the Attendance Hotline. When picking up your daughter early from school, pull up to Door #4 at the arranged time and we will sign out your daughter and send her to your vehicle.

6) If a last-minute doctor's appointment is made, as this sometimes happens, please call the Attendance Hotline as soon as possible so that we can have your daughter ready at the appropriate time. Please have her bring in the doctor's note when she returns to school.

7) Students participating in any club/activity/sport must be on time and in class all day (7:50-2:45). The exceptions are Bereavement, School Business or a routine doctor's appointment. A doctor's excuse must be submitted for any routine medical appointment.

8) If a student becomes ill during the school day, she is to report to the Health Office for assessment. **She is not to use her cell phone to call a parent/guardian to be picked up.**

a) The school nurse will assess the situation and contact a parent/guardian if necessary. A parent/guardian may contact the Health Office at [healthoffice@mtmercy.org](mailto:healthoffice@mtmercy.org) or (716) 825-8796 x104.

b) If a student goes home ill or spends more than 20 minutes in the health office, she becomes ineligible to participate in extracurricular activities for that day, including sports.