

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 family portal.

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 7:45 a.m.: (716) 825-8796 Ext.2.**
 - 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.**
 - 3) If School 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 by 9:00 a.m. with the details of the dismissal. Last-minute emergency dismissals should be reported to the school nurse: (716) 825-8796, Ext. 104. 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) 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 medical appointments where class time is missed.
 - 7) 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 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.



Mount Mercy Academy

Attendance Policy

The administration of Mount Mercy Academy is responsible for all policies regarding pupil attendance, standards, records of attendance, and regulations and is guided by New York State Education Law and the Commissioner of Education.

Regular school attendance is necessary for scholastic progress. A poor attendance record may jeopardize opportunities for employment and college entrance. Parents are asked not to permit absence from school for trivial reasons. Absence from school without parental consent constitutes truancy. The school day begins at 7:45 a.m. and runs through 2:45 p.m. Students should be in school no later than 7:45 a.m. to ensure timely arrival to homeroom. Attendance is recorded at the start of the school day. In addition, teachers are required to keep a record of attendance for each class throughout the school day since regular class attendance is crucial to academic success.

Credit for any course is contingent upon:

- Meeting the course requirements, including reporting for the final exam or submitting the final assessment and receiving a passing average of 65%.
- Meeting attendance requirements.

In order to receive course credit a student is expected to be in attendance for a minimum of 85% of all scheduled class meetings or equivalent time. There will be no differentiation made between excused and unexcused absences.

Students who fail to meet the minimum attendance requirement for a course may receive an audit for that course. They may not be allowed to take any final examinations in that course. They may have to make up missed time, especially if work has not been turned in.

The classroom teachers, guidance counselors, and administration will notify students and parents when specified benchmarks in absences have been reached. Students who have excessive absences in class and have been scheduled to audit may be required to make up time equivalent to the number of classes absent beyond the maximum number in both full year and semester courses. Students who fail to make up time may have their attendance reviewed by an attendance committee consisting of the Head of School, School Counselors, and the Dean of Academic and Student Life to determine the course of action to be taken. Students will be notified in writing of the determination of the committee.