

## **Hardin Attendance Information**

### Contact Information

**Rebekah Wallace**, Attendance Secretary: 636-443-4302 or [rwallace@stcharlessd.org](mailto:rwallace@stcharlessd.org)  
**Brian Kirton**, 7th Grade Assistant Principal: 636-443-4393 or [bkirton@stcharlessd.org](mailto:bkirton@stcharlessd.org)  
**Dr. Kelly Stemmermann**, 8th Grade Assistant Principal: 636-443-4305 or [kstemmermann@stcharlessd.org](mailto:kstemmermann@stcharlessd.org)

### Commonly Asked Questions

#### ***What do I do if my child will be absent?***

- Call or email Rebekah Wallace, Attendance Secretary: 636-443-4302 or [rwallace@stcharlessd.org](mailto:rwallace@stcharlessd.org) by 7:30am.
- If an absence is not called in, it will be documented as “unexcused”

#### ***What if my child will be late to school due to an appointment?***

- Students arriving late due to appointments can walk into the building on their own as long as the office is aware they are arriving late (email or phone call from parent/guardian) or the student has a medical note upon arrival.

#### ***What if my child is tardy to school?***

- Once a student hits their fifth tardy in a quarter, their grade level principal will have a conference with them and a contact will be made home.
- Sixth and subsequent tardies will be written up as referrals and consequences will be issued according to the code of conduct.

#### ***What if I need to pick up my child early?***

- If you need to pick up your student early, please feel free to send them with a note to bring to the office before school starts. We will get them an early dismissal pass to come to the office. If you are unable to send a note, please call Rebekah Wallace, Attendance Secretary: 636-443-4302
- Please call with more than enough notice for us to locate your student and get them to the office.
- Make sure to have your ID with you and sign them out before you leave.

#### ***Attendance and Field Trips/Incentives***

- If a student does not have a minimum of 90% attendance, and/or did not follow our attendance policy (no unexcused absences), they will not be allowed to attend any non-academic field trips or incentives that we have throughout the school year.

### **Other Attendance Notes**

- If the parent/guardian does not contact the school or send in a note before 7:30am the following school day, the absence will be considered unexcused.
- All absences after a total of 8 full days (both excused and unexcused) will be unexcused without a doctor's note or approval from administration.
- Doctors notes can be emailed to Rebekah Wallace [rwallace@stcharlessd.org](mailto:rwallace@stcharlessd.org) or dropped off at the office
- If you need to get a message to your student, please call the office (636-443-4300) BEFORE 2pm. The end of the day is a busy time and we want to make sure to get any last minute changes to students. However, if it's not an emergency, please try to call much earlier.

### **Excessive and Unexcused Absences (UEA)**

- 2nd UEA - Letter home from school
- 3rd UEA - Referral to the Megan Meier Foundation
- 5th UEA - Diversionary hearing meeting with the St. Charles Deputy Juvenile Officer.  
Note: A diversionary hearing could be held prior to the 5th UEA
- 6th and 7th UEA -
  - Second diversionary meeting.
  - Possible home visit by Assistant Principal and School Resource Officer
  - Hotline
- 8 unexcused - Referral to Family Court for Educational Neglect and Hotline to DFS

*\*Each additional unexcused absence will result in a possible hotline for educational neglect*