

# 90%/10% Rule Procedures

## College Street Elementary

### Monitor

- The classroom teacher, attendance clerk and assistant principal will monitor students for excessive absences (both excused and unexcused).
- When the classroom teacher notices a reoccurring problem, he/she will conference with the student and parent and reinforce the importance of being at school.
- The assistant principal will closely monitor student absences by printing skyward reports each 9 weeks for any student that is close to or has missed 10% of the current school year.

### Principal Letter

- Any student who has missed 10% or more of the school year thus far (5 days at the 1st 9 weeks, 9 days at the 2nd 9 weeks, 14 days at the 3rd 9 weeks, and 18 days at the 4th 9 weeks) will receive a letter in their 9 weeks report card informing parents of the 90%/10% rule and consequences. Any student who receives this letter must submit a doctor's note for any further absences to be excused.

### Attendance Committee Meeting

- When a student has missed 10% or more of the school year anytime after the 1st 9 weeks, the assistance principal will schedule an attendance committee meeting. Parents, classroom teacher, attendance clerk and the assistant principal will collaborate about solutions to the attendance problem. The assistant principal will take minutes during the meeting on the Attendance Meeting Minutes Form. Should it be necessary, the student will be referred to the Rtl team for academic intervention, health services, or counseling services.

### Possible Retention

- At the end of the school year, if the student has accumulated absences resulted in missing 10% or more of the school year and the student does not successfully complete accelerated instruction offered *or* the student misses 25% or more of the school year, the attendance committee may retain the child.