ABSENCE MANAGEMENT



STUDENTS:

If a student is not allowed to attend school due to COVID-19 reasons as outlined above or if the parent/guardian chooses for the student to quarantine when deemed a positive COVID-19 exposure, the following attendance procedures will be utilized:

1. **The school nurse will notify the impacted student's teacher(s) and the school data manager with the affected dates via email. The student will then be marked Present Off-Site (Attendance Code 1R) for the affected dates within PowerSchool by the impacted student's teacher(s). No confidential health information will be shared in this notification.**
2. **If the impacted student fails to complete school work or have two-way communication with teachers during the exclusion period, the teacher will change the Present Off-Site attendance code to an absence. The teacher will also need to make the data manager aware of this change, and the data manager will mark the absences excused (i.e. 1A - Illness or Injury) since the absences are COVID-19 related.**
3. **Since the impacted students aren't marked absent in PowerSchool, the school nurse records for COVID-19 related isolations and quarantines will be the official data source if this information is requested.**

STAFF:

The following process shall apply for all employees requesting leave due to COVID-19 symptoms, diagnosis, or verified exposure to a positive COVID-19 case:

1. **The school nurse, for school-level cases, or the DCS Nurse Supervisor, for district-level staff, shall notify the Assistant Superintendent for Human Resources who will provide the school/employee with the Duplin County Schools COVID-19 Leave Form.**
2. **The employee will return to the Human Resources Department the completed form and required supporting documentation prepared by a healthcare provider or school nurse who is acting in conjunction with the Duplin County Health Department.**
3. **The Assistant Superintendent for Human Resources and the Finance Officer shall review the form and documentation to determine what, if any, leave for which the employees qualifies.**
4. **If the employee does not qualify for applicable leave, and doesn't have leave, they will be required to use leave without pay.**
5. **If an employee chooses to self-quarantine and does not choose to see their healthcare provider for diagnosis/testing or utilize the school-provided testing option, the employee shall use applicable leave as outlined in Policy 7510 Leave. If the employee does not have available leave, they will be required to use leave without pay.**