



Student Absences

If a family decides to keep their student home after being identified as a close contact via direct communication from a positive case or based on COVID case data being shared by the school district, that can be accommodated through the district's existing attendance policy.

These absences would be considered excused absences until the student falls within "chronically absent status," which is less than 90% attendance. Once that point is reached, a student would begin the Student Attendance Review Board (SARB) process at Tier 1. If attendance remained below 90%, the student could potentially move to the Tier 3 level. Any absence at the Tier 3 level not verified by a medical professional, regardless of reason, would be unexcused/truant and that absence would contribute towards violation of ND Century Code.

If you have questions about a specific situation your family is facing, please contact your student's principal.

Staff Absences

If a staff member decides to stay home after being identified as a close contact via direct communication from a positive case or based on COVID case data being shared by the school district, the following leave notes apply:

- Staff should use Sick-COVID in AESOP for any COVID-related absences related to self.
- Staff should use Sick-Family COVID in AESOP for any COVID-related absences related to dependents.

While separate codes, both Sick-COVID and Sick-Family COVID pull from an employee's normal sick leave bank. There are NO additional days of leave for COVID-related absences. Remote work may be a possibility, in alignment with [policy](#) and with supervisor approval. If a staff member is working remotely, there is NOT an entry that needs to be made in AESOP.

If you have questions about a specific situation you are facing, please contact your supervisor and/or Human Resources.

Last Updated: 01/20/22