

## Attendance/COVID Policy



### Reporting Absences

School begins at 8:30am and ends at 3:00pm. **Parents should call or email the school office at 317-455-2400 or [johnniet@damarcharteracademy.org](mailto:johnniet@damarcharteracademy.org) before 9:00 a.m. to report or verify an absence, tardiness or early departure of a student.** Voicemail is available 24 hours a day/7 days a week. **Please call the school EACH DAY the student is absent** unless prior arrangements have been made. Be prepared to provide your name and relationship to the student, the student's name and grade level, the reason for absence, date of absence, and a contact phone number. ***Informing the teacher directly is welcomed, but the front office MUST be notified to ensure proper documentation of the absence.***

### Absences Related to COVID

Students quarantining according to the updated COVID Policy (those who are positive for COVID and/or those who have been considered a direct contact to someone positive for COVID) will be recorded as follows:

#### 1. ABSENT-EXCUSED (QUARANTINE)

- The student **IS** *required* to be in quarantine.
- The student **IS NOT** completing schoolwork from home (virtual/pencil-paper/etc.)

#### 2. ABSENT-UNEXCUSED

- The student **IS NOT** *required* to be in quarantine.
- The student **IS NOT** completing schoolwork from home (virtual/pencil-paper/etc.)
- The student IS considered absent unexcused, and the regular attendance policy shall apply.
  - <https://www.damarcharteracademy.org/wp-content/uploads/2021/08/DCA-Student-Parent-Handbook-2021-2022.pdf>

#### 3. TEMPORARILY VIRTUAL (DUE TO COVID)

- The student **IS** *required* to be in quarantine.
- The student **IS** completing schoolwork from home (virtual/pencil-paper/etc.) and submitting completed work to the teacher on an agreed upon basis.
- The student IS NOT considered absent.

### COVID Isolation/Quarantine Policy for Masked Schools (as of 01/06/2022)

<https://www.coronavirus.in.gov/files/K-12-Guidance-12-30-21.pdf> (see next page for summary)

The parent daily screening tool has been updated:

[https://www.coronavirus.in.gov/files/21\\_Parent-screening-12-29-21.pdf](https://www.coronavirus.in.gov/files/21_Parent-screening-12-29-21.pdf)

- If the student, teacher or staff member is not feeling well, they should stay home and get tested
- If the student, teacher or staff member begins feeling ill at school, they should go home immediately and get tested



## **K-12 Isolation Guidance: When All Are Masked**

### **If student tests positive:**

- Stay home for 5 days
- Return to school Day 6 if asymptomatic or symptoms are resolving and continue to mask for 5 days in classroom (if unable to mask properly at all times, must remain isolated at home for full 10 days)
  - Must be fever-free for 24 hours without medication and other symptoms improving

## **K-12 Quarantine Guidance: When All Are Masked**

### **If student is exposed to someone with COVID-19 in the classroom:**

- As long as continue to be asymptomatic, may remain in school and continue to wear a mask properly at all times, test on Day 5 if possible
- If symptoms develop, get a test and stay home and if positive, follow isolation guidance. If test is negative, return to school when symptoms have resolved.

### **If student is exposed to someone with COVID-19 outside of the classroom, including home contacts:**

- If fully vaccinated (have received all doses of vaccines, including booster if eligible)
  - As long as asymptomatic, may remain in school and continue to mask at all times in classroom; test on Day 5 if possible
  - If symptoms develop, get a test and stay home. If positive, follow isolation guidance. If test is negative, return to school when symptoms have resolved.
- If unvaccinated or partially vaccinated:
  - Stay home for 5 days; test on Day 5 if possible
  - Return to class on Day 6 if still asymptomatic. Continue to wear a mask for Days 6-10.
  - If symptoms develop, get a test and stay home. If positive, follow isolation guidance. If test is negative, return to school when symptoms have resolved.