**Bellevue High School - Attendance**

Absences · Early Dismissal · Late Arrival · Attendance Corrections · COVID-19 Travel & Face Mask Guidelines

**Report an absence, late arrival, or early dismissal:**

* Parent emails bhsattendance@bsd405.org
* Include student name, ID#, date(s) of absence, period(s) missed, and reason for absence.
* If excusing a late arrival or early dismissal, include arrival or departure time.
* Send from an email address the school has on file. Other email addresses will not be accepted.
* Excusals must be received no later than 2 school days after the date of absence.

**For absences to be excused:**

* A doctor note is required for:
  + Absences that are longer than 5 consecutive days
  + All medical appointments
* Excusals must be received no later than 2 school days after the date of absence.

Reason for missing class must meet the guidelines in procedure 3122P. See the table below for some examples:

|  |  |
| --- | --- |
| **Examples of Types of Absences** | |
| **Excused** | **Unexcused** |
| Illness | Oversleeping |
| Medical or Dental Appointment | Driver's Ed |
| Family Emergency (death in family) | Spending class time in school areas such as the library, Commons, or hallways without teacher approval |
| College visits | Leaving campus without approval |
| Religious observances | Errands, shopping, personal grooming |
| Participation in BHS athletics/activity/event | Job interviews |

**Pre-arranged absences:**

For parent-approved activities that are known in advance (i.e., vacation, non-BHS sports, college visits, etc.), a student:

* Picks up a pre-arranged absence form from the attendance office.
* Completes the form, including signatures from parent/guardian and teachers.
* Returns the form to the attendance office a minimum of 2 days prior to the intended absence(s).
* Up to 5 days of pre-arranged absences will be excused per student in a school year. Any additional pre-arranged absence requests will result in unexcused absences.

**Early dismissal:**

* Student signs out at the attendance office before leaving school, including during passing periods.
* If a student needs to leave during class, the student picks up a yellow release slip from the attendance office before the departure period and gives yellow slip to teacher, authorizing the student’s early dismissal.
* If a student becomes ill while at school, the student reports to the health room and waits for staff to receive parent approval for early dismissal.
* Parents are discouraged from walking into school for an immediate pick-up unless it is an emergency. Students will not be released for an immediate pick-up during the last 15 minutes of the school day.

**Late arrival:**

Student signs in at the attendance office before going to class, including during passing periods.

**Absence corrections**

To correct an attendance error, student should email their teacher(s) within 5 days of the marked absence. If a correction is authorized the teacher will email attendance specialist to correct.

**Email Notifications**

You can subscribe to receive an email when your student is marked absent in a class. Go to [**www.BSD405.org**](http://www.bsd405.org/), Grades, ParentVue, I am a parent, My Account, answer questions under Auto Notify section, Click Submit.

**Travel**

King County, Department of Health, Covid travel recommends limiting non-essential travel to reduce the spread of COVID-19 if unvaccinated. People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States. If you travel, these are the [CDC’s recommendations](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html) depending on where you’re traveling and your vaccination status. Everyone should monitor for symptoms for 14 days and wear a mask, regardless of your vaccination status or where you’re traveling. **Do** **NOT travel if you were**[**exposed to COVID-19**](https://kingcounty.gov/depts/health/covid-19/care/quarantine.aspx)**,**[**you are sick**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)**,**[**you test positive for COVID-19**](https://kingcounty.gov/depts/health/covid-19/care/test-next-steps.aspx)**, or you are waiting for results of a COVID-19 test. Learn when it is safe for you to travel. Don’t travel with someone who is sick.**

| **Domestic Travel Recommendations and Requirements** | **Not Vaccinated** | [**Fully Vaccinated**](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) |
| --- | --- | --- |
| Get tested 1-3 days before travel. | ✔ |  |
| Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don’t get tested. | ✔ |  |
| Self-monitor for symptoms. | ✔ | ✔ |
| Wear a mask and take other precautions during travel. | ✔ | ✔ |
| **International Travel Recommendations and Requirements** | **Not Vaccinated** | [**Fully Vaccinated**](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) |
| Get tested 1-3 days before traveling out of the U.S. | ✔ |  |
| Mandatory test required before flying to U.S. | ✔ | ✔ |
| Get tested 3-5 days after travel. | ✔ | ✔ |
| Self-quarantine after travel for 7 days with a negative test or 10 days without test. | ✔ |  |
| Self-monitor for symptoms. | ✔ | ✔ |
| Wear a mask and take other precautions during travel. | ✔ | ✔ |

**You are considered fully vaccinated:**

•2 weeks after the second dose in a 2-dose vaccine series (like Moderna or Pfizer)

•2 weeks after a single-dose vaccine (like Johnson & Johnson).

If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected.

**Face Masks:** Where you are **required** to wear a mask and keep physical distancing:

| **Location** | **Fully Vaccinated** | **Not fully vaccinated** |
| --- | --- | --- |
| ***Open outdoor*** public places (At least 6 feet distance from others) |  |  |
| ***Crowded outdoor*** public places (**\***When 6 feet distance can’t be maintained. Outdoor events, busy streets, or trails) | **Recommended\*** | ✔**\*** |
| ***Indoor*** public places | ✔ | ✔ |
| ***All*** doctor's offices, hospitals, long-term care, testing/vaccination sites, correctional facilities, homeless service sites, schools and childcare, or on public transportation | ✔ | ✔ |

[Snug-fitting masks](https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html) can provide excellent protection against COVID-19. Washington State [requires](https://medium.com/@GovInslee/inslee-announces-educator-vaccination-requirement-and-statewide-indoor-mask-mandate-a2f5a47d8a31) that everyone, regardless of vaccination status, wear masks in indoor public settings. Masks are also recommended for everyone in crowded outdoor settings.

Visit King County, Department of Health, for latest travel & mask guidelines, <https://kingcounty.gov/depts/health/covid-19/travel.aspx>.