



Attendance Clarifications

Which students are considered “BayLink” students?

- Students who originally chose the BayLink option prior to the beginning of the school year.
- Students who are at home quarantined for COVID-19 related issues.

Expectations and Attendance for BayLink students:

- Students must attend live sessions during scheduled times to be marked present.
- Students must be on time and must actively participate in tasks and utilize their camera, microphone, and/or chat box as required by the teacher during the live session to be marked present. As in all situations, we trust teachers to use their professional judgement about what's best for students. Teachers have the latitude to adjust this expectation as a result of conversations with students or parents who indicate a need for some flexibility.
- Students must remain in the live session until dismissed by the teacher.
- Students who attend sessions late will be marked tardy and students who do not attend the entire session or leave early will be marked early checkout.
- Students will be marked excused or unexcused (depending on the reason for absence) if they do not attend live sessions during scheduled times.
- At the elementary level, students are expected to attend **all** live sessions for the required subjects to be marked present for the day.

BayLink powered by CANVAS Google Meet Expectations

The infographic is a yellow rectangular box containing eight numbered items, each with an icon and a short instruction:

- 1** **Be on time. Dress appropriately. Check in with your teacher.**
- 2** **Gather your materials. Join the meet. Turn on your camera to be counted present.**
- 3** **Stay Engaged! You can nod or give a thumbs up if others are talking.**
- 4** **Mute your microphone if you are not talking.**
- 5** **Use the chat or raise your hand to share ideas and ask questions.**
- 6** **Wait for the teacher to call on you to unmute your microphone.**
- 7** **Take notes on paper or in a google doc for reference**
- 8** **Work in a quiet place. Remind others in your home that you are in class.**

Expectations and Attendance for Brick and Mortar students

What if I need to use Canvas for make-up work if I'm absent?

- Brick and mortar students who need to stay home sick or for any other reason may view recordings, course materials, and resources and submit assignments through Canvas but are not expected, or required, to attend live presentations.
- Brick and mortar students will be marked excused or unexcused (depending on the reason for absence).
- Brick and mortar students must be marked absent when they are not physically at school so we can have accurate information in the event of an exposure for contact tracing.
- As a reminder, grades will be based on student progress and mastery of standards. There will be no awards given for attendance this school year.

As always, if you have questions or concerns regarding your child's attendance please don't hesitate to contact his/her school office.