Dear Parents/Guardians:

During the time of a temporary absence due to COVID, the student will log into Launchpad https://launchpad.classlink.com/newtonga located on the home screen of their school issued Chromebook or Laptop to access the online learning platform, Canvas. Each teacher’s Canvas page will detail how to complete assignments, how to submit the assignments, and how to communicate with the teacher if the student needs additional assistance. Students must check Canvas daily for updates on instruction and assignments.

Teachers will be available to communicate with students during the following times:

- 6th Grade Teachers – 2:30-4:05
- 7th Grade Teachers – 10:00-11:35
- 8th Grade Teachers – 12:30-2:05
- Connections/Exploratory Teachers – 11:35-12:30 and 2:05-2:30

Edwards and phone calls will be returned within 24-48 hours.

If students are being quarantined, parents will be notified by the school nurse or the administrative team. When the school is informed by a parent/guardian that a student will be absent due to COVID-19, the parent/guardian must notify the school nurse if a learner experiences a temporary absence due to COVID 19. Documentation will be required to confirm the absence is COVID related. Once confirmed, the student will follow the Temporary COVID Absence Alternate Learning Plan. Parents will be required to return the COVID-19 Student Health Attestation Form upon return.

Also, while your student is quarantined, the student will not be marked absent if he or she is participating in instruction according to the Temporary COVID Absence Alternate Learning Plan. If you happen to see an absence, please know this absence will be updated so it is not held against your student. If your student is prevented from participating in class according to the virtual/alternative learning plan due to COVID-19 symptoms, we will follow the NCSS handbook policy for reporting this type of absence and the timeframe to make up assignments.

Please see below for additional information regarding devices.

| Issuing Devices | NCSS students in grades 6-8 are assigned/issued a NCSS device. Upon notification of being quarantined, students will take devices home to access their alternate learning plan. If your student does not have a school issued device, please complete the User Agreement form and return it to the media specialist to receive the device. |
Students with Devices and Access to Internet

The student will use myLaunchpad, https://launchpad.classlink.com/newtonga, located on desktop of their Chromebook. Once in myLaunchpad, choose Canvas. If myLaunchpad is not available, go to Canvas, https://newton.instructure.com/login/ldap to access links for lessons, any Zoom instructions, and resources to use during the quarantine dates. Each teacher has shown students how to access and make sure they are able to navigate Canvas. They are also available to answer any questions.

Students with Limited Internet Access

Admin/Teacher will contact the family to determine if the student has limited or no internet access and to determine the date when the Learning Packet will be available for pick-up.

Each teacher will include their Instructional pages and Assignment in the Learning Packet.

The Learning Packet will be available for pickup at the Front Office weekdays 9:00am – 3:30pm.

Technology Support

COMS Tech Help Desk: https://sites.google.com/newton.k12.ga.us/comstechhelpdesk/home
Tech Support Email: COMS-TechSupport@newton.k12.ga.us
Tech Support Phone Line: (678) 625-3984

Sincerely,

Atosha Logan
Mrs. Atosha Logan, Principal
Cousins Middle School