



# Royal Palm Elementary School

## Virtual Learning Office Hours & Staff Contact Information

March 30<sup>th</sup> -April 15<sup>th</sup> 2020 (Tentative Return Date)

### Virtual Learning Office Hour Information

- Virtual Office Hours will begin on March 30<sup>th</sup>, 2020, and will go through at least April 15<sup>th</sup>, 2020, Monday thru Friday only.
- Each grade level will maintain scheduled office hours to facilitate the e-learning process and student interaction.
- Classes will vary in types of instruction and assignments. Contact your teachers during office hours to ensure you follow all correct timelines and instructions related to class activities.
- Monitor Canvas to track course progress and messages from teachers.
- Students should log in and check their Canvas daily for assignments and updates from their teachers.
- In the event of a live lesson session, teachers will directly communicate to their individual students.

### Grade Level Virtual Office Hours Schedule

Grade Level	Virtual Office Hours M-F
Kindergarten	9:30am-12:30pm
First Grade	12:00pm-3:00pm
Second Grade	9:30am-12:30pm
Third Grade	9am-12:00pm
Fourth Grade	11:00am-2:00pm
Fifth Grade	10:00am-1:00pm
Specials Team	11:00pm-2:00pm

Teacher emails are listed on our school website and can also be emailed directly through CANVAS.

## **Administrative and Support Staff Contact Information**

Should any student or parent need administrative, guidance, or specialized support, please utilize the following contact information.

Thomas Darby, Principal	<a href="mailto:Thomas.Darby@browardschools.com">Thomas.Darby@browardschools.com</a>
Celeste Goltz, Assistant Principal	<a href="mailto:Celeste.Goltz@browardschools.com">Celeste.Goltz@browardschools.com</a>
Olitha Brunson, Literacy Coach	<a href="mailto:Olitha.Brunson@browardschools.com">Olitha.Brunson@browardschools.com</a>
Syterrial Bynes, Community Liaison	<a href="mailto:Syterrial.Bynes@browardschools.com">Syterrial.Bynes@browardschools.com</a>
Donna Dunkel, ESE Specialist	<a href="mailto:Donna.Dunkel@browardschools.com">Donna.Dunkel@browardschools.com</a>
Jane Kessler, ESOL Contact	<a href="mailto:Jane.Kessler@browardschools.com">Jane.Kessler@browardschools.com</a>
Marcia Lubin, Guidance Counselor	<a href="mailto:Marcia.Lubin@browardschools.com">Marcia.Lubin@browardschools.com</a>
Kennesha Mair-Jones, Social Worker	<a href="mailto:Kennesha.Mair-Jones@browardschools.com">Kennesha.Mair-Jones@browardschools.com</a>
Donald Stramanak, Micro-Tech Contact	<a href="mailto:Donald.Stramanak@browardschools.com">Donald.Stramanak@browardschools.com</a>

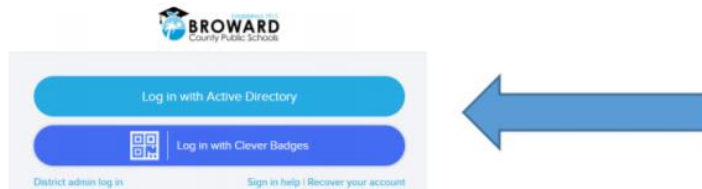
### **Additional Information:**

- The 3rd quarter has been extended until April 1st, 2020.
- The 4th quarter begins April 6, 2020.
- Check the school website at [www.browardschools.com/royalpalm](http://www.browardschools.com/royalpalm) for important school updates and information.
- Students will still receive grades and report cards for the 2019-2020 school year.
- All state testing has been cancelled for the 2019-2020 school year.

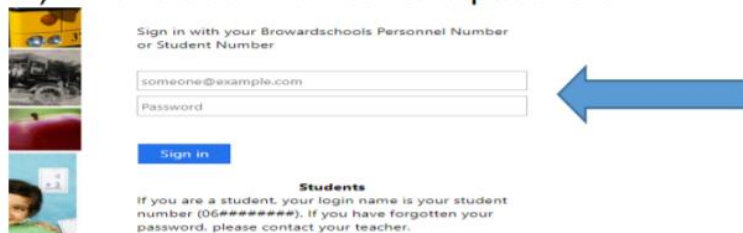
## **Accessing Canvas Via Clever Launch Pad**

### **Students with a Personal Laptop:**

- 1.) Open Google Chrome
- 2.) Visit [sso.browardschools.com](https://sso.browardschools.com)
- 3.) Select log in with Active Directory



### 4.) Enter student number and password



5.) In the event of a password reset, please contact BCPS ETS Dept. at 754-321-0411.

### **For Students With A Loaned Laptop:**

- 1.) Once logged into a loaned laptop, Insite will automatically start.
- 2.) Select Launchpad.



### **Opening Canvas and Pinnacle**

- 1.) Students will find Canvas and Pinnacle among the LaunchPad icons.
- 2.) Click on the heart in the upper right-hand corner of each icon to add them to your “favorites” for easier access.