



# Apollo Middle School

## Virtual Learning Office Hours & Staff Contact Information March 30<sup>th</sup> – April 15<sup>th</sup>, 2020 (Tentative)

### 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.
- Each academic department 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 and Pinnacle to track grades and course progress.
- The 3rd quarter has been extended until April 1<sup>st</sup>, 2020. Students should refer to Pinnacle and contact their teachers via email regarding missed assignments and grade questions.
- Students should log in and check their Canvas daily for assignments and lessons from their classes.
- In the event of a live lesson session, teachers will directly communicate to their individual students.

### Virtual Learning and Office Hour Schedule

Subject Area*	3 Hour Virtual Learning Office Hours, Monday & Tuesday	3 Hour Virtual Learning Office Hours, Wednesday & Thursday	3 Hour Virtual Learning Office Hours, Fridays
<i><b>ELA</b></i>	9:30 AM – 12:30 PM	12:30 PM – 3:30 PM	9:30 AM – 12:30 PM
<i><b>Math</b></i>	9:30 AM – 12:30 PM	12:30 PM – 3:30 PM	9:30 AM – 12:30 PM
<i><b>Electives</b></i>	9:30 AM – 12:30 PM	12:30 PM – 3:30 PM	9:30 AM – 12:30 PM
<i><b>Science</b></i>	12:30 PM – 3:30 PM	9:30 AM – 12:30 PM	9:30 AM – 12:30 PM
<i><b>Social Studies</b></i>	12:30 PM – 3:30 PM	9:30 AM – 12:30 PM	9:30 AM – 12:30 PM
<i><b>Reading</b></i>	12:30 PM – 3:30 PM	9:30 AM – 12:30 PM	9:30 AM – 12:30 PM

\*Teachers will have contact information available through CANVAS, or through the school website at: <https://www.browardschools.com/domain/15495>

### Administrative and Support Staff Contact Information

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

Administration*	Email Address
Shawn Aycock, Principal	shawn.aycock@browardschools.com
Damon Martin, 8 <sup>th</sup> Gr. Asst. Principal	damon.martin@browardschools.com
Traci Aveni, 7 <sup>th</sup> Gr. Asst. Principal	traci.aveni@browardschools.com
Dr. Justin Jackson, 6 <sup>th</sup> Gr. Asst. Principal	justin.jackson@browardschools.com

**\*Administrative Office Hours: 8:30 AM – 4:30 PM, Monday through Friday.**

Guidance Department	Email Address	Office Hours, Monday - Friday
Maria Desmond, 8 <sup>th</sup> Gr. Counselor	maria.desmond@browardschools.com	12:30 PM – 3:30 PM
Stephen Rosen, 7 <sup>th</sup> Gr. Counselor	stephen.rosen@browardschools.com	9:30 AM – 12:30 PM
Berna Hernandez, 6 <sup>th</sup> Gr. Counselor	berna.hernandez@browardschools.com	12:30 PM – 3:30 PM

Support Staff	Email Address:	Office Hours, Monday – Friday
ESE Specialists: Ashley Perez, Gr. 7 & 8 Amanda Fernandez, Gr. 6	ashley.perez@browardschools.com amanda.fernandez@browardschools.com	9:30 AM – 12:30 PM
Bonnie Bernstein, Magnet Coordinator & ESOL Contact	bonnie.bernstein-doobrow@browardschools.com	9:30 AM – 12:30 PM
Angelic Seely, Literacy Coach	angelic.seely@browardschools.com	9:30 AM – 12:30 PM
Sarah Rodriguez, Community Liaison	sarah.rodriguez@browardschools.com	9:30 AM – 12:30 PM
Francee Gillis, Micro-Tech	francee.gillis@browardschools.com	9:30 AM – 12:30 PM
Cindy Philippe, Family Therapist Individual sessions online	cindy.philippe@browardschools.com	9:30 AM – 12:30 PM  1:00 PM – 5:00 PM

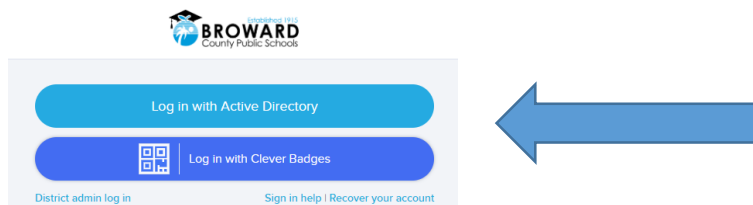
### **Additional Information:**

- Use of email is the best point of contact for all school staff members.
- Check the school website at [www.browardschools.com/apollo](http://www.browardschools.com/apollo) for important updates and information.
- Students will still receive grades and report cards for the 2019-2020 school year.
- Promotion Criteria for students will include middle school credits earned.
- All state testing has been cancelled for the 2019-2020 school year.

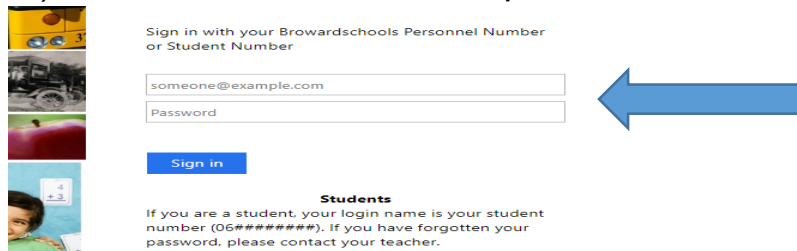
### **Accessing Canvas Via Clever Launch Pad**

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

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



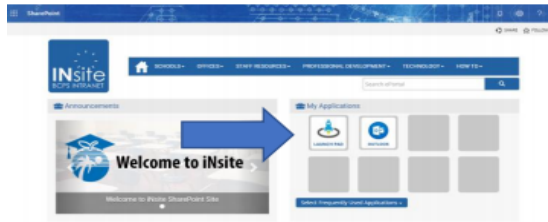
- 4.) Enter student number and password



- 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.