



Dr. Adele V. Pecora • Superintendent of Schools

1600 Washington Avenue, Seaford, NY 11783 • Phone: (516) 592-4010 • Fax: (516) 592-4049

May 12, 2020

Dear Harbor Families,

As always, we hope you and your families are doing well. We appreciate your hard work and partnership to ensure the success of our students during these unprecedented times. We understand all the work that you are doing to help your child(ren) reach success. As we continue to navigate through this unusual time, and as a result of the Governor's Executive Order to have schools remain closed, the district has modified its plan for remote instruction for the remainder of the school year. We have reflected upon our current learning stage and are asking both you and your child(ren)'s teacher to help adjust to the next phase of learning which will now include "live instruction" through Zoom or Microsoft TEAMS. The expectation is that all students will participate in their remote classes as outlined below.

Starting Monday, May 18th, your child's classroom teacher will be providing five "live instruction" lessons a week. The schedule and length of the lessons will be determined by your classroom teacher and will cover the basic subjects of ELA, math, science, social studies and character education. Please note that the length of the lessons will be age appropriate and will be determined by the classroom teacher. The live instruction will be modeled around a typical "mini-lesson" structure where topics are introduced.

In addition, our Special Area and Supportive Area (Reading, Math, and ENL) teachers will be providing live lessons. You will be receiving a "links page" prior to the start of next week so you can access the Special Area lessons. The supportive area teachers will be contacting the parents with a live link. All classroom, special area, and supportive area teachers will continue to provide a daily interaction hour where your child(ren) will have access to your child's teacher.

Finally, please review the additional documents attached to this letter. One is a guide for the digital instruction. Also included is the *Harbor School Digital Learning Schedule*. The third document is the *Virtual Learning Class Etiquette for Students and Parents Document* regarding live instruction. Adherence to these guidelines will help to ensure a smooth and successful transition to *Phase III* of remote instruction. We are all learning and navigating this new type of instruction. We truly appreciate the support and your cooperation as our teachers take on the new task of educating your child(ren) through a live platform. Thank you and stay well.

Very truly yours,

Adele V. Pecora
Adele V. Pecora, Ed.D.
Superintendent of Schools

John A. Striffolino
John A. Striffolino
Assistant Superintendent

Thomas F. Burke
Thomas F. Burke
Harbor School Principal

Caroline Schozer
Caroline Schozer
Assistant Principal



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Elementary School Remote Learning Guide

Remote Learning Classroom Teachers Grades K-5	
Whole Class Instruction - Zoom or Microsoft TEAMS	
Whole Class	5 times a week Subjects covered: Reading, Writing, Math, Science, Social Studies, Character Education
Interaction Hour	
Available to all students	Teachers will be available for 60 minutes a day for interaction time with students. This time may include: TEAM interactions Class Dojo Remind Emails Phone Calls Flip Grid Shorts Flip Grid Responses Nearpod Lessons Screencastify Videos Pre-recorded power point Videos Pre-recorded lessons Padlet or Popplet Activities
Special Area Teachers	
Whole Class Instruction - Zoom or Microsoft TEAMS	
Whole Class Instruction	5 Lessons a week
Interaction Hour	
Available to all students	Teachers will be available for 60 minutes a day for interaction time with students. This time may include: TEAM interactions Class Dojo Remind Emails Phone Calls Flip Grid Shorts Flip Grid Responses Nearpod Lessons Screencastify Videos Pre-recorded power point Videos Pre-recorded lessons Padlet or Popplet Activities
Supportive Area Teachers	
Whole Class Instruction - Zoom or Microsoft TEAMS	
Whole Class Instruction	5 Lessons a week
Interaction Hour	
Available to all students	Teachers will be available for 60 minutes a day for interaction time with students. This time may include: TEAM interactions Class Dojo Remind Emails Phone Calls Flip Grid Shorts Flip Grid Responses Nearpod Lessons Screencastify Videos Pre-recorded power point Videos Pre-recorded lessons Padlet or Popplet Activities



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Harbor School - Digital Learning Schedule

Grade Level	Live Instruction Time Through Zoom or TEAMS
Kindergarten	11:00
First-Grade	9:15
Second-Grade	10:30
Third-Grade	12:00
Fourth-Grade	12:30
Fifth-Grade	1:00

*****Interaction Hours will Remain the Same*****

*****Classroom Teachers will Share Zoom or TEAM Invites*****

Special Area Live Instruction Time (see specific schedule below)	2:00
Supportive Reading, Supportive Math, ENL Live Instruction Time*	2:30

*The Supportive Reading, Supportive Math, and ENL teachers will be contacting parents with zoom link information.



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Special Area Schedule

All Special Area Lessons will begin at 2:00pm

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
K	Art	P.E.	Music	Library	P.E.
1	P.E.	Art	P.E.	Music	Library
2	Library	P.E.	Art	P.E.	Music
3	Music	Library	P.E.	Art	P.E.
4-5	P.E.	Music	Library	P.E.	Art

Supportive Area Schedule - Reading and Math

All Supportive Area Lessons will begin at 2:30

Day	Grade Level
Monday	Kindergarten
Tuesday	First Grade
Wednesday	Second Grade
Thursday	Third Grade
Friday	Fourth and Fifth Grade



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Virtual Classroom Etiquette for Students and Parents

Welcome to your virtual classroom experience! The virtual classroom will serve as another facet of your distance learning experience. You should consider this as a “traditional” classroom and abide by the standards and expectations that have already been established by your teacher. Below are some friendly reminders:

- Please arrive online at the scheduled time.
- Find a quiet place to work, free from distraction as best as you can (siblings, pets, televisions, cellphones).
- Maintain respect in speaking, writing, and appearance.
- When on video, stay on mute. Only unmute if you have a question or something relevant to contribute.
- When using the virtual chat features, please be considerate, polite, and use proper spelling and grammar.
- When using video, keep the video on and maintain eye contact to promote focus.
- Please remember that virtual classes are for students. Parents should not interrupt learning. Any interaction with the teacher should occur through email outside the classroom period.
- The privacy and confidentiality of all participants is important. Taking photos, screenshots, recording audio/video is prohibited during the online class, as is posting any portions of the class to social media.
- Please abide by the Seaford School District User Agreement including the Acceptable Use Policy, and Internet Safety Policy. These are accessible on our district website. [SUFSD ACCEPTABLE USE POLICY](#)
- Students are expected to adhere to the Seaford School District Code of Conduct throughout Distance Learning opportunities. This is accessible on our district website. [Code of Conduct](#)