



Remote Instruction Plan 2024-2025

**Hampton Bays Elementary School
Hampton Bays Middle School
Hampton Bays High School**

Adopted August 20, 2024

Hampton Bays Union Free School District

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We are driven by the vision that all students in Hampton Bays will graduate with a solid academic foundation, a strong character, a commitment to the community and a dedication to lifelong learning.

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Remote Instruction Plan

The ERP considers the planning and execution of remote instruction in the event of both short- and long-term school closures due to emergency circumstances.

10.1 Responsible Parties

Remote Instruction District Coordinator	Michael Carlson, Assistant Superintendent
Instructional Technology Coordinator	Eric Ferraro, Executive Director
	Andy Godfrey, Network Systems Admin.
Building Contact for Programming	Marc Meyer, Principal (ES)
	Dennis J. Schug, Jr., Principal (MS)
	Christopher Richardt, Principal (HS)

10.2 Guiding Principles

1. Prioritize the health, safety and wellness of all stakeholders in an emergency;
2. Provide synchronous (live) instruction and wellness connection to students as soon as possible following a closure or emergency declaration;
3. Facilitate an accommodating transition between live and virtual instruction;
4. Maintain a standard of excellence and rigor in the virtual setting;
5. Maintain equity as a motivation in making instructional decisions;
6. Commit to being responsive in evolving plans as we react to evolving demands.

10.3 Notification of School Closure and Shift to Remote Instruction

The District will make notification of the shift to remote learning as soon as possible via its established methods of Emergency Communication ([Section 8](#)). A letter will be drafted that provides the schedules, links and contact information for support. A sample letter is found here ([Oct14.Remote Election Day](#)). Students and staff will be instructed to bring their devices and any other support materials home with them. If the shift is unanticipated, measures will be taken to safely and quickly obtain materials to facilitate the shift to remote learning. The District will inform staff regarding expectations of where remote instruction will take place.

10.4 Remote Instruction Calendar and Schedules

If a closure is necessary, the District may exhaust its designated emergency closure days (snow days) first and then shift to remote instruction to allow students, families and staff the time to adequately prepare for the transition to remote learning.

Students will participate in “live” sessions via Google Meets that are posted within each teacher’s Google Classroom. Each student can access online programs through [Clever](#), which is also accessible at [www.hbschools.us](#) by clicking on the “For Students” drop down menu.

The Remote Learning Schedule can be found at [REMOTE SCHEDULE 23-24](#).

10.5 Expectations of Students, Families and Staff

For a productive remote learning experience, expectations must be agreed upon by all parties:

For Students:

- Have needed materials prior to class and log into classes on time each and every day.
- Dress appropriately as you would if you were in the school building.
- Be aware of your surroundings and what other viewers may see, including behind you.
- Attendance will be taken during every class. Understand that attendance is required in order for a student to be awarded course credit and a passing grade.
- Students should mute their microphones and unmute when needed or asked to speak.
- When you have a question, type it in the chat box.
- Use the hand raise feature, or raise your own hand to participate in class.
- Only one student should contribute/talk at a time. When finished speaking, indicate you are done by saying, "That's all" or "Thank you" and mute your microphone again.
- During small group discussions, wear earbuds and speak quietly into the microphone.
- When requested by a teacher, respond verbally and/or turn on the camera during class time. Students who remain inactive during online sessions will be considered absent.
- Students must remain focused during live stream instruction and respectful of classmates when there is a discussion (whether verbal or through text). Sit upright at a desk or a table and take notes, just like you would in class. Deviations from this expectation and/or willful attempts to distract students and instruction, will result in disciplinary action.
- Classroom rules and school rules also apply to the virtual classroom. The Hampton Bays Code of Conduct will be applied in the remote learning environment.
- The privacy and confidentiality of all users is important. Taking photos, screenshots, recordings and/or videos during an online class is not permitted. Posting any portion of a class to social media, including content or discussions, is not allowed at any time.
- Take advantage of office hours and extra help and ask for assistance when you need it.

For Parents:

- Provide a quiet space that will allow them to complete their virtual sessions with minimal distraction, like a table with good lighting and no TV, loud music, etc.
- Provide a stable internet connection and the District's Chromebook. Assist your child in charging their Chromebook daily. If a child is in need of either a Chromebook, Wifi, or experiencing difficulties, please contact Mr. Andy Godfrey at 631-723-2121, ext. 4142.
- Maintain current contact and email information to ensure your child's school and teachers are not blocked or considered as "spam."
- Please refrain from participating or commenting during a class. Interaction with a teacher must occur outside of the class time, by phone, email, or virtual meeting.
- The privacy and confidentiality of all users is important. Taking photos, screenshots, recordings and/or videos during an online class is not permitted. Posting any portion of a class to social media, including content or discussions, is not allowed at any time.

For Teachers:

- Post regularly in Google Classroom and be present for remote learning sessions.
- Provide timely feedback to students on their work submissions and respond to communication requests from students and parents.

- Take attendance regularly for each class each day.
- Communicate via established communication means with parents when there is an instructional, wellness or behavior concern.
- Use Preparation Periods to:
 - virtually collaborate with grade level, department and/or specific colleagues;
 - specific course/grade level lesson development and planning;
 - respond to any additional correspondence with students and or colleagues
 - any other professional responsibilities at the discretion of the teacher; and
 - Weekly assignment schedules and the posting of daily assignments shall be consistent with current teacher practices as it pertains to distance learning or through the modalities approved by the District. This includes both delivery of instruction and the collection of student work.
 - Classroom teachers (including ICT teachers and ENL specialists) and special area teachers are to be available to students during his/her traditionally assigned class period within the “Student Day” to address questions/concerns and to provide feedback to students via phone, email, eSchool and/or Google Meet. These class periods are not meant to be used for the primary delivery of instruction.

For Administrators and Staff:

- District and building administrators will provide oversight of the remote program.
- District staff will provide technical and student service support for students and faculty.
- Administrators will ensure equal access to resources for all students.
- Periodic updates on the status of remote learning will be provided as necessary.
- Building procedures and operations will be impacted and communicated.

10.6 Digital Equity

The District is committed to digital equity and access for all students. Annually, a survey is distributed to ascertain the need for WiFi access in the community. If a household does not have internet access, they should contact the Technology Department at (631) 723-2121 ext. 4142.

10.7 Meal Distribution

During extended closures and remote instruction, the District will offer access to free meals. Students are eligible for one free breakfast and one free lunch daily. Procedures for “Grab and Go” will be established and communicated home, with designated pick-up times and locations.

10.8 Special Education and Related Services

The District will maintain meaningful parent engagement in the parent’s language or mode of communication regarding the provision of services to the child as required by IDEA.

- Hampton Bays UFSD will continue to provide Procedural Safeguards and Prior Written Notices to parents/guardians through mail or email.
- Virtual CSEs and annual review meetings will occur through virtual/phone conferencing with chairs, classroom teachers, parents and other mandated providers.
- All Related Service Providers, K-12, will gather age-appropriate resources that will be linked on the classroom pages and should make weekly contact with students on their caseloads.

- The District will work with providers to ensure that services are aligned with the IEP.
- IEP teams will review student data/progress to determine if critical skills need reinforcement. CSE meetings may be held to address new presented needs .
- Increased communication and maintaining positive parent communication will be maintained through Frontline’s IEP Direct Related Services Log for related service providers and through IEP Direct Contact Log for faculty when that communication/correspondence occurs.

10.9 Social Emotional Wellness and Mental Health Supports

- Mental health staff, including our psychologists, social workers, and school counselors, help people manage stress, anxiety, depression, and frustration. Community resources and mental health hotlines for students and families to access will be posted and made available on the District homepage.
- For students who require support and assistance to manage the current situation, parents/guardians should contact their student’s teacher, principal or school social work. The Learning Support Team will convene to provide further communication and support.
- Guidance Services: School counselors will continue to meet the needs of students pertaining to college planning, conferencing, scheduling of courses, etc. Guidance personnel will communicate established office hours and schedules for meetings.

10.10 Technology Resources

- [Technology Help Desk Form](#)
- [Hampton Bays Technology Resources & Parent Academy Trainings](#)
- [Google Guidebook for Families and Students](#)
- [Hampton Bays UFSD Staff Directory](#)
- [Clever - Single Sign On](#)
- [Curriculum & Instruction Department Homepage with Instructional Resources](#)
- [Technology Department Homepage with Resources](#)
- [Food Services Website with Resources](#)