



Neptune City School District  
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 Neptune City, NJ 07753  
 732-775-5319  
[www.neptunecityschool.org](http://www.neptunecityschool.org)

**2023-2024 School Year**

### **Emergency Virtual or Remote Instruction Program**

#### **Overview and Introduction**

##### **Research and resources:**

- Governor Phil Murphy signed A-3904 into law (P.L.2020, c.27 or Chapter 27) in April 2020 requiring each New Jersey school district to annually submit an Emergency Virtual or Remote Instruction Program.
- The Neptune City School District carefully follows all requirements from the Governor's Office, New Jersey Department of Education, New Jersey Department of Health, and the Monmouth County Education Office.

During the 2020-2021 and 2021-2022 school years, the Neptune City School District, a PreK-8 school district, was proud to remain open five days a week with only four pivots to full virtual remote instruction. This was accomplished by following all recommended health and safety protocols, working on a compressed eight period a day schedule eventually returning to a full eight period a day schedule, and teaching in person and remote students synchronously in real time at the same time when permitted to do so. Therefore, during the four pivots to full virtual remote instruction, the same schedule was successfully utilized with students in grades PreK - 1 utilizing one to one Android tablets and students in grades 2 - 8 utilizing one to one Chromebooks to access Google Classroom. The school district returned to normal in person operations during the 2022-2023 school year but remained prepared with its emergency virtual or remote instruction program.

In summary, the school district's 2023-2024 Emergency Virtual or Remote Instruction Program will be virtually the same, successful program utilized during the four pivots to virtual remote in the 2020-2021 and 2021-2022 school years. This school year's program does include the updated schedule for this school year.

(continued on page 2)

## 2023-2024 Emergency Virtual or Remote Instruction Program

### Schedule

The full, six period day schedule is compressed for virtual remote instruction meeting all state guidelines and requirements to count as a full school day in the following manner:

#### Middle School Schedule

- 8:25 - 8:35 AM - Homeroom
- 8:37 - 9:39 AM - Period 1
- 9:41 - 10:43 AM - Period 2
- 10:45 - 11:47 AM - Period 3
- 11:49 AM - 12:14 PM - Lunch
- 12:16 - 12:41 PM - "What I Need" (WIN)/Intervention
- 12:43 - 1:45 PM - Period 4 (Virtual remote instruction if needed)
- 1:47 - 2:50 PM - Period 5 (Virtual remote instruction if needed)

#### Elementary School Schedule

- 8:25 - 8:35 AM - Homeroom
- 8:37 - 9:39 AM - Period 1
- 9:41 - 10:43 AM - Period 2
- 10:50 - 11:42 AM - Lunch, recess
- 11:43 AM - 12:41 PM - Period 3
- 12:43 - 1:45 PM - Period 4 (Virtual remote instruction if needed)
- 1:47 - 2:50 PM - Period 5 (Virtual remote instruction if needed)

### Educational Program

All instruction will be synchronous in real time to maintain teacher/student interaction.

Periods 1 through 5 include the four core subject areas of English Language Arts (ELA), mathematics, science, social studies, gifted and talented, and special subjects (art/STEAM, health/physical education, library media, music, Spanish) and recess for elementary, and WIN/intervention for middle school.

One period each week is blocked for the school district's social emotional learning (SEL) program, Leader in Me, for every student and staff member in the school district.

### Assessment of educational program

The plan to assess student learning and understanding will not change during periods of virtual remote instruction. Therefore, it will continue to include the following assessments:

- NJDOE NJSLA
- Three (3) LinkIt! benchmark assessments
- Local formative assessments



- All other assessments listed on the October 1, 2023 assessment letter posted on the website

#### Technology access and educational platform

- Students in grades PreK - 1 have one to one Android tablets. If technology at any time becomes a challenge for the youngest students, technology access is supplemented with prepared work packets.
- Students in grades 2 - 8 have one to one Chromebooks.
- The virtual remote instruction educational platform is Google Classroom.
- The school district provides home Internet access to students and parents/guardians who cannot afford an Internet connection in their home.

#### Special education and federally funded programs

Everything listed above is provided for all students with special needs. All IEP demands were met, all IEP meetings were met on schedule, and all assessments for child study team (CST) evaluations were promptly completed. This is also the case for federally funded programs such as Title I.

The school district's preference is to provide all assessments for special needs evaluation and all IEP meetings to be in person regardless of whether or not the school district is pivoted to virtual remote instruction. That preference was maintained in the past with the exception of a few being virtual due to contact tracing and quarantining restrictions. Further, the school district has had no special education litigation including the years of the pandemic to date.

#### English Language Learners (ELL)

Everything listed above is provided for the school district's large ELL student population. All ELL demands were met, all ELL assessments were completed, and all ELL services were provided.

The school district's preference is to provide all ELL assessments and services in person regardless of whether or not the school district is pivoted to virtual remote instruction. That preference was maintained in the past with the exception of a few being virtual due to contact tracing and quarantining restrictions.

#### Attendance Plan

The attendance plan does not change during periods of virtual remote learning. The school district calls the parent/guardian of every absent student every day to assess why the student is out of school, in person or virtual remote. In periods of virtual remote instruction, that practice is maintained the minute a student is offline.

The Chief School Administrator, Principal has made it a goal since his appointment to formally address absenteeism and tardiness. Intervention and discipline is imposed at various levels of absenteeism and tardiness. If the intervention and discipline do not resolve the problem, the Chief School Administrator, Principal files a formal complaint with the Neptune City Truancy Court.

### Extracurricular programs

Following the return of the athletic programs and three athletic seasons in the 2021-2022 school year, all extracurricular programs will run in the 2023-2024 school year with full participation in the Monmouth County Athletic League (MCAL):

- Fall:
  - Boys soccer
  - Girls soccer
- Winter:
  - Boys basketball
  - Girls basketball
  - Cheerleading
- Spring:
  - Baseball
  - Softball

The school district also maintains a strong Schedule B program of offerings that includes, but is certainly not limited to, enrichment activities such as art club, band, chorus, and yearbook.

### After care program

Following the loss of the school district's contracted after school program at the beginning of the pandemic, the school district opened the Right at School program for after care in the 2022-2023 school year and it will continue in the 2023-2024 school year. Consideration is currently being given to expanding to a before care program.

### Breakfast and lunch

Many of the school district's students are on the free and reduced breakfast and lunch program. When pivoted to remote virtual instruction, the school district's contracted food service vendor, Maschio's, coordinates a pick up day each week at the school district cafeteria when parents/guardians pick a week's supply of breakfasts and lunches.

### Facilities Plan

Since the beginning of the pandemic and the first safe return plan, the school district established and maintains a rigorous program of cleaning and sanitizing every room in the school district every day. In fact, the facilities plan contributed greatly to the school district remaining open five days a week during the pandemic as it assisted in controlling contagion to the point where the school district contained COVID-19 with no outbreaks beyond the single classroom level.

### Work locations

In periods of virtual remote instruction, 12 month employees including administration, office staff including the School Nurse, custodians, and food service employees work in the school district depending on contact tracing and quarantine. Teachers and paraprofessionals, depending on contract tracing and quarantine, may work in



the school district or from home. Over time, a majority of teachers and paraprofessionals has grown who choose to work in the school district.

#### Essential Employees

- Chief School Administrator, Principal
- School Business Administrator, Board Secretary
- Supervisor of Special Services
- School Nurse
- Confidential Secretaries
- Head Custodian, Director of Facilities, CEFM
- Custodians

#### Extended period of closure

In the rare event this occurs, the essential employees will continue to work in the school district as was maintained during previous periods of remote virtual instruction.

#### Board of Education

- The Chief School Administrator reviewed this 2023-2024 Emergency Virtual or Remote Instruction Program with the Board of Education at the public meeting on August 17, 2023.
- The Board of Education approved the 2023-2024 Emergency Virtual or Remote Instruction Program following the review of the presentation.

Respectfully submitted,

*Raymond J. Boccuti, Ed.D.*

Dr. Raymond J. Boccuti  
Chief School Administrator, Principal  
Neptune City School District  
August 18, 2023

Cc: Board of Education



## Local Education Agency Guidance for Virtual or Remote Instruction Plan for the 2023-2024 School Year

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

### LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

#### Contact Information

County: Monmouth

Name of District, Charter School, APSSD or Renaissance School Project:

Neptune City School District

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Dr. Raymond J. Boccuti

Phone Number of Contact: (732) 772-5319

#### Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes





Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	2	Yes	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	2	Yes	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	2	Yes	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	2	Yes	

#### Notes on Equitable Access to Instruction

Asynchronous learning is not a preference of the school district as it believes its student with multiple needs require teacher/student interaction, even during periods of virtual remote instruction. As such, all previous remot instruction, and the remote instruction in this plan, has been and will be synchronous learning in real time. (Page 2)

The assessment plan of the school district was completely maintained during preiovus periods of veirtual remote instruction and will be maintained in this virual remote plan as well. (Pages 2,3)

The digital divide in the school district has been conquered with one to one Android tablets in grades PreK-1, one to one ChromeBooks in grades 2-8, and providing in hom Internet access to parents/guardians who cannot afford to provide it. (Page 3)



### Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	3	Yes	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	3	Yes	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	3	Yes	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	3	Yes	

### Notes on Special Education Needs

The school district maintains an outstanding special education program that has been maintained during previous periods of virtual remote instruction and will be maintained in this plan. While the school district is full prepared to provide any or all special assessments, services, and IEP meetings virtual, it will strive to continue to provide all of them in person.  
(Page 3)





### Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?	3	Yes	
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?	3	Yes	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?	3	Yes	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?		No	

### Notes on Supporting ELL Educational Needs

The school district maintains an outstanding and growing ELL program that has been maintained during previous periods of virtual remote instruction and will be maintained in this plan. While the school district is fully prepared to provide any or all ELL assessments and services virtual, it will strive to continue to provide all of them in person. (Page 3)

The ELL program has not needed to use alternate methods of instruction as it has been maintained with integrity in person and including previous periods of virtual remote instruction. ELL students have complete access to everything accessed by non-ELL peers. (Page 3)

The school district has had no students affected by forced migration from their home country but, if that need presents, the school district has a strong and established social emotional learning (SEL) program in which staff has been well trained.



### Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	3	Yes	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	3	Yes	

### Notes on Attendance Plan

If not reported through the school district's absence reporting system, the school district calls the parent/guardian of every student every day to assess the reason the student is out of school, in person, or virtual remote. (Page 3)

### Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	4	Yes	

### Notes on Safe Delivery of Meals

The school district has a large number of students on free and reduced meals. Therefore, the school district and its contracted food services provider is fully prepared to provide breakfasts and lunches, in person or virtual remote. (Page 4)





## Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	4	Yes	

## Notes on the Facilities Plan Other

The summary of the school district's rigorous facilities plan is that every room in the school district continues to be cleaned and sanitized every day. In reference to an extended period of closure, 12 month essential employees will continue to work in the school district. (Page 4)

## Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	2	Yes	
b. Social and emotional health of staff and students	2	Yes	
c. Title I Extended Learning Programs	3	Yes	
d. 21 <sup>st</sup> Century Community Learning Center Programs		No	
e. Credit recovery		No	
f. Other extended student learning opportunities	4	Yes	
g. Transportation		No	
h. Extra-curricular programs	4	Yes	
i. Childcare	4	Yes	
j. Community programming		No	

## Notes on Other Considerations

Some of the "No" responses above, such as credit recovery and transportation, are really "NA" as they are not applicable to this PreK-8 walking school district. The remaining "no" responses resulted from very limited community during the pandemic that the school district continues to attempt to rebuild. (Pages 2-4)

**APSSD Applicable Only: Sharing Plans**

Was the program shared with all sending districts? Yes ☐ No ☒

**Notes on APSSD Sharing Plans**

Neptune City is a PreK-8, one school, school district.

**Essential Employees**

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	5	Yes	

**Notes on Essential Employees**

Chief School Administrator, Principal  
School Business Administrator, Board Secretary  
Supervisor of Special Services  
School Nurse  
Confidential Secretaries  
Head Custodian, Facilities Director, CEFM  
Custodians

**Board Approval**

Date of board approval (mm/dd/yyyy): 08/17/2023

**Notes on Board Approval****Posted on Website**

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes ☒ No ☐

2. Link to website: <https://www.neptunecityschool.org>





Dr. Raymond Boccuti &lt;rboccuti@neptunecityschool.org&gt;

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**FW: Approval of 23/24 Remote Plan**

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**Richens, Lester W.** <Lester.Richens@doe.nj.gov>

Sun, Aug 6, 2023 at 1:17 PM

To: "Dr. Raymond J. Boccuti" &lt;rboccuti@neptunecityschool.org&gt;

Cc: "Richens, Lester W." &lt;Lester.Richens@doe.nj.gov&gt;, "Gill, Harleen" &lt;Harleen.Gill@doe.nj.gov&gt;

Dear Dr. Boccuti:

My office has reviewed your district's plan for virtual or remote instruction for the 2023-2024 school year as per P.L. 2020 c.27 and has found it to be compliant with the required checklist elements.

In the event that a school facility in your Local Education Agency (LEA) must close due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, you may use virtual or remote instruction to satisfy the 180-day requirement if the closure is for more than three (3) consecutive days.

You must post the approved plan on your LEA website. If revisions are made to this plan, please resubmit it to this office accompanied by the board approval and a new signed and dated checklist, which can be found at: [Guidance and Checklist: Virtual or Remote Instruction Programs \(nj.gov\)](https://www.nj.gov/education/assessment/guidance-and-checklist-virtual-or-remote-instruction-programs)

Thank you and best wishes for a successful school year.

Sincerely,

**Lester W. Richens Ed.D.**

Dr. Lester W. Richens

Interim Executive County Superintendent

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**STATE OF NEW JERSEY**  
**DEPARTMENT OF EDUCATION**

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