



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

**2024-2025 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 2024-2025 Emergency Virtual or Remote Instruction Program has been developed with a combination of successful practices in the first two school years followed by continued expansion, growth, and learning in the 2023-2024 school year. For example, the school district now utilizes one to one Chromebooks in grades 1 - 8 and is still exploring the best possible option for grades PreK and Kindergarten. This school year's program does include the updated schedule for this 2024-2025 school year.

(continued on page 2)

## **2024-2025 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**

- 8:30 - 8:38 AM - Homeroom
- 8:40 - 9:40 AM - Period 1
- 9:42 - 10:42 AM - Period 2
- 10:44 - 11:44 AM - Period 3
- 11:46 AM - 12:46 PM - Period 4
- 12:48 - 1:48 PM - Period 5 - Lunch/WIN ("What I Need")
- 1:50 - 2:50 PM - Period 6 (Virtual remote instruction if needed)

#### **Elementary School Schedule**

- 8:30 - 8:38 AM - Homeroom
- 8:40 - 9:40 AM - Period 1
- 9:42 - 10:42 AM - Period 2
- 10:44 - 11:44 AM - Period 3
- 11:46 AM - 12:46 PM - Period 4 - Lunch (K-2 11:46 AM - 12:16 PM, 3-5 12:16 - 12:46 PM)
- 12:48 - 1:48 PM - Period 5
- 1:50 - 2:50 PM - Period 6 (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
- iReady 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 and Kindergarten have one to one Android tablets and the best possible technology option for the youngest students is still being explored. If technology at any time becomes a challenge for the youngest students, technology access is supplemented with prepared work packets.
- Students in grades 1 - 8 have one to one Chromebooks.
- The virtual remote instruction educational platform is Google Classroom.
- The school district provided home Internet access to students and parents/guardians who cannot afford an Internet connection in their home during the first two years of the pandemic.

### Special Education and Federally Funded Programs

Everything listed above is provided for all students with special needs. All IEP demands will be met, all IEP meetings will be on schedule, and all assessments for child study team (CST) evaluations will be 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 will be met, all ELL assessments will be completed, and all ELL services will be 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 2024-2025 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 2024-2025 school year. Consideration is currently being given to expanding to a before care program on analysis of sufficient interest.

#### 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 contracts food service vendor, Maschio's, to coordinate 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 continued to grow in reference to who chose to work in the school district.



### Essential Employees

- Chief School Administrator, Principal
- School Business Administrator, Board Secretary (Part time and off site in 2024-2025)
- Supervisor of Special Services
- School Nurse
- Confidential Secretaries
- Head Custodian, Director of Facilities, CEFM
- Custodians
- Food services staff members

### 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 2024-2025 Emergency Virtual or Remote Instruction Program with the Board of Education at the public meeting on July 18, 2024.
- The Board of Education approved the 2024-2025 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  
July 19, 2024

Cc: Board of Education



## Local Education Agency Guidance for Virtual or Remote Instruction Plan

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](#).

School Year: 2024-2025

#### 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) 775-5319

#### 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 <input type="checkbox"/>



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 <input type="checkbox"/>	
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 <input type="checkbox"/>	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	2	Yes <input type="checkbox"/>	
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?	3	Yes <input type="checkbox"/>	

#### Notes on Equitable Access to Instruction

While the Neptune City School District has it financial challenges, providing for the needs of every single student has always been the focus of all stakeholders including Board of Education, staff members, parents/guardians, and the community.





### 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 <input type="checkbox"/>	
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 <input type="checkbox"/>	
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 <input type="checkbox"/>	
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 <input type="checkbox"/>	

### Notes on Special Education Needs

Even in the first two school years impacted by the pandemic, the Neptune City School District remained diligent and vigilant in addressing every student with special needs. All IEP demands have been met, all IEP meetings have been held on schedule, and all child study team (CST) evaluations have been promptly completed.



### 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 <input type="checkbox"/>	
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 <input type="checkbox"/>	
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 <input type="checkbox"/>	
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)?	3	Yes <input type="checkbox"/>	

### Notes on Supporting ELL Educational Needs

The ELL student population in the Neptune City School District continues to grow and the school district continues to address the increasing needs. As an initial consideration, the school district prepares all communications in English, Spanish, and Haitian Creole and has also launched a new translation service that provides for over 50 languages to make every ELL parent and student feel warmly welcomed. During the 2023-2024 school year increased its ELL staff from one ELL teacher to 1.5 ELL teachers. In the 2024-2025 school year, that ELL staff will be increased from 1.5 to two ELL teachers. The increased ELL staffing will dramatically improve direct instruction to ELL students to best address their needs.





## 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 <input type="checkbox"/>	
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 <input type="checkbox"/>	

### Notes on Attendance Plan

The attendance plan of the Neptune City School District does not change during periods of virtual or remote instruction. The school district continues to contact the parents/guardians of each student who is absent every day to ensure the student is safe and to ensure student is properly engaged in the educational program.

## 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 <input type="checkbox"/>	

### Notes on Safe Delivery of Meals

The Neptune City School District provides breakfast and lunch to a large number of students on the free and reduced program. Breakfast and lunch continues to be provided during periods of virtual or remote instruction.





## 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 <input type="checkbox"/>	

## Notes on the Facilities Plan Other

The Neptune City School District continues to maintain its facilities during periods of virtual or remote instruction as those periods have provided instruction to in person students and remote students synchronously in real time.

## 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 <input type="checkbox"/>	
b. Social and emotional health of staff and students	2	Yes <input type="checkbox"/>	
c. Title I Extended Learning Programs	3	Yes <input type="checkbox"/>	
d. 21 <sup>st</sup> Century Community Learning Center Programs		No <input type="checkbox"/>	
e. Credit recovery		No <input type="checkbox"/>	
f. Other extended student learning opportunities	2	Yes <input type="checkbox"/>	
g. Transportation		No <input type="checkbox"/>	
h. Extra-curricular programs	4	Yes <input type="checkbox"/>	
i. Childcare	4	Yes <input type="checkbox"/>	
j. Community programming		No <input type="checkbox"/>	

## Notes on Other Considerations

The Neptune City School District is very proud of the quantity and quality of maintained student opportunities during periods of virtual or remote instruction. An example includes, but is not limited to, four years of providing a Summer Enrichment, Remediation, and Fine Arts Program through the assistance of ESSER funding during the pandemic. Over 60 students have been served in this summer program.

**APSSD Applicable Only: Sharing Plans**Was the program shared with all sending districts? Yes ☐ No ☒**Notes on APSSD Sharing Plans**

The Neptune City School District is a one school, PreK-8 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 <input type="checkbox"/>	

**Notes on Essential Employees**

Chief School Administrator, Principal  
Business Administrator, Board Secretary (Part time and off site in 2024-2025)  
Supervisor of Special Services  
School Nurse  
Confidential Secretaries  
Head Custodian, Director of Facilities, CEFM  
Custodians  
Food services staff members

**Board Approval**

Date of board approval (mm/dd/yyyy): 07/18/2024

**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>





## *Neptune City Board of Education*

*210 West Sylvania Avenue  
Neptune City, N.J. 07753-6236  
732-775-5319  
Fax 732-775-4335*

*Anthony Susino, President  
Kimberly Bale  
David Calhoun  
Erica Connor  
Sharon Dellett*

*Dr. Raymond J. Boccuti  
Chief School Administrator  
  
George M. Gahles  
Business Administrator, Board Secretary*

*Drisana Lashley, Vice President  
Michele McGuigan  
Bruce Wescott  
Sheri Zanni*

### **OFFICIAL CERTIFIED EXTRACT FROM THE MEETING MINUTES RECORDED IN THE OFFICIAL MINUTE BOOK**

The Neptune City Board of Education in Monmouth County, NJ convened for a public meeting of the Board on July 18, 2025, at 7:00 PM, in the Science Room of the Woodrow Wilson School, 210 West Sylvania Avenue, Neptune City, NJ 07753.

The following members of the Board of Education were present:

Mrs. Bale, Mr. Calhoun, Mrs. Connor, Mrs. Dellett, Ms. Lashley, Mrs. McGuigan, Mr. Susino, Mr. Wescott, Mrs. Zanni

The following members of the Board of Education were absent:

None

The following resolution was offered by Mr. Calhoun, seconded by Mr. Wescott, and approved by the Neptune City Board of Education by the following roll call vote:

Ayes: 9      Nays: 0      Abstained: 0

### **VII. ADMINISTRATION REPORT**

#### **A. RESOLUTIONS**

2. BE IT RESOLVED, by the Neptune City Board of Education, to approve the NJDOE required 2024-2025 Emergency Virtual or Remote Program.

*Raymond J. Boccuti, Ed.D.*

Dr. Raymond J. Boccuti  
Chief School Administrator, Principal



Dr. Raymond Boccuti <[rboccuti@neptunecityschool.org](mailto:rboccuti@neptunecityschool.org)>

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**2024-2025 Chapter 27 Amendment**

1 message

**Dr. Raymond J. Boccuti** <[rboccuti@neptunecityschool.org](mailto:rboccuti@neptunecityschool.org)>

Thu, Jul 25, 2024 at 9:08 AM

To: "Richens, Lester W." <[Lester.Richens@doe.nj.gov](mailto:Lester.Richens@doe.nj.gov)>Cc: "Hansen, Hatice" <[Hatice.Hansen@doe.nj.gov](mailto:Hatice.Hansen@doe.nj.gov)>

Dr. Richens,

Please accept this email as the 2024-2025 Chapter 27 Amendment you requested.

On page 2 of our 2024-2025 Chapter 27 Emergency Virtual of Remote Instruction Program, please add the following Grades K-5 recess times:

- Grades 3-5 recess - 11:46 AM - 12:16 PM
- Grades K-2 recess - 12:16 - 12:46 PM

Thank you,

**Dr. Raymond J. Boccuti**  
**Chief School Administrator, Principal**  
**Neptune City School District**  
[www.neptunecityschool.org](http://www.neptunecityschool.org)  
[rboccuti@neptunecityschool.org](mailto:rboccuti@neptunecityschool.org)  
732-775-5319



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

**Approval Letter for 24/25 Virtual/Remote**

1 message

**Richens, Lester W.** <Lester.Richens@doe.nj.gov>  
To: Raymond Boccuti <rboccuti@neptunecityschool.org>  
Cc: "Richens, Lester W." <Lester.Richens@doe.nj.gov>

Fri, Jul 26, 2024 at 2:57 PM

Good Afternoon Dr. Boccuti:

My office has reviewed your district's plan for virtual or remote instruction for the 2024/25 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/Guidance-and-Checklist-Virtual-or-Remote-Instruction-Programs.nj.gov).

Thank you and best wishes for a successful school year.

Sincerely,

Lester W. Richens Ed.D.  
Dr. Lester W. Richens  
Interim Executive County Superintendent  
Monmouth County Office  
4000 Kosloski Road  
P.O. Box 1264  
Freehold, New Jersey 07728-1264  
Office Phone – 732-431-7810  
Fax – 732-776-7237

Email: [Lester.Richens@doe.nj.gov](mailto:Lester.Richens@doe.nj.gov)  
<https://www.nj.gov/education/>

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