



***College Achieve Greater Asbury Park***  
***3455 West Bangs Ave***  
***Neptune NJ 07753***  
**Statement of Operations**

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CAGAP Statement of Operations is designed to achieve the highest standards of safety, efficiency, client service, legal compliance, and financial integrity.

**School Year 2023-2024**

In the 2023-2024 School Year we will move the grades 8-12 scholars back to 3455 W Bangs Ave Neptune and we are projecting an enrollment of 115-120 High School Scholars. We will be moving the 6th and 7th grade to Asbury Park campus and that will reduce ES enrollment at 3455 Bangs Ave. by 119 scholars.

The total number of students at 3455 Bangs Ave. for 2023-24 school year will be 430-450 in grades K-5 and 8-12

**Projections for 2023-24:**

265-275 scholars in grades K-5th

60 8th grade students that will be housed in the HS school portion of campus, and

120 HS scholars in grades 9-12th.

For a Total enrollment of 445 – 465 students in all grades

We will be having staggered start times to minimize the interaction between K-5 and 8-12. The start times will be as follows:

K-5- Will have a 7:20 am start and a 2:30 pm dismissal

8-12-Will have a 7:30 am start and a 2:45 pm dismissal

- The entrance for K-5 will be at the administrative door hallway main doors entrance of the school; this entrance has its own separate wing with only door swipe access to enter.
- The entrance for grades 8-12 will be at the main entrance of the school which has a separate entrance and stairway to the second floor of the building.
- School staff will monitor the outside of the building and immediate surrounding area to ensure that drop-off and pick-up protocols are being followed.

## **Daily operations**

### **Morning arrival Grades K-5**

K-5 will enter the building at 7:20 am being met by the classroom teachers they will be swiped in for attendance at the door. Then will then move to their designated homeroom class. K-5 classes do not switch classes during the day other than for PE and lunch.

- During PE and lunch all scholars will be escorted by our in house security guards and classroom teachers.

### **Morning Arrival Grades 8-12**

Will enter the building at 7:40 am at the back entrance they will be swiped in for attendance and be escorted upstairs to the second floor. There is one entrance to the K-5 suite but this door is swiped access only (only faculty and staff have swipe access)

### **Dismissal Time Grades K-5**

Dismissal will begin at 2:30 pm

### **Dismissal Grades 8-12**

Dismissal will begin at 2:45 pm

## **Steps we will be taking to ensure grade K-5 students are not interacting with grades 8-12**

- All interior (ie: hallway, gym, cafeteria, restroom) doors will have swipe only access
- All common areas will have security staff stationed to ensure there is no interaction between the K-5 and secondary scholars.
- We will have staggered arrival and dismissal times and two bell schedules (please see attached)

- Lunch/recess and gym times will be staggered with enough time for transition

**Grades K-5 will have lunch and recess staggered during their lunch block.**

- Grades K-2 Lunch & Recess 10:09 - 10:54 am
- Grades 3-5 Lunch and Recess: 10:55-11:40 am

**Grades 9-12 will also have staggered lunch**

- 15 minute buffer between lower and upper grade cafeteria use
- Grades 8-9 Lunch: 11:55 am -12:26 pm
- Grades 10-12 Lunch: 12:27-12:57 pm
- **The school is a closed campus during lunch and throughout the day meaning students cannot leave the campus without permission.**

**Grades K-12 will not use the Gymnasium every day; PE will rotate on a daily basis with additional specials provided in classrooms by elective teachers.**

- K & 1st PE: 1:13pm - 1:58pm
- 2nd & 3rd PE: 12:27pm - 1:12pm
- 4th PE: 10:09 - 10:54am
- 5th PE: 1:59 - 2:45 pm
- 8th Grade PE: 7:50 - 8:35 am
- 9th Grade PE: 9:23-10:03 am \*escorted back to classrooms 5 minutes earlier than the bell schedule to allow a buffer of time before 4th grade enters the gym
- 10th - 12th PE: 8:36 -9:22 am

**Outdoor Recess: All recess time is supervised by assigned CAPS staff**

- Grades K-5 will have the required recess minutes staggered during their lunch block
- 20 minutes minimum at the beginning or end of the lunch block, varying by section
- Grades 8-12 will not have recess

**Outdoor PE: All outdoor PE classes will be escorted to/from the space by PE teacher**

- All PE periods will follow the bell schedule (See Below)
- There is no overlap of PE time for any K-5 and 8-12 bell periods, therefore there will be no mixed use of the outdoor space during PE periods
- Additional Outdoor Space Use: Supervised by designated CAPS staff
- Any use of the outdoor space not indicated on the bell schedule **MUST** be approved by admin and will not be granted if it would cause mixed lower/upper grade use of the space
- Any after school athletic or extracurricular activities in the outdoor space will continue to be organized by grade level band

## **Transportation**

There are 8 buses used daily for drop off and pick up and approximately 85 -100 vehicles for parental drop off in the morning with 50 vehicles for parental pickups at 2:30 in the afternoon, with the remainder in the afterschool program or taking the bus home. The After School Program averages 40 participants and is run by the Boys and Girls Club. The program ends at 6:00 PM with all students picked up by parents anywhere between 3:30-6:00 PM.

### **Drop Off: 7:00 – 7:50 AM**

Every morning school staff set up cones to direct cars and buses to their respective drop off zones. The bus lane directs the buses in a counterclockwise direction through the parking lot and back to the drop off zone, where students disembark directly to the main entry. Students under the supervision of CAPS staff proceed to the main entry where they swipe in at one of two stations and are electronically signed in. High school students will disembark at the main entryway but will enter through the school via the NW Gym entry and swipe in at the HS station. The first bus arrives at approximately 7:00 AM with the last bus arriving by 7:45. Parents que up in any given line and progress to the end of the line where they are dropped off. CAPS staff walk students into the school and wave cars through. The buses enter the school and use the first lane to drop off kids that are monitored by parking staff as they walk into school and direct the buses to move on when clear.

### **Pick Up 2:30 – 3:00 PM**

CAPS Staff monitor the loading of the buses and departure. Students being picked up by parents wait in the school. When parents arrive, they are identified by CAPS Staff and their name is transmitted into school where students are walked to the pickup point and released to parent or guardian.

# BELL SCHEDULES



## Bell Schedule: Grades K-5 Draft

Class		Period 1 7:50 - 8:35	Period 2 8:36 - 9:22	Period 3 9:23 - 10:08	Period 4 10:09 - 10:54	Period 5 10:55 - 11:40	Period 6 11:41 - 12:26	Period 7 12:27 - 1:12	Period 8 1:13 - 1:58	Period 9 1:59 - 2:45 <i>*dismissal for K-5 beings at 2:30</i>
KA	Homeroom 7:20-7:50	ELA	ELA	Math Lab	Lunch	Math	S/SS	ELA Lab	Special incl PE	Literacy
KB		ELA Lab	ELA	ELA	Lunch	S/SS	Math	Math Lab	Special incl PE	Literacy
1A		S/SS	ELA	ELA	Lunch	ELA Lab	Math Lab	Math	Special incl PE	Literacy
1B		Math	Math Lab	ELA Lab	Lunch	ELA	ELA	S/SS	Special incl PE	Literacy
2A		Math Lab	Math	S/SS	Lunch	ELA	ELA	Special incl PE	ELA Lab	Literacy
2B		Math Lab	S/SS	Math	Lunch	ELA	ELA	Special incl PE	ELA Lab	Literacy
3A		ELA Lab	S/SS	Math Lab	Math	Lunch	ELA	Special incl PE	ELA	Literacy
3B		Math Lab	Math	ELA	S/SS	Lunch	ELA	Special incl PE	ELA Lab	Literacy
4A		ELA	ELA	S/SS	Special incl PE	Lunch	Math	Math Lab	ELA Lab	Literacy
4B		ELA Lab	Math Lab	Math	Special incl PE	Lunch	S/SS	ELA	ELA	Literacy
5A		Math Lab - Cochrane	Math - Cochrane	ELA - Perozzi	ELA Lab - Perozzi	Lunch	Science - Muolo	Social Studies - TBD 5th/6th SS	ELA Lab	MWF- PE, T, FinLit, Th, Art
5B		ELA - Perozzi	ELA Lab - Perozzi	Science - Muolo	Social Studies - TBD 5th/6th SS	Lunch	Math - Cochrane	Math Lab - Cochrane	ELA Lab	MWF- PE, T, Art, Th, FinLit



## Bell Schedule: Grades 8-12 Draft

Class		Period 1 7:50 - 8:35	Period 2 8:36 - 9:22	Period 3 9:23 - 10:08	Period 4 10:09 - 10:54	Period 5 10:55 - 11:40	Period 6 11:41 - 12:26	Period 7 12:27 - 1:12	Period 8 1:13 - 1:58	Period 9 1:59 - 2:45
8A	Homeroom 7:30-7:50	MWF- PE, T, Art, Th, FinLit	Math - 8th Math Hire	Math Lab - 8th Math Hire	Science - Muolo	Social Studies - Mr D	15 min study hall then 30 min Lunch	ELA - 8th ELA Hire	ELA Lab - 8th ELA Hire	ELA Lab
8B		T/Th- PE, M, Art, W, FinLit, F, Art	ELA - 8th ELA Hire	ELA Lab - 8th ELA Hire	Math - 8th Math Hire	Math Lab - 8th Math Hire	15 min study hall then 30 min Lunch	Science - Muolo	Social Studies - Mr D	ELA Lab
8C		T/Th- PE, M, FinLit, W, Art, F, FinLit	Social Studies - Mr D	Science - Muolo (this is double booked)	ELA - 8th ELA Hire	ELA Lab - 8th ELA Hire	15 min study hall then 30 min Lunch	Math - 8th Math Hire	Math Lab - 8th Math Hire	ELA Lab
9A		Algebra 1 Taylor	Math Lab Taylor	PE/ Visual or Performing Art	Biology with lab- Podgorny	Writing WS elective / CTE Option 1 (21 century)	15 min study hall then 30 min Lunch	World History - TBD	English I Ganz	Spanish 1
9B		World History - TBD	English I Ganz	PE/ Visual or Performing Art	Spanish 1	Writing WS elective / CTE Option 1 (21 century)	15 min study hall then 30 min Lunch	Algebra I Taylor	Biology with lab- Podgorny	Math lab Taylor
10A		Math Lab Knoll	PE/Visual or Performing Art	US History - Lyden	SAT Loesch / CTE Option 2 (21 century)	AP Seminar - English II Loesch	15 min study hall then 30 min Lunch	Geometry Knoll	Spanish 2	Chemistry with lab- Podgorny
10B		Spanish 2	PE/ Visual or Performing Art	Chemistry with lab- Podgorny	Geometry Knoll	Math Lab Knoll	AP Seminar - English II Loesch	30 min Lunch then 15 min study hall	US History - Lyden	SAT Loesch / CTE Option 2 (21 century)
11A		Physics with lab - Podgorny	CTE (21 century)/PE	Algebra II Taylor	Math Lab Taylor (elective)	SAT / FinLit	Spanish 3	30 min Lunch then 15 min study hall	AP USH Section - US History II Lyden	AP Lang Section - English III Ganz
11B		AP Seminar Section - US History II Lyden	PE/CTE (21 century)	Spanish 3	AP Lang Section - English III Ganz	Physics with lab - Podgorny	SAT / FinLit	30 min Lunch then 15 min study hall	Algebra II Knoll	Math Lab Knoll (elective)
12A		Dual Enrollment Section - English IV Loesch	Elective TBD/PE	Dual Enrollment Business - Tim	AP World History Section - Lyden or Mayer	CTE 1/CTE 2 (electives)	Japanese - DiSabato	30 min Lunch then 15 min study hall	Home Economics Elective - DiSabato	Electives & Credit Recovery