

# ***NEW PROVIDENCE SCHOOL DISTRICT***

## ***ALLEN W. ROBERTS ELEMENTARY SCHOOL***

80 Jones Drive  
New Providence, New Jersey 07974  
(908) 464-4707

## ***SALT BROOK ELEMENTARY SCHOOL***

40 Maple Street  
New Providence, New Jersey 07974  
(908) 464-7100

January 11, 2021

Dear Parents/Guardians,

Happy New Year! We hope that you had a wonderful holiday, fun-filled break, and healthy start to 2021!

We have begun to plan for our next steps in the new year and are looking forward to implementing Phase 2 of instruction at our Elementary Schools. Under this plan, all students in Groups A and B would come to school each day from 8:30 a.m. - 12:30 p.m., and continue to have online sessions for small groups, supplemental instruction, and additional support each afternoon. All morning sessions would be in person, and all afternoon sessions would continue to be virtual via Zoom. Students in Groups C and D would remain in their current programming schedule.

In order to accommodate a greater number of students in each classroom, personal desk mounted plexi-glass dividers have been purchased and are beginning to be installed at both Allen W. Roberts and Salt Brook Elementary Schools. Under this plan, student desks will continue to face in the same direction and be arranged to the maximum extent possible in order to maintain social distancing.

While this plan is targeted for possible implementation in early February for all elementary students, we will continue to work closely with the Westfield Board of Health to monitor the health and safety of our school community. Final decisions as to the start of Phase 2 will be communicated on or around January 22, 2021.

In our Phase 2 plan we will have the following groups:

In-person students (Formerly Groups A and B)

Group C: Remote only students (No change)

Group D: Pre-School, Kindergarten, and Program-Based Students (No change)

All in-person students (formerly Groups A and B) will report to school for in-person instruction five (5) days a week for a half-day session (8:30 a.m.- 12:30 p.m.). No in-school lunch will be provided. The Grab and Go lunch program will continue. Dismissal will occur at scheduled dismissal times, and then students will continue their academic day remotely from home with a specific schedule of instruction in the PM via Zoom.

Group C students will have their entire program provided to them remotely each day for the AM and PM sessions via Zoom. (No change)

Group D students will receive in-person instruction for their scheduled program each day. (No change)

In anticipation of our Phase 2 plan, we would like to provide all families with an option to adjust their child's programming at this time. Please request your change by completing the 20-21 Phase 2 Student Group Change Request form ([Click Here](#)) by January 20, 2021. Please complete this form for each child in your family that will have a group change. If your child is presently in Group A or B and you would like them to attend school in-person 5 days a week no action is necessary. They will automatically be scheduled for 5 days a week in-person instruction. Please note, your child(ren) must participate in their currently elected model until the end of the trimester, March 16, 2021 after the request to transition. **If your child will remain in their current group, you do not need to fill out this form.**

Again, While this plan is targeted for possible implementation in early February for all elementary students, we will continue to work closely with the Westfield Board of Health to monitor the health and safety of our school community. Final decisions as to the start of Phase 2 will be communicated on or around January 22, 2021.

If you have any questions about Phase 2, please do not hesitate to contact your building administrators.

Sincerely,



Robyn Greenwald, Principal  
Allen W. Roberts School



Jean M. Drexinger, Principal  
Salt Brook School