

# Allen W. Roberts Elementary School

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*Jay Richter, Principal*

*Lyndsay Wittenberg, Assistant Principal*



August 22, 2025

Dear Parents/Guardians,

Welcome to the 2025-2026 school year. I hope you and your families had a restful, relaxing, and fun summer! To our new families and students, we welcome you to AWR and look forward to getting to know you.

## **AWR Staff Updates**

We are very excited to welcome new staff members to AWR. Ms. Lyndsay Wittenberg is AWR's new Assistant Principal! Ms. Wittenberg served as the Assistant Principal at New Providence Middle School last year. Prior to that, she taught middle school math in Chatham and Elmwood Park. She is looking forward to getting to know all of our AWR students, families, and staff. Ms. Cathy Hodges will be an aide in Ms. Giaime's Pre-K classroom and has extensive experience in the role, including at Salt Brook School. Mr. Marc Willemsen, an aide moving to AWR from NPMS, is excited to assist with class 5AC. Ms. Ruth Orozco will be returning to New Providence as a School Psychologist and will work with many students at AWR. Ms. Lucy Siino will be joining AWR as a lunch and recess playground assistant. Mr. Mark Martin will be our new School Resource Officer. Mr. Torrel Dance began his role this summer as our new nighttime custodian.

Some of AWR's returning teachers will be serving in new roles. Ms. Patti Ramos will be the special education co-teacher in first grade alongside Ms. King. Ms. Petronella will be the special education co-teacher in second grade with Ms. Trivisonno. Ms. Marszalek will continue working on the third grade team, but will work as a co-teacher with Ms. Efros. Ms. Cortese will be joining the fifth grade team as a special education co-teacher. Additionally, Ms. Gina Calleo will be teaching sixth grade math. I am very confident that our new colleagues and those in new positions will be successful and look forward to their contributions to the AWR community.

## **School Schedules**

Students will attend school according to the following schedules:

- Kindergarten-6th grade students: 8:30 am to 3:00 pm.
- AM Pre-K students: 8:40 am to 11:10 am.
- PM Pre-K students: 11:50 am to 2:20 pm.
- Full Day Pre-K students (Mrs. Giaime's class): 9:30 am to 2:30 pm.

Kindergarten-6th grade students may enter the school building between 8:15 am and 8:30 am where they will proceed to their homeroom class and line up in the hallway outside their classroom door. Teachers and staff will be on duty stationed at the front door and in the hallways during this time to assist students on their way to classrooms and supervise them before entering into their homeroom class. Students will not be supervised on school grounds until 8:15 am and should not arrive before then. Students may enter the building using the Main Entrance (front circle car drop-off line) or the South Court Entrance - Door # 26 (Kindergarten) beginning at 8:15 am. Outlined below is the 2025-2026 lunch/recess schedule for Kindergarten-6th grade students:

Grade	Lunch Time	Recess Time
5	11:28 am - 11:48 am	11:48 am - 12:08 pm
6	11:48 am - 12:08 pm	11:28 am - 11:48 am
Kindergarten	12:10 pm - 12:30 pm	12:30 pm - 12:50 pm
1	12:30 pm - 12:50 pm	12:10 pm - 12:30 pm
2	12:30 pm - 12:50 pm	12:10 pm - 12:30 pm
3	12:52 pm - 1:12 pm	1:12 pm - 1:32 pm
4	1:12 pm - 1:32 pm	12:52 pm - 1:12 pm

All Kindergarten-6th grade students will eat in the cafeteria. Weather permitting, students will continue to have the option of eating outside in the courtyard (1st-6th grade only). Recess will be held outdoors, weather permitting. In case of inclement weather, students will use the gymnasium, the library, or classrooms. Snack time will be offered in the Pre-K-4th grade classrooms. More information about snacks will be provided by your child's teacher.

### **Attendance and Health Protocols**

As we did last year, parents should report their child's attendance through PowerSchool. Should you have any questions about this process, please reach out to the main office. Please note that Regulation #5200-Attendance has been updated. Beginning this school year, student absences due to illness will only be recorded as "Excused" if they are accompanied by a note from a doctor or physician. Please refer to [Mr. Ugliodoro's letter](#) from August 19th for additional details regarding the updated attendance regulation.

Ms. Leon, AWR School Nurse, will determine when students need to be sent home. Each child will be supervised by an adult until a parent is able to pick the child up. Parents are strongly encouraged to have a plan in place in the event their child needs to be picked up from school. In most cases, ill students can return to school when fever-free for 24 hours (without the use of fever-reducing medication), and vomiting or diarrhea have been absent for 24 hours. Students should be feeling well, able to fully participate in the school day, and tolerating normal meals. Respiratory illnesses, including Flu, Covid, and RSV, are now managed similarly. Students can return to school after being fever-free, feeling well, and symptoms have been significantly improved for a full 24 hours. Parents are encouraged to refer to their family physician and consider home-testing when their children display symptoms of respiratory illness. Please reach out to Ms. Leon with any specific questions regarding the return to school after an illness. Ms. Leon will review medical situations and communicate with families prior to the child(ren) returning to school. If your child has a medical condition that may require care during the school day, please contact Ms. Leon.

Keeping students healthy and preventing illness-related absences is a primary goal of the health office. Please keep sick students home to prevent the spread of illness in the school. Speak with your child's physician and consider Flu and Covid vaccinations when available. Encourage frequent handwashing and teach students to cover coughs and sneezes with their elbow. All students and staff are encouraged to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity
- before and after snack time/lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose

### **Visitor Procedures**

Located in each of our schools' security vestibules will be a self-service kiosk (iPad), where visitors will be asked to scan their government issued ID. Navigate 360, our visitor management system, can scan state IDs, passports, green cards, and other countries' IDs. In the event that a visitor does not have one of these IDs, the front office staff will enter his/her name and date of birth manually into Navigate 360. The visitor's name and date of birth will then be scanned through the state and national sex offenders database. Once the visitor is cleared to enter our school building, he/she will receive a temporary visitor badge from the front office staff to wear and will be escorted while walking throughout the building. At the end of the visit, we ask that the visitor scan his/her badge at the self-service kiosk, return the visitor badge, and exit the building.

### **Field Trips and Class Celebrations**

Field trips can be valuable educational experiences in elementary school. Teachers will plan one educational trip per year, which will supplement and extend the curriculum. Field trips will be scheduled accordingly by grade-level.

We are committed to providing a safe and supportive environment that enhances the joy of learning for all of our students. Food allergies have increased and continue to be a growing concern in schools. Non-food options for birthday celebrations are welcome in the classroom (i.e. pencils, stickers, activity books) after checking with your child's homeroom teacher. Food at holiday celebrations will be kept to a minimum. Teachers and room parents will collaborate to attend to the allergy needs of students within a particular classroom.

### **Use of Electronic Communication Devices**

Please reference [Dr. Zirpoli's letter](#) from August 12th regarding the revisions to Policy #5516-Use of Electronic Communication Devices. Although there will be significant revisions at the high school, elementary students will see no changes. Students must continue to keep their personal electronic communication devices (cell phones, smartwatches, Bluetooth earbuds) turned off and in their backpacks or lockers throughout the school day, starting when they enter the school building and concluding when they leave.

### **Parent Resources and Communication**

The New Providence School District places a strong emphasis on communication and partnerships with students and parents. The [NPSD Program of Studies 2025-2026](#) provides a comprehensive overview of the content that students will be learning in each grade-level and discipline. Also refer to the [NPSD](#) website for more information and helpful links. Please note that all school-based and PTA communications will be emailed home on Fridays.

Enjoy the rest of your summer, and we will see everyone on August 28th!

Sincerely,

A handwritten signature in black ink, appearing to read "JR", with a stylized flourish at the end.

Jay Richter  
Principal