

**HOWARD B. MATTLIN MIDDLE SCHOOL
PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT**

100 Washington Avenue
Plainview, NY 11803
(516) 434-3050



Thomas Schwartz
Assistant Principal

Joseph Coladonato, Ed.D.
Principal

Regina Buck, Ed.D.
Assistant Principal

August 28, 2020

Dear Parents/Guardians and Students:

While we hope that you have been enjoying the summer, it is our pleasure to welcome you back to the 2020-2021 school year. Throughout the months of July and August, the Mattlin staff has been busy preparing for our first day of school which will be on Tuesday, September 8, 2020. Please note this will be a full day for students. Carefully review the following information so that we can ensure a smooth start to the school year.

- **School Hours:** For grades 5 and 6, school hours are 8:38 a.m. to 2:25 p.m. Students are expected to arrive at school no later than 8:30 a.m. Classes begin at 8:38 a.m. Please note that 5th and 6th grade students arriving by bus are expected to be at their respective bus stops no later than 8:00 a.m. For grades 7 and 8, school hours are 7:58 a.m. to 2:00 p.m. Students are expected to arrive no later than 7:50 a.m. 7th and 8th grade students arriving by bus are expected to be at their respective bus stops no later than 7:30 a.m. A more specific letter has been communicated by transportation. Please note that for this year, there are no “zero period” or “ninth period” buses as there were in previous years.

- **CHANGES TO ARRIVAL/DISMISSAL PROCEDURE**

Beginning the first day of school, we will be keeping bus traffic contained in the D-House Loop and car traffic contained in the A- House Loop. Closely follow the guidelines below to help ensure the safety of our students and staff.

AM ARRIVAL (PARENT DROP OFFS)

- *Children in grades 5 and 6 will be dropped off at 8:30am in the A-House loop only.*
- *Children in grades 7 and 8 will be dropped off at 7:50am in the A-House loop only.*
- *Cars entering school grounds for arrival must use the Washington Ave. entrance.*
 - *Grade 5 and 6 Students must arrive by no later than 8:30 a.m.*
 - *Grades 7 and 8 students must arrive no later than 7:50 a.m. to proceed to their first class.*

BUS ARRIVALS

- *Grade 5 and 6 students will be dropped off at B House and D House, respectively.*
- *Grade 7 and 8 students will be dropped off at D House and C House.*

PM DISMISSAL (PARENT PICK UP)

- *Parent pick up for afternoon dismissal will be in the D House Loop*
 - *Grade 5 and 6 students will be dismissed at 2:25 pm.*
 - *Grade 7 and 8 students will be dismissed at 2:00 pm.*

BUS PM DISMISSAL

- *Buses will pick up students in the C House loop and in the A House loop. Vans will pick up students at the front of B House. (Bus locations will be announced to students during school hours.)*

- *The dismissal bell for grades 5 and 6 rings at 2:25 p.m.*
- *The dismissal bell for grades 7 and 8 rings at 2:00 p.m.*

(Please note: there is no 9th period bus this year).

- **Health Screening, Social Distancing, and Masks:** Due to the pandemic, teachers, staff, and students will be required to complete the POB Daily Health Screening Form. The Daily COVID Screening Form will be emailed every morning at 7:00 a.m, and can also be found on the school website or POB Schools website. The form must be completed no later than 30 minutes before the start of each child’s school day. The link is included here [STUDENT SCREENING LINK](#). Additionally, all students are required to wear face masks in accordance with the district’s reopening plan. We ask that you emphasize the importance of wearing a mask to your child. Our staff and classroom teachers will address social distancing and explain what that looks like in school and in classrooms. We appreciate your partnership in this endeavor.
- **Schedules:** Student schedules will be available on the Parent Portal beginning on August 28, 2020. Please log onto your Parent Portal account and follow the instructions to access this information: (1) select “Reports” from the menu of items on the left side of the screen and (2) select either “Student Schedule” or “Student Schedule with Locker Information.” Lockers will be revisited for October, but all students have been assigned a locker. The report will open as a PDF document and can be printed so your child may have it available for the first day of school.
- **Cafeteria Service:** Hot and cold lunches ordered from the cafeteria will be delivered directly to the 5th and 6th grade classrooms where students will be eating. For students in grades 7 and 8, grab-and-go style lunches will be prepared, and students will eat in the cafeteria while maintaining social distancing rules. Students will be provided disposable desk mats to use during the lunch period. Students can also bring their own lunches. Students who forget to bring lunch to school will be provided with lunch from the cafeteria.
- **Lockers:** As per the district’s reopening plan, use of lockers will be suspended for the month of September, after which time the decision as to whether or not to use lockers will be revisited. More detailed information regarding lockers will be shared if and when lockers are to be utilized.
- **Cell phones and Backpacks:** To ensure safety and limit distractions, cell phones must remain turned off and stored in backpacks for the duration of each student’s full school day. Cell phone use for 5th and 6th grade is permitted before 8:30 a.m. and after 2:25 p.m, and cell phone use for 7th and 8th grade is permitted before 7:50 a.m. and after 2:00 p.m.. **We strongly encourage families to make plans prior to the beginning of the school day for after school plans.** Students will no longer be permitted to use cell phones during their lunch periods. Please refer to the school cell phone policy, which can be found on the school website, for more information.
- **Transportation:** Students in Grades 5 through 8 will be provided transportation regardless of the distance between home and school. Your child’s transportation schedule can be found by logging onto your Parent Portal account. Select “Transportation” from the menu items on the left side of the screen to determine the bus number and time/location for pickup and drop off. If you have any questions, please contact the Transportation Department directly at 434-3074.
 - **Protocol For Riding the Bus:**
 - Children residing in the same household will be seated together.
 - Students are required to wear a mask.
 - Students will be seated one per row.
 - Social distancing procedures will be observed while students enter and exit from the bus.

- Buses will load from back to front and unload front to back.
- **Visitors:** As per the district’s reopening plan, visitors to Mattlin will be restricted to essential visitation. School visitations will be restricted to ensure the health and safety of our school. Visitors to Mattlin must first fill out the daily COVID screening form that will be posted on the school website and emailed every morning to families. The link is also included here: [VISITOR SCREENING FORM](#). Essential visitors to Mattlin must call ahead 30 minutes and be placed on an “Expected Visiting Log”. **The phone number is 434-3284**. Only essential visitors with photo identification will enter the building and must sign in at A-House and wear a visitor’s pass provided by the greeting desk. Visitors who do not call ahead will be prohibited from entering the building.
- **Student Absence/Lateness:** Please call **434-3259 (First Alert)** before 8:00 a.m. and leave a message with your child’s name and grade regarding an absence or lateness. **Please pronounce your child’s name very clearly** as this information will be entered into our student management system. A signed note is required upon your child’s return to school indicating the reason for the absence. This note must be submitted to the Attendance Office. If your child is late to school, he/she must report to the Attendance Office for a late pass.
- **Early Dismissal Request:** **Please note that students who are not feeling well in school must report to the school nurse to be evaluated.** If you need to pick up your child before the end of the day for any reason, a parent or guardian must present an ID and sign their child out at the Attendance Office.
- **Contacting the School:** To contact your child’s teacher or counselor, please utilize the following phone numbers to ensure that your message will be received in a timely fashion:

1 st Alert	Nurse	Guidance	A-House	B-House	C-House	D-House
434-3259	434-3253	434-3272	434-3250	434-3272	434-3282	434-3292

Important links:

For all Parents - [BACK TO SCHOOL MAILINGS PAGE](#)

For 5th Grade Parents and New Entrants- [VIRTUAL TOUR](#)

We are enthusiastic about the upcoming school year and excited about the opportunity to work with your children. I encourage you to join our school’s PTA. The PTA’s partnership is paramount in helping to meet the needs of our students. Please visit their website at www.mattlinpta.com if you haven’t done so already.

We hope you enjoy the remainder of the summer vacation and I am looking forward to seeing everyone on Tuesday, September 8th to begin another successful year!

Respectfully,

Joseph Coladonato

Joseph Coladonato, Ed.D.

Principal, Howard B. Mattlin Middle School

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