



# Plainview Old Bethpage Central School District

## Howard B. Mattlin Middle School

100 Washington Avenue, Plainview, New York 11803

**Excellence**

Joseph Coladonato, Ed.D.  
Principal – 516-434-3250

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August, 2018

Dear Parents/Guardians and Students:

I hope that you have been enjoying the summer and are looking forward to the start of the 2018-19 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 4, 2018. 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.

1. **School Hours:** The school hours are 8:40 a.m. to 2:50 p.m. All students are expected to arrive at school no later than 8:30 am. Classes begin at 8:40 a.m. **Bus riders** are expected to be at their respective bus stops no later than 8:00 a.m. **Remedial** is held on Mondays, Tuesdays and Thursdays during 9<sup>th</sup> period (2:54 p.m. to 3:35 p.m.).
2. **Schedules:** **Student schedules will be available on the Parent Portal beginning on Wednesday, August 22, 2018.** Please log onto your Parent Portal account and follow these 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”. 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.
3. **Arrival/Dismissal Procedures:** At Mattlin Middle School, our children’s safety is our number one priority. In order to ensure that all students arrive and depart school in a safe and organized fashion, the following procedures must be adhered to at all times.
  - a. *Arrival bell rings at 8:30 a.m. for students to proceed to our Middle School Advisory Program (MAP) class which starts at 8:40 a.m.*
  - b. *Students are not to arrive before 8:20 a.m. unless they are attending a scheduled class or activity during Zero Period.*
  - c. *Children should be dropped off in the morning at the A-House loop only. Cars are only permitted to enter the campus at the Washington Avenue entrance. Anyone attempting to enter at the rear of the campus by car will be turned away by Security.*
  - d. *Dismissal bell rings at 2:50 p.m. (8<sup>th</sup> period) and at 3:35 p.m. (9<sup>th</sup> period). Any students who are being picked up by car must do so at the rear of D-House. Due to safety concerns for our children, parents please use caution in the rear of D-House and follow security directions on school grounds. When lining up to pick up your children, cars must proceed in a single file, unless otherwise directed. The D-House loop is a one-car lane passageway.*
  - e. *Do not enter the A-House loop at dismissal time for 8<sup>th</sup> or 9<sup>th</sup> period between the hours of 2:15 p.m. and 4:00 p.m. The A-House loop is for bus dismissal only.*
4. **Cafeteria Service:** A full cafeteria program will be in operation the first day of school, **September 4th**. On that day, the September menu will be distributed to students. The cost of lunch will be \$3.00.
5. **Lockers:** **Your child’s locker assignment and combination can be found on the Parent Portal beginning on Wednesday, August 22<sup>nd</sup>.** Please access this information by logging on to your Parent Portal account. Your child’s locker assignment and combination can be found on the top portion of your child’s schedule. Please follow these instructions to access this information: (1) select “Reports” option from the menu of items on the left side of the screen and (2) select “Student Schedule with Locker Information”. This report will open as a PDF document and may be printed for your records. **Students will need to bring their own combination locks for their physical education lockers.**

6. **Backpacks and Cell phones:** Backpacks must remain in lockers from MAP Class through period 7. Cell phones must remain in lockers from 8:30 a.m. to 2:50 p.m. Cell phone use is permitted before and after school, during a child's lunch period, with a pass from a lunch aide, and during period 9 in the cafeteria only.
7. **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.**
8. **Forgotten Lunch:** Please encourage your child to remember his or her lunch or lunch money. If you need to deliver lunch to your child, please be sure to put your child's name and grade on the lunch bag and drop it off at the receptionist desk in the A-House main lobby. Our cafeteria aides will distribute it to your child during his or her lunch period.
9. **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.
10. **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 ID and sign their child out at the Attendance Office or Main Office.
11. **Visitors:** Anyone entering the building must sign in at A-House and wear a visitor's pass while on the premises. All visitors must present photo identification. Please comply with this procedure to ensure the safety of all students and staff.
12. **Traffic Hazards:** **Parking in the A-House loop is prohibited during PM Dismissals. Short term parking is available during the school day in the A House Loop. Please use extreme caution and observe traffic rules to ensure the safety of our students**
13. **Contacting the School:** To contact your child's teachers or counselor, please utilize the following phone numbers to ensure that your message will be received in a timely fashion:

1 <sup>st</sup> 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

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 as they do an outstanding job of advocating for the needs of students and families. Please visit their website at [www.mattlinpta.com](http://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 4th to begin another successful year!

Respectfully,

*Joseph Coladonato*

Joseph Coladonato, Ed.D.  
Principal

JC/ck  
Enclosures