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# Pittsford Schools

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Pittsford Mendon High School  
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August 2024

Dear MHS Senior and Family,

Senior year is finally here! Welcome back to your last year as a Viking! We look forward to your return to MHS and we are excited to begin the new school year. One piece of advice is that this year will go fast so take time to enjoy your “last events” that you can participate in. From your last first day, to your last Homecoming game, to your last day of classes and finally to walking across the stage for Graduation. There will be a lot of memories to make this year, and we can’t wait to celebrate them with you along the way.

Below you will find some information about your return to school. In addition, the MHS website has regularly updated information regarding [Back to School](#) items so please review that as well.

### **All Students Must Submit the *Census Verification Form* Annually:**

It is imperative that you update all the information we maintain in our database on your **Census Verification Form**, as this information may be used in case of any student emergency. *This form will be mailed home to you, if there are changes, you must return it to school, or we will assume the information in our system is up to date.*

### **Single Point of Entry:**

This year, any individual wishing to enter the building after the school day starts (7:40am), will need to be allowed in through our new single point of entry. Our new security system, Visitor Aware, allows family members to pre-register and create an account using the following link: <https://app.visitor-aware.com/self-registration/register/u4bgybsavexd>. This will keep your information in a secure file that will help speed up the check-in process. A parent or guardian will need to create an account for each student per building and then submit the information. We appreciate your support in completing this in advance.

### **Students Exiting the Building During the Day:**

Students who need to exit the building during the school day must exit through the main doors at the front of the building. If the student has an appointment, a phone call or note should be provided to the school ahead of the student leaving. If the student is not feeling well, they must go through the Nurses’ office to be excused. We ask for families to send students to the nurses’ office if you receive a text or phone call from your student. This helps our attendance clerk with updating regular and accurate attendance.

### **Student I.D. Cards Change of Procedures this year:**

*After your Student I.D. Card is issued, students are to always carry it. This year, while at school, you will be using student I.D. cards to check in and out of the building, library and nurses’ office.* I.D. cards will be prepared as soon as the school receives your picture from our photo company.

### **Student Pictures:**

School pictures are scheduled *for September 10<sup>th</sup> during PE Classes* for 12<sup>th</sup> graders. All students will be provided with an order form to bring home for the purpose of purchasing school pictures. *Even if you are not ordering any pictures, every student will need to have their picture taken for their I.D.*

Michael Pero, Superintendent of Schools, Pittsford Central School District

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### **Academic Honesty Agreement:**

Students are expected to maintain the highest standards for academic honesty while at Mendon High School and complete their own work with fidelity. Artificial Intelligence should never be used unless explicitly stated by your teacher. Vikings will receive a copy of the **Academic Honesty Agreement** during homeroom, which must be read and signed, by both the student and parent/guardian and returned to school. Any violation to the Academic Honesty Agreement, you will receive a consequence.

### **Morning Arrival Procedures:**

School doors open at 7:00 a.m. on school days. To ensure proper supervision, no student will be able to enter the school until 7:00 a.m. Students who arrive on campus after 7:40 a.m. during the school day will only be able to enter the school through the front entrance of the Main Office. To maintain everyone's safety, students should never knock on any door or window to be let into the school at any time during the day. Doing so may result in a Saturday Detention.

### **After School Procedures:**

All students are expected to return home immediately after school on their regular bus run at 2:25 pm. Students who stay after 2:25 pm should be working with a staff member, receiving academic assistance or meeting with a club. For those staying for sports or taking the RTS bus home, you should remain in the Commons.

### **Internet Access:**

All students who would like Internet privileges must have a signed *Electronic Information Network Policy and Internet Use Agreement for Students* form on file. If you did not have permission for Internet use in Pittsford schools last year, you may print a copy of the agreement form from the [Back to School section](#) on the Mendon Home page and return it as soon as possible.

### **Seniors Who Will Be Driving to School:**

Students who want the privilege to drive to school must return the **Student Driver Form** with current vehicle information, parent/guardian and student signatures at the bottom of the form. Once we have the information, you will receive a parking sticker that must be displayed prominently on your car at all times. Enforcement will begin at the start of the second week of school. If you had parking privileges last year, the sticker you received last year is still valid if your vehicle information has not changed.

- **Special Note:** Seniors who have not submitted their vehicle information, and/or do not have a parking sticker, may not park on campus or at Thornell Farm Park. (Please note that the Town of Pittsford has provided us with authority regarding all student activity on Thornell Farm Park grounds during school days.)

### **Lunch Dismissal Privilege:**

Students who wish to obtain permission to leave campus during their lunch period should attend one of the two "MHS Lunch Dismissal" programs listed on the district calendar. **Meetings will be held on August 27<sup>th</sup> at 6:00 p.m. and on September 5<sup>th</sup> at 7:00 p.m. in the Mendon High Auditorium.** *As per the Board of Education Policy, a parent or legal guardian must accompany each student to the meeting.* The first make-up meeting is scheduled for October 10<sup>th</sup> at 7:15am. One meeting will be scheduled per quarter. You should attend one of these meetings even if permission is withheld until a later time during the year or your child does not currently hold but may obtain a valid NYS license; a parent/guardian may choose to place a hold on permission at any time.

#### **• Special Notes:**

- ***Starting this year all entry and exit for lunch dismissal will be through the secure entry point in the front of the building. Anyone who leaves or enters through an alternate location will face disciplinary consequences including losing lunch dismissal as a privilege.***
- Only Seniors who qualify and have their I.D. from Junior year, showing this permission, will be allowed to leave for lunch starting the first day of classes.

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**Late Arrival/Early Dismissal Privilege:**

Seniors who are not scheduled for a class 1<sup>st</sup> period or 1<sup>st</sup> or 2<sup>nd</sup> period and wish to arrive late must complete a **Late Arrival Form**. Students who do not have class 9<sup>th</sup> period or 8<sup>th</sup> and 9<sup>th</sup> period and wish to leave early must complete the **Early Dismissal Forms**. These forms may be found in the main office and online in the [Back to School](#) section on the Mendon homepage. Completed forms, including parent/guardian signature, must be returned to the main office. *These forms must be completed each year for permission to be awarded.* Students leaving school grounds without permission may be subject to disciplinary consequences.

**District Issued Laptop:**

Vikings, you should plan to bring your district issued laptop and charger to school every day to use in class. To be fully prepared to start on the first day, you will want to do the following a week or two prior to school starting.

- Make sure the laptop is plugged in and bring the battery to a full charge.
- Turn the laptop on, log in, and let it run for a while. This will help the device to register the necessary updates it needs.
- Check your email, open a file or two, just make sure everything is in working order. If you find there are any issues with your device please put in a [help desk ticket](#).
- Once you've spent some time with the laptop on and running, shut the device down completely. Please leave the screen open until the device has fully finished processing all updates.
- Then, leave the device plugged in until school starts. Plugging the laptop in each night is an important habit to continue during the school year.
- Remember to bring your charger to school in case your laptop needs to be charged.

**Cell Phone Use:**

As our students have their district provided laptops, student cell phones should be off and away during instructional periods unless otherwise directed by the teacher. Vikings can use their cell phone during lunch, in study halls, and between periods. Cell phone use is never allowed in the bathrooms. As a result of these procedures last year, we saw a decrease in student use of devices in classrooms which helped to minimize distractions for students. Students who violate this rule in any way will face disciplinary consequences. We once again appreciate our families' ongoing support this year.

**MHS PTSA:**

Our PTSA looks forward to you joining and staying up to date on important events and information for students and families. Please be sure to follow them at: **Facebook:** Pittsford District PTSA - Mendon High School  
**IG:** pittsforddistrictptsamendonhs **X:** @PittsPTSAMHS

**Other Important Family and Student Resources:**

Visit the [MHS website](#) and check the Parent and Student Resources links for important information, especially the MHS Family/Student Handbook. As you review the Family/Student Handbook, we ask that you give special attention to the sections on attendance procedures, school conduct and discipline, purchasing lunch, internet access, Academic Honesty, student dress code, electronics and cell phone use, and AP Exam expectations.

**Save the Dates:**

- MHS Open House is scheduled for **Thursday, September 12<sup>th</sup> at 6:30pm.**
- Our first MHS PTSA Meeting for the year is scheduled for **Thursday, September 19<sup>th</sup> at 8:30am.**

We are looking forward to sharing your senior year with you Vikings!

Melissa Julian  
Principal

Andrea Lynch  
Assistant Principal  
Last Names A - L

Laura Hefner  
Assistant Principal  
Last Names M – Z

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