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# Pittsford Schools

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Dear MHS 11th Grader and Family,

Welcome to another year at Mendon High School! While your 11th grade year may be challenging, it's important to remember that the Mendon staff is here to support you. Reach out to any staff member you feel connected to whenever you need help. As Juniors, you may be able to experience several new privileges that we outline below. With these new privileges comes additional responsibilities and we expect you to continue being your best selves and the rich legacy of the students before you.

Please be sure to review all the information below. You can also find some of this information on our website in the Back to School section.

**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 10th during PE Classes* for most 11th 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.*

**Late Arrival/Early Dismissal Privilege:**

Juniors who are not scheduled for a class 1st period or 1st and 2nd period and wish to arrive late must complete a **Late Arrival Form**. Students who are not scheduled for a class 9th period or 8th and 9th periods 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, should be returned to the main office. *These forms must be completed each year for permission to be awarded.* Students leaving campus 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. In order 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 and every 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.

Michael Pero, Superintendent of Schools, Pittsford Central School District

Allan Creek Elementary • Jefferson Road Elementary • Mendon Center Elementary • Park Road Elementary • Thornell Road Elementary  
Barker Road Middle School • Calkins Road Middle School • Pittsford Mendon High School • Pittsford Sutherland High School

[www.pittsfordschools.org](http://www.pittsfordschools.org)

**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, electronics and cell phone use, and AP Exam expectations.

**Save the Dates:**

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

If at any point you have questions, please reach out to any of the faculty and staff members who are here to help you be your best and do your best. We are all looking forward to starting a new year with you!

Melissa Julian  
Principal

Andrea Lynch  
Assistant Principal  
Last Names A – L

Laura Hefner  
Assistant Principal  
Last Names M – Z