
Pittsford Schools

Melissa Julian, *Principal*
Laura A. Hefner, *Assistant Principal*
Andrea Lynch, *Assistant Principal*

Pittsford Mendon High School
472 Mendon Road
Pittsford, NY 14534
585.267.1600
fax: 585.267.1679
Melissa_Julian@pittsford.monroe.edu

August 2024

Dear MHS 10th Grader and Family,

Welcome back to school! We look forward to your return to MHS and we are excited to begin the new school year. As 10th graders, you have the advantage of knowing the school layout and having formed relationships with our staff and other students. This year, we expect our 10th graders to transition to leadership roles, be their best selves every day and to help our 9th graders adapt to our learning community.

This letter serves to provide an overview of some important information you will need to start the year off successfully. Please be sure to review all the information and review the sections that include important forms, some of which must be completed and returned. 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 ID Cards Change in 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 9th during PE Classes* for most 10th 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 student I.D.

Academic Honesty Agreement:

Students are expected to maintain the highest standards for academic honesty while at Mendon High School. Students are expected to complete their own work with fidelity. 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.

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 in a quiet study hall.

First Day of School Procedure:

On the first day of school, you should report directly to your first period class where you will start the day. You will be able to access your schedule through the Infinite Campus portal. If you are having any issues reading your schedule or locating a classroom, please seek out a staff member or Link Leader who will be in the hallways.

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.

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 10th graders 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.

Sophomores May Not Drive to School:

Sophomores are not allowed to 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.) Parking privileges are only for 11th and 12th graders so you will have something to look forward to next year.

Sophomores May Not Leave for Lunch Dismissal:

Again, this is an 11th and 12th grade privilege that you will work towards earning for the following year. Therefore, you should not be leaving campus at any point unless signed out by your parent or guardian.

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, student dress code, and electronics and cell phone use.

Save the Dates:

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

As we start this new school year, Vikings, we want to remind you that we are all here to help you succeed academically, emotionally and socially. If you have any questions, concerns or need any help, please reach out to any of our faculty and staff members. We are all looking forward to a great school year!

Melissa Julian
Principal

Andrea Lynch
Assistant Principal
Last Names A – L

Laura Hefner
Assistant Principal
Last Names M – Z