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# Pittsford Schools

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Dear MHS 9th Grader and Family,

Welcome to Pittsford Mendon High School! We are excited to have you join our learning community and hope you are looking forward to the new school year. Your 9th grade school year can be both an exciting and apprehensive time as you are entering a new chapter in your educational careers. It is important to know that we are all here to support you academically, socially, and emotionally during your four years with us. We want you to find success, but it's important to remember this will be different for each one of you. Our one request is that you come to school every day being your best self, doing your best and making a difference.

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 to us. You can also find some of this information on our website in the Back to School section.

### **9th Grade Student Orientation:**

We will have a 9th Grade Orientation on **Tuesday, August 27th, from 8 a.m. until 12 noon**, conducted by Mendon High School's Link Crew. During that time, you will meet with 11th and 12th graders, take a tour of the building, receive your schedule, etc. We look forward to meeting you on that day!

### **9th Grade and New Student Family Meeting:**

We will have a **9th Grade and New Student Family Meeting on Tuesday, August 27th, from 8:00 - 9:00 a.m.** All parents/guardians are encouraged to join the Mendon Administrative team, in our Mendon High School Auditorium for an orientation. This is an opportunity for each of our newest family members to begin the transition of becoming part of our MHS community. This meeting is intended for parents/guardians only.

### **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 a student medical emergency. This form will be mailed home to you and if there are changes, send it back to school with your student.

### **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 child. This helps our attendance clerk with updating regular and accurate attendance.

### **Student Pictures:**

School pictures are scheduled *for September 9th during PE Classes* for most 9th 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.

### **Student ID Cards:**

*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.

### **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 door at the Main Office. For everyone's safety, students should never knock on any door or window to be let into the school through any other entrance at any time during the school day.

**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 be in the Commons in the quiet study hall.

**First Day of School Procedure:**

On the first day of school, you should report directly to your 1st period class. You will receive a hard copy of your schedule at orientation, and you will be able to access your schedule on Infinite Campus. There will be Link Crew students and staff members available to help if you need assistance locating a room or reading your schedule so ask any questions you may have.

**Internet Access and 1:1 Initiative:**

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. 9th graders will receive a new school issued laptop to take home and use over the course of the year. This will be done through your social studies class during the first week of school.

**Cell Phone Use:**

As 9th 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.

**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 general 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, academic honesty, 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**.

Again, we all look forward to your arrival at Mendon High School! We cannot wait to get to know each one of you and help you on your journey. If you have any questions, please feel free to call one of us. We hope to see you at 9th Grade Orientation. Enjoy the rest of your summer!

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Principal

Andrea Lynch  
Assistant Principal  
Last Names A – L

Laura Hefner  
Assistant Principal  
Last Names M – Z