
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

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Dear New MHS Viking and Family,

Welcome to Pittsford Mendon High School! We are excited to have you join our MHS community and hope you are looking forward to the school year. Transitioning to a new school can be hard, but we will do our best to support you during this process. We are here to help you succeed, so please reach out to our staff members, teachers, counselors, or administrators.

Please be sure to review all of the following information as there are *some documents that must be completed and returned to us*. You will also find some of this information on our website in the Back to School section.

New Student Family Meeting:

We will have a 9th Grade and New Student Parent/Guardian 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.

Grade 9 New Student Orientation:

We will have a 9th Grade Orientation on **Tuesday, August 27th, from 8 a.m. until noon**, conducted by Mendon High School's Student Link Crew. During orientation, you will meet 9th grade students, take a tour, etc.

Grades 10-12 New Student Orientation:

We will have a New Student Orientation on Tuesday, August 27th, from 12:30 pm – 2:00 p.m for anyone going into grades 10-12, conducted by some of Mendon High School's Link Crew and staff members. There will be a school tour and time to meet some staff and students. Additionally, we will have technological support available to set up your MHS accounts, introduce you to Office 365 and other important technology we use here at Mendon. We all look forward to seeing you on that day! **Please RSVP to the Principal's office at 267-1602 by August 23rd.**

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. 2

Morning Arrival Procedures:

School doors open at 7:00 a.m. on school days. No student will be able to enter the school until 7:00 a.m., to ensure proper supervision. Students who arrive on campus after 7:40 a.m. during the school day will only be able to enter the school through the main entrance attached to the Main Office. Students should never knock on any door or window to be let into the school at any time of 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 or receiving academic assistance or meeting with a club. For those staying for sports or taking the RTS bus home, they 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 to start the day. You can check your schedule prior to the first day using Infinite Campus, if you have it set up, or go to Counseling to receive a copy. There will be Link Crew students and staff members available to help if you need assistance locating a room or reading your schedule, so please be sure to ask.

Buying Your Lunch in the Cafeteria:

Information regarding school lunches and how to register for the automated lunch program may be found inside the district calendar that was mailed to you, as well as on the PCSD district site at [Food Service - Pittsford Schools](#). The district calendar can be found on the Pittsford Schools website at [Calendar - Pittsford Schools](#). Printed copies of the calendar will be available at the New Student Family Meeting if you did not receive one.

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.

Student Pictures:

School pictures are scheduled *for September 9th and 10th during PE Classes*. 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.

Student I.D. 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.

Late Arrival/Early Dismissal Privilege:

Juniors and Seniors 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 do not have class 9th or 8th and 9th period and wish to leave early must complete the **Early Dismissal Form**. These forms can be found in the main office or online on the [Back to School](#) page. Completed forms, including parent/guardian signature, can be returned to the main office.

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 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**.

Vikings, everyone at Mendon wants you to have a great experience and a wonderful school year. If you have any questions, concerns, or need any help, please reach out to any of our faculty and staff who are here to help you. We are looking forward to a new school year and getting to know each one of you and how you can enrich our school community. In addition to watching you do your best, be your best and make a difference.

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Principal

Andrea Lynch
Assistant Principal
Last Names A – L

Laura Hefner
Assistant Principal
Last Names M – Z