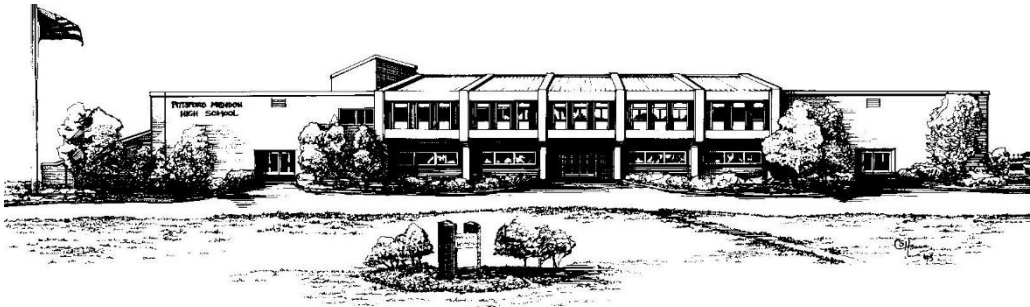


# **Pittsford Mendon High School**

## **2025 – 2026 Family/Student Handbook**



### **Pittsford Central School District Mission Statement**

*The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.*

*The Pittsford Central School District does not discriminate in access, admission, employment or treatment of participants in any of its programs and activities on the basis of race, religion, age, sex, color, handicapping condition or ethnic or national origin. Inquiries regarding concerns, complaints or other compliance issues related to Title IX and/or Section 504 may be addressed to Shawn Clark, Director of Human Resources at the District Administration Building, Pittsford, New York, 14534. Telephone: (585)267-1000*

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## I. General Information

### A. Pittsford Mendon High School Telephone Numbers

Mendon High (Switchboard) .....	267-1600
Library Fax Number .....	385-2828
District Phone Number (Main Switchboard).....	267-1000
Counseling Fax Number .....	385-2369
Main Office Fax Number .....	385-1679
Health Office Fax Number.....	385-1680
Ms. Melissa Julian, Principal .....	267-1602
Ms. Lanu Abrol, Secretary Principal Office .....	267-1602
Ms. Andrea Lynch, Asst. Principal (A-L) .....	267-1604
Ms. Stephanie Barg, Asst. Principal. (M-Z).....	267-1603
Ms. Mary Beth Burke, Secretary Assistant Principal Office .....	267-1605
Ms. Laura Connard, Attendance Secretary .....	267-1609
Ms. Elizabeth Hoagland, Ms. Stacey Kubiak, Nurses .....	267-1640
Ms. Alizah Khan, Main Office Secretary .....	267-1600
Mr. Eric Domroes, School Counselor.....	267-1660
Ms. Whitney Raymo, School Counselor .....	267-1660
Mr. James Englerth, School Counselor .....	267-1660
Ms. Christine Touranjoe, School Counselor .....	267-1660
Ms. Megan Brown, School Psychologist.....	267-1607
Ms. Chris Magee, School Social Worker.....	267-1660
Ms. Lashanda Clark-Mccadney, College and Career Office .....	267-1617
TBD, Secretary Counseling Office .....	267-1660
Mrs. Anne Dunning, Secretary Counseling Office .....	267-1660
Ms. Mary Marinaccio, SST Assistant .....	267-1610
Ms. Kristin Rohlf, Registrar .....	267-1627
Ms. Christin Keller, Internship Coordinator .....	267-1616
Ms. Sheila Solomon, Faculty Secretary .....	267-1621
Mr. Samuel Bell, Audio Visual.....	267-1613
Art Department.....	267-1612
Box Office (Mendon High Student Productions) .....	267-1614
Business Department.....	267-1615
Cafeteria .....	267-1675
Custodian .....	267-1655
English Department.....	267-1620
Foreign Language Department .....	267-1624
Health Department .....	267-1622
Library .....	267-1625
Math Department .....	267-1634
Music Department .....	267-1626
Physical Education Department.....	267-1611
Science Department.....	267-1628
Social Studies Department .....	267-1629
Special Education .....	267-1631
Speech Therapist .....	267-1632

## II. School Procedures

### A. Attendance

All students are expected to arrive at school in time for the beginning of first period class at 7:40 AM. Any arrival after first period has begun is considered to be a late arrival.

Students are expected to be present and punctual for school each day. On the odd occasion when a student is arriving late to school, as defined above, they must accurately sign in at the front door using the QR code. If a student is unable to access the QR code, they must sign in on the designated sheet of paper at the front desk. When sickness or a family emergency causes a student to be absent, a parent/guardian should telephone the attendance office secretary by 7:40 AM if at all possible. Doing so will help our attendance office to better ensure accurate records and will eliminate the need for our secretary to contact a parent/guardian later in the day. Email notifications are automatically sent when student attendance is unknown or unexcused, including vacations.

**Attendance Office - 267-1609 or email [mhs\\_attendance@pittsford.monroe.edu](mailto:mhs_attendance@pittsford.monroe.edu)**

If a call is not received, the attendance office will call the parent/guardian at home or at their place of employment. Upon returning to school, the student should bring a written note signed by a parent/guardian or a parent/guardian must make a call or email the Attendance Office. Absences not covered by a written excuse or phone call are declared unexcused. It is the responsibility of the student to submit an excuse within three days of their return to school or detention may be assigned.

As adopted in the Pittsford Central Schools Board of Education manual, Policy #7110, the following reasons for absence are excused:

- Sickness
- Sickness in the family
- Death in the family
- Religious observance
- Court attendance
- School music Lesson
- DMV Road Tests
- Impassable roads or bad weather
- Approved school visits
- Medical appointment
- Approved cooperative work program
- School-sponsored activities
- Approved employment visits
- Activities in which students are representing the school or district
- Principal approved educational experiences
- Death of a close friend, military obligation, or other reason as approved by the superintendent

All other reasons for absences and tardiness will be considered unexcused. The following are examples of unexcused for tardiness or absence:

- Oversleeping
- Late ride
- Missing the school bus
- A note which states, "Please excuse \_\_\_\_\_ for being late" with no legal explanation



- Traffic delay

Consequences for unexcused absences (truancy) are detailed in the **Student Rights and Responsibilities** section of this handbook.

## B. Tardiness

On the odd occasion when a student arrives late to school after 7:40, they must accurately sign in at the front door using the QR code. If a student is unable to access the QR code, they must sign in on the designated sheet of paper at the front desk. A note signed by the parent/guardian or a parent/guardian phone call explaining the reason for tardiness should be sent to the Attendance Office secretary. If it is an unexcused tardiness, appropriate action will be taken by the Assistant Principal in accordance with the Truancy Policy presented later in this handbook. Students who are tardy unexcused for more than half a class period will be considered absent from class, and will be marked accordingly.

### 1. Regular Daily Schedule

Period	Time	Minutes
1	7:40 – 8:20	40
2+Homeroom	8:24 – 9:13	49
3	9:17 – 9:57	40
4	10:01 – 10:41	40
5*	10:45 – 11:25	40
6*	11:29 – 12:09	40
7*	12:13 – 12:53	40
8	12:57 – 1:37	40
9	1:41 – 2:21	40
* Lunch Periods		

### WIN Schedule

Period	Time	Minutes
1	7:40 – 8:15	35
2 (No homeroom)	8:19 – 8:54	35
3	8:58 – 9:33	35
WIN	9:37-10:12	35
4	10:16 – 10:51	35
5*	10:55 – 11:35	40
6*	11:39 – 12:19	40
7*	12:23 – 1:03	40
8	1:07 – 1:42	35
9	1:46 – 2:21	35
* Lunch Periods		

### 2. Occasional Dismissal

There are occasions when a student must be excused during the day for a medical appointment, driver's test, etc. Students are required to submit written permission from a parent/guardian to the attendance

office or a parent/guardian must call the attendance office before the student plans to leave. Upon leaving, students are to sign out in the Attendance Office indicating when they are leaving, and/or returning after being excused for part of the day. **School personnel cannot allow a student to leave the building without written parent/guardian permission.** These rules apply to the entire student schedule. To keep absences at an absolute minimum, please arrange appointments far enough ahead to be scheduled outside of school hours.

### **3. Late Arrival**

With parent/guardian consent, 11<sup>th</sup> and 12<sup>th</sup> grade students may request to have permanent late arrival on days when they do not have scheduled classes at the start of the school day. Late arrival permission forms are available in the main office throughout the year or on the Back-to-School page of the website and must be signed by a parent/guardian. Individual student ID cards will reflect this permission, and students must show this ID card at the front desk when arriving to school. All students who have this permission must enter through the front entrance only and sign in with the personnel at the front desk, or this privilege will be revoked. **Schedules will not be changed for the sole purpose of acquiring this permission.**

### **4. Early Dismissal**

With parent/guardian consent, 11<sup>th</sup> and 12<sup>th</sup> grade students may request to have permanent early dismissal on days when they do not have classes at the end of the school day. Early dismissal permission forms are available in the Main Office throughout the year and on the Back-to-School page of the website and must be signed by a parent/guardian. Individual student ID cards will reflect this permission and students must be able to produce this card when requested. **Schedules will not be changed for the sole purpose of acquiring this permission.**

### **5. Homeroom Attendance**

Homeroom is conducted at the beginning of 2nd period for 9 minutes starting at 8:24 am, except on WIN days.

- All students are expected to attend homeroom.
- Students may stand and participate in the Pledge of Allegiance to the flag in an appropriate manner. Any student who makes a conscious choice not to participate in the Pledge of Allegiance should remain seated and quiet throughout the recitation of the Pledge.
- Students will be seated and quiet during the reading of the daily announcements or video announcements.
- Students will respond appropriately during attendance procedures as directed by the teacher.
- Students absent or late to homeroom for an unexcused reason may be assigned detention after the third offense and may be assigned in-school suspension for subsequent offenses.
- Students must come prepared to homeroom with materials for 2<sup>nd</sup> period.

### **6. Study Halls**

9<sup>th</sup> and 10<sup>th</sup> grade students are assigned to a study hall during non-class periods starting the first day of school and attendance is monitored. Students must report to study halls at the start of each assigned study hall period. Students may sign out to see a teacher with a preassigned pass or go to the library if space permits. Students may not sign out to go to the Commons.

### **7. High School Homework Guidelines**

#### **a) Rationale**

Homework is an important component of learning. It creates an academic opportunity for all students. Homework is designed to serve a variety of purposes in the education of our students including:

- preparing for and reinforcing classroom learning
- preparing for post high school opportunities
- increasing the likelihood of academic success
- providing opportunities for application of skills and content
- promoting the development of life skills:
  - critical thinking
  - time management
  - independent work habits
  - responsibility
  - self-discipline
  - academic integrity

#### **b) Guidelines**

*Homework is given to create a learning opportunity for all students.*

These guidelines should provide a reference point. It is difficult to estimate how much time should be spent on homework. However, on average, we expect a high school student to spend approximately ten to twelve hours per week completing out of class assignments. The time may vary based on course load, level of difficulty, individual abilities and learning styles, and time management skills. As the student progresses through high school, time spent on assignments may increase. If excess amounts of time are needed to complete homework, parents or guardians and/or students should talk with the teacher.

Homework is checked as a measure of accountability. Grading will vary according to subject area, course expectations (Regents, Honors, Advanced Placement etc.), the unit being studied, and the level of mastery expected.

When homework is turned in late using the Teams platform, it is the expectation that students notify the teacher that the work has been turned in. Teams does not alert teachers when assignments are turned in after the due date. Any work that is turned in late will not be graded or entered into Infinite Campus immediately.

Many religious observances prohibit students from spending any time on schoolwork. Students *will* be given a reasonable time to make up for the missed class work and *will not* be penalized for missing classes. Even if class work was provided before the absence, teachers realize that many holy day observances do not allow students to complete any schoolwork while they are out due to considerable family obligations. Therefore, teachers *will not* expect students to return ready to take missed tests or quizzes or to have completed assignments on the first day back to school.

Any assignments over an extended school vacation will reflect sensitivity to the students' need for recreation and family time.

#### **c) Responsibilities**

##### **Student**

- Record all assignments in the planner/agenda.
- Be sure assignment directions are understood before leaving class.
- Complete assignments on your own unless otherwise instructed by your teacher.
- Budget time properly for long-term assignments.
- Be responsible for completing home assignments on time for classes missed due to music lessons, field trips, etc.
- Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.
- Request make-up work for classes missed due to absences.

- Make up missed homework within the time frame designated by the teacher and inform the teacher if turned in using Teams.
- Check the teacher's/classroom Teams platform for updates and information.

#### Faculty

- Establish and communicate homework guidelines.
- Explain methods used to monitor, review, and assess/grade homework to students and parents/guardians.
- Communicate consequences for not completing homework within the established time frame
- Schedule "check points" for long-term assignments.
- Clearly explain the make-up policy for students who are absent from class.
- Communicate with students and parents/guardians when problems arise regarding assignments.
- Communicate to parents/guardians a description of the types of involvement that are acceptable.
- Use the Teams platform to communicate assignments.

#### Parent/Guardian

- Communicate with the teacher when problems or difficulties arise.
- Promote a positive attitude towards homework by encouraging and motivating your child.
- Promote independence, academic integrity, and self-advocacy.
- Provide assistance to the degree appropriate as instructed by the teacher.
- Monitor progress and time management with regard to long-term assignments and projects.
- Be aware of the district guidelines regarding absenteeism and make-up of schoolwork.
- Help your child by planning trips and doctor appointments when school is *not* in session. Do not ask teachers to provide assignments in anticipation of children being absent from school because of family pleasure trips or for other unexcused absences.

#### d) Homework Requests

When a student is absent for more than two days for an excused reason, the school will honor homework requests. Requests must be made to the classroom teachers through email or Teams.

### 8. Guest Procedure for School Day Visitors

Guests at Mendon may occur when a student is considering enrollment in our school within the next year and either currently lives outside of the Pittsford School District or attends a private school. In such cases it is expected that the prospective student and a parent/guardian will first meet with a counselor in order to learn about our school and programs. Once this meeting has occurred, the parent/guardian may request an exemption to our rules in order to provide their child with a one-day opportunity to shadow a current MHS student. All other normal procedures and expectations for an approved guest visit will be applied and shall be initiated with the office of the Director of Student Services.

### 9. Student Lockers/Gym Lockers

A locker is assigned to each student for the purpose of storing books, materials, coats, cell phones and other electronic devices, etc. The locker remains the property of the school and is subject to the general jurisdiction of school authorities. **All students are urged to keep their lockers locked and not to share locker combinations or lockers.** No one is to exchange lockers without administrative approval. Students with locker problems should report them to the Main Office Secretary. Students are encouraged to lock up valuables to prevent theft. Gym lockers will not be available for PE classes, but students should store valuables in their student locker and be dressed to participate in the current PE curriculum on days that they are present for PE class. Changing for PE class will not be required, provided that the student's attire is appropriate to participate.

### 10. Care of Personal Property

A student's personal property is the sole responsibility of the student. Students should not bring large sums of money or valuable/irreplaceable personal items to school. Under no conditions should money or

valuables be left lying around loose. All electronic devices must be stored and locked in student lockers for the duration of the school day. Students may report any theft to their Assistant Principal and complete a theft report.

#### **11. Commons**

The cafeteria provides both a full lunch and a la carte service. Free and reduced-price lunches are available to students who qualify and apply. Students should see the Main Office secretary to apply for this or see the application in the district calendar or on the district website at the [link](#) located in the Food Service section. The snack bar is open before school for limited breakfast options. Vending machines are also located in the Commons area and accept cash and credit.

#### **12. Emergency School Closing**

If the Superintendent deems it necessary to close school because of weather conditions or otherwise, announcements will be made on radio and television stations as early as possible prior to the opening of school. In addition, this information will be sent through the District's Urgent Messaging System and can be found on the district homepage. If the district should be required to close for a longer period of time, communication on learning plans will come from the Superintendent of the school district.

#### **13. Fire Drills/Evacuation**

By law, and for the safety of all, eight fire/evacuation drills are held during the school year. Students should follow building exit procedures as posted in the classroom and exit the building in a quiet and efficient manner with their class and classroom teacher whenever the fire bell is sounded. Unless specified directions are given to the contrary, reactions to the fire alarm must be automatic and unquestioned.

Once students and faculty have exited the building, they should move away from the building, remaining with their classroom teacher in order to have accurate attendance taken. When the class moves away from the building, they need to make room for others who follow and not interfere with the fire department in the event of a real emergency.

When the fire alarm rings during a special event such as a concert or play, students and guests are to exit the building immediately and should not attempt to locate friends or family members prior to exiting. We recommend that families have predetermined meeting places outside the school to reunite following a fire drill.

At times, it may be necessary to conduct an evacuation drill that includes full school attendance and alternate location for bus loading.

#### **14. Shelter-In-Place Drills**

By law, and for the safety of all, periodic "shelter-in-place" drills may be conducted during the school year. The purpose of this type of drill is to ensure a means for school administrators to have all students, staff, and visitors remain where they are when unexpected circumstances require the need. Our objective is to hold in place, quickly evaluate the situation we are dealing with, and then communicate any additional instructions that are needed.

During a shelter-in place, students will remain in their classrooms and staff may lock their doors. Students who are outside of the classroom at the commencement of the drill will move into the closest classroom area. Visitors who are not in a classroom or office area at the commencement of the drill will move either to the Commons or the Main Office, whichever is closest. Students and visitors in the

Commons will move to the Auditorium or will remain in the Commons and await further instructions from the designated adult in that area. The Assistant Principals will be in direct radio communication with the Principal at all times. An announcement will be made when the drill has been concluded.

#### **15. Lock-Down Drills**

State Law requires schools to conduct four lockdown drills annually to prepare students and staff for potential threats. The goal is to immediately clear hallways, lock doors, take positions out of sight and to practice going into a protective posture as quickly as possible. Students and staff are to remain hidden out of sight until released by law enforcement or a designated safety representative. Students will not be released until an administrator or designee personally releases the classroom. NYS regulations require school districts to notify families in advance of lockdown drills, for the purpose of a supportive environment for all. This information will be distributed via our Infinite Campus messaging system.

#### **16. Animals Brought on Campus**

As a general rule, due to health and safety concerns, no one is permitted to bring an animal to school. Exceptions are only made for specific educational purposes and require prior approval of the building Principal.

#### **17. Announcements**

The Daily News will be read over the P.A. or shown with a video during homeroom each morning. On WIN days, announcements will be available on the school website. All announcements must be related to school activities and must be a recognized student organization or school sponsored. Students must submit appropriate announcements to the Main Office Secretary by 2:00 p.m. on the day prior to when they will be read.

#### **18. Hallway Posters and Flyers**

The only materials that may be posted in hallways, stairwells and the Commons are those that are sponsored by the school or a recognized student organization or given special approval by an administrator.

When recognized student organizations wish to post information the following expectations must be followed:

- All posters must be reviewed and approved by the faculty advisor to the student organization and must include the signature of an administrator on the poster at the bottom.
- The name of the sponsoring organization must be indicated on the poster or flyer.
- The student organization is responsible for taking down the posters when appropriate and materials should not remain posted beyond two weeks.

#### **19. Campus Parent/Guardian Access to Student Information**

Through our network "Infinite Campus Parent/Guardian Portal", parents/guardians are provided with direct access to a variety of current information relative to their child. Currently this information includes the following:

- Student Progress Grades
- Report Cards
- Interim Reports
- Student Schedule
- Results for Previous State Assessments Taken

- Attendance
- Student Fees

In order for a parent/guardian to register for access and to maintain confidentiality, parents/guardians must register in person and provide appropriate photo ID. This one account can be set up for accessing information on all children in the family. Once a parent/guardian has registered and has a username and password, this username will remain valid regardless of what school the child is attending each year.

Parents/guardians who are new to the district, or who may not have ever registered for this access in the past, should contact our Registrar at 267-1627 to make an appointment to come to school, complete the registration form, and show appropriate ID.

## **20. Student Campus Access to Student Information**

Students also have access to their own student Infinite Campus portal. Students who have had access previously continue to have the same access each year, even if that access was while in a different PCSD school. Any student who is new to the district should see the Main Office Receptionist on the first day of classes, in order to obtain instructions on how to immediately access their account. Students should **not** use their parent's/guardian's login for the system as there are different items for each account.

## **21. Communication to Parents/Guardians**

PCSD uses the Infinite Campus Messenger system in order to provide timely and pertinent information to parents/guardians. This system automatically provides urgent notifications via phone calls, emails and text alerts to parents/guardians and staff members. Updated contact information for families is essential for this system to be effective. MHS Morning Announcements & News are emailed to all parents/guardians on the MHS distribution list daily, as well as posted on the MHS website at [Morning Announcements from MHS \(pittsfordschools.org\)](http://www.pittsfordschools.org). Parents/guardians need to sign up for the distribution list in order to receive the announcements.

### **PTSA E-news:**

The Pittsford District PTSA organization independently operates their own separate email messaging system. This system provides parents/guardians with information that the PTSA offers regarding a variety of topics and resources that they believe may be useful to fellow parents/guardians. To register, visit their website at <http://www.pittsfordptsa.net> and follow the instructions on their website.

## **22. Student Drop-Off and Pick-up**

All students being dropped off or picked up by private vehicles at the beginning or end of the school day are to use the drop-off area immediately in front of the main entrance doors at the front (West side) of the building. All students being dropped off must use the main entrance and follow the sign in procedures, as this is the only monitored exterior door.

**It is illegal to pass a stopped school bus with lights flashing on school, as well as off school property.**

## **23. Visitor Parking and Sign-in**

There are handicap accessible visitor parking spaces along the front of the building. All other visitors must park at the stadium/ North parking lot. After parking, all visitors must enter at the main entrance (West side) of the building and sign in. Upon signing in, please be sure to inform the main office that you parked in that area in case we need you to move your vehicle.



All visitors are required to sign in at the main entrance to the building using the Visitor Aware software in the vestibule, which requires an ID. If you would like to pre register for a Visitor Aware account, please visit: [Mendon High School Visitor Self Registration | Visitor Aware](#). Visitors must wear their visitor pass while on campus during regular school hours. All visitors should also sign out when they leave. More information about visitors can be found here: [Pre-register on Visitor Aware to Speed up School Entry Process | Posts Detail](#)

### **III. Academic Program**

#### **A. Program of Studies**

A wide variety of courses provides students an opportunity to plan a high school program tailored to their individual needs and interests. The [Program of Studies](#) booklet describes all of the courses offered. The booklet is updated each January and will be in document form on the MHS website before the selection process for the following year begins.

#### **B. Course Selection**

Students select courses in early February for the following school year. Teachers and counselors provide academic advisement, and a special Parent/Guardian Information Night is held. The course requests made by students in February determine the number of classes to be held so it is very important their choices are accurate.

#### **C. Minimum Course Load**

Students at all grade levels are required to take a minimum of five courses (five credits) plus Physical Education.

#### **D. Graduation Requirements**

The *Program of Studies* booklet describes the Graduation Requirements. [High School Curriculum \(pittsfordschools.org\)](http://pittsfordschools.org)

#### **E. Regents Science Laboratory Requirement**

The laboratory requirement for entry into a Regents science examination is a minimum of 1200 minutes of lab **with satisfactory** laboratory reports.

#### **F. Course Prerequisites**

The purpose of setting course prerequisites is to better ensure that students are entering a course curriculum that they are appropriately prepared for and that will be at a level of challenge that will best promote their learning in a positive way. Teacher recommendations are processed between January and early March, as enrollment numbers are critical from March to April in determining staffing and sectioning needs. However, it is also important for teachers to have a chance to revisit their recommendations as we approach the end of the year, as this provides a more complete picture of the student's true readiness. In addition, should there be a parent/guardian and/or student request to reconsider a course recommendation when that recommendation is specifically listed as a course prerequisite, it is essential that the decision still remain with the teachers who have the most knowledge of the student, the course the student is currently in, and the curriculum and level of student work that will be required in the course they are interested in taking next year.



## G. Prerequisite Decision Challenge Process

Teachers will follow the process designated by their school in order to provide their recommendations in the January to early March time period.

A system specific to each school will be in place to communicate those recommendations to students and their parents/guardians.

After the **conclusion of the third marking period**, teachers will review their previous recommendations in order to determine if the additional information they have about a student might cause a change. **If there is a change** from the original recommendation, the teacher will communicate to the parent/guardian and the student's counselor in writing by **no later than May 15<sup>th</sup>**.

Should a parent/guardian or student wish to **challenge a prerequisite decision** at any point in this process, they must do so **no later than June 1<sup>st</sup>** of that same school year. Forms needed to initiate such a challenge may be obtained from the child's counselor.

Challenges will be reviewed by the teachers at the school the student is currently enrolled in, and a **final decision will be made prior to the end of that school year**.

**No parent/guardian/student challenges will be reviewed during the summer vacation months.**

## H. Adding/Dropping a Course

Please seek out an administrator or the student's counselor if you feel a schedule change is in order.

### 1. High School Course Withdrawal Process and Timelines

All requests for schedule changes must be initiated through the Counseling Office. Students should obtain a form from their counselor, which must be signed by parents/guardians and teacher and then returned to the Counseling Office.

Students may withdraw from a course, **without a withdrawal notation on their transcript**, according to the following parameters:

- Full year course: up to, and including, 10 school days after the end of the second marking period
- First semester course: up to, and including, 10 school days after the end of the first marking period
- Second semester course: up to, and including, 10 school days after the end of the third marking period

If a student wishes to withdraw from a full year course anytime between 11 school days after the end of the second marking period and 10 school days after the end of the third marking period, a **withdrawal notification** will be recorded on the student's permanent record card.

Students are **not allowed to withdraw** from a course according to the following parameters:

- Full year course: any time after 10 school days after the end of the third marking period.
- First semester course: any time after 10 school days after the end of the first marking period.
- Second semester course: any time after 10 school days after the end of the third marking period.

In cases of extenuating circumstances, students may appeal in writing to the Principal for a waiver of the above procedures.

### 2. Course Level Changes During the School Year

On those very rare occasions when it is agreed that a student should change levels within the same high school credit bearing course, the following guidelines will be followed:

- Changes from a higher level to a lower level of the same course must occur no later than the 22<sup>nd</sup> week of the course.

- Changes from a lower level to a higher level of the same course may only occur when initiated by the current teacher and with the consent of the teacher receiving the student.

Dealing with grades when such a change is made:

- The grade transfers with the student without any adjustment. At the discretion of the teacher, and when sufficient assessments are available, an adjustment may be made to properly reflect the student's performance in the new course. The teacher may wait until all assessments, including the final examination, have been completed before making this decision.

## **I. Grade Promotion Policy**

To be considered a junior, a student must have successfully completed 8 units of study including 2 units of English, 2 units of Social Studies and 1 unit of Physical Education. Any student who does not attain junior status will continue to be assigned to study halls and will not be eligible for Lunch Dismissal, late arrival or early dismissal privileges.

## **J. Communication of Student Grades**

PCSD middle and high schools do not print and mail home paper report cards. Following the end of each marking period, parents/guardians will be notified via Infinite Campus Messenger when their child's report card is ready to view in the Infinite Campus Parent/Guardian Portal.

Parents/guardians will be able to continue to track their student's progress on a regular basis in Campus Parent/Guardian. The report card, when available for viewing, will look exactly like the report parents/guardians are accustomed to seeing arrive home in the mail. It will include the student's final grades for the marking period, as well as teacher comments. The report card will also have a space where the teacher will give the student feedback on four different learning behaviors. It can be printed from any computer.

Parents/guardians who do not have access to the Infinite Campus Parent/Guardian Portal and wish to continue to have their child's report card mailed home should contact the MHS Main Office to make those arrangements.

All parents/guardians are encouraged to register for access to our network parent/guardian portal, which provides online access to teacher's grade books, in addition to other information stored regarding your child. When questions arise, we encourage you to begin by reviewing this information with your child. If you are in need of additional information, please make direct contact with the teacher.

Midway through each of the four marking periods, teachers prepare interim reports, which will be made available through the parent/guardian portal. These reports are simply temporary assessments of progress provided in order to assist parents/guardians in supporting your child's success prior to the creation of the marking period report card.

A grade of 65.00\* is a passing grade for a course average and on both Regents and Local examinations.  
\*Or a grade of 3 on a Regents Exam.

In calculating final averages, the first semester average, second semester average and final examination are each weighted as specified by District and Department procedures. Citizenship and Effort may be indicated each marking period by an appropriate comment code.

Problems or questions regarding student progress should be directed to the teacher of the course. Problems or questions regarding the printed report card or Infinite Campus should be directed to the Registrar, at 267-1627.

The Instructional Support Team (IST) regularly monitors students' grades and attendance to determine if support is needed. These supports may include structured study hall, support during WIN time, or other support as needed.

#### **K. Student and Parent/Guardian Role in Resolving Instructional Concerns**

From time-to-time questions or concerns arise regarding classroom instruction. Such concerns are most quickly and appropriately addressed through direct communication with the teacher. If questions or concerns arise regarding the instruction your child is receiving, the need exists for students and parents/guardians to follow the process below:

- Begin by speaking directly with the teacher. This is the person who is closest to the issue and best equipped to either clarify what is going on in the classroom or change the approach to best meet a specific need. No teacher can ever act to help solve a problem or concern when they are not aware of the issue.
- If concerns continue to exist even after working with the teacher for a reasonable period of time, contact your child's Assistant Principal so that he or she can facilitate continued discussion with the teacher aimed at addressing the concern.

In the extreme case in which a student and/or parent/guardian are requesting a change in teacher, no consideration will be given to the request without a meaningful effort on the part of the student/parent/guardian to work with the teacher to correct the problem. After such effort, should a change in teacher be considered, both the current teacher and receiving teacher would be included in the decision process. If agreement exists between all parties, the change will be made. If no agreement can be reached, the parent/guardian may submit a written request to the Principal for a final decision. The written request must provide specific reasons for the request. Our experience tells us that most concerns can be positively addressed when the teacher is directly involved in the process.

#### **L. Academic Eligibility Procedures**

##### **1. Extracurricular Attendance Policy**

See Section VII, Attendance Policy for Athletics and Extracurricular Participants.

##### **2. Extracurricular Academic Eligibility Procedures**

See Section VII, Academic Eligibility Procedures, in this handbook.

#### **M. Advanced Placement**

The dates of the Advanced Placement exams are set by The College Board and noted on our district calendar. Days and times of specific exams will be given to students in advance. The intent of the AP Program is to assist students in the mastery of subject matter and preparation for these exams. Each course is designed to provide the opportunity to receive a score of 3 or better on the AP Examination (maximum is 5). **All students enrolled in AP courses are required to take the AP Examinations.** Failure to take the AP exam may result in withdrawal from the course. Students are responsible for paying the cost of AP exams, and if needed, criteria for financial hardship waivers are available in the main office or with the counseling department. Students are responsible for enrolling in their online AP course class section using the join codes provided in the fall per teacher's direction. Students who challenge an AP exam must decide by November 1<sup>st</sup> and make arrangements with the AP Coordinator in the school to seek approval. Typically, students are not permitted to challenge an exam for a course that we offer at Mendon High School. Students choosing to register for an AP exam after November 1<sup>st</sup> will also incur an additional fee from the College Board.

After November 1<sup>st</sup>, students who drop their AP course will still be required to pay a portion of the fee for the exam as set by the College Board.

## **N. Honor Roll**

To qualify for the Honor Roll, students must maintain an 88.00% or better average with no grades below 70.00% for each marking period. (Physical Education or Health are **not** computed in this average but a grade of 70.00% or better is necessary). The Honor Roll is not cumulative. A student who did not qualify for one marking period could do so the next marking period. Students with an INC on their transcript are not eligible for Honor Roll.

## **O. Honor Graduates**

Senior students with an overall cumulative average of 90.00% or better (as indicated on official transcripts), through the first (7) seven semesters of high school are designated as honor graduates. This calculation is based on grades for all completed courses through the seventh semester as well as current grades for courses in progress. Students with an INC on transcript are not eligible for Honor Graduate distinction. These students wear honor cords at graduation and are recognized by the PTSA.

## **P. National Honor Society**

Membership in the MHS Chapter of the National Honor Society requires high standards of scholarship, character, leadership, and community service. The criterion for membership is as follows:

**Scholarship:** Students in their junior year must have a cumulative grade point average over five semesters of 90.00%. This calculation is based on grades for all completed courses through the fifth semester as well as current grades for courses in progress.

**Service:** This quality is defined through the voluntary contributions made by a student during high school to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. National Honor Society will only count community service completed while in high school. Students must log a minimum of 30 hours of community service during their high school years. These hours must be completed prior to when the Student Information Sheet is due. These hours must be logged by the District Community Service Coordinator.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. Students will be asked to provide at least 2 letters of reference for leadership, from people who have seen leadership outside the classroom.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others. The process of determining character is generally done through the interview process and application review.

### **The Process:**

In the spring of each year, 11<sup>th</sup> grade students who maintain a minimum grade point average of 90.00% after five semesters, and who have recorded at least 30 hours of community service hours with the PCSD Community Service Coordinator, will be invited to submit information about their leadership and extracurricular activities. These eligible students will be notified by mail. Students must fill out a Student Activity Information Form and turn it in by the due date. No late information forms will be accepted. The student should make an appointment with their assigned NHS Faculty member for the interview. The interview is an opportunity for the student to add to and expand on any information in the Student Activity Information Form. The student will be notified by mail after the Faculty Council has deliberated. This same process, as outlined above, will be repeated in the fall for seniors who have not yet been inducted in NHS and now have met the minimum grade point average based on six semesters and

community service as of the start of the fall semester. Students with an INC on a current transcript are not eligible for the National Honor Society.

## **Q. Awards Program**

A number of significant awards are presented to students twice during the spring term. First is the *Awards Night* held in the month of May, where we recognize the accomplishments of freshmen, sophomores and juniors. The second is early in the month of June when we conduct a separate *Senior Awards Night*. The Pittsford Parent/Guardian Teacher Student Association (PTSA) is a major contributor to these award presentations.

## **R. College Admissions Testing (PSAT/SAT/ACT)**

The College Entrance Examination Board (CEEB)

*Pittsford Mendon High School* is the test center for the Scholastic Aptitude-Achievement (SAT Subject Tests). See District Calendar for Dates

- MHS School Code Number - 334529
- MHS Test Center Number - 33-762

The Preliminary Scholastic Assessment Test/National Merit Scholastic Qualification Test (PSAT/NMSQT) will be given at Pittsford Mendon High School. See District Calendar for test dates.

*Pittsford Sutherland High School* is the test site for the American College Testing Program (ACT).

**See District Calendar for test dates.**

- MHS School Code Number - 334529
- SHS Test Center Number - 183140

## **S. Library Facilities**

The library media center is open from 7:00 a.m. to 3:30 p.m. Classes use the library throughout the school day. Individuals are welcome to use the library during their study halls, free periods, and before and after school. When a student arrives to the library, they must sign in using the designated QR code.

The library media center has instructional spaces equipped with computers and multimedia projectors as well as quiet spaces for individual or group study and reading. Computers, printers and scanners are available for use by classes and individuals.

It is our goal to maintain a welcoming environment that is conducive to study. Students are expected to respect the quiet environment of the library so that all learners can be productive. There is no food permitted in the library and cell phone use is discouraged.

### **1. Resources**

With its collection of carefully selected books, magazines, online databases, electronic books, digital image archives and streaming media, the library media center provides students and staff with access to millions of high-quality educational resources. As a member of the BOCES School Library System and Rochester Regional Library Council, the library can borrow materials from hundreds of area schools, public and college libraries. The library's Web-based catalog and online resources can be accessed from any Internet-connected computer. At test preparation time, students can borrow from the library's collection of Regents and AP review books.

### **2. Instructional Program**

The library media instructional program is based on the national standards of the American Association of School Librarians. These standards promote inquiry-based learning and foster growth in intellectual curiosity and independent thinking. Working with rich collections of print and online resources, students learn to use multiple information sources and to seek out diverse opinions and perspectives as they construct their own understandings. They learn to use a variety of tools and media to effectively collaborate, communicate and share their knowledge

**We invite you to visit the library's website to learn more:**

[Library / Library at MHS \(pittsfordschools.org\)](http://pittsfordschools.org)

## **T. Experiential Programs**

### **1. Career Internship Program - Grades 11 and 12 (U/S-1/2 Unit)**

PREREQUISITE: LEADERSHIP DEVELOPMENT SEMINAR

RECOMMENDED: BUSINESS DYNAMICS I & II

The Career Internship Program (CIP) is a school-business partnership that provides high school students the opportunity to obtain non-paid, on-site, career exploration experiences. The major objectives of the program are to:

- Provide students with real world experiences to obtain an awareness of interested careers so they make in-formed career and college choices for the future;
- Provide students the opportunity to obtain first-hand understanding and appreciation of the knowledge, skill, occupation outlook and education requirements necessary for various occupations; and
- Introduce students to positive adult role models who can help instill, reinforce and demonstrate important behaviors such as a positive attitude, integrity, ethics, human relations, teamwork, timeliness, good study habits, etc.

This is a NYS accredited course and involves stringent requirements. Summer students need to be prepared to devote their summer to a summer school class. Career exploration opportunities are available for students with limited time.

Students interested in applying should fill out the application on the career internship website prior to February break for an internship that upcoming summer (there are also opportunities during the school year). From there, the coordinator will reach out to have a first meeting. Students will then need to write an interest statement, submit a resume for review and sign a contract.

Acceptance into the program is based on a defined field of interest, have completed the prerequisite coursework, and be in good academic standing. Motivation, availability, class schedule (school year interns), and your own transportation is required. Due to limited mentor availability and their own requirements, students may only participate in one internship through the Career Internship program during their high school experience.

Based on age and legal restrictions as well as Mentor availability, internships cannot be guaranteed. Students who do not meet the criteria may participate in alternate career exploration programs. Please see the career exploration website or contact the career internship coordinator for additional information.

Once the contract has been signed, the student is officially enrolled in the course. In addition to the internship, students will have additional coursework that must be turned in before school credit is granted.

Students have the opportunity to work 40-150 hours (unpaid) with a schedule that is determined by the Mentor. Semester students must have consecutive periods free after 7th period. Summer students must make the internship their summer priority and be available full days for a significant time over the summer.

Interested juniors and seniors may obtain information and applications on the Internship Office webpage.

Credit issued as follows:

40-74 Hours: Unsatisfactory (U) or Satisfactory (S)

75-149 Hours: .25 Credit

150+ Hours: .50 Credit

## **1. Community Service Program**

Community Service Program

GRADES 6-12: 0.25 – 1.0 UNIT CREDIT

Pittsford Central School District's Community Service Program is available to students in grades 6-12. Students can receive credit on their senior transcript by performing valuable and useful service in the community. Information regarding volunteer service opportunities and the required criteria for earning credit are available in the Community Service Office in each middle

and high school, as well as on the PCSD Community Service Department website.

To earn credit on their senior transcript, students must complete a survey form for each organization where they volunteer. Students also need to answer questions related to their volunteer activities and regarding what they learned from the experience. To ensure all volunteer activities meet the required guidelines set forth by PCSD and New York State Labor Law, all forms are reviewed by the PCSD Community Service Department. Students volunteering 10 hours or more will require supervisor/agency verification, while students who volunteer 10 hours or less will only require a parent/guardian verification.

School credit is awarded and placed on the student's senior school transcript when 75, 150, 225, or 300+ volunteer hours have been completed and approved by the Community Service Department. Student's transcripts are updated in June of their junior year and late September, January, and June of their senior year. Electronic summary reports of volunteer service hours are available to be used for college applications and employment opportunities. To receive a summary report, students should contact the Community Service Office in their respective school.

Community Service is encouraged but not required.

$\frac{1}{4}$  credit = 75 volunteer service hours

$\frac{1}{2}$  credit = 150 volunteer service hours

$\frac{3}{4}$  credit = 225 volunteer service hours

1 credit = 300+ volunteer service hours

Students can receive a maximum of 1 full credit throughout their school career. All service contracts must be submitted within one year of service and meet the criteria for community service in order to receive credit. All community service submissions for senior early decision/action applications must be submitted



by September 15 and will be posted on the student's transcript at the end of September. If a student has special requirements, they should contact the Community Service Office in their respective school.

<https://www.pittsfordschools.org/district-wide/career-exploration-community-service>

## **2. Cooperative Work Experience**

Students enrolled in Business or Marketing Education courses who work outside of school for pay may receive credit for work related to the courses in which they are enrolled. The students are coordinated by a certified teacher-coordinator and are evaluated by their employers, their teachers, and the coordinator. Students receive 1/2 unit of credit for each 150 hours of work, up to a maximum of 1 unit (300+ hours) per year. A total of 2 credits can be earned during a student's high school career.

## **3. National Network of Complementary Schools**

The National Network of Complementary Schools is a group of 22 public and private schools which have joined together to serve students by sharing their specialized programs in blocks of 2 weeks. Realizing that the number and range of options which they can individually provide their students is limited, these schools find that by pooling their offerings they can offer students a wider range of experiences. Most of the Network programs are offered because they take advantage of a special strength or resource of a particular school—often based on geographical or historical factors. For example, at the Friends School in New York City, students can avail themselves of special opportunities in the arts by taking courses with practicing artists, musicians and/or published writers (all members of the faculty). The WEBB Schools in California provide students with a unique and intensive program in museum studies and “hands on” fossil preparation in a paleontology laboratory.

Students enrolled in Network member schools can elect any Network program across the country at no cost for tuition, room or board. Students reside in school dormitories or with local families. Transportation costs are normally borne by the student's family. However, some travel scholarships are available for families who cannot afford the travel expenses.

Mr. Coatsworth serves as Mendon's Network Advisor. Written information about the program is available.

## **4. Student International Exchange Program**

The Pittsford Central School District has been involved with Monroe County's ATAD (Association for Teen-Age Diplomats) for a very long time. In addition to ATAD, PMHS students may participate in Youth for Understanding (YFU) and Rotary Exchanges. The international program is a strong positive force for the broadening of cultural relationships, and we are proud to be part of this effort.

Information meetings on the International Exchange Program are held in mid-September for both students and parents/guardians. This meeting is for Juniors and Seniors who wish to study abroad for next summer or the following school year. Sophomores may apply for summer programs. The application process begins in September.

# **IV. Student Services**

## **A. Counseling Center Services**

The senior high counseling staff's role is to provide various kinds of information so that students may make decisions during high school and give assistance to students in their personal, social or academic development. Specific activities listed below are conducted throughout the year for each grade level.



### 1. Freshmen

- Personal and academic counseling
- Development of a flexible four-year academic plan
- Assistance in understanding academic requirements for graduation

### 2. Sophomores

- Personal and academic counseling
- Career exploration — includes administering occupational interest survey and interpretation of results using Naviance: counselor contact with students both in the classroom and individually
- Assistance in gaining pre-college information and course selections for the junior year

### 3. Juniors

- Personal and academic counseling
- Small group meetings in early spring regarding planning process for post high school opportunities
- Opportunities to meet with college representatives, usually from September to December; assistance in learning about registering for college entrance exams
- Continued work with Naviance as a resource for colleges, careers and scholarships
- Assist in course choice for the senior year

### 4. Seniors

- Personal and academic counseling
- Individual conferences with a counselor, before the end of first semester, for post-high school vocational and educational planning
- Opportunities to meet with college representatives, primarily September through December. Parents/guardians are also invited to meet with these college representatives
- Information service regarding topics such as: financial aid, college entrance tests, careers, colleges, etc.
- Continued work with Naviance as a resource for colleges, careers and scholarships

Throughout the year various mailings will be sent to parents/guardians in hopes of keeping them abreast of what counseling services are being rendered. In addition, we provide information through our MHS [Counseling website](#) and Naviance <https://student.naviance.com/mendon>.

## B. Counselor Assignments:

The following chart indicates how students and counselors will be assigned for the coming school year. Students are assigned based on the first letter of their last name as follows:

Freshmen	Class of <b>2029</b>	A – D Mr. Domroes E – K Ms. Raymo L – Rex Ms. Touranjoe Rey – Z Mr. Englerth
Sophomores	Class of <b>2028</b>	A – D Mr. Domroes E – K Ms. Raymo L – Q Ms. Touranjoe R – Z Mr. Englerth
Juniors	Class of <b>2027</b>	A – Fl Mr. Domroes Fo – L Ms. Raymo

Seniors                      Class of **2026**

M – R   Ms. Touranjoe  
S – Z   Mr. Englerth

A – Fr   Mr. Domroes  
Fu – L   Ms. Raymo  
M – Ri   Ms. Touranjoe  
Ro – Z   Mr. Englerth

### **C.        Instructional Support Team (IST)**

The Instructional Support Team (IST) is the primary intervention team at MHS for students who have academic, behavioral, social, or emotional challenges. Students who is referred to the IST may be assigned a case manager, a teacher who has volunteered to work in a one-on-one situation with the student to develop an individualized improvement plan. This plan can include a variety of resources, including, but not limited to supported study halls, after school homework club, and monitoring by the IST. The student's progress is reviewed on a regular basis, and IST also monitors students for academic eligibility, as explained in [Section VII, Academic Eligibility Procedures, in this handbook](#). Please contact your child's Assistant Principal or Counselor for further information on this process.

### **D.        Pupil Service Team**

The Pupil Service Team is composed of teachers, learning specialists, counselors, administrators, the school psychologist, speech language pathologist and, as needed, a school nurse. This team assists parents/guardians, students and faculty in identifying students with special needs and in providing access to services which will help students in their academic and or social/ emotional development. Referrals are made through the Counseling Center.

### **E.        Other Counseling Services**

Our school social worker, Ms. Chris Magee, is available for individual counseling and to facilitate support groups. Appointments can be made directly with the social worker through the counseling office secretary. Information on other services available to youth and their families is readily available on display in the nurses' office, counseling office hallway, or from any counselor, psychologist or administrator.

### **F.        Psychological Services**

The services of a certified school psychologist, Ms. Megan Brown is available at MHS. She is available to meet with individual students, parents/guardians and/or staff members to assist them in working out academic or personal concerns. An appointment can be made by calling 267-1607. In an emergency, please contact your child's counselor.

### **G.        Hearing Impaired Services**

If you plan on attending a school function and wish to request an interpreter, call the Mendon High School Assistant Principal's office at 267-1605. We will contact BOCES with your request. BOCES requires that we give them at least **two weeks' notice** in order for them to obtain an interpreter. You may also email a request to your student's Assistant Principal, whose email can be found on the building webpage.

### **H.        Health Services and Procedures**

Optimal learning requires good health. Health services at Pittsford Mendon High school are provided by the school nurses who maintain student's medical records and medications, provide first aid, screenings, sport clearances and are liaisons between education and health care.

## **I. Student Records**

### **1. Immunizations**

All students entering or attending Pittsford Mendon High school must be fully immunized with the exception of any student having a documented medical exemption. Below are the 2025-2026 New York State immunization requirements for all students:

**Diphtheria Toxoid (DTaP/DT/Tdap/Td) – 3 doses**

**Tetanus, Diphtheria, & Pertussis Booster (Tdap) - 1 dose**

**Polio Vaccine (IPV or OPV) – 3 doses, 4 doses if 1<sup>st</sup> one was received before 4 years old**

**Measles, Mumps, and Rubella Vaccine – 2 doses**

**Hepatitis B Vaccine – 3 doses or 2 doses of adult hepatitis B vaccine**

**Varicella (Chickenpox) – 2 doses**

**Meningococcal Vaccination – Grades 9 – 11: 1 dose, Grade 12: 2 doses or 1 dose if it was received at 16+ years old.**

A detailed explanation of required vaccines is available on the [NYS Website](#).

### **2. Physicals**

A physical examination is required for all 10th grade students and students new to Pittsford Mendon High school. Whenever possible the school recommends the physical be given by the student's personal physician. The school physician, Dr. Robert Tuite, is available for physicals by appointment. Please contact a school nurse to set up an appointment.

### **3. Medications**

In order to administer prescription and/or non-prescription medication, including cough drops, aspirin, etc., to students in our schools we must have written permission from a child's parent/guardian and a licensed prescriber. Prescription medications require permission from a non-parent/guardian licensed prescriber. Medications such as Tylenol, Advil, EpiPen and inhalers may be self-carried with proper documentation. Forms are available in the nurses' office and at: [Mendon High School Health Office](#).

### **4. Illness**

Students who become ill during the school day must report to a school nurse. First aid will be administered as appropriate. If a student must be sent home, the home will be contacted according to the emergency contact information on Infinite Campus. Please review the emergency contact information on the Census sent home, and contact the Registrar if any information needs to be updated. Students who are ill will not be permitted to drive themselves or take a bus home.

### **5. Health Screenings**

- a. Parents/Guardians should screen students at home for any signs of illness before sending students to school each day. Any student that is not feeling well or has symptoms of illness should not attend school, and a parent/guardian should call the attendance line.
- b. During the school year students will be tested for vision and hearing, and scoliosis. If any of the results are significant a referral will be sent home.
- c. Students, staff and visitors are encouraged to mask if ill or experiencing symptoms or have been recently ill.

## **6. Sports**

All students wishing to participate in school athletics must complete the online registration for sports clearances through FamilyID. For more information please visit: [Athletics - Pittsford Schools](#). A new form must be filled out and signed prior to each new sport he/she wishes to participate in. Documentation of a physical within one year of the beginning of the sport and tetanus within 10 years must be on file in the nurses' office. If a student's parent/guardian is a physician, he/she may not conduct the sports physical for the student. One of the school nurses will review the student's submitted medical information and give a list of cleared students to the Athletic Department who will then notify the coaches. Any student who has been absent for five or more consecutive days because of illness or who has sustained a significant injury must give a written medical clearance from their personal physician to one of the school nurses before they can resume participation in a sport.

## **7. Physical Education Excuses**

A school nurse, prior to gym class, must approve all medical excuses from a parent/guardian or a doctor. A parent/guardian may excuse their child for 2-3 consecutive classes with a written note. After that time, a physician's note is required. If the excuse extends beyond two weeks an adaptive program will be planned.

## **8. Injuries**

The student and their parents/guardians must report all school and athletic injuries to the school nurses' office so that proper insurance forms are processed. In addition, it is important that injuries occurring during the hours of the school day be reported by the student to a nurse so that first aid may be administered. In the event of a serious injury, parents/guardians will be informed at once so the choice of treatment may rest with them.

## **9. School Accident Policy**

The Pittsford Central School district carries a School Accident Policy with Pupil Benefits Plan, Inc. A flyer with descriptive information is available in the nurses' office. If a student has a school-associated injury or an in-season sport's injury, a school nurse should be informed immediately.

## **10. Work Permits**

Minors under 18 are required by law to have a work permit in order to be employed either full or part time in most positions.

Applications are available in the Counseling Center. The application must be completed and signed by the student and a parent/guardian and returned to the office together with written proof of a physical examination within the last twelve months. You will then be issued the required work permit, which is given to the employer who keeps it on file for the period of employment. Upon termination of employment, the work permit is returned to the student for use in other possible employment.

**Please refer to the Specific Rules Under the New York State Child Labor Laws:**  
[Workforce Protections | Department of Labor \(ny.gov\)](#)

# **V. Student Activities**

A wide variety of extra-curricular activities exist at Pittsford Mendon High School, and the list can be found on the school webpage. Students may join an organization by listening to the morning announcements or may contact the advisor.

Eligibility to participate in clubs is governed by the same rules as applied to Academic Eligibility in Athletics.

Each student organization is advised by a qualified faculty member and activities undertaken by a student organization are supervised by the advisor, a member of our faculty/staff, or a parent/guardian. Advisors are to be present at all meetings of student organizations.

## **VI. Student Rights and Responsibilities**

### **A. Board of Education Policy**

*ALL PITTSFORD MENDON HIGH STUDENTS ARE EXPECTED TO COMPLY WITH THE PCSD BOARD OF EDUCATION POLICY WITH RESPECT TO SCHOOL CONDUCT AND DISCIPLINE AS LISTED BELOW ON ALL SCHOOL GROUNDS, AT ALL SCHOOL FUNCTIONS, AND ON THE BUS.*

#### **PITTSFORD CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION POLICY**

##### **SCHOOL CONDUCT AND DISCIPLINE**

The Pittsford Central School District's CODE OF CONDUCT ON SCHOOL PROPERTY for students/schools can be accessed from the link below which takes you to the District's Code of Conduct. The CODE is BOE Policy # 3410. It can be read in its entirety by visiting the District Website.

### **B. Mendon High School Rules and Regulations**

In addition to the Board of Education Policy, specific rules and regulations are in place at Pittsford Mendon High School. In addition to the Board of Education Policy, specific rules and regulations are in place at Pittsford Mendon High School **and Thornell Farm Park during school hours**. The purpose of these rules is to promote an excellent atmosphere for learning. Students who violate these rules will be subject to disciplinary action. The following pages provide guidelines regarding specific issues. The Assistant Principals are responsible for implementing disciplinary consequences and decisions regarding individual situations are subject to their judgment based on thorough investigation of the information available.

### **C. General Expectations for Student Behavior**

School is a "workplace" for students as well as staff. It is a workplace devoted to the highest standards of academic and social performance. Courtesy and respect for self, other students, faculty and staff is expected at all times. Student use of language should be appropriate for this workplace. Profanity is not accepted in school or on school grounds. Actions such as threatening a student or staff member, swearing at a student or staff member, harassing, fighting, stealing, making prejudicial remarks (including hate speech or racial, ethnic or stereotypical comments,) or failing to comply with the reasonable request of a staff member (insubordination) will not be tolerated. These actions are serious violations of Pittsford Mendon High School rules and regulations and consequences will be based on actions accumulated over a student's high school career. In the case of any form of harassment, including sexual harassment, that is reported to school administration will be investigated and acted upon as prescribed by district policies and procedures.

## **D. Possible Disciplinary Consequences**

Failure to comply with school rules may result in one or more of the following consequences as determined by the severity and frequency of the infraction. Please see the Pittsford Central Schools Code of Conduct for more detailed information.

### **1. Detention**

Detention is a supervised study activity and is held in the afternoons from 2:25 to 3:25pm, or during a students lunch period. Other arrangements for serving detention, including rescheduling, will be allowed only with a parent's or guardian's written or telephoned request to the Assistant Principal or designee.

Students are allowed to schedule their detention with the approval from their Assistant Principal but must serve the detention within 5 school days. An academic commitment takes precedence over detention, and detention will be scheduled accordingly. If detention conflicts with practice or participation in an athletic or extra- curricular activity, serving the detention will take precedence. The same is true for jobs after school.

Failure to serve assigned detention:

- 1st occurrence—1 additional detention assigned
- 2nd occurrence—1 in-school suspension assigned
- 3rd or more—several in-school suspensions or out-of- school suspension

### **2. In-School Suspension (ISS)**

In-School Suspension is a serious disciplinary consequence. Students are assigned to in-school suspension as a result of serious acts of misbehavior. In-school suspension is noted permanently on a student's high school attendance record.

In-school suspension begins at the beginning of 1st period and runs through the end of 9th period. Students must report by 7:40 a.m. to the assigned location where in-school suspension is held. Students should plan to use the day productively and should arrive ready to do schoolwork. Students must bring all textbooks, supplies, etc., with them. Teachers will leave assignments for students to be completed by the end of the day and handed in to the in-school suspension supervisor. Students will be allowed to leave the room only two times during the day to use the restroom. Students will not be allowed to go to the library, Commons, locker, etc., to have visitors, or to sleep.

Students are not allowed to bring blankets, pillows, electronic devices, playing cards, snacks, or other "comfort materials" to in-school suspension. Students should bring their lunch but will be escorted to purchase lunch from the Commons if the need arises. Students are not allowed to "order out" or have friends go out to get their lunch. Lunch will be held in the ISS room. Lunch will be provided to the student during one of the lunch periods, 5, 6, or 7, but not necessarily at the time a student is scheduled for lunch during a typical school day. Computers can be used for school assignments only, and their use will be carefully supervised by the in-school suspension supervisor.

At the end of ninth period the student must leave the school. Students who are in in-school suspension are not allowed to stay after school or attend any school activities on the day of the in-school suspension.

If a student refuses to comply with these procedures, the student will be referred to an Assistant Principal or the Principal. The disciplinary consequence for refusing to comply with the established procedures for in-school suspension will be out-of-school suspension, the number of days to be determined by the administrator based on the specific details of the refusal and the student will serve the ISS upon return to school.

### **3. Saturday Extended Detention**

Saturday detention may be assigned in order to preserve classroom attendance for students and will take place on Saturdays from 8:00 AM – 11:00 AM. Students are assigned to Saturday detention because of a variety of misbehavior. For example, students who are off school grounds without permission, enter through an unauthorized door, or allow students to enter through an unauthorized door will receive a Saturday detention consequence. Students for Saturday detention should report to the main office using the front door of Mendon High School by 8:00 a.m. The doors will be locked after this time. Students should be prepared with schoolwork. Failure to report for Saturday detention may result in an additional Saturday detention and a full day of ISS on the next school day. Students may be offered the option of replacing an assigned in-school suspension with an extended Saturday detention if deemed appropriate by the Assistant Principal or Principal.

### **4. Out-of-School Suspension (OSS)**

Out-of-school suspension is the most serious disciplinary consequence that can be imposed by a building administrator. Students suspended out of school may not attend classes, participate in or attend any school function, or be on school grounds until readmitted to school at the end of the suspension. It is the student's responsibility to make up missed assignments. Students and their families will be offered the Tutoring Center at Barker Road during the time of suspension. Students who loiter or return to campus during a suspension are subject to arrest for trespassing.

### **5. Removal of Student from Class**

Under New York State education law, all teachers are given the authority to remove a student from their class for a period of time when the student's behavior is disruptive and thus interfering with the education of other students. Board Policy allows up to two days of such removal, at the discretion of the teacher. The student will first be informed of this decision by the teacher. The teacher will inform the Assistant Principal, who will make the parent/guardian aware of this removal. The parent/guardian may appeal to the Assistant Principal who has the authority to over-rule the teachers' action if they deem it appropriate to do so. The removal is from that one teacher's class and the student is required to spend that time under supervision in the In-School Suspension Room.

### **6. Restorative Practices**

When possible, we will look to use restorative practices with our students to help restore damage that may have been caused and to establish or reestablish respectful, healthy relationships moving forward.

Restorative practices may look different depending on the situation and may include meeting with mental health providers, others involved, teachers or staff members, writing an apology, etc.

In any situation possible, we will conduct restorative circles to help restore damage that may have been caused and establish respectful healthy relationships moving forward.

## **E. Examples of Incidents with Possible Consequences**

Review the district code of conduct located at [Code of Conduct-25639 \(pittsfordschools.org\)](https://pittsfordschools.org/code-of-conduct-25639)

## **F. Academic Honesty**

Students can anticipate an environment of mutual respect at Pittsford Mendon High School because the staff has confidence in the students' ability and integrity. We think, however, that sometimes student understanding of what academic honesty is does not always match staff understanding. Part of the school's job is to encourage students to demonstrate honesty in their dealings with others. Honesty, which contributes significantly to an individual's sense of worth, helps to create dignity and pride. Students should be aware that because honesty is a quality valued by our society, letters of recommendation to employers and colleges usually ask for remarks on character or integrity.



Although academic honesty is the same expectation in all MHS courses and departments, a review of this policy and instruction regarding what we mean by the term will be provided by our teachers each year. In addition, all students and parents/guardians are expected to sign and return the “MHS Agreement for Academic Honesty” each year at MHS. This completed document will be kept by the student’s Assistant Principal. Our expectations, consequences, and Honor Council process apply to all our courses and instructional departments.

Violations of academic honesty include, but are not limited to, the following:

- cheating on an exam by:
  - copying answers
  - allowing answers to be copied
  - telling test questions to students who have not yet taken the test
  - using a computer during an exam to search for and obtain information
- Changing data and/or not collecting own data on a lab to get specific results.
- Submitting the work of another student as your own original work.
- Fabricating/falsifying information
- Plagiarism-presenting as original or independent work something that is not your own, including information or writing from computer sources, including, but not limited to, AI (artificial intelligence, such as but not limited to ChatGPT).
- A pattern of absences on days when tests, deadlines or classroom presentations.

Please visit the district website for more information and guidance on the use of AI.

[AI Guidance - Pittsford Schools](#)

### **Procedure for Addressing Violations in Mendon High School Academic Honesty Agreement**

When a teacher or administrator suspects a student of violating the academic honesty agreement, they will first meet with the student to discuss the matter and a plan is made to redo the assignment or assessment. The student will separately meet with their Assistant Principal who will apply the appropriate consequences which may include two (2) Saturday detentions. It is our hope that if indeed the student has violated the honesty agreement, that at this meeting he or she will recognize his or her mistake and take responsibility for it by accepting the consequences for his or her actions. If, however, the student feels that he or she has been wrongly accused, he or she has the option of bringing the matter before the Honor Council. At this point, the matter is entirely out of the hands of the teacher.

Students who have a pattern of absences on days when tests, deadlines or classroom presentations are due will be assigned to the testing center to complete the test on the day following the absence. The student will go directly to the testing center from the classroom in which they missed the assessment.

#### **1. The Honor Council**

The Honor Council is a body consisting of one administrator, one counselor, two teachers at large, and one teacher, other than the one bringing the allegation, from the department in which the alleged infraction occurred. The administrator on the council will be the Assistant Principal responsible for the student whose conduct is in question.

When a student has requested a hearing with the council, the teacher will notify the appropriate Assistant Principal who will then appoint specific teachers to fill the other roles on the council. The teacher bringing the allegation will provide, in writing, his or her account of events and any evidence that may be pertinent. A copy of this report and evidence will be provided to the student, as well. A date will then be set for the hearing.

A student may bring a parent/legal guardian to the hearing. At the hearing the student will have the opportunity to address the allegations brought against him or her, and the teacher will be present to address any questions the council may have. After the hearing, the council will meet without the student or teacher to decide on the matter.



The council will notify, in writing, the student and his or her parent(s)/guardian(s), the teacher, and the building Principal of their decision within twenty-four hours of the hearing. The honor council's findings are binding.

## **G. Student Driving and Parking Regulations**

- Student driving and parking is a privilege for 11th and 12th grade students **only** and will all park at Thornell Farm Park. 9th and 10th graders are not allowed to drive to school, and if caught driving to school may lose driving permissions for the following school year.
- All student motor vehicles are to be driven in a safe and courteous fashion obeying speed limits (15 mph on school grounds) and observing designated parking areas and road signs on school property. Care is to be used in the high school driveway intersection and around school buses loading, unloading, and transporting students. The driveway in front of PMHS is "one way" north bound. In addition, all roadway markings, including double yellow lines, must be adhered to.
- The Student Driver Registration form must be completed. This registration form is found on the "Back to School" link on the website. The Main Office will issue parking stickers only to students who have provided this information. Each student vehicle must have an MHS parking sticker visible when the car is parked in school parking areas.
- Student motor vehicles are to be parked in either the Thornell Farm Park parking lot. Absolutely no student vehicles are not to be parked at Mendon High School in staff (yellow stripes), traveling staff or visitor parking spaces. Absolutely no student vehicles are to be parked in the south side parking lot, close to the building, as this area serves as the bus loop during regular school hours.
- Students are not to sit or loiter in cars in the parking lot at any time. Vehicles are to be kept locked at all times. Students park at their own risk.
- **Passing a stopped school bus when red lights are flashing is against the law on school property as well as on the road.** Motor vehicles must stop when these lights are flashing and not proceed until the flashing stops.
- Drivers are not allowed to take other students off the school grounds without proper authorization.
- Students are expected to comply with the requests of security monitors.
- No student is permitted to drive themselves, or others, to EMCC programs and are required to take the school transportation to and from the program. Under some special circumstances, students may be granted permission to drive after following EMCC's process. EMCC has limited parking spots available for MHS students. If a student would like permission to park at EMCC, the proper permission form must be filled out after meeting with their designated Assistant Principal at MHS.

### **1. Consequences for Driving/Parking Violations**

Failure to abide by student driving/parking regulations will result in a disciplinary consequence as determined by school administration. It may include detention(s), loss of driving privileges, in-school suspension or out-of-school suspension and may also include towing of illegally parked vehicles.

### **2. Traffic Flow on School Grounds**

In the interest of safety for all concerned, the following are to be observed while driving on school grounds:

- **The speed limit is 15 MPH**
- **NO PARKING** outside of designated and marked parking spaces.

### **3. Thornell Farm Park and Parking Lot**

By written agreement with the Town of Pittsford, Pittsford Mendon High School has authority over student use of the parking available at Thornell Farm Park during regular school days. This authority includes the ability to prohibit a student's use of this parking area. It is important for students to be aware that all school rules and regulations apply to Thornell Farm Park on regular school days, and that disciplinary consequences will be applied when necessary. While parking at TFP, students must park in

designated parking spots only. Students should follow the one way directions, and should not drive on or park on the grass. Trash and garbage should not be left in the parking lot at Thornell Farm Park, and students should throw all trash in designated garbage bins located on the grounds.

#### **H. Bringing Animals on Campus**

Students may not bring any animal onto our campus without prior permission of the Principal. Such permission may only be given for an educationally related purpose and may require documentation to ensure the good health of the animal.

#### **I. Campus Policy for Lunch Dismissal**

**Pittsford Mendon High School does not have an open campus.** When students arrive at school, they are not to leave the school grounds until the end of the day, except as noted below. The following guidelines will go into effect when lunch dismissal privileges are approved.

1. With parent/guardian permission, students in grades 11 and 12 will have the privilege of leaving the school grounds during their lunch period during periods **5, 6 and 7 ONLY**.
2. To be granted this privilege, students must agree to the following conditions:
  - Attend a meeting with at least 1 parent/guardian to review school expectations regarding this privilege and to sign the permission form together. There will be meetings before the school year starts, and one lunch dismissal meeting per quarter, as indicated on the school calendar.
  - to maintain good academic and behavioral standing
  - to leave school grounds only during the period(s) for which they have permission
  - to transport only students who have permission to leave campus
  - to exhibit responsible behavior on school grounds while operating my vehicle and will follow all school driving/parking rules.
  - to exhibit responsible behavior in the community during the periods they are off campus and to abide by all traffic rules
  - to consistently return to school in time for their next assigned period
  - to show a valid school I.D. indicating lunch dismissal upon leaving and returning to campus
  - All students must exit and re enter the building through the Main Entrance only.
3. The school administration has the authority to revoke this privilege if a student fails to meet any of the expectations outlined above. A student who is on the Academic Ineligibility List will lose lunch dismissal privileges. The student will meet with their Assistant Principal to discuss privilege and together they may agree to have teachers complete "Run-Around Sheets" for each of their courses and if the student is passing all courses at that time, lunch dismissal privileges will be reinstated. "Run-Around Sheets" can be obtained from the Assistant Principals.
4. The school administration has the authority to cancel all lunch dismissal permission on days of inclement weather. If a student leaves for lunch after school has been "closed for lunch", it will be considered leaving school without permission.

**Students in Grades 9 and 10 are not allowed to leave the campus during lunch periods. Students in Grades 11 and 12 must attend a mandatory Driver Safety/Lunch Dismissal Meeting and complete a signed form with their parent/guardian in order to leave campus during lunch periods only.**

**Consequences for leaving school grounds without permission may include:**

1st offense:	1 Saturday detention or 1 day in-school suspension and/or loss of driving privileges, and/or loss of lunch dismissal privileges
2nd offense:	2 Saturday detentions or 2 day in-school suspension and/or loss of driving privileges, and/or loss of lunch dismissal privileges
3rd offense:	3-5 Saturday detentions or 3-5 day in-school suspension and/or loss of driving to and from school privileges, and/or loss lunch dismissal privileges

**All students leaving during the school day for personal reasons or professional appointments must either bring a written excuse from home or have a parent call the attendance office and must also sign out using the QR code or sign out sheet at the Main Entrance. When they return to school, they must sign back in using the QR code or sign in sheet using the Main Entrance only.**

## **J. Social Emotional Learning Initiative**

The Pittsford Mendon High School community is committed to making our school a welcoming, safe and supportive learning environment for all students. The Social Emotional Learning Team was established in 2006 and is focused on the goals of creating and promoting a positive social climate, improving social interactions among students and reducing bullying. Bullying is a key impediment to developing a positive social climate. With the enactment of the Dignity for All Students Act in 2012, Pittsford Mendon High School is continuing to support measures to combat bullying as well as educate students, parents/guardians and staff on constructive interventions and resources available.

Staff at our school will do the following to prevent bullying and help students feel safe at school:

Report all incidents to the Administration via the [Dignity for All Students Incident Report](#)

- Closely supervise students in all areas of the school and school grounds
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take seriously parent/guardian concerns about bullying
- Look into and follow-up on all reported bullying incidents
- Assign consequences for bullying based on Pittsford Central School District Board of Education policies and Mendon High School's Rules and Regulations
- Provide a safe environment for students who report bullying
- Be aware of what students are discussing and the potential bullying impact on others

Students at our school prevent bullying by:

- Treating each other respectfully
- Refusing to bully others
- Refusing to let others be bullied
- Refusing to watch, laugh, or join in when someone is being bullied
- Trying to include everyone in school activities, especially those who are often left out
- Reporting bullying to a trusted staff member
- Not participate in bullying online ("cyberbullying")
- Be an ally for students that might be subject to bullying

Report all incidents to the Administration via the [Dignity for All Students Incident Report](#)

Disciplinary consequences for bullying may be administered on an individual basis based on the circumstances, severity and history of previous incidents, following a thorough investigation of each

report. Restorative measures may be put into place based on circumstances and may include a counselor, psychologist or social worker's guidance.

#### **K. Expectations for Student Dress**

Pittsford schools have established a student dress code to foster equity and ensure consistent enforcement in all schools. The dress code is designed in a manner that does not reinforce stereotypes and is meant to minimize reasons for conflict. Students should be able to dress comfortably for school and engage in the educational environment without fear of unnecessary discipline or body shaming. Students are to be treated equitably regardless of race, disability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, political affiliation, household income, or body type/size. Students are allowed to wear clothing that expresses their self-identified gender, promote social emotional well-being and maintain a safe learning environment. In classes where protective or supportive clothing is needed, students will be made aware of such requirements. Students are expected to come to school appropriately dressed.

Individuality in dress is

a matter of personal choice, but it will not be permitted to interfere with, disrupt, or distract from the educational activities of the school. Students must wear clothing to cover private body parts with opaque (non-transparent) material, including:

- A shirt or top
- Bottoms (pants, jeans, shorts, leggings, sweatpants, skirts, dresses, etc.)
- Shoes (sneakers, boots, sandals, flip-flops, slides, flats, heels, etc.)

On particular occasions when students wear costumes or athletic team uniforms at school, such special attire must adhere to the dress code for everyday clothing.

Students who violate the dress code shall be required to modify their appearance by covering or replacing the offending item and, if necessary or practical, replace it with an acceptable item. Parents/guardians may be notified and asked to bring a change of clothes to school. Administration will work with parents/guardians in a collaborative way to resolve the situation. Any student who refuses to change shall be subject to discipline, including detention or in-school suspension. Any student who repeatedly violates the dress code will be considered insubordinate and subject to further discipline.

#### **L. Firecrackers, Intentional Fire Starting, Pulling a False Fire Alarm and False Calls to 911**

Firecrackers and other explosive devices are not allowed on school grounds. Students in possession of firecrackers, smoke bombs or explosive devices, involved in the intent to set a fire, or who have falsely pulled a fire alarm will be suspended out of school for up to five days. **Legal authorities will be called.** Unwarranted opening of the AED (defibrillator) case or false calls to 911 may result in a disciplinary consequence. Lighters will be confiscated and may be returned to parents/guardians.

#### **M. Gambling**

Gambling of any kind is not allowed in the school building or on the school grounds at any time. A first offense will result in three days of detention and parent/guardian notification. Subsequent offenses will result in in-school suspension, the duration to be determined by the Assistant Principal or Principal.

#### **N. Electronic Recording and Communication Devices**

Electronic recording and communication devices such as laptops, tablets, smart devices and cell phones when voluntarily brought to school, are the responsibility of the individual student and students should keep these articles in their lockers at all times. Musical recording and playing devices may not be used in the Commons or hallways. Students are not permitted to take these items in exams and should secure them prior to exams.

- Video recording and camera devices, including any video recording feature on a cell phone, may only be used for educational purposes and with approval from a staff member. All video recording devices are strictly prohibited in restrooms and locker rooms at all times.

Students are not allowed to bring any personal laptops into school

## O. Cellular Phones and other Electronic Communication Devices

Governor Hochul has signed into law a statewide policy that prohibits the use of cellphones and other internet-enabled devices during school hours—commonly referred to as the “bell-to-bell” ban. This includes personal cellphones, tablets, laptops, smartwatches and wireless ear buds, and applies to all areas of school grounds. According to the Governor’s office, the goal of this policy is to reduce distractions, enhance student focus, and support mental well-being.

As a result, all New York State school districts are required to adopt a board-approved policy that aligns with this initiative. You can view the District’s policy #7316 *Use of Internet-enabled/messaging Devices During the School Day* on the district website.

### What Devices pertain to this policy?

District-issued devices used for educational purposes are permitted.

Prohibited personal devices include:

- Smartphones
- Tablets
- Smartwatches
- Cellular phones
- Wireless ear buds
- Any device capable of internet access or messaging

### Device Storage: Keeping Devices Safe

Students are responsible for storing their personal devices securely during the school day:

- **Grades K–5:** Devices must be kept in backpacks.
- **Grades 6–12:** Devices must be stored in a locked locker or locked vehicle.

If a student has trouble with their locker (e.g., it won’t lock properly), they should notify the main office immediately for assistance. During the first two days of school, staff will help students practice storing their devices, including locker use and timing their routines.

### Bell-to-Bell Policy: Focused Learning Time

This policy is in effect throughout the school day, anywhere on school grounds. This includes classrooms, hallways, lunchrooms, study halls, playgrounds, athletic fields and all school buildings. To support a distraction-free environment:

- **Grades K–5:** Devices must be placed in backpacks as part of the morning routine upon entering the classroom.
- **Grades 6–12:** Students may use their devices before the warning bell. After that, devices must be stored in lockers or vehicles.

### Field Trips: Staying Present

- During school-day field trips: Devices are not to be carried.
- Overnight or after-school trips: Devices may be used in accordance with the District Code of Conduct.

### **Parent-Student Communication During the Day: Staying Connected**

To minimize classroom disruptions and ensure student safety:

- **All Grades (K–12):** If a parent or guardian needs to get a message to their child during the school day, they should contact the school's main office. Each building has a system in place to deliver messages promptly.

Please remind your child to speak to their teacher if they feel unwell or need to contact home. Texting during class is not permitted.

### **Violations and Consequences**

All actions will be consistent with the District Code of Conduct. If a student violates the device policy:

- First violation: A warning will be given and the student will be directed to secure their device in the appropriate location.
- Second violation: A disciplinary referral will be submitted and handled by an administrator.

### **Consequences are progressive and may include:**

- Warnings
- Parent/guardian meetings
- Detention
- Confiscation of the device
- Alternate storage arrangements
- In-school suspension (but **not** out-of-school suspension)

All infractions are recorded in Infinite Campus and reported to the State Education Department as required by law.

### **Exemptions: When Devices Are Allowed**

Some students may be permitted to use devices during the school day if:

- The device is part of a health care plan (with medical documentation).
- It is included in a student's IEP or 504 Plan.
- It is needed for translation services (with principal approval).
- Other special circumstances approved in rare situations by the building principal and possibly the District Physician.

It is important for students and parents/guardians to know that if the school becomes aware that a cell phone or other communication device holds content that may be inconsistent with state and/or federal law (e.g. presence of lewd and/or pornographic text and/or pictures), and depending on the circumstances, the school administration may be required to confiscate the device and hand the device over to law authorities.

Use of a cell phone, iWatches or any other electronic communication device during an examination will result in the invalidation of that student's exam. Students must leave these devices at home or locked in a locker during the exam.

Use of a cell phone as a recording device in restrooms and/or locker rooms may result in an out – of – school suspension, with a possible superintendent’s hearing. The device may be confiscated and turned over to authorities.

**P. Electronic Information Network and Use**

Users must comply with the rules for Electronic Information Network and Use. Infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. This permission form will be completed by students and parents in 9<sup>th</sup> grade using a Microsoft Form, and will be kept on file by the District Technology team.

**Q. Snowballs, Roller Skates, Roller Blades, Heelys, Skateboards, Scooters, Frisbees, Foot-Bags, and Water Pistols**

For the sake of health and safety:

- Snowball throwing on school grounds will not be tolerated.
- Skateboards, roller blades and skates are not to be used on school grounds.
- Frisbees or sports balls are not to be thrown anywhere where they can cause damage to property, or cause injury to others and may not be used inside the building.
- Hacky Sacks may be used outside the building or in designated areas with permission.
- Water pistols are not allowed on school grounds.

Such items may be confiscated and returned only to a parent/guardian. Infractions may also result in further disciplinary consequences.

**R. Assembly Supervision Plan**

Goal: To increase the appropriate behavior of all students during assemblies.

At every assembly during the school year, an administrator and/or student and/or faculty member states appropriate expectations for student behavior including:

- Show respect for the speaker or performer by listening and remaining quiet
- Feet remain on floor and not on seat in front
- No schoolwork done
- No electronic communication devices are allowed
- Follow the directions of any staff member regarding seating and/or behavior

**S. Student Behavioral Expectations for All Fieldtrips (including Overnight or Extended Trips)**

- Students are expected to follow all school rules during the trip
- Students are expected to obtain assignments from their teachers for the classes that will be missed
- Students are expected to remain on the hotel grounds during their free time. At the discretion of the chaperone, students may visit each other in rooms during times designated by the chaperone. While visiting, room doors must be fully open.
- All students are expected to follow the plans organized by the chaperones for meals.
- Students are not allowed to distribute over the counter or prescription medications to another student. Students requiring medication should be referred to the designated chaperone.
- All occupants of the room must be up and properly dressed before visitors are allowed.
- Students may not leave their rooms after night curfew or before morning wake up (time may vary per day and students will be advised of the times).
- Excessive noise and horseplay in the rooms or hotel corridors will not be allowed.
- Students are not permitted to smoke or use drugs/alcohol or any inhalable device.
- Room service, pay-tv and use of mini bars are not allowed.
- The Pittsford Central School district is not responsible for the loss of any personal item.



## **T. Possession or use of Alcohol, Inhalable Devices or other Controlled Substance**

The possession or use of alcohol, inhalable devices or any other controlled substance is strictly forbidden on school property or at school related activities off campus. This includes being under the influence of any of these substances.

Consequence: 1st Offense: 5 days OSS and parent/guardian conference.  
Subsequent Offense(s): 5 days OSS and Superintendent's Hearing

Possession of a controlled substance on school property will be reported to legal authorities. The alco-sensor may be administered for health and safety reasons when there is a reasonable suspicion that a student is under the influence; however, an administrator can determine if a student is under the influence of a substance without the use of the alco-sensor and disciplinary consequences can be imposed. If the administrator determines that the alco-sensor test should be conducted, the students' parents/guardians will be notified in a timely manner.

Drug paraphernalia will be confiscated and reported to parents/guardians. Legal authorities may also be called. E-cigarettes are considered drug delivery devices and will be confiscated and subject to 5 days of out-of-school suspension.

## **U. Tobacco**

Pittsford Central Schools are tobacco free. Students caught smoking or using tobacco on school property, including parked cars on school property will be subject to the following disciplinary action: Possession, distribution or use of tobacco (smoke or smokeless) may result in a three-day suspension. (Thornell Farm Park is considered school property on days when school is in session.) Possession, distribution or use of e – cigarettes, including vaping devices, will result in a five day out of school suspension. Lighters will be confiscated and may be returned to parents/guardians.

## **V. Vandalism**

Vandalism is the willful or malicious damage or destruction of public or private property. Vandalism will not be tolerated. Disciplinary action will be determined based on particular circumstances. If the type or degree of vandalism constitutes a violation of the law, **legal authorities will be involved**, and charges will be pursued. In addition to disciplinary action, financial restitution may be required.

## **W. Unsupervised Areas**

In order to maintain a safe and secure environment, students must not loiter or remain in unsupervised areas including classrooms and locker rooms when no staff members are present.

## **X. Truancy Policy**

Students who are truant from school may be assigned detentions or in-school suspensions for each class missed. If any disciplinary actions are necessary, the appropriate Assistant Principal will initiate disciplinary consequences according to the Comprehensive Attendance Policy and the District Code of Conduct. Parents/guardians will be contacted by phone as soon as the truancy is discovered.

### **1. Academic Expectation for Class Truancy**

Students have an obligation to make up any work covered in classes and are responsible for that work when they are absent. Students should be aware that teachers are under no obligation to provide "make-up" work or additional time to complete assignments in the event of an unexcused absence.



## **2. Forged Notes/Communication**

Misrepresentation of a student's absence with the use of a forged note, pass or other communication by a student(s) is a serious offense. The consequence of such forgery may include a Saturday detention or after school detention plus any additional consequence for the class truancy. Changing any information on a school pass by a student may result in detention.

## **3. Tardiness to Class or Homeroom**

Prompt attendance to class is an important part of students' responsibilities. After the third unexcused tardiness to class or homeroom, the teacher will contact parent/guardian and may refer the student to the appropriate Assistant Principal and detention will be assigned. All subsequent tardiness may result in detention, in-school suspension or other measures as deemed appropriate.

## **Y. Participation in Extra-Curricular Activities**

Students who are participating in extra-curricular activities must be in school by 11:00 a.m. in order to participate in an after-school or evening event, unless their absence is an excused absence.

## **Z. Lockers**

The use of a school locker is available to all students. It is understood that lockers are the property of the school and students can expect a reasonable expectation of privacy, however if the need arises, the school has the right to search a locker and its contents.

# **VII. Electronic Information Network Access and Use Policy and Regulations**

## **A. Electronic Information Network Access and Use Policy for Pittsford Central Schools**

The Pittsford Central Schools Electronic Information Network (hereafter known as EIN) links our school community to the Internet, which is itself a vast, worldwide collection of electronic information networks. These informational networks represent a powerful educational resource. Use of the Internet expands classroom opportunities dramatically by bringing information, data, and images into the classroom from places around the globe. Use of the Internet and the EIN must clearly reinforce District curriculum. All interactions with the Internet and EIN must reflect an educational purpose.

Just as we learn social codes and behaviors that are acceptable in everyday life, we need to learn and apply the correct processes and rules for using our Electronic Information Network. Students and staff will be provided with instruction and direction in the use of the EIN. Information will be provided to keep parents/guardians informed about the use of the EIN.

The superintendent, or appointed designee, will develop regulations regarding appropriate use of the EIN. The regulations must specifically comply with the Children's Internet Protection Act.

All EIN Users agree to follow the rules and responsibilities as outlined below.

Students and staff are provided with an account on our Electronic Information Network. The use of the EIN is a privilege, not a right. Therefore, the District can, at its own discretion, withhold, rescind, or terminate such use at any time, for any reason. Our goal in providing access to this network is to promote educational excellence by facilitating resource sharing, innovation and communication. All EIN computer systems and software, including all communications and information transmitted by, received from, or started in these systems are the exclusive property of PCSD. Electronic storage areas (e.g., browser logs and other memory banks) are District property and are subject to District control and

inspection. The District will periodically monitor those logs and memory banks. Data stored on the EIN is not guaranteed to be private. Messages or other data relating to or in support of illegal activities may be reported to the authorities.

**1. EIN Users Are Responsible for:**

- utilizing technology in the schools for facilitating learning and enhancing information exchange consistent with the educational purposes of the schools.
- attending appropriate training sessions in the use and care of hardware, software and networks and refraining from using any technology for which they have not received training.
- adhering to the rules established for the use of hardware, software, labs and networks in the schools.
- maintaining the privacy of passwords and refraining from discussing or publishing passwords.
- scanning all electronic media for viruses or physical contamination, which might endanger the integrity of District hardware, software or networks before they are used in District systems.
- respecting the privacy of the data of another EIN user.
- adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of electronic media from other sources.
- reviewing and, when appropriate, deleting old, unwanted files.

**2. EIN Users Are Prohibited from:**

- accessing or transmitting material that is profane or obscene, adult oriented, that advocates illegal acts, that advocates violence or discrimination towards other people.
- sending or saving any materials in violation of any United States or state law or regulation including, but not limited to, material that is copyrighted or material that constitutes a trade secret.
- attempting to disrupt the computer system, destroy data by spreading viruses or alter system software.
- disrupting or degrading the performance of the network or other networks beyond the EIN, or destroying, modifying or abusing hardware or software in any way.
- using the EIN for commercial, personal, or for-profit purposes.
- obtaining copies of or modifying files, other data or passwords belonging to other users, or misrepresenting other users on the EIN or Internet.
- modifying District web pages or linking to District web pages housed on the EIN without authorization (refer to PCSD Web Authorizing Guidelines).
- illegally installing copyrighted software for use on District computers or the EIN.
- scanning images or making audio or video recordings without prior permission from the District.
- loading unapproved software on computers.
- attaching personal devices to the EIN without the expressed permission of a network administrator

**B. Disclaimer of Responsibility**

Users of any information obtained via the Electronic Information Network is at the user's own risk. Pittsford Central Schools exercises no control over the content of the information residing on it or passing through it.

Some systems may contain inappropriate or objectionable material for a minor, such as defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal material. Parents/guardians of minors having access to the Internet should be aware of the existence of such material and the ability of the student to access this material through the Internet, either at school or at home. As a result, the District disclaims any responsibility for inappropriate or objectionable materials that a student may obtain through the use of the Internet. Pittsford Central School District purchases its Internet service through a provider that filters inappropriate images. Filtering software is not 100% safe. The District may, under certain circumstances, disable the blocking or filtering technology for adults and students engaged in bona fide research or other lawful purposes. This disabling may only be exercised

by the Director of Technology or his/ her designee and will remain disabled only for the period of time during which the research is being conducted.

Users of the Electronic Information Network should not expect that information on the EIN will remain private. All data files and electronic storage areas shall remain District property and, as such, are subject to District control and inspection.

### **C. Consequences**

Users who do not comply with the regulations stated in this document will lose computer / EIN privileges. Infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges.

## **VIII. Physical Education and Athletics**

### **A. Physical Education Class**

New York State law requires that all students complete 2 units of credit in physical education to graduate from high school. One-half unit of credit is accumulated in each of the four years of high school beginning in grade 9.

The physical education program at Pittsford Mendon High school is a diversified coed program. Students have a choice of activities and instructors every three to four weeks. A variety of activities are offered including coed, individual and team competitive sports, and recreational activities.

Grades are based on the following criteria:

- Cooperation and willingness to participate in activities.
- Participation to maximum individual potential.
- Knowledge of game rules and strategies.
- Proper dress to fully participate in the activities

### **B. Physical Education Attendance Procedures**

Students are allowed to miss up to 7 classes per marking period for legally excused reasons (e.g., illness, music lessons, etc.). All absences beyond this must be made up. It is the student's responsibility to contact their teacher in order to set up the appointment to make up the missed work. Absences can be made up, as prescribed by the teacher, with measures relevant to the missed work.

The student will be considered truant from class if there is no legally excused reason. Any truancy from class will be subject to discipline proceedings as outlined by the Parent/Guardian/Student Handbook. Written Tests/ Projects/ Skill Assessments will also need to be made-up within 4 weeks. It is the student's responsibility to see their teacher in order to discuss a date for the make-ups. Failure to make-up missed classes could result in the loss of credit for that student in Physical Education.

**Medical Excuses:** All medical excuses from a parent/guardian or a doctor must be approved by one of the school nurses **prior** to class. A parent/guardian may only excuse a student from P.E. from 2 classes before a doctor's note is required. A medical excuse releases the student from participating in activities; however, the student is still expected to **attend** class and observe. The maximum time a student may be excused for medical reasons is two weeks. After two weeks a modified program will be planned for the student.

### **C. Athletics Program**

Pittsford students have the benefit of a full range of interscholastic athletics.

<b><u>Fall-High School Level</u></b>	<b><u>Winter- High School Level</u></b>	<b><u>Spring-High School Level</u></b>
Football-District Team Girls Swimming-District Team Girls Golf-District Team <b>Girls Gymnastics-District Team</b> Cheering-District Team Girls Volleyball Boys Volleyball-District Team Field Hockey Girls Tennis Coed Cross-Country Boys Soccer Girls Soccer Unified Bowling	Ice Hockey-District Team <b>Wrestling-District Team</b> <b>Boys Swimming-District Team</b> Alpine Skiing Cross-Country Skiing Boys Basketball Girls Basketball Coed Track Cheering	Boys Lacrosse-District Team Girls Lacrosse-District Team Coed Track Baseball <b>Softball –JV District Team</b> Boys Tennis Boys Golf Unified Basketball

## 1. Athletic Awards System

A varsity letter, 7 in. Chenille letter

Once a letter is earned, an athlete receives a metal emblem to denote the 1st year of participation and a metal bar for each additional year.

Captains receive a star insert – Managers receive a manager's insert.

## 2. Procedure for Clearance to Participate in Interscholastic Sports

The student will:

1. Register online with the FamilyID Online Sports Registration System, available through the district athletics' website at: [Athletics - Pittsford Schools](#) at the beginning of every sport season. If you have asthma or allergies requiring medication you must also have an Emergency Care Plan signed by MD/parent/guardian on file.
2. In order to participate in athletics a student must have had a physical within the previous 12 months. You also need to have a current tetanus immunization on file with a nurse.
3. The school physician will continue to be available for all sports physicals by appointment through the nurses' office.
4. In those cases, where the student's parent/guardian is a physician, he or she may not conduct the sports physical for the student.
5. Statements from private physicians must carry the date of the physical, the signature of physician and a statement that the student is physically fit to participate in the sport selected.
6. For students moving into the Pittsford Central School District from other areas, or who have attended Pittsford schools but have never participated in interscholastic sports, a temporary permission to play may be issued by the school physician based on a physical by a private physician. Such information must be provided to the school physician prior to the student beginning any form of athletic participation.
7. Any student who has had an injury, illness or other medical problem since his or her last physical must produce a statement from a private physician stating that he/she may resume participation in sports. This is recorded and reviewed by a school nurse.
8. In cases of infectious mononucleosis, the student needs clearance after a follow-up examination by a private physician or by the school physician.
9. In every case the student must have been given a tetanus inoculation within the last ten years.

Upon completion of a nurse health history review or the school physician athletic exam, the coach will be notified that the student has been cleared to try out for a team.

Each student who has sustained a significant injury or illness must have a written medical clearance from their personal physician which must be given to a school nurse before the student can resume participation in a sport.

### **3. Pittsford Central School District Athletics Handbook**

Participation in athletics is both a privilege and a responsibility. Athletes earn recognition for their achievements as representatives of their school, team, student body, and the community. When an athlete accepts the privilege, he/she must live up to the district's code of conduct of the general student body both on and off school property during the athletic season and off-season.

As a prerequisite for participation, athletes and parents/guardians must sign a statement that commits the athlete to follow the established training rules and requires parents/guardians to do everything in their power to make sure the athlete abides by the expectations of the team. Even if an athlete plays more than one sport, the form must be signed at the beginning of each season. The athletics handbook can be found here: [Pittsford Athletics Handbook - Pittsford Schools](#) .

### **4. Established Team Rules**

The Athlete is expected to comply with the established team rules, procedures and instructions of the coach. Coaches have the authority to suspend an athlete temporarily for failure to comply with the rules and procedures or when the athlete's safety or safety of others requires such action. Permanent removal from the team may occur only after a written recommendation, from the head coach, is submitted to the Athletic Director. The Athletic Director will consult with the building Principal to make a final decision.

### **5. Citizenship and Sportsmanship**

Athletes are expected to follow the rules and policies of The Pittsford Central School District and Athletic Department as stated in Pittsford Schools Code of Conduct. A few examples of unacceptable behavior include, but are not limited to: truancy, insubordination, fighting, vandalism, academic dishonesty, stealing, and violations of the rights of others.

#### **Investigative Process:**

If an athlete is reported to the school district the following process will occur:

An appropriate staff member resolves the problem immediately by following District policy and building procedures.

Referral cases which are not resolved immediately and are in need of further inquiry and/or information shall be dealt with by the administrator or coach. This inquiry process may include information from students, staff members, parents/guardians, and community resources. Resolution of the problem may involve group interaction: (e.g., by Pupil Service Team, Administrator/Counselor Team, etc.)

An initial meeting will take place with the Director of Athletics and/or Building Administrator and athlete to discuss the violation.

The Athlete's parents/guardians will be notified in a timely manner.

The Director of Athletics will facilitate a meeting of the athlete, athlete's parents/guardians and/or the School Administrator to discuss consequences.

Where required by law, and under such other circumstances as are deemed appropriate by school authorities, problems involving breaking of local, state and federal laws shall be reported to appropriate legal authority.

## **6. Academic Eligibility Procedures for Extracurricular Activities, Athletics, and Privileges — Promoting the Academic Success of All Students**

As part of our effort to better ensure that all students experience academic success, every 5 weeks grades for all students will be reviewed to ensure that we are meeting the needs of all learners. If a student is struggling academically, temporary measures may be put into place to support the student and such interventions may include but not be limited to monitoring by our Instructional Support Team, Homework Club, Study Hall assignment, suspension of privileges, and/or ineligibility from extracurricular activities or athletics. These measures will be identified based on the strengths and needs of the individual student and the number of courses that the student is struggling in.

## **7. Temporary Ineligibility from Extracurricular Activities, Athletics, and Privileges**

Participation in extracurricular activities and athletics is an important and valued part of a student's high school experience. However, based on a student's academic performance in two or more courses, it may be necessary for the student to participate in academic support services. In addition, the student may be deemed temporarily ineligible to participate in extracurricular activities, athletics, or experience a suspension of privileges (i.e., lunch dismissal, parking pass, after school activities). The student may initiate a review of eligibility status by obtaining a Run Around Sheet in the Assistant Principal's office which the student needs to have signed by all assigned teachers. By signing the sheet, the teacher is attesting to the student's current performance. This process places the burden for improvement and the initiative upon the individual student. Academic support services will be reviewed and continued as needed to support the success of the student.

At the discretion of the secondary school Principal the following judgments may be made:

- A student who is ineligible, but by consensus of his teachers is working with **maximum effort and exhibiting good citizenship**, may be allowed eligible standing for **athletics or other** extracurricular activities.
- A student who commits flagrant breaches of school regulations or manifests consistent discourtesy and lack of cooperation with his teachers may be excluded from extracurricular activities regardless of his academic standing.
- Circumstances involving entrance of new students, absentees, incompletes, etc. will be judged individually by the administration and the advisor or coach concerned.

All extracurricular activities (except intramurals) are affected by the preceding policies, i.e., class offices, publications, athletics, dramatics and all clubs. Academic obligations such as seminars and labs take precedence in the case of conflict.

Students who are assigned to an in-school or out – of school suspension are ineligible for all extracurricular and interscholastic activities on that day(s).

## **8. Appeal Process:**

The parent/guardian can request an appeal of the decision. If an appeal is requested a review board will be formed to consider and resolve the situation. The athlete will remain ineligible until the review board has reached a decision. The review board will be an objective committee from

one of the other secondary schools. The Assistant Superintendent will chair the committee. The Review Committee will consist of:

- Assistant Superintendent
- Director of Athletics
- Administrative Designee
- Member of the School's Core Team
- Teacher/Coach

\*Other areas of concern will be discussed with the school administration, Director of Athletics, and coaches. The administrative leadership reserves the right to act promptly and with the best interest of the student/athlete in mind.

**\*Note:** Coaches may have specific team expectations regarding Code and Conduct. These are not to supersede the school's academic/athletic guidelines.

## **9. Sportsmanship Code:**

### **Student Athletes Code of Behavior**

It is the responsibility of the student to:

- Demonstrate self-control and respect for others at all times be they officials, spectators or other athletes.
- Participation in athletics is a privilege that is not to be abused by un-sportsmanship like conduct.
- Deal with opponents with respect. Shake hands after the competition and congratulate them on their performance.
- Respect the integrity and judgment of the officials.
- Remember that improper behavior while in uniform reflects poorly upon yourself, your family, your school and your community.
- Understand and abide by the rules and regulations of the game.
- Accept victory with grace and defeat with dignity.
- Remember that the use, abuse and resulting negative influence of drugs, including alcohol and tobacco, is detrimental to the game and its participants.

## **10. Spectator Code of Behavior/Ethics**

It is the responsibility of the spectator to:

- Keep cheering positive. There should be no profanity or degrading language/gestures.
- Avoid actions which offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Learn the rules of the game in order to be a better informed spectator.
- Treat all visiting teams in a manner in which you would expect to be treated.
- Accept the judgment of coaches and officials.
- Encourage other spectators to participate in the spirit of good sportsmanship.

## **11. Attendance Policy for Athletes and Extra-Curricular Participants**

- In order to participate in a scheduled activity (game or practice), all students must be in school by 11: 00 a.m. unless they are tardy for an excused or legitimate reason other than illness.
- Students arriving to school late must bring a written note explaining their tardiness, or parents/guardians must personally contact the school with an explanation regarding tardiness.
- The building administration will be responsible for determining whether reasons for tardiness are legitimate and acceptable, and whether participation in the scheduled activities for that day is permissible.

- It will be the decision of the respective coaches or advisors as to whether the student attends the scheduled activity as an observer.
- The building administration will attempt to contact parents/guardians when a decision is made regarding the ineligibility of a student for a scheduled activity. The coach or advisor of the specific activity will also be notified. If it is impossible for the administration to contact the coach, then the captain of the team will be asked to convey the message to the coach.