



The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

THREE VILLAGE CENTRAL SCHOOL DISTRICT

IMPORTANT INFORMATION CONCERNING STUDENT SCHEDULES & GUIDANCE APPOINTMENTS FOR COURSE CHANGE REQUESTS

**Alan L. Baum, Principal
Ward Melville High School**

August 2016

Dear Parents and Students,

I hope this letter finds you and your family enjoying the summer. We have been working to plan for a smooth opening of school.

Since we began the scheduling process during the last school year, there have been opportunities for students to alter their course requests. Ward Melville's master schedule was constructed based upon the results of these course requests, as well as taking into consideration budgetary constraints inherent in today's climate. Please note that a request for a course does not guarantee a seat in a course. All courses and sections have various constraints and maximum seating capacities. Some students will NOT get all of their requests satisfied. In order to protect the integrity of the master schedule and our limited resources, *schedule changes will only be entertained on a very limited basis.*

Schedules will be available on the Portal by late morning on Monday, August 15th. On Tuesday, August 16th from 8:00 a.m. – 2:00 p.m. all students in grades 10-12 will have the opportunity to come to Ward Melville for the **sole purpose of dropping** scheduled courses. The WMHS Course Drop Request Form can be downloaded from the WMHS website. The Course Drop Request Form must be signed by a parent and returned to the Main Office on Tuesday, August 16th. If you cannot download the form, you can come to the Main Office, pick up the Course Drop Form, fill it out, and leave it for our guidance staff. Please keep in mind that parent signatures are required for ALL course drops. Please note that no schedule changes other than the dropping of courses from a student schedule will be entertained on this day. Dropping a course does not necessarily mean you will be able to add a course in the future. Available seats are extremely limited. Additionally, guidance counselors will **not** be on-hand to advise students on this day. Guidance counselors will contact students at a later date, only if there is a problem or question that needs to be addressed.

Changes to student schedules will only be made for the following reasons:

- Schedule errors (i.e. mandated courses for graduating seniors that are missing, Phys. Ed., etc...);
- To accommodate course changes due to summer school courses or the passing of Regents examinations in August;
- To eliminate taking a course with a teacher the student previously had for which there was a documented negative experience for the student (**not a sibling**), depending on class size, balanced enrollment, and schedule;
- To add elective classes, depending on class sizes and scheduling constraints;
- To change to a **lower** level course (i.e. AP or Honors to Regents).

No changes in schedules can be made that are not based upon these reasons.

Students may submit paper requests to add 1st semester or full-year courses until Tuesday, September 13th. Forms for requesting additional courses, error corrections, or to drop a course will be made available on-line and in the Main Office.

YOU MUST CONTINUE TO ATTEND ALL OF THE CLASSES APPEARING ON YOUR SCHEDULE, EVEN IF YOU ARE REQUESTING TO DROP THAT CLASS, UNTIL YOU RECEIVE A NEW SCHEDULE FROM GUIDANCE.

I hope you all enjoy the remaining days of summer and I look forward to seeing everyone in September.

Sincerely,

Rosanne DiBella

Mrs. Rosanne DiBella
Assistant Principal

Assistant Principals: Erin Connolly, Rosanne DiBella, Kevin Finnerty
Dean: Jay Negus

380 Old Town Road ■ East Setauket, New York 11733-3499 ■ Telephone: 631-730-4900 ■ Fax: 631-730-4901

Cheryl Pedisich, **Superintendent of Schools**
Kevin Scanlon, **Assistant Superintendent for Educational Services**
Jeffrey Carlson, **Assistant Superintendent for Business Services**
Gary B. Dabrusky, Ed.D., **Assistant Superintendent for Human Resources**

Schedule changes are by appointment ONLY and must be scheduled for the appropriate date and time as indicated by grade level scheduled below.

SCHEDULE CHANGE APPOINTMENT SCHEDULE		
DATE	TIME	GRADE LEVEL
MONDAY, AUGUST 22, 2016	8:00 AM - 2:00 PM	GRADE 12
TUESDAY, AUGUST 23, 2016	8:00 AM - 11:00 AM	GRADE 12
TUESDAY, AUGUST 23, 2016	11:00 AM – 2:00 PM	GRADE 11
WEDNESDAY, AUGUST 24, 2016	8:00 AM – 2:00 PM	GRADE 11
THURSDAY, AUGUST 25, 2016	8:00 AM – 2:00 PM	GRADE 10
FRIDAY, AUGUST 26, 2016	8:00 AM – 2:00 PM	GRADE 10
MONDAY, AUGUST 29, 2016	8:00 AM – 2:00 PM	MAKEUPS FOR ALL

DIRECTIONS FOR SCHEDULING AN ONLINE APPOINTMENT WITH THE NEW ~TEACHERREACHER~ ACCOUNT

We are utilizing a new online appointment scheduler; please carefully follow the directions below. **All parents must create a new account. You will not be able to make appointments until Wednesday, August 17th according to the following login times, beginning with Seniors at 8:00 am, then Juniors at 10:00 am and Sophomores at 12:00 pm.**

- Please click or go to: <https://teacherreacher.com/site/index.cfm>
- Click "Sign Up", select "Three Village CSD", then enter **your** First Name, Last Name, Email, create a password, Phone number, and then click "Create Account".
- Once you create an account you will receive a confirmation email, you must open the email and click to activate your account.
- Once your account is activated you need to log in as a parent.
 - You must click "Add Child"
 - Choose Ward Melville High School, enter your child's First Name, Last Name and DOB
 - Click "Find Student", select your child and click "Add Student"
- Now that you added a child, you are able to schedule an appointment.
 - Click "Schedulers" on top, then click "Events"
 - Click "Guidance Appointment for Course Change"
- You will now be at the appointment screen, click on "Make Appointment" according to the schedule noted above for your child's grade level; **if you do not choose the appropriate date/time, the appointment will be removed.**
- Click on "Guidance", you may click on any "Counselor" to view open time slots.
- Click on an open 10-minute appointment block.
- Please make sure to click "Make Appointment", at the bottom of the screen. You should now see your appointment on the left side. You may click "Retrieve Schedule" to either print or have it emailed to you.
- Every effort will be made to keep to this time frame. **We expect that each appointment will be no longer than 10-minutes. Please respect the counselors and the other students by arriving and leaving on time.**

If you are having trouble with the site or have any further questions, please call 730-4960 for assistance.

Links:

Teacher Reacher:

<https://teacherreacher.com/site/index.cfm>

Campus Portal:

<https://icampus.3villagecsd.k12.ny.us/campus/portal/threevillage.jsp>

WMHS Website:

http://threevillagecsd.org/schools/ward_melville_high_school

Schedule/Course Related Deadlines

Tuesday, August 16, 2016 – Course Drop Request forms will be accepted in the Main Office.

Tuesday, September 6, 2016

- Last day to opt to **AUDIT** a 1ST SEMESTER or FULL YEAR course.

Tuesday, September 13, 2016

- Last day to **ADD** 1ST SEMESTER or FULL YEAR course.

Wednesday, September 21, 2016

- Last day to request **PASS/FAIL** for FULL YEAR or 1ST SEMESTER course.

Tuesday, November 15, 2016

- Last day to **CHANGE LEVELS** for 1ST SEMESTER course (i.e. AP Psych. – Psych.).
- Last day to **DROP** 1ST SEMESTER course.* **No Semester course may be dropped after this date.**