



*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 2017

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. 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, *changes will only be entertained on a very limited basis.*

Schedules will be available on the Portal by late morning on Monday, August 14<sup>th</sup>. On Tuesday, August 15<sup>th</sup> 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 Mrs. DiBella's Office, located in the Science Wing – Auditorium Entrance, on Tuesday, August 15<sup>th</sup>. If you cannot download the form, you can come to Mrs. DiBella's 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 size 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 1<sup>st</sup> semester or full-year courses until Tuesday, September 12<sup>th</sup>. 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

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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 21, 2017	8:00 AM - 2:00 PM	GRADE 12
TUESDAY, AUGUST 22, 2017	8:00 AM - 11:00 AM	GRADE 12
TUESDAY, AUGUST 22, 2017	11:00 AM – 2:00 PM	GRADE 11
WEDNESDAY, AUGUST 23, 2017	8:00 AM – 2:00 PM	GRADE 11
THURSDAY, AUGUST 24, 2017	8:00 AM – 2:00 PM	GRADE 10
FRIDAY, AUGUST 25, 2017	8:00 AM – 2:00 PM	GRADE 10
MONDAY, AUGUST 28, 2017	8:00 AM – 2:00 PM	MAKEUPS FOR ALL

## **DIRECTIONS FOR SCHEDULING AN ONLINE APPOINTMENT WITH OUR TEACHERREACHER ONLINE APPOINTMENT SYSTEM**

If you have used TeacherReacher in the past (Parent/Teacher Conferences, Guidance appointments), you may sign in using your previous username/password. All users new or previous must have their student(s) linked to their account. If your student(s) is not listed on your account, you must add them to schedule an appointment. First time users will have to create an account. Please follow the directions below to create an account and add your student(s).

**At this time, we strongly recommend that you create an account. You will not be able to make appointments until Wednesday, August 16<sup>th</sup> according to the following log in 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>
- **For first time users:**  
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 Schedule 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 "August Counselors", 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 730-4940 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](http://threevillagecsd.org/schools/ward_melville_high_school)

**Schedule/Course Related Deadlines**

***Tuesday, August 15, 2017*** – Course Drop Request forms will be accepted in the Main Office.

***Wednesday, September 6, 2017***

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

***Tuesday, September 12, 2017***

- Last day to **ADD** **1<sup>ST</sup> SEMESTER** or **FULL YEAR** course.

***Wednesday, September 20, 2017***

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

***Tuesday, November 14, 2017***

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