



*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.*

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Paul J. Gelinas Junior High School

Corinne Keane, Principal  
William Corrao, Assistant Principal

May 2023

**Re: Grade 7 Course Verification Process**

Dear Parent(s)/Guardian(s):

Welcome to P.J. Gelinas Junior High School! Due to the demanding nature of the seventh grade academic curriculum, careful placement in seventh grade courses is especially important. Our goal is to provide students with stimulating and challenging coursework and to place students in a program of study where they can enjoy a positive and successful learning experience.

The courses in which your child will be enrolled at the start of the seventh grade school year will be posted on the parent portal on **Tuesday, May 9<sup>th</sup> at 3p.m.** Your child's course registration can be found on the Parent Portal on the left side under "More >Course Registration."

The following criteria are used as a guideline for consideration to appropriately place students into the honors programs for English, Social Studies, Science and Math:

- Report Card
- AIMSweb Reading Assessment
- i-Ready Math Assessment

It is important to note that the above criteria serve only as a guideline for placement decisions and does not guarantee placement into honors courses. All placement decisions are carefully reviewed in an effort to maintain the integrity of our program and offer students the most appropriate educational program of study. In the event that you believe your child qualifies for placement in a course at a different level, you may appeal the indicated placement.

**In order to make a placement appeal, please submit an email to [gelinasappeals@3villagescd.org](mailto:gelinasappeals@3villagescd.org) with the following information by Friday, June 9th:**

- State the reason(s) you believe your child's placement should be changed and any additional information, which you believe, is pertinent to a change in placement in seventh grade courses.
- We will also consider report cards from previous years.

25 Mud Road ■ Setauket, New York 11733-1499 ■ Telephone: (631) 730-4700

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Dr. Kevin Scanlon, **Superintendent of Schools**

Jeffrey Carlson, **Deputy Superintendent**

Dr. Gary Dabrusky, **Assistant Superintendent, Human Resources**

Dr. Brian Biscari, **Assistant Superintendent, Educational Services**

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Each appeal will be carefully reviewed by building administration and department chairs, and parents will receive an email notification of the school's decision by **Friday, June 16th.** We trust this process will serve to resolve placement issues for the 2023-2024 school year. Please note that your child's initial course placement may change throughout the school year. Adjustments may be made in course level based upon evaluation of your child's academic effort and performance. Please review the Program of Study, found on the school website, for course maintenance criteria information.

Should you wish to change your child's **elective course(s) only**, please email the **Gelinas Guidance Office at [gelsched@3villagecsd.org](mailto:gelsched@3villagecsd.org)** by **Friday, June 9<sup>th</sup>.**


Junior High School student schedules, which include courses, assigned teachers, class periods, and room numbers, will be posted on the portal on or about **Friday August 18<sup>th</sup>.**

The new student walk-through will be scheduled on **Tuesday, August 29<sup>th</sup>** details to follow. This is an opportunity for your child to tour the building and walk through their new schedule. Please make every effort for your child to attend the event so they can acclimate themselves to P.J. Gelinas Jr. High School.

We hope that this information proves helpful to you and your child, and we look forward to meeting you and working closely with you during your child's junior high school years.

Sincerely,

  
Corinne Keane  
Principal

  
William Corrao  
Assistant Principal