



**COLUMBIA HIGH SCHOOL**  
EAST GREENBUSH CENTRAL SCHOOL DISTRICT

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Guidance Office (518) 207-2020

*Principal*  
JOHN P. SAWCHUK

*Assistant Principal*  
ED KILMARTIN

*Assistant Principal*  
MARTY MAHAR

*Assistant Principal*  
TIMOTHY MALLOY

*Superintendent*

ANGELA M. NAGLE, Ph.D.

August 20, 2014

Dear Parents/Guardians:

Our district will be implementing security access procedures at Columbia High School as part of our ongoing efforts to ensure student safety. As always, all exterior doors will be locked during the school day. Any student arriving after the regular drop off time must show his/her ID badge at our new Reception Office and be buzzed into the building.

We need your help and cooperation for our system to work effectively. Our staff at Columbia will continue to work diligently to get you into the high school as quickly as possible, though there may be a short delay until someone can "receive" you and buzz you through the doors. There will be certain times during the day when the staff member is signing in another visitor before they can assist you. Please help our staff by identifying yourself and state the purpose of your visit as well as providing us with proof of your identity. Please continue to send in a note ahead of time with the student to notify us of early release. We encourage you to leave ample time when picking up your child for an appointment.

Every visitor shall comply with the following procedures:

- Visitors will be required to approach our new Reception Office, identify themselves, and state the purpose of their visit.
- Once visitors are in the vestibule and the reason for the visit is established, they will be asked to show ID, sign in on the visitor log through the use of the drawer at the window, and supply collateral (i.e. license, car keys, etc.) in exchange for a visitor badge. The collateral will be maintained at the Reception Office in a lock box during the duration of the visit.
- After receiving a visitor's badge, visitors will be allowed entry into the building and the staff member will notify the Main Office that a visitor is on their way to the Main Office for a meeting.
- In the event that a parent or guardian is dropping off an instrument, lunch, clothing, etc. they will be asked to leave it at the Reception Office with the staff member who will label the item and ensure that the student receives it.

Please know your involvement continues to be crucial to our school's effectiveness and your child's safety. We continue to encourage and value your presence in our district and are counting on your cooperation with the implementation of our safety initiative.

Sincerely:

John P. Sawchuk  
Principal, CHS