

## WELCOME BACK MESSAGE FROM THE PRINCIPAL

Welcome back!

This year, classes at EGCSD school begin on **Thursday, September 7, 2023.**

Each student has an email address issued to them. Schedules will be emailed to students shortly before school resumes.

Upon arrival, students should report directly to their **FIRST** period class in the morning after the first bell at 7:10 AM.

If there is a problem with your schedule, you may sign up in the Guidance Office for an appointment.

We have been working hard this summer to improve our academic and enrichment programs to provide you

with an outstanding educational experience. I have been meeting with your student council leaders and have been impressed with their dedication, work ethic and ambitious plans for the 2023-24 school year.

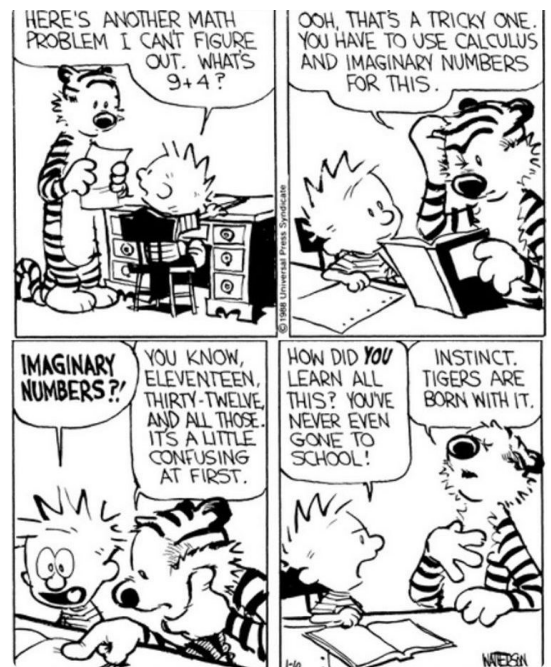
I am hopeful that your remaining days of summer are relaxing, enjoyable and safe for you and your family. I look forward to working with you.

Please note there is important Attendance information beginning on Page 9.

Michael J. Harkin, Principal, CHS  
 Your Partner in Education

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## CALCULATORS INFORMATION

New York State has mandated the use of graphing calculators for all high school mathematics Regents Examinations. In addition to the students using the graphing calculator on the Regents Exam, the mathematics teachers will be integrating the use of a graphing calculator into classroom activities, homework, and assessments throughout the year.

The teachers at Columbia High School will be using Texas Instruments calculators. Calculators may be purchased at various stores (Walmart, Target, Staples) and may be included in Back-to-School sales.

**The models that are appropriate for all Regents Examinations in mathematics and all mathematics courses are as follows:**

- TI-83 Plus
- TI-84 Plus
- TI-84 Plus Silver Edition
- TI-84 Plus C Silver Edition
- TI-84 Plus CE (model used by CHS math teachers)

The use of the graphing calculator at home allows the student to further practice concepts and skills and to gain familiarity with the calculator functions. These graphing calculators will be used throughout your child's high school mathematics program, as well as in many college courses.

If you purchase a calculator and are unsure of the model, please do not open the plastic packaging until a mathematics teacher checks the model. Returning merchandise is often difficult if the calculators have been opened.



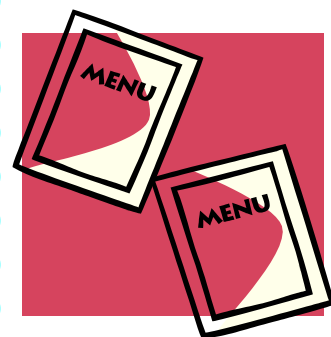
## Midterm and Regents Exams

This January 2024 all of our teachers will be giving Course midterm and Regents exams.

These exams will be given between January 23-26, 2024. It is important that students be in attendance as scheduled during this time frame period. In order to make up any non-Regents exam you **must**

present a legal excuse. The next Regents exam dates will be in June. **Please check your child's schedule before planning your vacation.**

**PLEASE NOTE:** Per State Ed, **cell phones are not allowed in exam rooms. Any phones not left home will be collected prior to entry to the exam room.**



Please check website for menus for the 2023-2024 school year.

## FRESHMAN and NEW STUDENT WELCOME

# WELCOME

Columbia High School welcomes incoming Freshmen and new incoming students.

Students are invited to arrive on Wednesday, August 30th beginning at 9:00 AM for our annual Freshman and New Students Orientation program.

Students will be familiarized with the world of Columbia High School, laying the foundation for a successful first year at Columbia.

The beginning of Freshman year is an important,

exciting, and sometimes anxious time for students and parents. Over the past 20+ years, the Freshman Orientation program has been an important part of reducing this anxiety and making the transition to high school both smooth and successful for our students.

Anticipated to be on hand to greet students are CHS Principal, Michael Harkin and 9th grade Principal, Patricia Farnan, as well as School Resource Officer Ed Ashley, Assistant Principal Ed Kilmartin for

Grades 11/12, Assistant Principal Tim Malloy for Grades 10/11, Class Advisors Stefani Monuteaux, Scott Monuteaux, and Dan Batcher, and Student Council Advisors Chelsea Dyer and Kelley Sheraw. School Counselors will also be there.

We look forward to welcoming the Class of 2027 and all new students to CHS as they arrive for their first day of classes on 9/7/23, making your school year a great one. We'll be seeing you soon!





## STUDENT EXPECTATIONS

Respect Yourself and Others: Review the dress code in your student handbook. If you are not following it, you will be asked to change or be sent home. Keep your hands to yourself and respect others' personal space.

Eating in the Cafeteria is a Privilege: Any food throwing, vandalism or not following directions of our staff will result in your removal from the cafeteria or possible suspension from school.

Safe and Drug Free Environment: Do not bring drugs into our school. It will result in your removal from our learning environment. East Greenbush Central School District has a no-smoking policy.

Safety Drills: Follow directions during drills and limit all conversations so that people can hear instructions in case of an emergency. Assemble where you are told to go so that emergency personnel can gain access to the building if needed.

Positive Behavior: Be patient as you travel to classes, stay to the right in the halls and don't run, for everyone's safety. You must have a hall pass to travel in the building. If you do not have a hall pass, you will be sent back to your original location.

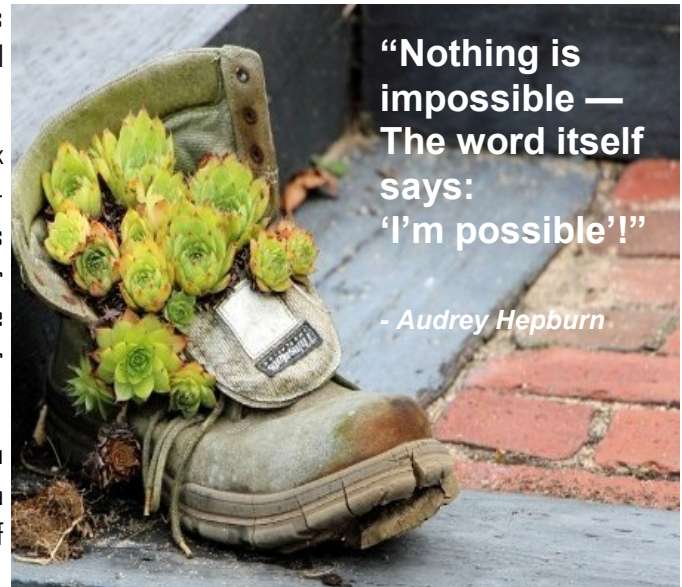
Every Day Attendance: Your daily class attendance is critical to your academic success and it is tied directly to your class credit. You need to understand our policy. Chronic tardiness will result in after-school detention.

Cooperation: If staff members ask for your reasonable cooperation, give it to them. There is no excuse not to give your full cooperation. You will be held accountable for your actions.

Take Care of Each Other: If you hear things that are of a concern to you, let a staff

member know right away (We can keep your name anonymous).

Respect: Be sensitive to others! We are a school made up of different people and personalities. That's what makes your time at Columbia High School such a great experience. You need to understand that inappropriate words and names can hurt and will not be tolerated and can result in your being removed from our learning community.



## CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones should be turned off and not in view during all instructional periods, including study halls. Teachers have the right to confiscate items from offenders as necessary.

Students are not to use or display any communication devices, including cell phones, during testing: quizzes, tests, Regents exams, etc. **Students observed using any prohibited communication device**

**during testing will receive a "Zero".**

Students who refuse to relinquish prohibited electronic devices will not be permitted to take the exam.

Students are not allowed to take unauthorized pictures of fellow students or staff members. Students found in violation of this policy will face suspension.



# STUDENT IDENTIFICATION BADGES



Columbia High has a Student Identification Badge procedure in place. Students are issued an identification (ID) badge with a picture and a lanyard/clip indicating they are a student at Columbia. All students are required to have their lanyard and school ID badge whenever they are on school grounds. This procedure ensures that Columbia High School is in the forefront of safety and helps create a positive and respectful learning environment.

will be issued to all students during 1st Period.

Students use their student identification badges to gain access to the high school, enter the library and courtyard, and must be worn to gain entrance to dances and proms. They are also mandatory to attend Regents, SAT and ACT exams.

If you lose your badge, please contact your Assistant Principal's office immediately.

During the first week of school new badges



# EGCSD is a Smoke-Free District



Columbia is a smoke-free campus as declared by the Board of Education. The policy incorporates federal and state laws which prohibit smoking on school grounds by anyone. Any student who is in possession of, or uses tobacco or smokeless products such as E-cigarettes, chewing tobacco, or any marijuana-related items, etc. on school property will be subject to discipline consequences.



# MEDICATION AT SCHOOL

MEDICATION MAY BE ADMINISTERED ONLY IF IT IS ACCOMPANIED BY:

- The written order of your physician specifying diagnosis, medication, (possible side effects), dosage, frequency and the time element for administering this medication,

AND

- The written request of the parent, requesting that school personnel administer the medication as ordered,

AND

- The family must provide the medication in the original bottle, tube or container that clearly indicates date, name

of child and physician, dosage and frequency.



## SUGGESTED BASIC SCHOOL SUPPLY LIST

*Because class dynamics may vary significantly, please note that students at the High School level will receive a separate supply list from each classroom teacher on the first day of classes.*

*Below is a basic list of supplies for those who wish to purchase items in advance:*

### **SUGGESTED:**

Spiral bound notebooks

Pencil case

Pocket folders (pockets in the bottom)

Student Planner/Agenda

Composition notebooks

Graphing Calculator (*please see Math Department notification on calculators - page 2*)

Pens / Pencils / Colored pencils

Highlighter pens

Loose-leaf paper

Flash drives

Backpack

Graphing paper



### ***Personal Items / Personal Choice***

Personal hand sanitizer

Disinfectant wipes

Tissues

## UPCOMING IMPORTANT DATES TO REMEMBER (September through December 2023)

- School starts Tuesday, September 7
- Class pictures dates (during gym class) 9/15 or 9/18
- Open House: Tuesday, September 19
- Full-Day Professional Development: Wednesday, Nov. 1
- Emergency Go-Home Early Drill: Thursday, Nov. 9
- Board of Ed. Meetings: (see school calendar for location):  
Sep. 13, 27 / Oct. 11, 25 / Nov. 8 / Dec. 6, 20
- School Recesses: Sep. 25 / Oct. 9 / Nov. 10, 22, 23, 24 /  
Dec 25 to Jan 1
- PTSO meetings: 10/5, 12/7, 2/8, 4/11, 5/30  
(NOTE: meetings will be virtual)

**Be sure to check the CHS web page ([EGCSD.org](http://EGCSD.org)) under your student's "Class of" section for specific additional important dates pertaining to your child's grade.**

### FLU SEASON INFORMATION

With the opening of school, families and community members should take steps to minimize the spread of the flu virus.

Anyone with influenza-like illness should stay home and not attend school or go into the community, except to seek medical care for at least 7 days, and not before they have been symptom- and fever-free for 24 hours.

All persons should practice basic flu prevention measures such as covering the mouth when coughing or sneezing, washing hands, and so on. Students should keep their own tissues on hand.

## MUSIC AND THE ARTS / ATHLETICS

Be sure to check out the [EGCSD.org](http://EGCSD.org) district web page for various school activities.

Throughout the year various school concerts, sporting events/games, the annual Art Show, and other wonderful activities take place.

We are proud to boast that our students are amazingly and incredibly talented. Come watch them perform. You'll be glad you did!



## STUDENT DRESS CODE REMINDER

It is important to remember that it is our students' responsibility to dress appropriately for school and school functions.

Students must recognize that extremely brief garments are not appropriate. No clothing can be worn that is considered

vulgar, obscene or endorses alcohol, tobacco or illegal drugs.

If a student is dressed inappropriately, he or she is sent to the Principal's office and asked to change.

We thank you for your continued support.



## WORKING PAPERS AND TRANSCRIPT REQUESTS

Please note that requests for Working Papers and High School Transcripts are available on-line. To access the forms, please go to the main page of the East Greenbush Central School's district web site at [EGCSD.org](http://EGCSD.org) / About Us / Forms / Other

~ Students can print the forms out at home and have their parent/guardian sign them. They should then bring the completed forms to the Guidance office. **IMPORTANT:** Working paper requests must be accompanied with a copy of the student's physical within the last year. Student must be present to sign the card.

### *Price Chopper Tools for Schools*

Please help CHS earn free Educational Equipment.

Sign up with your AdvantageEdge Card at [www.pricechopper.com](http://www.pricechopper.com).

If you do not have internet access, please send your name and AdvantageEdge Card Number to school or sign up at Price Chopper.

Columbia High School's code is **15753**

**IF YOU BELIEVE  
IN YOURSELF  
ANYTHING  
IS POSSIBLE.**



# IMPORTANT ATTENDANCE INFORMATION

## Columbia High School

### Message from Principal Harkin

Hello Parents/Guardians:

- ◆ **Please know that Attendance to school is very important.** Please *click on the links below* for accessing your student’s attendance.
- ◆ ***Parent Portal (check school records online):***

If link doesn’t work, use this address:  
 (<https://www.powerschool.com/sign-in/>)

- ◆ ***Attendance Matters Video:***

If link doesn’t work, use this address:  
 ([https://www.youtube.com/watch?time\\_continue=1&v=Im1g3KFv0rA](https://www.youtube.com/watch?time_continue=1&v=Im1g3KFv0rA))

**PLEASE NOTE:** Phone calls or emails are still Required when your child is absent. Please see absence call-in information on page 11.

Please be aware that ParentSquare automatically sends out notification

to the Parent/Guardian whenever their student is marked absent from school. The information is pulled from Period 1 so if your child has been marked absent from Period 1 the report will be sent.

As always, I thank you for your continued support.

Michael J. Harkin

Principal CHS

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*COLUMBIA HIGH SCHOOL*  
*ATTENDANCE ABSENCES INFORMATION*

**24-hour Absence Report Phone Number: (518) 207-2002**

Dear Parent or Guardian,

We welcome your child to Columbia High School.

Only parents or legal guardians, as indicated on the Student Verification Form, may verify absences or have students released from school. We ask you, the parent or guardian, to call the school on the morning of the day your son or daughter will be absent, regardless of the reason. The telephone number is **207-2002**. Please place this number in a strategic location. This is a 24-hour number.

Parent/Guardian Call-In Absence Voice Mail (24 hour availability)

**Early calls are appreciated.** Written absence note still must be sent in.

Please report the following:

Your name

Your relationship to the student

Student's full name

Reason for the absence

Possible length of the absence

Absence Notes

We must have an absence note in writing. Please include the following:

1. Student's full name and grade
2. Reason for the absence (*click on flyer brochure below for legally allowed absence reasons*)
3. Date/time of absence or tardy
4. Possible length of the absence, if more than one day
5. Your name  
Your relationship to the student

If you wish, **you may send an email** informing the Attendance Secretary of your child's absence ([chessely@egcsd.org](mailto:chessely@egcsd.org)). As long as the email contains all of the information above and comes from a valid parent/guardian email, it may be accepted as a legal parent-written absence note. **If your child's name is different from yours, please write the student's full name.**

Per EG District Policy, an absence note must be submitted no later than five (5) days after they were absent.

## **PARENT PORTAL INFORMATION**

### **FOR PARENTS/GUARDIANS:**

***As well, we have the PowerSchool's Parent Portal where parents can follow their child's attendance and grades.***

On your computer (if not reached via clicking on link on front page):

1. Type in "EGCSD.org" to bring up the district webpage
2. On the top Blue line, click on "PowerSchool"
3. Click on Students/Parents
4. In the Sign-In box that comes up, either sign in or create an account.
5. Also in the sign-in box, you can click on the information to read more about creating a new account or view the Parent Portal Users Guide:

    Create New Account – Instructions

    Parent Portal Users Guide

    Student Portal Guide

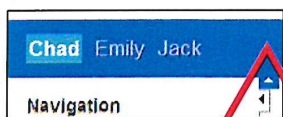
6. For full detailed instructions, please see the next two pages for in-depth instructions.

Please Note: If you experience issues with the Portal, please email problem and student name(s) to: [PortalHelp@egcsd.org](mailto:PortalHelp@egcsd.org)

*Parents/Guardians should be aware that teachers are required to mark a student absent ("U") when he/she is not present in the classroom. This code is amended through the Attendance Office once notification is received for legal absence (For Example: Field trip; visit to Assistant Principal, Guidance or Health Office; Legal absence when a tardy note is received, School-related activities or Exams). Please be aware that it may take time for code changes/amendments to show.*

## PowerSchool Parent Portal Users Guide

1. Open your web browser (such as Internet Explorer) and go to: <https://ps.egcsd.org/public>. Note: Most website addresses begin with <http://www...> Our PowerSchool website does not. Add the login page to your favorites or bookmarks so you will not have to remember or type the address again.
2. Create an account (unless you already have one) which will gain you access to PowerSchool. During the account creation, you will need to add your child's account Access ID and Access password.

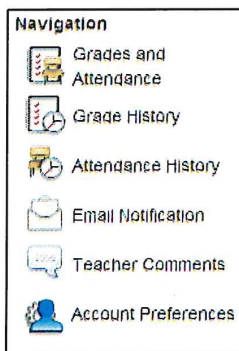


3. Once you are logged in, you will see all the children you have linked to your account on the left side in the blue bar (see picture to the left). Click on a different child to see their information.

Please note the arrows in the triangle. They can be used to expanded or collapse the upper and left frames on the screen.



4. In the Navigation frame on the left (see picture below) you will see several options for different information you can select to look at. Below are the details about each menu option.



**A. Grades and Attendance:** Lists the grades and attendance for each class the student is taking for the year.

- a. Click on the numeric average to view the individual assignments and grades used to make up that average. You will find other blue text links that can be clicked for more information. Grades for the current term will be updated as often as the instructor updates their grade book.
- b. Absent/tardy information per period for the current week, last week and term totals are shown on this screen, too. Click the blue attendance number for detailed information.

**B. Grade History:** Lists the grades for each term in the current school year.

**C. Attendance History:** List of attendance by day for the current term. There is a legend at the bottom of the PowerSchool page which indicates what the codes stand for. If there is a "-" shown for the day, it means there was no school that day or the class does not meet that day.

**D. Email Notification:** Here you can setup to receive periodic reports about your child attendance, grades or assignments. School Announcements and Balance Alerts features are not supported.

**E. Teacher Comments:** List the comments that the teacher entered at the end of the selected Reporting Term.

**F. Account Preferences:** Can be used to change your Parent Portal account information including email address, username, and password. This is also the places where you can add additional children linked to your account.

5. When you are done with PowerSchool, click the **Sign Out** link in the upper right hand corner of the screen. If you do not logout, PowerSchool will log you out automatically after ten minutes. If PowerSchool logs you out and you try to access something on the page, you will be taken back to the PowerSchool login screen.
6. **Codes Used for Attendance**

At the bottom of any screen that shows attendance codes, you will find a **legend**. The legend will tell you the meaning of each code. Attendance codes may change in the future as our needs change.



7. **Codes Used to Label Averages:** On the **Grades and Attendance** screen and other screens **codes** are used to label averages. Below is a summary of the codes used and their meaning:

Grade Average Codes	Explanation
T1, T2, T3	Elementary schools only run on Trimesters. T1 is Trimester 1, T2 is Trimester 2 and T3 is Trimester 3.
E1, E2, E3	Elementary School effort associated with trimester
Q1, Q2, Q3, Q4	Middle and high school quarter grades
R1, R2, R3	Regents exam scores for January, June, and August regents, respectively.
A1	Score for the January mid-term exam
M1, M2, M3, M4	Mid-quarter term progress comments.
L1	Score on local exam or course final exam (not Regents exam)

8. How quarter averages are calculated is up to the individual teachers. Some teachers calculate a simple average, others weight grade categories. Contact the teacher for more information.
9. Some screens will show **courses** that are not graded. Some examples are lunch, study hall, DEAR, and homeroom. PowerSchool does not let us remove these courses from screens or e-mail notifications.

## Questions and Answers

### 1. Whom should I call if I have a question?

Question Topic	Person to Contact
Grades for class assignments during the current semester	Your student's teacher. Teachers' email contact information is available by hovering over or clicking on the teacher's name.
Attendance in a specific class on a specific day	Your student's teacher.
General attendance questions, and questions related to absences excused by parents/guardians	School attendance secretary
PowerSchool information and feedback	<a href="mailto:PortalHelp@egcsd.org">PortalHelp@egcsd.org</a>

### 2. Can I change my password?

Yes, you can do that via the Account Preference icon under the Profile tab.

### 3. What is required to connect to the PowerSchool server?

Users need the following to connect to the Internet:

- A computer with a connection to the Internet
- Internet Explorer 5.01 or Netscape 5.0 or more recent
- An Access ID and Access Password which was assigned to your child. If you do not have one, contact your child's school. Access ID's and Access Passwords are given to all students in grades 4-12. Students in grades k-3 do not have course information or grades in PowerSchool.

## ABSENCE CALL-IN



Thank you to Parents/Guardians for submitting your child's absence notes on a timely basis. Please note that processing the absence excuses could take **at least a week** before the results appear on the Parent Portal. Thank you for your understanding.

Columbia High School has a direct Absence Call-In phone line that is available 24 hours a day, although it is best to call in the early morning when possible, and is checked daily prior to absentee notifications made home to Parents/Guardians. Please be aware that notification is sent out at 10:30 AM daily via ParentSquare.

Absence Phone #:  
**(518) 207-2002**



**WELCOME BACK**

**PARENTS  
PLEASE NOTE**

Please note: We are no longer recognizing Perfect Attendance. However, it is still good practice for your student to attend school on a regular basis to keep up with schoolwork. Students are allowed 10 days of legal absence by parent notification during the course of the school year. Anything beyond the 10 days must be accompanied by medical/legal documentation before it is accepted as a legal absence.