

***2023-2024***



**Holley Central School District**



***Be*** Respectful

***Be*** Responsible

***Be*** Safe

# Holley Central School District

## Board of Education

Robin Silvis, President  
Anne Winkley, Vice President  
Salvatore De Luca Jr.  
Trina Lorentz  
Brian McKeon  
Anne Smith  
Tracy Van Ameron

## Special Programs/Alt Ed 638-6316 638-6496 (fax)

Stephanie Sanchez, Director x 2401  
Karen S. Gaylord, Administrative Assistant x 2413  
Abigail Parkin, Administrative Assistant x 2403  
Stacey Braley, School Social Worker x 2551

## Transportation 638-6316 638-7279 (fax)

Tammy Beaney, Supervisor x 2200  
Daphane Moak, Administrative Assistant x 2200  
Mariah Grabowski, Administrative Assistant x 2200

## Buildings and Grounds 638-6316

John Sherman, Director of Facilities x 2014

## Food Service 638-6318

Vickie Scroger, Director of Food Service x 2566

## Central Office 638-6316 638-7409 (fax)

Brian Bartalo, Superintendent x 2000  
Connie Nenni, Administrative Asst./District Clerk x 2003  
Sharon Zacher, Asst. Superintendent for Business x 2001  
Kaitlyn Nuse, Payroll x 2010  
Leslie Neale, Accts Payable/Benefits/ School Taxes x 2004  
Brendan Keiser, Director of Teaching & Learning x 2591  
Meghan Fox, Human Resource Manager x 2323

## Elementary School 638-6318 638-0706 (fax)

Karri D. Schiavone, Principal x 2405  
Timothy Artessa, Assistant Principal x 2500  
Alexa Downey, Administrative Assistant x 2580  
Chrystal Gantman, Administrative Assistant x 2300  
Kristina Tese, School Counselor x 2408  
Michelle Palmer, School Social Worker x 2558  
Holly Curtis, Psychologist x 2411  
Meaghan Hyman, School Nurse x 2404  
Rose Porter, School Nurse x 2406

## MSHS 638-6335 638-7925 (fax)

Matthew Feldman, Principal x 5505  
Daniel Courtney, Asst. Principal / Athletic Director x 5503  
Kaitlyn Andrews, Administrative Assistant x 5500  
Paula Barrus, Attendance Clerk x 5501  
Penny Cole, Guidance Administrative Assistant x 5510  
Andrew Ruff, Guidance Counselor x 5514  
Nicole Solazzo, Guidance Counselor x 5512  
Samantha Zelent, School Social Worker x 5513  
Erin Dibble, Psychologist x 5511  
Orissa Hill, School Nurse x 5100



# Who do I call?

# Holley Central School District

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## FREE BREAKFAST AND LUNCH!

The District sent in an application to the New York State Education Department to participate in the Community Eligibility Provision (CEP) for the 2023-24 school year. This program is a viable and valuable alternative for schools in high poverty areas who currently participate in School Breakfast and the National School Lunch Programs. This program runs for (4) four successive school years. We are in year three of this four year program.

What this means is **ALL** children may be served a breakfast and lunch at no charge each and every day school is in session full days.

On half days of school, the Holley CSD cafeterias will allow Take Home Bag Lunches upon request free of charge. Lunches **MUST** be preordered, so watch for the order form in your elementary child's backpack the week prior to each early dismissal day.

Children may still purchase A la Carte items, ie. chips, ice cream, cookies, etc. **Charging will not be allowed.**

Check [www.holleycsd.org](http://www.holleycsd.org) website for pricing and menus.

*Visit the Holley CSD website for valuable information!*

Athletic schedules, calendar of upcoming events, free and reduced lunch application, transportation request, parents resources, district policies, budget information, Bullying Report Form, and much, much more....[www.holleycsd.org](http://www.holleycsd.org)

**Follow us on Twitter and Facebook**



## Important Information



## Ten Tips to make homework time easier for you

1. Set a regular place to do homework.
2. Set a regular time.
3. Turn off electronics during homework.
4. Help your child plan their time and do what is required first.
5. Set an example and read or do other work while your child is doing homework.
6. Do the most difficult subjects first.
7. Save “easy” subjects for last.
8. Praise good work.
9. Look over your child’s homework every day.
10. Communicate regularly with your child’s teacher.

### *Middle School/High School Time Schedule 2023-2024*

White Days 1 Hour Classes A—H Days	Red Days 42 Minute Classes I and J Days
TIME	TIME
Set 1 7:25 – 8:26	Period 1 7:25 – 8:08
Set 2 8:30 – 9:30	Period 2 8:12 – 8:54
Set 3 9:34 – 10:34	Period 3 8:58 – 9:40
Set 4 10:38 – 12:10 (3- 30 min lunch)	Period 4 9:44 – 10:26
A 10:38 — 11:08	
B 11:09 — 11:39	
C 11:40 — 12:10	
Set 5 12:14 - 1:14	Period 5 10:30 – 12:02 (3- 30 min lunch)
	A 10:30 — 11:00
	B 11:01 — 11:31
	C 11:32 — 12:02
Set 6 1:18 - 2:20	Period 6 12:06– 12:48
	Period 7 12:52 – 1:34
	Period 8 1:38– 2:20

### *Elementary School Time Schedule 2023-2024*

8:20 AM	Breakfast starts
8:40 AM	Arrival bell—school opens
8:45 AM	Homeroom bell—morning announcements
3:20 PM	Walker dismissal
3:25 PM	Bus dismissal

### *Conquer “Test Day Panic”*

Good Night’s Sleep	Healthy Breakfast
Think Positive	Don’t Cram
Dress Comfortably	Think of Something Peaceful
Focus on What You Know	Just Breathe



# August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 Summer Breakfast/ Lunch ends	11	12
13	14	15	16	17	18	19
20	21 Board of Education 6PM Fall V/JV Sports Begin	22	23	24	25	26 SAT Exam
27	28 Modified Fall Sports Begin	29	30	31		

# September 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sign up for School Tool Parent Portal today! <a href="https://schooltool.holleycsd.org">https://schooltool.holleycsd.org</a> Monitor your child's grades, attendance, schedule, discipline and interim reports.						1
2						
3	4 No School Labor Day	5 Superintendent's Conf. No School Students Back to School Night 4:30-6:00PM both ES & MSHS	6 First Day for 1-12 Students Pre-K & K Orientation	7 First Day for PreK & Kindergarten Students	8	9 ACT Exam
10	11 Beginner Band info night 6PM-8PM ES Café	12	13	14 PTSA 5:00PM -ES Rm 49	15	16
17	18 Board of Education 6PM	19	20	21	22 Staff Development MSHS 10:30AM Dismissal ES 11:30AM Dismissal	23 Fall Begins
24	25 	26 	27 	28 	29 MSHS Pep Rally Homecoming Parade 	30  Football, Soccer & Volleyball Games <b>GO HAWKS</b>

# October 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 National Custodial Appreciation Day	3 ES Fall Picture Day MSHS Picture Day <b>Picture</b>  <b>DAY</b> 	4 Orleans Co. Flu Clinic ES Fall Picture Day 	5	6 Superintendent's Conf. Day No School Students	7 SAT Exam
8 Fire Prevention Week 10/8-14 National School Lunch Week 10/9-13	9 No School Columbus Day	10	11	12 MSHS Interim Reports available online PTSA 5:00PM -ES Rm 49	13	14 PSAT Exam
15 Bus Safety Week 10/16-20	16 Board of Education 6PM Bosses Day	17	18	19	20	21
22	23 Modified Block I Winter begins Red Ribbon Week 10/23-31	24 Blood Drive 10AM-4PM HS Aud	25	26	27	28 ACT Exam
29	30	31 ES Parade 9:30AM & 2PM Halloween 				



# November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 MSHS Picture Retakes <b>Picture</b>  <b>DAY</b>	2	3	4  SAT Exam
5  Daylight Savings Ends	6	7	8	9 PTSA 5:00PM -ES Rm 49 ES Veterans Day Assembly 9:30 @ Int. Gym JV/V Fall Sports Awards 7PM HS Aud	10 No School Veterans Day Marking Period 1 Ends	11
12	13  Winter V/JV Sports Begin	14	15	16 Family Literacy Night 6:30 - 8PM ES Library MSHS Parent Teacher Conferences 3-6PM NHS Induction 7PM HS Aud Spaghetti Dinner HS Din- ing Hall 5PM-7PM	17  KDG Thanksgiving Feast 10:30AM	18
19	20 MSHS Report Cards Mailed ES P/T Conferences 3:30- 6:30PM Board of Education Mtg. 6PM	21 ES 11:30AM Dismissal ES P/T Conferences 12:30-3:30PM ES Report Cards go home @ Conf. Alt HS Thanksgiving Feast 10:30AM ES Café	22	23 Thanksgiving Day 	24	25
26	27	28	29	30		

**NO SCHOOL THANKSGIVING RECESS**






Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 SAT Exam
3	4	5	6	7 MSHS Winter Concert 7PM @ HS Aud	8 Staff Development Day MSHS 10:30AM Dismissal ES 11:30AM Dismissal	9 ACT Exam
10	11	12 ES Winter Concert 7PM @ HS Aud	13	14 PTSA 5:00PM -ES Rm 49	15	16
17	18 Board of Education 6PM	19	20	21 Winter begins MS/HS Interim Reports available online ES Winter Sing-a-long	22 No School Holiday Recess	23
24 31	25 Christmas Day 	26	27	28	29	30
<div>NO SCHOOL HOLIDAY RECESS</div>						

# January 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>New Year</b> <b>fresh start</b> <b>RESOLUTIONS</b> determination <b>GOALS AND DREAMS</b> <b>PEACE</b> joyful beginnings <b>OPPORTUNITY</b> <b>HOPE</b>	1  No School New Year's Day	2	3	4	5	6
7	8  Board of Education 6PM	9	10	11  PTSA 5:00PM -ES Rm 49	12	13
14	15  No School Martin Luther King Jr. Day	16  Modified Block II Winter begins	17	18	19	20
21	22	23	24	25	26 Marking Period 2 ends Staff Development MSHS 10:30AM Dismissal ES 11:30AM Dismissal	27
28	29	30	31	Regents Exams		
					 Read with your child for just 15 minutes a day.	



# February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Groundhog Day ES Report Cards go home All County Rehearsal @Albion	3 All County Performance (ES Band /JH Choir /SH Band) @ Albion CSD
4	5 MSHS Report Cards Mailed	6	7	8 PTSA 5:00PM -ES Rm 49 Family Literacy Night 6:30 - 8PM ES Library	9	10 ACT Exam Kids Heart Challenge Int Gym 10AM
11	12 Board of Education 6PM	13 ASVAB	14 Valentine's Day 	15	16	17
18	19 President's Day 	20	21	22	23	24
<div>NO SCHOOL MID WINTER RECESS</div>						
25	26	27	28	29		



# March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Music & Art In Our Schools Month				1 All County Rehearsal @Kendall
2 All County Performance (ES Choir/JH Band /SH Choir) @ Kendall CSD						
3 School Social Worker Week 3/3-9	4	5	6 ES Spring Picture Day 	7 JV/V Winter Sports Awards 7PM HS Aud	8 MSHS Musical 7PM-Aud	9 MSHS Musical 2PM, 7PM Aud SAT Exam
10 Daylight Savings begins	11 Spring V/JV Sports Begin	12	13 KDG & Pre-K Registration 1-5PM	14 PTSA 5:00PM -ES Rm 49	15 MSHS Interim Reports available online  <i>Staff Development Day</i> <i>MSHS 10:30AM Dismissal</i> <i>ES 11:30AM Dismissal</i>	16
17 St. Patrick's Day 	18 Board of Education 6PM	19 Spring Begins	20	21 MSHS Parent Teacher Conferences 3-6PM	22	23
24 31 Easter 	25	26 District Choir Concert 7PM @ HS Aud	27	28 Music in our Schools Assembly 2PM HS Aud K-12 District Art Show 5:30-PM District Band Concert 7PM @ HS Aud	29  <i>NO SCHOOL SPRING RECESS</i>	30



# April 2024





Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Paraprofessional Appreciation Day	4 National School Librarian Day	5 Good Friday	6
						
7  National Library Week 4/23–29	8  <i>NO SCHOOL SPRING RECESS</i>	9	10  3-8 ELA Assessments	11  3-8 ELA Assessments PTSA 5:00PM –ES Rm 49	12	13  ACT Exam
14	15  Board of Education 6PM  Modified Spring Sports Begin	16	17	18  NJHS Induction Ceremo- ny 7PM @ HS Aud	19  Marking Period 3 ends PreK Graduation Pictures	20
21	22  Earth Day	23  School Bus Driver & Attendant Appreciation Day  Family Literacy Night 6:30 – 8PM ES Library	24  Administrative Professional Day  ES Parent Teacher Conferences 3:30-6:30PM	25  ES 11:30AM Dismissal ES Report cards go home ES Parent Teacher Conferences 12:30–3:3M	26  <i>Superintendent's Conf. Day No School Students</i>	27
28	29  MSHS Report Cards Mailed	30				



# May 2024




Sun	Mon	Tue	Wed	Thu	Fri	Sat
Fitness/Health Month 			1  3-8 Math Assessments	2  3-8 Math Assessments	3  SAT Exam	4  SAT Exam
5  Teacher Appreciation Week 5/6-5/10	6  Staff Appreciation Week	7 National Teacher Appreciation Day Meet the Candidates Night Annual BOE Mtg 6PM	8  School Nurse's Day Blood Drive 10AM-4PM HS Aud	9  PTSA 5:00PM -ES Rm 49 Senior Citizen Appreciation Breakfast 9AM Elem Cafe'	10	11
12  Mother's Day	13	14  Science 8	15  Kindergarten Screening	16  Pre-K Screening	17	18
19	20  Board of Education 6PM	21 Chicken BBQ District Budget Vote/ BOE Member Election 6:00 AM-9:00 PM MSHS Foyer 	22	23	24  ES Memorial Day Assembly 9:30AM Int. Gym	25
26	27 No School Memorial Day 	28	29	30  MSHS Concert 7PM HS Aud	31  MSHS Interim Reports available online	



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1  SAT Exam
2	3	4 ES Concert 7PM HS Aud	5	6 JV/V Spring Sports Awards 7PM HS Aud	7 ES Student Council Day of Caring	8  ACT Exam
9	10	11	12 Holley-Kendall Marching Band Showcase & Awards -stadium 6:30PM	13 PTSA 5:00PM -ES Rm 49	14 Flag Day Parade 9:30AM 	15
16 Father's Day	17 Board of Education 6PM	18 Last Day of PreK	19 No School Juneteenth	20 Summer begins	21 ES 11:30AM Dismissal KDG Year End Program 9:30AM @ Int. Gym	22
MSHS Finals/Regents Exams						
23	24 ES 11:30AM Dismissal 6th Grade Moving Up Day	25 Last Day Students Elem report cards go home ES 11:30AM Dismissal 	26 Last day for Teachers	27	28 MSHS Report Cards Mailed	29  HS Graduation 10AM
MSHS Finals/Regents Exams						



# July 2024


Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day 	5	6
7	8 <i>Free Summer breakfast and lunch program begins</i>	9	10	11	12	13
14	15 <i>Camp Rising Hawk Begins</i>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	<i>Free summer meal program</i> Program runs 7/8 - 8/8 		





# August 2024

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
 <p>ENJOY **YOUR** SUMMER!</p> <small>POPFILEROOTS.COM</small>				1	2	3
4	5	6	7	8 <i>Free Summer breakfast and lunch program ends</i> <i>Camp Rising Hawks Ends</i>	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Required Notifications

**Asbestos Notice** The District has an asbestos management plan available. Copies of the plan may be viewed by contacting John Sherman, Director of Facilities, at 638-6316, ext. 2014.

**Access to Student Records** Under the Family Educational Rights and Privacy Act (FERPA), parents and students over 18 years of age have the right to inspect and review their child's education records or to request the amendment of records believed to be inaccurate or misleading. Student records are private unless the parent or student older than 18 consents to disclosure of personally identifiable information. Please contact the building principal for access to student records.

**Annual Professional Performance Review of Teachers and Principals** Under New York Education Law §3012-d parents have the right to access the composite APPR score for their child's current teacher and/or principal. Parents may contact the Superintendent for such information.

**Attendance** A plain-language summary of the district's attendance policy is available in the student and parent handbooks.

**Code of Conduct** An age appropriate plain-language summary of the code of conduct is included in parent and student handbooks. A copy of the complete code of conduct is available in the building offices. Please see the Assistant Principal to request a complete copy.

**Disclosure to the Military** Districts must notify parents of high school students of their right, and the right of their child to request that the district not release the child's name, address and telephone number to military recruiters without prior written consent.

**Health Information Privacy** The District and its employees, defined as a "covered entity," comply with the Health Insurance Portability and Accountability Act (HIPPA) and will require parent authorization to disclose or discuss protected health information. Please contact your child's school nurse or the Office of Special Programs to obtain a copy of the Holley Central School District HIPPA Authorization form.

**Medicaid Compliance Notification** The Holley Central School District has adopted the Medicaid Billing Compliance Program, Medicaid Compliance Program Policy, and Medicaid Code of Ethics, in accordance with federal and New York State laws and regulations to prevent, detect, and report incidents of Medicaid non-compliance, fraud and abuse. These documents may be found at [www.holleycsd.org](http://www.holleycsd.org).

All employees, non-employees and contractors involved in the provision of, or claiming federal Medicaid financial compensation or reimbursement for, school and preschool supportive health services are required to read and comply with the program and policy, and the governing federal and state statutes and regulations. The Holley Central School District requires its employees to be aware of the district's Medicaid Compliance Program. This awareness includes the responsibility to report suspected Medicaid compliance issues to the Medicaid Compliance Officer.

If you suspect Medicaid fraud, or lack of compliance with the district's Medicaid Compliance Policy and Program, as an employee of the district, you are obligated to report those issues. The district provides several options for such confidential reporting: Failure to comply with any of the above legal requirements may result in disciplinary action. The district has designated the Elementary Assistant Principal Tim Artessa as the Medicaid Compliance Officer. You may contact him at 638-6318 ext. 2500 or [tartessa@holleycsd.org](mailto:tartessa@holleycsd.org). All information will be strictly confidential. You will need not state your name. If you wish, however, you can provide the contact information.

The Medicaid Compliance Officer will investigate each issue reported to the district. The result of all investigations will be reported to the Board of Education, and if appropriate, the office of the Medicaid Inspector General.

# Required Notifications (cont.)

**Notification of Homeless Students Policy.** As required by No Child Left Behind (NCLB), all districts have responsibilities to homeless students in the district. In order to serve these students, each district must appoint a liaison for homeless children that are currently residing within a district. The liaison must first identify these students and to aid in doing so, post notifications regarding educational services and contact information at places where the parents of homeless students will see it. These locations can include, but are not limited to homeless shelters, medical clinics, post offices and local Social Service offices.

**Notice of Non-discrimination under Title VI, Title IX, Section 504, Age Discrimination Act and Title II of the Americans with Disabilities Act, and Dignity for All Students Act.** The Holley Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability or predisposing genetic characteristic. The district does not discriminate or tolerate discrimination based on: actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression). Complaints of discrimination can be made through the online bullying report form (<http://www.holleycsd.org/forms.cfm?myForm=455&master=1146>) or directly to the compliance officer, Stephanie Sanchez, at 638-6316 ext 2401 or at [ssanchez@holleycsd.org](mailto:ssanchez@holleycsd.org).

**Pesticide Application Notice.** New York Education Law Section 409-H effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the year and at the end of the school year listing all pesticide applications. The Holley Central School District is required to maintain a list of persons in parental relations, faculty, and/or staff who wish to receive 48-hours prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72-hours following an application;
- Anti-microbial products;
- Non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gel and other non-volatile ready-to-use pastes, foams or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40 CFR152.25;
- The use of aerosol products with a direct spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in Holley Central Schools, please include your name, address, phone number and return it to Holley Central School District, 3800 N. Main St., Holley, NY 14470. Attention: John Sherman, Director of Facilities.

**Smoke Free Policy** In accordance with New York State Public Health Law and the Federal Pro Children Act of 1994, the Holley Central School District is a smoke-free environment. While the school buildings have long prohibited smoking in public areas, the policy further prohibits smoking by any party on any school property. School grounds, as defined by the policy, include any building or structure or surrounding outdoor grounds, contained within the district's legally defined property boundaries, and any vehicle used to transport children or school personnel.

# State Assessment Information

Assessment	Administration Dates
Grades 3-8 ELA	April 8—May 17
Grades 3-8 Math	April 8—May 17
Grade 5 & 8 Science	April 8—May 17
NYSESLAT	Speaking April 15-May 24 / Listening, Rdg, Writing May 13-24
NYSAA	Sci/ELA/Math March 11-June 7

January Regents Exams (draft at time of publication)			
January 23, 2024	January 24, 2024	January 25, 2024	January 26, 2024
AM	AM	AM	AM
English Language Arts	Geometry U.S. History & Government	Global History & Geography II	Earth Science Chemistry
PM	PM	PM	
Living Environment	Algebra I Physics	Algebra II	

June Regents Exams (draft at time of publication)					
June 4, 2024	June 14, 2024	June 17, 2024	June 18, 2024	June 20, 2024	June 21, 2024
AM	AM	AM	AM	AM	AM
Algebra 1	ELA		U.S. History & Government	Earth Science	Geometry
	PM	PM	PM	PM	PM
	Living Environment		Global History & Geography II	Chemistry	
June 24, 2024	June 25, 2024	June 26, 2024			
AM	AM	Rating Day			
Algebra II	Physics				
PM	PM				