

# **Holley Central School District**



***Parent Guide & Calendar  
2024-25***

# HCS D Directory

## Board of Education

Anne Winkley, President  
Trina Lorentz, Vice President  
Joseph Flanagan  
Stephanie Merkley  
Jennifer Reisman  
Jessica Sniatecki  
Tracy Van Ameron

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

Stephanie Sanchez, Director x 2401  
Karen S. Gaylord, Administrative Assistant x 2413  
Christopher Hammons, 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

Halee Passarell, Director of Food Service x 2566

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

Karri Schiavone, 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)

Timothy Artessa, Principal x 2405  
TBD, Assistant Principal x 2500  
Alexa Downey, Administrative Assistant x 2580  
Chrystal Daugherty, 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  
Kebra Horth, Guidance Administrative Assistant x 5510  
Andrew Ruff, Guidance Counselor x 5514  
Nicole Laure, Guidance Counselor x 5512  
Samantha Zelent, School Social Worker x 5513  
Erin Dibble, Psychologist x 5511  
Orissa Hill, School Nurse x 5100



# Important Information

## 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 2024-25 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.

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 <https://www.holleycsd.org/FoodServices.aspx> for pricing and menus.

## Get Involved

Holley Parent Teacher Student Association  
Holley Sports Boosters  
Holley Music Boosters

More information about these groups can be found on the HCSD website. To stay updated, follow their Facebook pages.

## Sign up for Connect-Ed

This is how the district informs you of urgent news that may require your immediate attention. If you have not provided information previously or if your phone number and/or address has changed, simply call your child's school.

## Sign up for School Tool Parent Portal

Monitor your child's grades, attendance, schedule, discipline and interim reports.

Visit <https://monroeoneric01.schooltool.com/holley>

If you have registered in the past and your email address remains the same, no further action is required.

## Stay Informed

The Dimension is Holley CSD's district-wide newsletter. It is mailed quarterly to district residents.

We encourage you to follow along on the Holley Central School District Facebook and X/Twitter accounts.

Please visit the Holley CSD website regularly to stay up to date or access important resources including: Parent Handbooks, District News, Athletic Schedules, Events Calendar, Transportation Request Form, District Policies, Budget Information, Bullying Report Form, and Board of Education Meeting Minutes.

[www.holleycsd.org](http://www.holleycsd.org)

### Middle School/High School Time Schedule

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) A 10:38 — 11:08 B 11:09 — 11:39 C 11:40 — 12:10	Period 4 9:44 – 10:26
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

**Be Respectful**

**Be Responsible**

**Be Safe**

### Elementary School Time Schedule

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

## School Visitor Requirements

All chaperones or visitors who enter the Middle School/High School or Elementary School, must sign in at the main office. HCSD now uses the Raptor System for visitor sign-in. A government issued picture ID is required the first time you visit the school. The Raptor System scans IDs and runs the information through a sex-offender registry. It takes less than a minute for your first visit screening. All subsequent visits will not require a picture ID.

There are many school/class events throughout the year that family members are invited to attend. All visitors must sign in if the event occurs inside the school building with our students. To make visitor check in as fast and efficient as possible, teachers provide the office with a list of anticipated visitors and visitor badges are printed in advance for those who have been previously cleared through the Raptor System. Any “new” visitors will be checked in at the main office, with their government issued picture ID.

# August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 Summer Breakfast/Lunch Ends Camp Rising Hawk Ends	9	10
11	12	13	14	15	16	17
18	19 Board of Education 6PM JV/Varsity Football Begins	20	21	22 SOAR 7th Grade Orientation 9AM-12PM (Parents @ 11AM)	23	24 SAT Exam
25	26 All other JV/Varsity Fall Sports & Modified Football Begins	27	28	29 Staff Development Day	30	31

# September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 No School Labor Day	3 Superintendent's Conf. No School Students Back to School Night 4:30-6:00PM both ES & MSHS	4 First Day for 1-12 Students Pre-K & K Orientation All Other Modified Sports Begin	5 First Day for PreK & Kindergarten Students	6	7
8	9	10	11	12	13	14 ACT Exam
15	16 Board of Education 6PM  Beginner Band info night 6PM–8PM ES Café	17	18	19	20 Staff Development Day Half Day for Students MSHS 10:30AM Dismissal ES 11:30AM Dismissal	21
22 Fall Begins	23  S P I R I T WEEK	24  S P I R I T WEEK	25  S P I R I T WEEK	26  S P I R I T WEEK	27 MSHS Pep Rally Homecoming Parade  S P I R I T WEEK	28 Football, Soccer & Volleyball Games
29	30 Rochester Area College Fair 11:30AM MSHS Gym (11th & 12th Grade)					


# October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 MSHS Picture Day	2 Orleans Co. Flu Clinic ES Cafe  National Custodial Appreciation Day	3	4	5 SAT Exam
6 Fire Prevention Week 10/6-12	7	8	9 ES Fall Picture Day	10 ES Fall Picture Day	11 Superintendent's Conf. Day  No School Students MSHS Interim Reports available online	12
13 National School Lunch Week 10/14-18	14 No School Columbus Day	15 WNY College Consortium 9:20AM MSHS Dining Hall (11th & 12th Grade)	16	17	18	19
20 Bus Safety Week 10/21-25  Red Ribbon Week 10/23-31	21 Board of Education 6PM	22 Blood Drive 10AM–4PM MSHS Multipurpose Room	23	24	25	26 ACT Exam
27	28 Modified Block I Winter Sports Begin	29	30	31 ES Halloween Parades 9:30AM & 2PM  Halloween		


# November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2  SAT Exam	
3 Daylight Savings Ends	4	5	6 MSHS Picture Retakes	7	8 ES Veterans Day Assembly 9:30AM—Int. Gym  Marking Period 1 Ends	9
10	11 No School Veterans Day	12	13	14 ES Picture Retakes	15	16
17	18 MSHS Report Cards Mailed  Board of Education Mtg. 6PM  Winter V/JV Sports Begin	19 Family Literacy Night 6:30 - 8PM ES Library	20	21 MSHS Parent Teacher Conferences 3-6PM NHS Induction 7PM—HS Aud Spaghetti Dinner Fundraiser 5PM-7PM—HS Dining Hall	22 KDG Thanksgiving Feast 10:30AM	23
24	25 ES P/T Conferences 3:30- 6:30PM ES Report Cards Go Home	26ES Half Day 11:30AM Dismissal ES P/T Conferences 12:30-3:30PM  Alt HS Thanksgiving Feast 10:30AM ES Café	27	28 Thanksgiving Day	29	30
NO SCHOOL THANKSGIVING RECESS						





# December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7 SAT Exam
8	9	10 MSHS Winter Concert 7PM–HS Aud	11	12 ES Winter Concert 7PM–HS Aud	13 Staff Development Day Half Day for students MSHS 10:30AM Dismissal ES 11:30AM Dismissal	14 ACT Exam
15	16 Board of Education 6PM	17	18	19	20 ES Winter Sing-a-long 2PM–Int. Gym  MS/HS Interim Reports available online	21 Winter Begins
22	23	24 Christmas Eve	25 Christmas Day	26	27	28
NO SCHOOL HOLIDAY RECESS						
29	30	31				
NO SCHOOL HOLIDAY RECESS						




# January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4
			NO SCHOOL HOLIDAY RECESS			
5	6	7	8	9	10	11
12	13 Modified Block II Winter Sports Begin  Board of Education 6PM	14	15	16	17	18
19	20 No School Martin Luther King Jr. Day	21	22	23	24 Marking Period 2 ends Staff Development Day Half Day for Students MSHS 10:30AM Dismissal ES 11:30AM Dismissal	25
		REGENTS EXAMS				
26	27	28	29 No School Lunar New Year	30	31	




# February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1		
2 Groundhog Day	3 MSHS Report Cards Mailed	4	5	6	7 ES Report Cards Go Home All County Rehearsal at Kendall Kids Heart Challenge 3:30-5:15PM—Int Gym	8 ACT Exam  All County Performance (ES Choir /MS Band /HS Choir) at Kendall
9	10 Board of Education 6PM	11 ES Family Literacy Night 6:30- 8PM ES Library  ASVAB Test	12	13	14 Valentine's Day	15
16	17 President's Day	18	19	20	21	22
NO SCHOOL MID WINTER RECESS						
23	24	25	26	27	28	

# March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>Music &amp; Art In Our Schools Month</i>				1
2 School Social Worker Week 3/2–8	3	4	5	6 ES Spring Picture Day	7 All County Rehearsal at Lyndonville	8 SAT Exam  All County Performance (ES Band/MS Choir /HS Band) at Lyndonville
9 Daylight Savings begins	10	11	12 KDG & Pre-K Registration 1-5PM	13	14 MSHS Interim Reports available online  MSHS Musical 7PM– HS Aud	15 MSHS Musical 2PM, 7PM – HS Aud
16	17 Board of Education 6PM  Spring V/JV Sports Begin  St. Patrick's Day	18	19	20 Spring Begins  MSHS Parent Teacher Conferences 3-6PM	21	22
23 30	24 31	25 District Choir Concert 7PM –HS Aud  K-12 District Art Show 5-7PM–HS Light Court	26 District Band Concert 7PM – HS Aud	27 ES Music in our Schools Assembly 2PM– HS Aud	28 Superintendent's Conf. Day No School Students	29


# April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 NJHS Induction Ceremony 7PM– HS Aud	3 Paraprofessional Appreciation Day	4 National School Librarian Day	5 ACT Exam
6 National Library Week 4/6-12	7	8 3/4 ELA Assessments 7/8 ELA Assessments	9 3/4 ELA Assessments 7/8 ELA Assessments	10 5/6 ELA Assessments	11 5/6 ELA Assessments  Marking Period 3 ends	12
13	14	15	16	17	18 Good Friday	19
NO SCHOOL SPRING RECESS						
20 Easter	21 Modified Spring Sports Begin  Board of Education 6PM	22 Earth Day  School Bus Driver & Attendant Appreciation Day	23 Administrative Professional Day	24 ES Parent Teacher Conferences 3:30-6:30PM  ES Report Cards Go Home	25 ES Half Day ES 11:30AM Dismissal ES P/T Conferences 12:30-3:30PM	26
27	28 3/4 Math Assessments MSHS Report Cards Mailed	29 Family Literacy Night 6:30 – 8PM ES Library  3/4 Math Assessments 7/8 Math Assessments	30 5/6 Math Assessments 7/8 Math Assessments	 		

# May 2025

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




# June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 ES Concert 7PM HS Aud	4 MSHS Music Showcase 6:30PM– HS Aud	5	6 ES Day of Caring	7 SAT Exam
8	9	10  MSHS Finals / Regents Exams	11 Holley-Kendall Marching Band Showcase & Awards, Hawk Stadium 6:30PM	12	13 ES Flag Day Parade 9:30AM	14 ACT Exam
15 Father's Day	16 Board of Education 6PM	17  MSHS Finals / Regents Exams	18 Last Day of PreK	19 No School Juneteenth	20 Summer Begins KDG Year End Program 9:30AM – Int. Gym MSHS Finals / Regents	21
22	23 ES Half Day 11:30AM Dismissal	24 ES Half Day 11:30AM Dismissal	25 6th Grade Moving Up Day 9AM – HS Aud ES 11:30AM Dismissal Last Day Students ES Report Cards Go Home MSHS Finals / Regents Exams	26 Marking Period 4 ends	27	28 HS Graduation 10AM
29	30	  				

# July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4 Independence Day	5	
	6	7 Free Summer Breakfast and Lunch Program Begins  MSHS Report Cards Mailed	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	Free summer meal program runs 7/7 - 8/7	

# August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2		
3	4	5	6	7 Free Summer Breakfast and Lunch Program Ends	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

# 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 (TBD at time of calendar publication) as the Medicaid Compliance Officer. You may contact them directly. 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 7—May 16
Grades 3-8 Math	April 7—May 16
Grade 5 & 8 Science	April 7—May 16
NYSESLAT	Speaking April 14-May 24/ Listening, Reading, Writing May 12-23
NYSAA	Sci/ELA/Math March 10-June 6

January Regents Exams			
January 21, 2025	January 22, 2025	January 23, 2025	January 24, 2025
AM	AM	AM	AM
English Language Arts	Geometry U.S. History & Government	Global History & Geography II	Living Environment
PM	PM	PM	
Earth Science Chemistry	Algebra I Physics	Algebra II	

June Regents Exams					
June 10, 2025	June 11, 2025	June 17, 2025	June 18, 2025	June 20, 2025	June 23, 2025
AM	AM	AM	AM	AM	AM
Biology	Geometry	ELA	Global History & Geography II	U.S. History & Government	
	PM	PM	PM	PM	PM
		Living Environment	Algebra 1	Earth Science	
June 24, 2025	June 25, 2025	June 26, 2025	June 27, 2025		
AM	AM	Rating Day	Rating Day		
Chemistry	Algebra II				
PM	PM				
Physics					