



Holley Central School District

Brian Bartalo
Superintendent of Schools

Karri D. Schiavone
Elementary School Principal

Tim Artessa
Elementary School Assistant Principal

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Parents:

Welcome back to school! We hope you are as excited as we are to start the 2023-2024 school year at Holley Elementary School. This letter, as well as the other documents within this mailing, is intended to highlight many of the school procedures and opening activities.



These are the items included in this mailing:

- District Calendar (1 per household)
- Emergency Forms – one per child
- Elementary field trip, photograph, publicity release permission forms
- Device User Agreement Policy and Protection Plan – For students in grades 5 & 6 the non-refundable laptop insurance charge is \$26 for the first child and \$21 each additional child. This can be paid at Back to School Night or through MySchoolBucks.com.
- Household Income Eligibility Form
- PikMyKid app Information
- Parent Handbooks and Code of Conduct available online
(<https://www.holleycsd.org/ParentHandbooks.aspx>
<https://www.holleycsd.org/CodeofConduct.aspx>)

Back to School Night: We are welcoming many new staff members to the building, so please join us for Back to School Night for a chance to meet everyone. You will also have time to tour the Elementary School and meet your child's teacher! Please feel free to visit classrooms, teachers and all of the Elementary School areas. Students can drop off their supplies and will be issued their laptops in their classrooms at Back to School Night. We can't wait to celebrate the return of our students and families! Back to School Night is scheduled for Tuesday, September 5, 4:30-6:00.

What to Bring to Back to School Night: In order to make the Back to School Night time more efficient, please complete and bring the following forms/items with you. All of these forms can be turned in to your child's teacher.

- Laptop user agreement and insurance form and payment
- Emergency Form
- Family Income Form
- Signed Permission Slips
- Updated email and cell #
- Any school supplies you want to drop off
- Any medications that need to be dropped off



School Supplies: Have extras? Consider donating them. Need supplies? We have them! There will be a “Leave Some, Take Some” table in the Elementary School during Back to School Night that you can use to donate extra school supplies and take the supplies that you may need. If you are struggling to find or acquire any supplies, please call the Elementary School Office.

One School One Book: Holley Elementary School will be participating in a very exciting school-wide program called “One School, One Book” (OSOB). Every student and adult in the building will be reading and exploring a book together. Watch for news of our kick-off celebration and exciting activities, including the unveiling of our book title! We will begin our OSOB program this winter.

Visitors to the school: Visitors to the school are always welcome. Visitors to the school will sign in at the front counter with a government issued photo ID. Parent are allowed to visit classrooms to volunteer, attend a celebration for their child or eat lunch with their child. Please call ahead if you plan to visit your child’s classroom so teachers are prepared.



Arrival and Dismissal Procedures

Bus Arrival: Students who will be riding the bus will be dropped off and enter through the back bus entrance doors. Masks may be required during the entire bus ride. Staff will escort the children to either the intermediate gym or cafeteria, where they can be supervised while waiting for the morning bell to ring. Students who arrive as or after the bell rings will be escorted directly to their classrooms.

Parent Drop off: Students who are dropped off by their parents will wait in their vehicles until they enter the designated drop off/pick up zone in front of the Elementary School. Vehicles will not be allowed to unload prior to 8:30. Starting at 8:30, security will allow 6-12 vehicles at a time into the zone. Once the cars have all stopped, students may leave their vehicle and enter the building. Staff will escort the children to the primary gym where they can be supervised while waiting for the morning bell to ring (bell rings at 8:40). Students who arrive as or after the bell rings will be escorted directly to their classrooms. Please note: students will not be able to leave their vehicle until 8:30, and vehicles must be in the designated drop off/pick up zone in order for students to exit their cars.

Bus Dismissal: Teachers will walk their students to their buses daily. Three separate exits will be used to minimize congested sidewalk traffic. Students may be required to wear masks when walking in the halls and during their bus ride home.

Parent Pick Up: Holley Elementary School uses PikMyKid for arrival and dismissal. If you have not registered for the app, you must do so before the first day of school. Please see the included PMK directions flyer for more information. Students who are designated walkers will be ready for pick up by 3:20. As parents arrive for dismissal, they should drive through the parent pick up loop and wait for Security to allow vehicles to pull into the pick-up zone. Once the cars have stopped, the children will be called for over the radio and they will exit the building and load their vehicles. Students may be required to wear their masks until they are safely in their parent’s vehicle.



Security and school staff will be outside dismissing walkers. Since parents will remain in their vehicles, unfamiliar drivers will be asked to show ID as proof they are authorized to pick up students. All parents who pick up their child at dismissal will need to present their “Authorized Dismissal Card” to expedite the dismissal process.

Bus Transportation Request: If you require bus transportation to or from home/school/ childcare site, please complete this online request. Please note that daily changes will **NOT** be honored. Any bus change requires 1-week notice. Link to Transportation Request: <https://bit.ly/23-24HCSDBusRequest>

Important: No changes to dismissal plans will be accepted after 2:30.

Prek dismissal changes must be requested by 10:30 for AM classes and 2:30 for PM classes.

Meals: A reminder that all students will continue to receive free breakfast and lunch this year. There are no forms to be completed for this; *however, to continue to be eligible for this program we do need the enclosed household income eligibility form completed and returned.* They will eat a grab-and-go breakfast in their classrooms. The meals will be waiting for them when they arrive at school. Lunch will be provided in the café and tables will be sanitized between classes. Students are still able to purchase additional snack items.

Absences: We are asking that students stay home if they are not feeling well or showing any symptoms of illness. Please call the office or use the PikMyKid app to notify the school of your child’s absence.



Here are a few events to add to your family calendar as you prepare to return to school:

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| Tuesday, September 5 | 4:30-6:00 Back-to-School Night (PreK – grade 6)
Come and visit your new teacher and classroom! |
| Wednesday, September 6 | First day of school for grades 1-12 |
| Wednesday, September 6 | Kindergarten Orientation (AM session 9-11, PM session 1-3) |
| Wednesday, September 6 | Pre-K Orientation (AM session 9:30-10:30, PM session 1:30-2:30) |
| Thursday, September 7 | First day of school for Pre-K and Kindergarten students |

If you have not received your PreK or KDG orientation invitation, please call the office.

We are so happy to be back with our students. We have missed them so much and cannot wait for this year to begin. We look forward to Back-to-School Night and the first day of school! As a Holley Elementary family, we continue to SOAR and Rise in the new 2023-2024 school year!

Karri D. Schiavone
Principal

Tim Artessa
Assistant Principal

