South Jefferson Elementary

Family Handbook

2025 - 2026



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Charles Town, WV 25414
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Our mission at South Jefferson Elementary is to enthusiastically work in partnership with parents, students, and community members to challenge and motivate our students to become caring, responsible, and productive citizens in a global society. We will inspire our students to believe in themselves and their ability to achieve their dreams. We will empower each student with the skills, knowledge, and desire necessary for continued learning within a safe, positive, and nurturing environment.

"Educating today's learners to be tomorrow's leaders"

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South Jefferson Elementary School Daily Schedule

8:35 – 8:45 A.M.	**Please make sure students remain in vehicles until the bell rings and main entrance doors open for students in bus lane**	The main entrance is also where ALL 2nd & 5th Graders will enter the building	3rd & 4th Graders dropped off will walk to their teacher's exterior classroom door
8:35 – 8:55 a.m.	Parent Loop Doors open for students	This is also where ALL Pre-K, K and 1st graders will enter the building	3rd & 4th Graders dropped off will walk to their teachers' exterior classroom doors
8:35 – 8:55 a.m.	"Grab and Go" Breakfast	Available to all students, for free	
8:55 a.m.	Tardy Bell Rings/ Main Doors are Closed/ Announcements	Any student arriving after the bell rings and doors are closed needs to be escorted by parent/guardian to the main entrance for entry to the building.	Parent/guardian will fill out a sign in sheet and students will be admitted to the building, to go to class.
9:00 a.m.	Instruction Begins		
3:30 p.m.	Rider Dismissal (From Parent Drop Off Loop ONLY).	Parents remain in their vehicles. A staff member will escort the students to their vehicles.	Avoid the long line and arrive after 3:45 p.m. to pick up your child.
3:40 p.m.	Bus Dismissal Begins (Main entrance & Bus Loop only)	No cars are to be in the bus lane at this time.	

***IF YOUR CHILD ARRIVES AFTER 8:55 A.M., HE/SHE WILL BE MARKED AS TARDY. You MUST accompany your child to the main entrance to sign and gain entrance into school.**

****Children should not arrive at school prior to 8:35 a.m.**

(*AlphaBest will* provide before and after school childcare if needed.
Forms are available online. The contact number for *AlphaBest* is 301-433-0372.)

POLICIES & PROCEDURES

Attendance:

Attendance Matters: Every Day, All Day

Starting as early as preschool and kindergarten, regular attendance is essential for students gaining the academic and social skills they need to thrive. Research shows that when students are chronically absent (missing 10% or more of the school year or 18 days over an entire year), they are less likely to read proficiently by third grade, achieve in middle school, and graduate from high school.

Our goal is a 95% daily attendance rate at South Jefferson.

What should you do if your child is absent?

- Parents/guardians are asked to notify the school when their child is absent.
- Submit your absence electronically at https://app.droplet.io/form/0YPd5K
- **If not submitting your excuse at the link above, a written excuse (either dated and signed or emailed from the parent/guardian) MUST be sent to school with the student the day after the absence so that it is excused.** The excuse must include the reason for the absence.
- Families are permitted TEN parent notes for the school year. Each day of absence = 1 parent note.
- If you visit a doctor/dentist during your child's absence, please remember to obtain a note so that your child will be medically excused

Please refer to the Jefferson County Schools handbook for a list of excused and unexcused absences. Students must be present at least ¾ of the school day to be considered present for that school day. Students must be present at least ¼ of the school day to be considered present for a half day. (Students leaving early will not be counted absent if they leave after 2:00 p.m.). **Parents/guardians will be sent notification from the school when their child has 5 unexcused absences from school. After a child has 5 unexcused absences, a meeting will be scheduled with an administrator. Continued habitual unexcused absences will be addressed by the County Attendance Director.**

- **3 Days of Unexcused Absences: school administration will contact the parent/guardian.** Notification will be sent to you, alerting you to the fact that there are three unexcused absences**.**
- **5 Days of Unexcused Absences –** school administration will make meaningful contact with the parent/guardian. A letter will be sent home to parent/guardian from the county office and a SAT (Student Assistance Team) Attendance meeting will be scheduled between parents/guardian/teacher and administrator to develop interventions and supports for attendance.
- **5 Days of consecutive unexcused absences** – school administration or Attendance Director will contact parent/guardian to set up additional supports.
- **Ten Unexcused Absences –** Attendance Director will be notified and could lead to legal action against parent/guardian.
- **Tardy Policy:**
  Being on time for instruction is particularly important at SJES. The tardy bell rings at 8:55 a.m. Any student entering the building after 8:55 a.m. needs to be accompanied by a Parent/Guardian to sign the student in for the day. This will ensure that the student is not counted absent for the day. Anyone arriving after 10:30 a.m. will be counted absent for a ½ day. If an excessive number of tardies occur for a student, a conference between the parents/guardians and the administration will be requested. After ten tardies, the matter will be referred to the county attendance office for further action.
- **Take Your Child To Work Day** absences are only approved for 8th grade students. This is not an elementary school initiative and will result in an absence for the day.

Breakfast

Grab & Go breakfast will be available from 8:35– 8:55 a.m. Breakfast is free for all students.

Cell Phones/Smart Watches/Electronics Policy:

No Cell, Bell to Bell

In compliance with House Bill 2003, adopted by the West Virginia Legislature during the 2025 session, JCS students are prohibited from using personal

electronic devices during the instructional day. Upon students' arrival at school, and continuing through dismissal from school, cell phones and other personal electronic devices are required to be out of visible sight and powered off.

What is a Personal Electronic Device?

Any portable device capable of wireless communication or computing, including but not limited to cellular phones, tablets, laptops, smartwatches, earbuds or earphones, and portable gaming systems not provided by a county board of education.

What is the instructional day?

The instructional day is the time from the start of the first instructional period to the end of the last instructional period, including transition times between classes.

What if I need to contact my student?

You can call your student's school and leave a message for your student. Each school will develop and publish a protocol for receiving and delivering messages to students.

Communication:

- **ROOMS**
  This is our primary school-wide platform to communicate with your child's teachers.

- **CANVAS**: This is where students and caregivers of grades 3-5 will locate grades, assignments and midterm grade reports.

- **Newsletter "Roadrunner Tracks"**
  This document is created monthly, to communicate important information or events to our families. To be environmentally conscious, we provide this newsletter electronically to our families through ROOMS and our school website.

- **JCSWV.org Webpage/App:**
  You can find our school webpage on the Jefferson County Schools site. This is updated with news, pictures and fun events that are happening at South Jefferson.

Dress Policy:

At South Jefferson, we are asking our students to wear appropriate clothing to school each day. Safety is our primary concern. Please make sure that students wear appropriate footwear (i.e., sneakers for gym and/or music classes, sneakers for recess, etc.) as well as appropriate outerwear when the weather turns colder.

(Please put your child's name inside coats, sweatshirts, etc. so that they can be easily returned if lost). We had so many items left behind in our Lost and Found because there were no names in items. Jefferson County policy will be enforced regarding clothing that displays/references to drugs, alcohol, tobacco, inappropriate language/themes, etc. Parents will be contacted in such cases for an appropriate change of clothes.

Field Trips:

School-sponsored class field trips are arranged to enhance and enrich the curriculum. **Please remember that a Chaperone Agreement form MUST be submitted and approved by our Board of Education to be considered a chaperone for any field trip** and that all rules and policies must be followed while on any field trip.

- **Chaperone Forms:**
  Please complete the Chaperone Agreement form and return it to the school even if you feel that you may not attend a school field trip. It is better to have your Board approval at the beginning of the school year in case you later decide to chaperone on a field trip during the year.

First Aid/Medications:

School personnel **ARE NOT ALLOWED by law** to administer medications. If a student has a scratch or cut, we are only allowed to wash these abrasions with soap and water. We cannot apply disinfectants or dressings. If, at any time, we feel that your child needs medical attention, we will contact you by telephone. **This is why the emergency forms must be completed and returned the first week of school. It is imperative that we have the numbers where we can contact you at all times. If your number or address changes during the school year, remember to contact the office so that we can update our information immediately.** If we cannot contact you during an emergency,

emergency personnel will be contacted to transport your child to the hospital or physician listed on your child's emergency form.

IMPORTANT: If your child is taking medications at school, you must have a Jefferson County Medication Administration Form completed by a doctor. This must be provided to Nurse Heidi prior to any medication being taken at school.

Please arrange with Nurse Heidi Libetti (Heidi.libetti@k12.wv.us) if an adult will bring the medicine to school because students are not allowed to pack and deliver the medicine themselves.

If your child needs a change of clothes during the day, we will contact you to ask for clothes to be brought to school for your child. Staff members will NOT be authorized to change students' clothes without parent/guardian permission, unless a stipulation through an IEP (Individualized Educational Plan), with proper parental permission, is granted.

Food

Because of food allergies and dietary restrictions, homemade food items will not be allowed for celebrations or other events at school. All food must be store bought.

West Virginia has begun a ban on certain artificial food dyes, including red dye, from being served in schools, starting August 1, 2025. This is due to a law passed by the state legislature and signed by the governor. The ban includes Red Dye No. 3, Red Dye No. 40, Yellow Dye No. 5, Yellow Dye No. 6, Blue Dye No. 1, Blue Dye No. 2, and Green Dye No. 3, as well as the preservatives butylated hydroxyanisole and propylparaben. The ban is part of a two-phase approach, with the second phase extending the prohibition to all foods sold in the state by 2028.

Grading/Reporting:

- **Canvas:**
  Students in grades 3 – 5 will receive their grades through Canvas. Caregivers will be able to access their child's grades through this system, utilizing a user ID and password. If you are not connected to CANVAS, please notify your child's teacher for assistance. Students in Grades PreK – 2 will receive written report cards.

- **Homework Policy:**

  Jefferson County School's policy states that homework is a vehicle to establish student responsibility, as well as a brief practice to demonstrate knowledge acquired from daily objectives. Homework is traditionally a review of previously taught material. Therefore, students of SJES will be held responsible for homework assignments given at their appropriate grade levels. All assignments will be turned in when due. Homework is also a terrific way for you to be involved in your child's education.
  The following guidelines are helpful in assigning homework:
  GRADES 1 – 5: 10 minutes per grade level (grade 1 = 10 minutes; grade 2 = 20 minutes, grade 3 = 30 minutes, etc.)

- **Make-Up Work Policy**:
  Per Jefferson County School's Policy, for each school day missed, a student is granted one school day, per every school day missed, to make up and turn in work. It is the student's responsibility to obtain and complete all make up work.

- **Report Cards:**
  Report cards will be issued every nine-week grading period. Because a report card is only one form of information regarding a student's progress in school, we strongly recommend that you attend the parent-teacher conferences that are scheduled during the year, check CANVAS regularly if you are a parent of a student in grades 3 – 5 and keep open lines of communication with your child's teacher through the ROOMS app.

Grades 1 and 2:

Levels of Performance:

- Above Standards (A) – The student consistently demonstrates a deep understanding of the skills.
- At Standard (S) – The student demonstrates a proficient understanding of the skills and meets the grade level goal. An "S" indicates that a student has met the benchmarks for a learning target at the time of reporting. In a standard-based reporting system, "S" is the expectation for students and represents a high level of knowledge.
- Developing (D) – The student is advancing forward but has not mastered the grade level goal.

- Emerging (E) – The student is beginning to show an understanding of the skills.
- (/)Standards are not assessed during this quarter.
- Please note that not all standards are assessed every quarter and the expectation is that your child will be Developing or Emerging with certain skills/standards at the beginning of the year.

Grading scale for library, physical education, art, and music:
O = Outstanding; S= Satisfactory Progress and Performance; N = Needs Improvement (Grades 3-5 only); U = Unsatisfactory Progress and Performance.

Indicators of Effort for grades 1 and 2:

- 4 – The student participates in classroom activities/discussions and goes beyond the requirements while taking the initiative to be responsible for his/her own learning.
- 3 – The student participates in classroom activities/discussions and completes assigned tasks independently, promptly, and efficiently.
- 2 – The student participates in classroom activities/discussions with occasional prompts, reminders, and support and more time to complete tasks.
- 1 – The student participates in classroom activities/discussions with many prompts, reminders, and support and additional time to complete tasks.
- 0 – The student rarely participates in classroom activities/discussions and only completes tasks when total support is provided.

Teachers of grades one and two will assess and document each student's independent levels of performance based upon WV Career and College Readiness Standards. Social studies, science, and health will be integrated within the core subjects.

Grading/Reporting Grades 3, 4 and 5:

A = 90 – 100; B = 80 – 89; C = 70 – 79; D = 60 – 69; F = 0 – 59

Grading scale for library, physical education, art, and music:
O = Outstanding; S = Satisfactory progress and performance; N = Needs Improvement (3-5 Only); U = Unsatisfactory progress and performance; X = indicates weakness within a subject

Intermediate teachers will use various assessments to determine report card grades and proficiency of content knowledge and skills. Assessments may include standard, non-standard, performance assessments or portfolios, observation performance data, achievement checklists, rubrics, teacher-made

tests, and other assessments at the discretion of and use by the classroom teacher. Nine Grades must be given every nine weeks in ELA (English Language Arts) classes. Seven grades must be given every nine weeks in science and social studies as feedback on student learning progress (i.e. county reporting system, work sent home).

Illness:

When is it safe for a student to return to school after an illness?

- Fever-free for the past 24 hours without using fever-reducing medicine such as Tylenol. A fever is a temperature of 100.4º F or higher.
- No vomiting or diarrhea within the past 24 hours.
- After at least 24 hours of taking antibiotics for bacterial illnesses such as strep throat, pneumonia, etc.
- Appetite and activity levels have returned to almost normal.

My child has a cold. Can he/she come to school?
Students can attend school with a cold when symptoms are mild enough not to prevent them from participating in a typical school day or infect other students. Staff cannot provide cough drops or medicine without a doctor's order.

What if I'm unsure about what to do?
If you have any questions about whether your child may return to school after an illness, please call the school nurse. They are happy to assist you in deciding what the best course of action should be.

Lunch

Menus can be accessed online at jcswv.org.
Meal Prices – All lunches are free for students. The price for milk (for packers/extra milk) is $.25.

Any adult eating lunch must have an exact change for their school lunch ($4.25).

If you bring fast food to school, to share with your child at lunch, we will provide a separate location for your lunch. We do not allow fast food in the cafeteria during our lunch shifts.

Lunch Times:

- Kindergarten (12:40 – 1:10)
- First Grade (11:15 – 11:45)

- Second Grade (11:20 – 11:50)
- Third Grade (11:55 – 12:25)
- Fourth Grade (12:00 – 12:30)
- Fifth Grade (12:35 – 1:05)

Party Invitations:
We are asking that you not send party invitations to school. This practice can cause hurt feelings on the part of the children who are not invited as well as infringe upon confidentiality issues and concerns. We also are unable to share email addresses, phone numbers, confidential information, etc. We appreciate you adhering to and understanding this request.

Playground/Recess:

We ask that our students not bring any item that could cause harm on the playground or in the building (i.e. baseballs, skates, skateboards, footballs, etc.). Recess equipment is provided for all classrooms.

PTO:

South Jefferson offers a highly active Parent Teacher Organization. We invite you to become a part of this vital group because your support is an important part of our school's success. Family events are an important part of our school, and we encourage you to attend these functions throughout the year. Please look for information on meeting dates/times and events in the school newsletter and on the school website. You may also email the PTO at sjespto@gmail.com.

- SJES/PTO FACEBOOK:
  You can access current information from the SJE School's PTO Facebook page. This is a positive and friendly site with up-to-date information on SJE's events and successes.

Policy 4373 Safe Schools Act:

Jefferson County Schools recognize the need for students, teachers, administrators and other school personnel to have a safe and supportive

educational environment. Jefferson County Schools further believes that public schools should undertake proactive, preventative approaches to ensure a positive school climate/culture that fosters learning and personal-social development. Public schools must create, encourage, and maintain a safe, drug-free and fear-free school environment in the classroom, on the playground and at school-sponsored activities. Assuring such an educational environment requires a comprehensive plan supported by everyone in the school organization, as well as parents/guardians and the community.

At South Jefferson, as part of Policy 4373, we implemented a plan of school-wide and consistent rules. Our three rules are **"Respect Yourself, Respect Others and Respect Our School".** Utilizing these three main rules, our goal is to shape expected behaviors, to teach our students the expected behaviors and to reinforce the expected behaviors throughout the school. By being consistent throughout our school, each student will know what is expected in ALL areas of our school.

Our emphasis is on intervention. We spend approximately two weeks at the beginning of the school year, as an entire school, demonstrating our expectations in the cafeteria, on the bus, in the hallway, the classrooms, on the playground, etc. We practice with the students, encourage them as they make the right choices and remind them if they forget what is expected. After these initial weeks, if a student is still not complying with rules or expectations, the teacher will contact the student's parent/guardian to discuss the expectations and/or consequences.

To maintain an orderly and safe environment for our students and staff, and in accordance with the Safe and Supportive Schools Policy, students should not bring dangerous items to school. Dangerous items would include weapons or any other item that could cause harm to someone else. Please keep in mind that items such as nail files or penknives are considered dangerous under this policy and should not be in school. We are asking our families to make sure that they check book bags and help us to keep these items out of our school. We appreciate your cooperation in this matter.

Through a strong partnership between school and home, we can make South Jefferson a safe and supportive environment for our students, our families and our staff. We thank you in advance for your support of our expectations and rules.

Students learn best in a safe and orderly environment where students and teachers show mutual respect, exercise self-discipline and regulation and encourage responsibility for behavior. To reduce discipline concerns and

maintain a healthy, nurturing environment for learning, the following discipline plan will be in effect.

- **Discipline:**
  The purpose of suspension is to protect the student body, school personnel and property, the educational environment, and the orderly process of the school. Suspension is considered a temporary solution to inappropriate behavior until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days but may extend to ten (10) school days.

Per Jefferson County Schools Policy, a student is entitled to an informal hearing when faced with an out-of-school suspension of ten (10) days or less. At this hearing, the principal must explain why the student is being suspended, and the student must be given the opportunity to present reasons why s/he should not be suspended. However, a student whose conduct is detrimental to the safety of the school may be suspended immediately and a hearing held as soon as practical after the suspension. Other procedures the school must follow when dealing with out-of-school suspensions are outlined in West Virginia Code §§18A-5- 1 and 18A-5- 1a.

IMPORTANT NOTE: An any point during the implementation of disciplinary consequences due to the violation of the Safe and Supportive School Policy 4373, a parent/guardian has the right to file an appeal to the next level of school administration.

Specials Classes:

- **Art Class:**
  Students are asked to bring in an art shirt to be kept at school to help protect your child's clothing during painting and other messy art activities. In art we do our best to stay clean, but sometimes accidents happen. Please have your child wear something that is okay to get messy for art days. Art smocks are available if we are using permanent materials. Most materials we use are washable.

- **Library/Media Center**:
  Books can be checked out by all of our students, so please remind your child to return his/her book on the day that they have library.

- **Music Class:**
  Many times, in music class, students are moving/dancing. Because of this type of movement, Mrs. Shearer is requesting proper footwear on music class days (i.e. sneakers) for safety purposes.

- **Physical Education:**
  Please send students to school on physical education days with the proper clothing (i.e. **sneakers** and pants/coats for colder days). Students may be restricted from activity if it is believed that it would be dangerous for them to participate in physical education class with the type of clothing or shoes they wore that day. Please understand that it is your child's safety that concerns us and your cooperation could help prevent an accident.

Student Sign-In and Sign-Out Procedures:

To maintain the safety of our students, parents/guardians MUST sign children in and out of the building. **ALL will be required to show identification and must be in our computer database** to be able to sign any child out of school. We will ask for your ID every time that you visit our school. It's not personal. It's about safety.

As we begin a new school year, we want to make you aware of the other safety and security procedures at South Jefferson. We use the Raptor ID system to check-in visitors and parents. Raptor is a visitor registration system that scans a driver's license and/or state ID and then prints a visitor's badge with a picture identifying them as an approved visitor. Raptor only scans the visitor's name, date of birth and photo for comparison purposes. No other personal identifying information is saved. The process will take approximately 30 seconds. A Visitor's Pass must be worn by any visitor in our building and be visible to everyone in the building.

We are requesting that you do not sign your child out of school before school is dismissed unless it is unavoidable. If your child will be leaving school early, please communicate this information with your child's teacher prior to their dismissal.

No early dismissals after 3:15 p.m. You will need to pick up your child in the car rider line after 3:15 p.m.

Please do not park in the bus lanes at the front of the school during dismissal (3:15 – 4:00 p.m.). Not only does this create confusion for the bus dismissal, but it also creates a dangerous situation for our students and drivers.

If you will be picking up your child from school and he/she is **NOT** a regular everyday car rider, please send a note in with your child at the beginning of the school day **or contact the school by 3:00 p.m.** to let us know, so that we can dismiss them with the car riders at 3:30 p.m.
This helps eliminate confusion at the end of the day during dismissal and eliminates the possibility of your child getting on the bus instead and keeps our dismissal process moving quickly and efficiently.

- **Bus Dismissal:**
  All students riding a bus will be dismissed from the classrooms beginning at 3:40 p.m.

- **Riders**
  If your child is transported to and from school each day by private vehicle, he/she will be considered a "rider." Please drop off and pick up your child using the Parent Loop/visitor parking area. At 3:30 p.m., dismissal will begin. If you know that you will be picking up your child each day, please fill out the "Rider Form" at the beginning of the year so that we can make this dismissal even smoother for you and your child. You will be given two Rider Tags to attach to two vehicles' rear-view mirrors that will be used in picking up your child so that we can easily identify you and efficiently bring your child out to you. A helpful hint: wait until 3:45 p.m. to pick up your child. You will find less traffic congestion at this time.

- **Transportation Requests:**
  If a person other than his/her parent or guardian picks up a child, a note must be sent to the school explaining the dismissal procedure. We cannot release a child to anyone unless we have a written request from you, with a phone number so that we may contact you for verification. Due to overcrowding on the school system's buses, students will not be permitted to ride home on a different bus unless it is an emergency. All requests must be made directly by the parent/guardian with the Transportation Department at 304-725-7664.

Technology

Our school is 1:1, meaning every child has their own laptop device to assist them with their daily education. This laptop will be sent home anytime the child is expected to attend class due to lengthy health issues, inclement weather, etc.

Before a device is issued to a student, they will have completed a Digital Citizenship lesson and their parent/guardian will have signed and approved the county Acceptable Use Policy form.
Students are responsible for the cord, device and travel bag assigned to their laptop while using it at home. If an item becomes damaged or lost, please report it immediately to your child's teacher.

Important Dates:

- **First day of school Grades 1-5:** Monday, August 18, 2025
- **Kindergarten Orientation**: Monday, August 18, 2025 at 9:30 a.m. OR 1:30 p.m.
- **Kindergarten First Day of School:** Tuesday, August 19, 2025
- **SJES Back to School Night/Meet the Teacher**: Thursday, August 28, 2025: 5:00 -7:00 p.m.
- **Pre-K Orientation:** August 29, 2025
- **Pre-K First Day of School:** September 2, 2025 and September 3, 2025 (staggered starts)

Important Dates:

September 1, 2025	Labor Day: NO SCHOOL
October 10, 2025	2 Hour Early Dismissal/Faculty Senate
October 13, 2025	Professional Learning Day: NO SCHOOL for students
November 11, 2025	Veteran's Day: NO SCHOOL
November 24 – 28, 2025	Fall Break: NO SCHOOL
December 19, 2025	2 Hour Early Dismissal/Faculty Senate
December 22 – January 5, 2026	Winter Break: NO SCHOOL
January 5, 2026	Professional Learning Day: NO SCHOOL for students
January 19, 2026	Martin Luther King, Jr. Day: NO SCHOOL
February 13, 2026	2 Hour Early Dismissal/Faculty Senate
February 16, 2026	Professional Learning Day: NO SCHOOL for students
March 13, 2026	Professional Learning Day: NO SCHOOL for students
April 2, 2026	2 Hour Early Dismissal/Faculty Senate
April 3 – 10, 2026	Spring Break: NO SCHOOL
May 12, 2026	Election Day: NO SCHOOL
May 25, 2026	Memorial Day: NO SCHOOL
May 29, 2026	2 Hour Early Dismissal/Faculty Senate/Proposed Last Day of School
June 1, 2026	Prep Day/Last Day for Teachers
June 2, 2026	In Lieu of Day for staff members who attended PT Conferences and Back to School Night

Parent Teacher Conferences:

Back to School/Meet the Teacher on August 28, 2025 from 5:00 – 7:00 p.m.

We have so much information to share with you so we are breaking up the classroom visits into blocks of time. We ask that you select a time to attend. This also gives you opportunity to visit multiple classrooms if you have more than one child at our school. We hope that you will enjoy this format.

First Session: 5:00 – 5:25 p.m.

Second Session: 5:30 – 5:55 p.m.

Third Session: 6:00 - 6:25 p.m.

Fourth Session: 6:30 – 6:55 p.m.

November 6, 2025 from 5:00 – 7:00 p.m.
All employees must attend, to receive credit for "in lieu of" days at the end of the year

January 22, 2026 from 5:00 – 7:00 p.m.
All employees must attend, to receive credit for "in lieu of" days at the end of the year

School Picture Days:

- Fall Individuals - October 15, 2025
- Fall Retakes - December 2, 2025
- Classroom Groups - February 6, 2026
- Spring Individuals - March 26, 2026

Assessment: WVGSA (West Virginia General Summative Assessment) will be administered in the Spring of 2026 to students in grades 3 - 5

Fire Drills:

12 required fire drills throughout the year (2 during the first two weeks of school)
Code Drills –lockdown and shelter in place required throughout the year

South Jefferson Elementary Staff

Position	**Name**
Principal	*Ms. Keri Mahoney*
Assistant Principal	*Mrs. Emily Duggan*
Secretary	*Ms. Kelli Fort*
Office Clerk	*Mrs. Amy Chrisman*
Nurse	*Mrs. Heidi Libetti, RN, BSN*
PreK	
PreK Teacher	*Mrs. Jamie Blake*
PreK ECCAT	*Mrs. Patty Labrie*
PreK ECCAT	*Mrs. Pam Thompson*
PreK Special Needs	*Mrs. Tara Kibler*
Head Start	
Head Start Teacher	*Miss Kayla Jackson*
Head Start ECCAT	*Mrs. Michelle Lysaght*
Kindergarten	
Teacher	*Mrs. Taylor Fox*
Interpreter	*Ms. Kathy Dice*
ECCAT	*Mrs. Tammy Sokel*
Teacher	*Ms. El Horne*
ECCAT	*Mrs. Brittany Bass*
Teacher	*Mrs. Beth Zimmerman*
ECCAT	*Miss Heather Gallahan*
First Grade	
Teacher	*Ms. Melanie Abernethy*
ECCAT	*Ms. Amy Cogle*
Teacher	*Ms. Dawn Greene*
ECCAT	*Mrs. Charlotte Davis*
Interpreter	*Katrina Scobie-Saedlo*
Teacher	*Ms. Rachel Potts*

Interpreter	*Ms. Nicole Jewell*
ECCAT	*Miss Savannah Todd*
Second Grade	
Teacher	*Mrs. Amy Fincham*
ECCAT	*Mrs. Brittany Evans*
Teacher	*Mrs. Laura Sturba*
ECCAT	*Mrs. Robin Dodson*
Teacher	*Mrs. Jenny Vogel*
ECCAT	*Mrs. Angel Penwell*
Third Grade	
Teacher	*Mrs. MaKenzie Hipp*
ECCAT	*Mrs. Megan Applegate*
Teacher	*Mrs. Sarah Mangum*
ECCAT	*Ms. Andrea Kyle*
Teacher	*Miss Ruth Potts*
ECCAT	*Mrs. Kelly Poplar*
Fourth Grade	
Teacher	*Mrs. Dawn Snyder*
Teacher	*Mrs. Jean Nedorostek*
Teacher	*Mrs. Nicole Sunday*
Fifth Grade	
Teacher	*Mrs. Cindy Blank*
Teacher	*Mrs. Deborah Burwell*
Teacher	*Mr. Brian Collins*
Interventionist	*Mrs. Shelby Findley*
Special Education	
Multi-Categorical Teacher	*Miss Zoe Decker*
Multi-Categorial Teacher	*Ms. Erin Brooks*
Supervisory Aide	*TBD*
Speech/Language	*TBD*
Gifted	*Mr. John Michael*
ELL	*Mrs. Tina Cohen*

OT	*Ms. Olivia Glazier*
PT	*TBD*
School Counselor	*Mrs. Kelsey Siddoway*
Community In Schools Facilitator	*Mrs. Stephanie Fletcher*
Specialists	
Physical Education	*Mr. Chris Atkins*
Art	*Mrs. Amber Fuller*
Library/Media	*Mrs. Ali Moody*
Music	*Mrs. Pam Shearer*
Cafeteria Staff	
Manager	Mrs. Betty Henry
Cook	Mr. Jake Hays
Cook	Mr. Jay Halterman
Cook	Mr. Tadeusz Herczynski
Custodial Staff	
Morning	Mr. John Hill
Day	Mr. Paul Baker
Evening	Mr. Ray Baker