

# **W.H. TAYLOR ELEMENTARY SCHOOL**



## **PARENT GUIDE TO SCHOOL PROCEDURES AND EXPECTATIONS 2025 - 2026**



***Look for HOOT throughout the document. He will highlight new/revised/important information.***

W. H. Taylor is committed to providing families with regular school news and information pertinent to Norfolk Public Schools (NPS) and your child's academic success. Please take a few minutes to read this information. This information is a quick glimpse into W.H. Taylor's expectations for a successful school year.

### **NPS Website**

[www.nps.k12.va.us](http://www.nps.k12.va.us) provides comprehensive and up-to-date information. Our school web page is found under elementary schools.

### **Keep in Touch**

NPS has an electronic mass notification system handling attendance, emergency and outreach via phone calls. For this reason, it is important to keep student emergency contact information up-to-date with the school. Please make sure we have your email address on file and that your provider doesn't send our emails to a spam folder.



Follow us on Instagram [w.h.taylor\\_elementary\\_school](#) and Twitter [@wh\\_Taylor](#).



All teachers use **Class Dojo** to communicate with families on a daily/weekly basis. Please use Dojo or email to communicate your questions/needs/concerns. Resource teachers, Library Media, and Special Education will also use Dojo to communicate the current events within their programs. **Parents should not use Class Dojo to reach out to administration, email only.**

**School Hours** - 8:55 a.m. to 3:20 p.m. Our doors open for breakfast @ 8:35 a.m. We will start dismissal at 3:15 p.m.

**Tardy-** Students are considered tardy if they arrive after 8:55 a.m. **An adult **MUST** sign in tardy students. All adults signing in a tardy student or picking up a child early **must present a picture ID to gain entry to the building.****

### **Student Drop Off (Walkers and Carpool)**

Morning drop off is a very busy time for our teachers and staff. During this time, safety and security are especially important.

- Parents are not permitted to walk students to their classrooms. Students should be dropped off via the carpool lane, bus stop, or front porch (walker zone only).
- If you need to talk to or get a message to your child's teacher, please send the teacher a dojo message or email.
- **The front of the school is the designated WALKER drop off area. Parents should not be parking in the front of the school to let out a student.** If you come by car, you are a carpool parent. Princess Anne Road is very busy in the AM and PM and oftentimes the road isn't wide enough for cars parking on both sides and buses to travel through.



- **All students entering the building during Student Drop Off will be expected to walk through our Weapons Detection System.**

### **School Calendar**

W.H. Taylor will publish a monthly calendar that will be sent home in your child's Purple Communication Folder. Monthly Calendars are published on the last Wednesday of each month. This calendar is also sent out via email. These calendars highlight important NPS dates, school information, and our upcoming PTA events.

### **Inclement Weather/School Closures**

Inclement weather days may result in school closures or Virtual Learning Days. Closures and operating status changes are determined by the District Superintendent with safety as our number one priority. Based upon instructional needs and requirements at the time of the weather event, if school is canceled a Make Up Day may be determined. Make-up days may include professional development days, teacher record days, holidays and "banked" instructional hours already built into the school schedule. We will use our Blackboard Call Out System and Class Dojo to communicate weather related closures and make up days, in addition to the district post on the NPS website.

### **More Information about Closures**

Inclement weather or other school emergencies (such as power failures or extreme temperatures) may result in closings and/or delayed openings.

- When schools are closed, extracurricular activities, interscholastic contests, team practices, field trips, after-school programs, professional learning, training, recreation programs, and community use in schools and on school grounds are canceled.
- When schools open two hours late, before care and breakfast are canceled.
- When schools are closed two hours early due to worsening weather conditions during the school day, all evening activities are canceled.
- **Some days may also be designated as VIRTUAL LEARNING DAYS as determined by the District Superintendent. This means all students are expected to log on using their NPS issued device to participate in remote instruction. You will be notified if an inclement weather/school closure day has been deemed a virtual day. Students who don't log in are considered absent for the day.**



### **Early Release Days**

Students will be released two hours earlier than their normal dismissal times. Lunch will be served. Early release dismissal time for W. H. Taylor is 1:20 p.m.

### **Attendance**

Academic success goes hand in hand with good attendance. It is difficult to catch up with missed lessons and activities. Academically successful students attend school regularly. All absences must be documented with a note (excused or unexcused) within 3 days of the child's return to school.

**NPS will excuse a student's tardiness or absence when a note is submitted within 3 days due to:**

- Illness of a student
- Death in the family
- Medical appointment (ask your provider for a note)

- Observance of a religious holiday

**Absence or tardiness for the following reasons will be unexcused, but still require a note:**

- Family trips
- Childcare problems
- Oversleeping
- Non-school related activity
- Traffic
- Missed bus
- Train
- Other

NPS encourages family trips during scheduled school vacations and strongly discourages such trips during the school year. Extended absences interrupt the continuity of learning. NPS must withdraw any student who is absent from school for 15 consecutive days or more. Upon the student's return, a parent must officially re-enroll their child.

If your child is going to be either absent or late, please notify the teacher via Dojo and send an email to our ATTENDANCE REPORTING EMAIL. [Taylorattendance@nps.k12.va.us](mailto:Taylorattendance@nps.k12.va.us)

NPS' automated attendance calling system is in place to notify parents of absences. Please keep in mind, a note is still required when your child returns to school.

If your child is TARDY, you are expected to sign your child into school. **Please be prepared and bring an ID to gain entry into the building.**

**Our office team cannot go to the front door to sign in a TARDY student because a parent/guardian does not have an ID.** This creates a safety concern by leaving our office unmanned.



WH Taylor now has an attendance reporting email. Please send your email to to [Taylorattendance@nps.k12.va.us](mailto:Taylorattendance@nps.k12.va.us).

**After your student's 4<sup>th</sup> absence, excused & unexcused, you may be asked to attend a conference with our counselor and administration to establish an Attendance Improvement Plan.**

### **Bus Transportation**



- Visit the bus locator on the NPS website for the bus stop designated for your address.
- Out-of-District students are not eligible for bus transportation.
- All Prekindergarten students riding the school buses must be met by a parent or adult guardian at the drop off and pick up bus stop. **This adult MUST present the NPS issued Pick Up authorization card that matches the one worn by the student (no exception).** If there is no adult at the bus stop (with proper ID), the driver MUST return the student to W.H. Taylor. If a parent is repeatedly not present at the bus stop to receive a Pre-K student, the child may lose bus transportation privileges.
- WH Taylor requests that all kindergarten students riding afternoon school buses be met by a parent, guardian or student in middle school or higher.
- All Kindergarten & Pre-K bus riders are returned to the school if an adult is not present at the bus stop.

All bus riders MUST follow these EXPECTATIONS FOR SAFETY:

- Refrain from crossing streets or playing on private property while waiting for your bus.
- Obey the bus drivers.
- Arrive at the bus stop five or ten minutes before the scheduled pickup time.
- Remain seated and talk quietly after boarding the bus.
- Talking back and/or refusing to comply with the bus driver jeopardizes the overall safety of the bus. This behavior will not be tolerated.
- All bus drivers reserve the right to assign seating on their bus as they see fit.
- **NO cell phones on the bus or at the bus stop.**

Transportation may be denied if a student fails to comply with the driver's request for safe and respectful behavior.

**Walking**

Students/Families are encouraged to walk in groups to and from school if they live within our walking zone. Students in grades 4 and 5 are only allowed to walk home without an adult if we have received written permission from a parent/guardian. A crossing guard is stationed at the intersection of West Princess Anne Road and Claremont Avenue. Students should cross only at intersections.



**NPS provides transportation to all students living on the opposite side of Hampton Blvd. No students will be approved to walk to/from school if their route requires them to cross Hampton Blvd.**

**Designated Carpool Lanes**

Carpool Lane Pickups require registration. You and your family will be issued a dismissal car tag number. This number must be displayed on your dashboard when you are picking up. For safety reasons, parents are asked not to discharge students anywhere else on school property. Pay attention to parking signs around the school. West Princess Anne Road in front of the school must remain free from parked cars for fire and emergency vehicles.



**Please do not drop off via CAR at the front of the school on Princess Anne Road.** This road is too narrow to accommodate parked and/or stopped cars on both sides of the street and causes a safety concern if students are crossing the street in front of the school.

**Please do not park or stop on the school side of Princess Anne. This area is designated as a “NO STOPPING ZONE” and violators may be ticketed. In addition, It is never acceptable to block the driveways of our neighbors even for only a few minutes.**

**Before- and After-School Care**

The Blocker YMCA runs a before- and after-school program in the school cafeteria from 7:00-8:35 AM and 3:20 - 6:00 PM. This program is not run by the school. Contact (757) 622-9622 to register.

**Food and Nutrition Services**

- Breakfast and lunch are provided at school, free of charge for all students.
- Parents may pack a lunch for their child as often as they want, but please keep the following health/safety guidelines in mind:



- 1. Please do not send in candy.**

2. Please do not send in any glass containers or metal knives.
3. Please teach your child how to open their own lunch boxes and serving bowls/thermoses.
4. NO SOFT DRINKS/SODA in lunch boxes.
5. Please do not send in full sized bags of chips. This usually leads to sharing at the table and having multiple hands in one bag of chips creates a health concern.



6. Restaurant breakfasts and hot beverages (hot chocolates) should be consumed before arriving at school. Students spill these drinks walking through the halls.

### **Water Bottles:**

Students may bring a water bottle from home, but please make sure your child's name is clearly written on the bottle. Teachers will establish refill times for water bottles within their master schedules.

### **Annual Health Screening (Vision and Hearing)**

Vision and hearing screenings of all kindergarteners, third graders, and newly enrolled NPS students are conducted each fall by the school nurse. This is a brief screening which does not serve to take the place of parental vigilance in identifying vision and hearing problems that indicate the need for an examination by a specialist.

### **Health Services**

Health services, such as administration of medication and basic care for sick and injured students, are performed by the school nurse and office staff members, if the school nurse is not present. According to state regulations, NPS staff may provide care only for minor injuries or illnesses. Parents will be contacted if the student's condition requires more attention.

### **Medication at School**

Forms authorizing the school to administer medication (including over-the-counter medications) are available in the school office. Forms must be completed prior to medication being administered. Forms require a medical provider's signature, parent signature, duration dates and times and the specific dosage of medication to be administered. All medications are stored by the school and dispensed by nurse/office staff. Parents must transport medicine to and from school and sign medicine in with school personnel. The medication label must match the authorization form. A parent or guardian must collect any unused portion of the medicine. Medicines not claimed will be destroyed when the order expires or at the end of the school year.



**Medication drop off/refills should NEVER be sent to school with the child. They must be dropped off by a parent/guardian.**

### **Health Care Plans**

Parents or guardians of a student with a chronic or temporary health condition, health-related need (to include crutches), or specific health care procedure that affects the school day should contact the principal and/or school nurse so that a health care plan can be discussed.



If your child is unable to participate in PE, please send in a note. If the child needs to be excused for more than 3 class periods, please send in a note from your medical provider.

### **When to Stay Home**

Students with symptoms such as rashes, watery and inflamed eyes, a fever, sore throat, vomiting or diarrhea should remain home until a medical provider evaluates their symptoms and determines whether they are contagious. Any child with vomiting, fever, or diarrhea **MUST** remain at home until they are without symptoms or fever for 24 hours. To limit the spread of illnesses, notify the school nurse (757-628-2525 ext. 1) if your child gets head lice, strep throat, chicken pox, or other contagious illnesses.

### **Taking Your Child Home due to Illness**

Our school clinic works to control and manage student exposure to contagious diseases/illnesses and will call you if your child exhibits concerning symptoms. We ask that you plan to pick up your child as soon as possible after receiving such a call. It is important to have all emergency numbers up-to-date with our office in case we need to contact you. Anyone picking up your child must show identification.

### **Returning to School**

Some rashes, pink eye, impetigo, ringworm, and scabies can be passed from one student to another. To protect all NPS students, the school system requires a note from a medical provider for any child with symptoms of these illnesses. The note must state that the child is not contagious before he or she can return to school.

### **Head Lice (CDC Recommendations)**

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Treatment for head lice is recommended for persons diagnosed with an active infestation. All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated. Some experts believe prophylactic treatment is prudent for persons who share the same bed with actively infested individuals. All infested persons (household members and close contacts) and their bedmates should be treated at the same time.

When treating head lice, supplemental measures can be combined with recommended medicine (pharmacologic treatment); however, such additional (non-pharmacologic) measures generally are not required to eliminate a head lice infestation. For example, hats, scarves, pillowcases, bedding, clothing, and towels worn or used by the infested person in the 2-day period just before treatment is started can be machine washed and dried using the hot water and hot air cycles because lice and eggs are killed by exposure for 5 minutes to temperatures greater than 53.5°C (128.3°F). Items that cannot be laundered may be dry-cleaned or sealed in a plastic bag for two weeks. Items such as hats, grooming aids, and towels that come in contact with the hair of an infested person should not be shared. Vacuuming furniture and floors can remove an infested person's hairs that might have viable nits attached.

### **Allergies at School**

To provide a safe, educational environment for a student with allergies, schools, parents and guardians, physicians and the student must work together. Parents or guardians enrolling a student with allergies should contact the school nurse as early as possible so that a safe plan can be instituted. For students who have been ordered epinephrine, albuterol, or Benadryl by a

medical provider, the parent or guardian must provide the student specific medication to school accompanied with required forms and a doctor's order. Our school maintains an emergency stock of Benadryl, albuterol, and epinephrine at all times.

### **School Safety and Security**

Safeguards are in place for the welfare of all. When an emergency occurs during the day, you will receive a "robo-call" from W.H. Taylor/NPS. **Please answer these emergency call outs if they are received during the middle of the school day. If you miss the call, listen to the voicemail. We will not be able to answer incoming calls during an emergency.**

- **Hallways and the cafeteria are monitored by video cameras.**



- **Entering and Exiting the Building**

The front doors on West Princess Anne Road are the only doors used for entering and exiting the building. Visitors must report directly to the office for sign-in procedures upon entering the building. **ALL VISITORS MUST HAVE A PICTURE ID TO GAIN ENTRY INTO W.H. TAYLOR.**

- **All students and visitors entering the building must pass through a weapons detection system.**
- **Fire drills** are practiced once a week for the first month of school and once a month for the remainder of the school year. When hearing the fire alarm, students walk outside in an orderly manner to their assigned area.
- **Lock Down drills** are practiced twice the first month of school and two additional drills the remainder of the year. The building is secured and no one leaves or enters the building until the lock down is over.
- **Tornado drills** occur once a year during the month of March. Staff supervises students as they assume a safe position away from windows on the first floor of the school.
- **State-Wide Earthquake drill** occurs in October. Our staff supervises students during this drill as they take shelter under desks/tables and away from windows. Following the shaking, students are evacuated to an outside area so that the building can be assessed for damage.

### **Field Trips**

All grade levels take field trips that relate directly to the regular instructional program. A school calendar is sent home on a monthly basis that includes scheduled field trips. Teachers also inform parents of upcoming trips and a permission slip for each field trip will be sent home. Students must have a signed permission slip to participate in a field trip. For safety and insurance reasons, siblings may not accompany chaperoning parents on field trips.

- **All chaperones must complete a free background check by going to the link provided and completing the application.**
- **Students with repeated behavior/conduct concerns may be restricted from participating in field trip events.**
- **Link: [NPS VOLUNTEER APPLICATION & INFORMATION PAGE](https://www.npsk12.com/site/Default.aspx?PageID=10386)**  
**<https://www.npsk12.com/site/Default.aspx?PageID=10386>**





### **Personal Property**

NPS does not assume responsibility for personal property. Parents and students are urged to carefully consider the type and value of property taken to school, especially items with monetary or sentimental value. Unclaimed clothing articles found in the school are placed in a designated location. Hats, gloves, coats, sweaters, sweatshirts with/or without hoods, lunch boxes, books, notebooks, purses, and wallets should be marked/labeled with the student's name to make their return easy and swift. Although not easily labeled, eye glasses and jewelry are items that show up in our lost and found. Students often leave outerwear on the school yard after recess.



**PLEASE LABEL ALL COATS, WATER BOTTLES, and LUNCH BOXES with your child's name. LOST and FOUND is located in the main foyer of the school.**

### **School Dress Code**

NPS expects students to come to school dressed in proper attire for school activities. Tennis shoes or shoes designed to provide support, fit securely, and prevent injury are necessary for physical education classes and active recess play. Clothing should fit, be neat and clean, and conform to district standards. The NPS dress code can be found online and in Norfolk Public Schools Standards of Student Conduct booklet. Flip Flops/Slides are not permitted in school.

### **Electronic Devices**

**NPS Elementary students are not permitted to possess cell phones.** If a student is found with a cell phone or banned electronic device, the device may be confiscated from the student and returned only to the student's parent, in addition to other disciplinary sanctions which may be imposed.



**Cell phones are not permitted at the bus stops, on the bus, or inside of your student's backpack.**

**Student use of social media is rapidly becoming the leading cause of conflict among students in our schools.** Many students are using cell phones—often hidden in backpacks—to record videos or create inappropriate posts while riding the bus. This is in addition to the content they post outside of school hours.

**Repeated unkindness and/or bullying through social media is illegal and considered a serious offense.** Schools cannot address this behavior alone. We need diligent parents and guardians to actively monitor their child's online activity and hold them accountable for inappropriate behavior.

Please partner with us by ensuring your child's social media use is limited, closely monitored, and appropriate for their age.

### **Fees**

Textbooks and access to computers/Chromebooks/lpads are provided free of charge.



**If a student loses or deliberately damages a Chromebook, charging cable, or carrying case, fees will be issued for their replacement. We are also looking for lost chargers. If you find a charger at home, please send it back to school.**

### **Parent Inquiries and Concerns**

Parents with inquiries and concerns are encouraged to resolve the issue informally at the school starting with the teacher. If a parent is not satisfied that a concern has been resolved, the parent may complete a Parent Concern Form requesting a conference with administration. The principal's decision on a complaint may be appealed to the Executive Director of NPS Elementary Schools following the receipt of the Principal's decision.

### **Noncustodial Parents**

A noncustodial parent has the same rights as a custodial parent to review student records and other school information. After submitting a written request, the parent may review or receive copies of information from the student's record. A fee may be imposed for copying and postage.

### **Student Rights and Responsibilities**

NPS has specific Student Conduct Rules that are reviewed every semester with all students in all grades. A NPS issued Student Handbook/Code of Conduct is published and distributed at the beginning of each year. This guide clearly articulates expectations for a safe and successful school year in addition to potential consequences for conduct violations. This guide can also be downloaded from the NPS Homepage: <https://www.npsk12.com/Page/1349>

### **Testing**

Formative and state mandated test results are communicated with parents via a letter in your child's quarterly report card. Our teachers use a variety of assessments to monitor your child's academic performance throughout the school year. **Parents are encouraged to ask questions about their child's test results via a parent/teacher conference.** For confidentiality and accuracy reasons, please refrain from attempting to discuss assessment results at arrival and dismissal.



- Students in Pre-K through grade 2 are administered the Virginia Language and Literacy Screening System (VALSS) at designated windows during the year.
- Students in Pre-K and Kindergarten are administered the Virginia Kindergarten Readiness Program (VKRP) in the Fall and Spring of each school year.
- Students in grade 2 are administered the STAR Reading and Math assessments three times a year, Fall, Winter & Spring, to determine student progress, needs and growth.
- Virginia Standards of Learning (SOL) reading and mathematics tests are given to all students in grades 3 through 5 in the Fall, Winter, and Spring to monitor growth. Our fifth-grade students are also assessed in the Spring in the areas of Writing, Virginia History, and Science.

### **School Counseling Services**

School counselors use the Virginia Department of Education for School Counseling guidelines to provide classroom lessons, small counseling groups, and individual planning, counseling, and responsive services for children. Parents may opt their child out of school counseling services. Contact the school counselor for more information about the opt-out process.

### **Parent-Teacher Communication Folder**

Every Wednesday a purple folder will be sent home with pertinent information concerning your student(s). After reviewing and removing all information in this folder, please return the folder to school.



### **CHROMEBOOKS**

All students in grades Kindergarten through fifth grade will be issued a Chromebook the first few weeks of school. Chromebooks are collected from all students at the end of the year and the same Chromebook is signed out to them in the Fall. It is important that our students take good care of their assigned devices. They will be using the same device from kindergarten through fifth grade.

- Teachers have the discretion to send home Chromebooks as needed. Most teachers will keep devices at school and will only send the device home for Virtual Learning Days or impending inclement weather.
- Parents can make arrangements with the teacher to have a device sent home, but parents are responsible for its care and return to school (charged) every day.
- All parents are asked to sign a Usage Agreement for the device. This assures NPS that you have talked to your child about the appropriate use and care of school issued devices. Parents/Guardians will be billed if your child's device is intentionally damaged. This is usually the result of picking off the keys or punching the screen.
- Please understand that being issued a Chromebook is the same as being issued a textbook. Chromebooks are required tools for your child's engagement in instruction. A parent's refusal to accept or sign a Chromebook Usage Agreement doesn't cancel a child's responsibility for using one appropriately nor being held accountable for its loss or damage, just as if they were issued a textbook.
- **Replacement Costs for lost or damaged equipment are as follows:**



- New Chromebooks: \$229\*
- New Chromebook G4/G5 Adapter/Charger \$58
- New Chromebook G6-G8 Adapter/Charger \$64

### **Keeping Up to Date**

Administration communicates with all families via email. This is to inform or remind parents of important events. This information is also posted on our WH Taylor Class Dojo page. Please help us all stay connected and inform the main office if you have a phone number or address change.

### **Parent-VUE (Student Gradebooks G1-G5)**

Parents are encouraged to visit the Norfolk Public Schools website so they may check the progress of their student(s) at any time. From our NPS Home page, click on the PARENTS menu and select Synergy Student VUE/Parent VUE. **NOTE: If you don't have a password, select "Forgot my Password" to reset your account. This is also the procedure for new families. Please make sure we have a valid email address for your family.**

### **Conferences**

Consistent communication is important to ensure your child's success. If you desire a conference with your child's teacher, please **email or send a direct Dojo message to the teacher indicating the topic of concern and a few conference times**. A mutually agreeable time will be determined to meet your needs.



**OCTOBER 13, 2025 Is Parent Teacher Conference Day. Please be on the lookout for a conference signup sheet.**

### **Kindergarten**

Students in kindergarten classes receive 4 report cards per year. Students are graded by designating certain skills as M-mastered, P-progressing, or N-needs improvement.

### **Grades 1-5**

Students in grades 1-5 receive 4 informal progress reports and 4 letter-grade report cards. Letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and E) will be used in evaluating academic areas, and the grading scale (O = outstanding, V = very good, S = satisfactory, N = needs improvement, U = unsatisfactory) is used to report progress in Art, Music, Physical Education, and work-related skills. The progress reports reflect the current status of coursework as it is being completed. Teachers' comments provide suggestions for adjusting learning and providing additional support. The progress reports are designed to improve communication between school personnel and the student's parents/guardians.



**Parents in grades 1-5 are strongly encouraged to log into Parent VUE regularly to monitor their child's grades. The sooner you talk to the teacher about your child's progress, the better the outcomes.** If you don't have your login credentials for Parent VUE, please go to the NPS Home page, click on the PARENTS menu and select Synergy Student VUE/Parent VUE. **NOTE: If you don't have a password, select "Forgot my Password" to reset your account. This is also the procedure for new families. Please make sure we have a valid email address for your family.**

### **NPS GRADING SCALE**

A = 93-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A- = 90-92	B = 83-86	C = 73-76	D = 64-66
B- = 80-82	C- = 70-72	C- = 70-72	E = 0-63

### **Homework**

Homework is intended to reinforce classroom learning in grades K-5. Homework can be assigned a minimum of 4 nights a week which may include a weekend assignment per subject. Homework will not be assigned over holidays except to complete long-range assignments and

projects. Most of the time homework will encourage studying for tests, skill practice, and home reading.

### **Student Assistance Team (SAT)/Special Education**

If a parent/teacher/staff member has a concern about academic/behavioral performance, a referral to the school's SAT team can be made. This team consists of the parent, teacher, NPS representative (usually our AP), School Social Worker, School Psychologist, School Counselor & Speech and Language Pathologist (if applicable). The goal of this team is to develop an intervention plan that can be put into place to monitor growth and improvement.

If necessary, a referral for evaluation due to a suspected disability may be initiated during or after the SAT team meeting.

Norfolk Public Schools provides a full range of services for students with disabilities ages 2-21. Students suspected of having a disability are referred, evaluated, and if determined eligible, provided a free, appropriate public education according to their Individualized Education Program (IEP). NPS provides a continuum of placement options to implement a student's IEP, beginning with inclusive support in the general education classroom. To initiate a referral, contact the assistant principal of the child's school. To refer a preschool age child (who does not currently attend a NPS school) please call (757) 852-4630 X2010.

### **Section 504 Plans**

Students with an identified disability, who do not require specially designed instructional services, may qualify for accommodation under Section 504 of the Rehabilitation Act. This can be initiated during or after the SAT meeting.

### **Library/Media Services**

Students can visit the Media Center/Library every day as scheduled by the teacher. They may check out library books as long as overdue books have been returned. Please encourage your child to have responsible check in/out behavior. Our Media Specialist, Mrs. Williams, also coordinates technology check-outs.

- Make sure your child's backpack is large enough to take home a big picture book.
- Please keep all library books in a safe place. Watch out for those younger siblings who may not be as gentle with book pages as your Owl may be.
- Books can be checked out for two weeks at a time. If more time is needed, the book check out can be extended.

### **Birthday Celebrations**

We love to celebrate your child, however we ask that you adhere to the following guidelines when planning to send in birthday treats for the entire class. YOU MUST inform your child's teacher in advance if you plan on sending in a special treat.

1. All treats must be store bought. (No home baked goods)
2. Birthday treats must be pre-arranged with the classroom teacher. Please don't send in "Goodie Bags" to the class. Small treats, candy, and toys can create a distraction in the classroom.
3. **No large, full-sized cupcakes. Remember, less sugar is always better.**
4. **Birthday celebrations are one small treat. Please don't schedule the delivery of pizza, ice cream, or other treats as these types of treats and celebrations will exceed the**



**allocated time for student lunch and they create a lot of extra work for our cafeteria monitor.**

5. Please inquire about food allergies before sending in treats for the class.



### **Positive Behavior and Intervention Supports (PBIS)**

W.H. Taylor uses PBIS, which is an evidence-based framework to improve student outcomes behaviorally and academically. The PBIS practices and systems are established school-wide and create a foundation of regular, proactive support while preventing unwanted behaviors for all students. (PBIS.org)

### **House System**

We pair our PBIS program with a House System ([rcahousesystem.com](http://rcahousesystem.com)). We have 4 houses; Altruismo, Reveur, Nukumori, & Isibindi. Students in grades first through fifth are members of one the Houses. They are sorted at the beginning of their first-grade year or upon enrolling in the school for the first time. Each House represents specific character traits and has a history, cheer, hand signal, and crest.

Students are awarded individual points through Class Dojo as positive reinforcement and those points are also reflected in their assigned House points. Points are awarded for character, academic achievement/growth, effort, school spirit, and more. Individual points can be used to purchase incentives throughout the school year. House celebrations and activities will be held throughout the year.

This program is a great way to build a positive school culture as students across grade levels are able to interact with each other and older students serve as mentors for the primary grade students. It motivates students, builds community, celebrates success, and engages parents in the recognition of their student's success.



### **Discipline**

At W.H. Taylor, our goal is to proactively avoid disciplinary actions that require administrative intervention using PBIS and our House System. Our teachers will reach out to you should your student display repetitive behaviors that impede learning. When teachers and parents/guardians work together, the partnership promotes success for all students. The goal is to keep students from escalating their behaviors to a level that requires administrative intervention.

Should your student demonstrate a behavior that requires administrative disciplinary action, you will be contacted regarding the incident and consequences of their action, and a disciplinary action form will be sent home to be signed and returned to school the following day. Should the consequence of the behavior(s) be suspension, a parent/guardian will be required to attend a reinstatement conference the morning the student is scheduled to return to school after the suspension is served. The student will not be allowed to go to class until this meeting is completed.



## **Administration Contacts**

<p>Charlene M. Feliton, Principal  <a href="mailto:cfeliton@nps.k12.va.us">cfeliton@nps.k12.va.us</a></p> <p>Jadah Jones, Assistant Principal  <a href="mailto:jjones1@nps.k12.va.us">jjones1@nps.k12.va.us</a></p> <ul style="list-style-type: none"> <li>● Special Education Representative</li> <li>● 504 Coordinator</li> <li>● Attendance Officer</li> <li>● Discipline</li> </ul>	<p>Donna Clark, Office Manger  <a href="mailto:dclark@nps.k12.va.us">dclark@nps.k12.va.us</a></p> <ul style="list-style-type: none"> <li>● Community Outreach Coordinator</li> <li>● Human Resources</li> <li>● School Calendar</li> </ul>
<p>Karen Meads, School Nurse  <a href="mailto:kmeads319@nps.k12.va.us">kmeads319@nps.k12.va.us</a>            757-628-2525, Extension 3005</p> <ul style="list-style-type: none"> <li>● Medication management</li> <li>● Emergency/First Aid Care</li> </ul>	<p>Barbara Helfer, Student Data Specialist  <a href="mailto:bhelfer@nps.k12.va.us">bhelfer@nps.k12.va.us</a></p> <ul style="list-style-type: none"> <li>● Student Records</li> <li>● Raptor, Volunteer/Visitor Management</li> <li>● Attendance</li> <li>● Report Cards</li> </ul>
<p>Deborah Guest, School Counselor  <a href="mailto:dlguest@nps.k12.va.us">dlguest@nps.k12.va.us</a>            (757) 728-2525, Extension 3006</p>	<p>Kristina Neukrug, School Counselor  <a href="mailto:kneukrug886@nps.k12.va.us">kneukrug886@nps.k12.va.us</a>            (757)628-2525, Extension 3006</p>



<b>SAVE THESE IMPORTANT DATES</b>	
Aug 14, 2025	Meet and Greet 5:00 - 6:00 PM
Sep 4, 2025	Open House 5:30 - 6:30 PM
Sep 25, 2025	Fall Family Frolic 5:00 - 6:30 PM
Oct 24, 2025	Taylor Fun Run (Schedule to be release prior to the event)
Nov 20, 2025	Turkey Bingo 5:00 - 6:30 PM
Dec 6, 2025	Book Fair & Pancake Breakfast
Dec 18, 2025	Winter Concert Grades: 1, 3, 4, and 5th Grade Chorus 5:00 - 6:30 PM
Jan 29, 2026	Family Learning Night 5:00 - 6:30 PM
Jan 30, 2026	Pastries with Your Person 8:30 - 9:00 AM Grades Prek - 2
Feb 12, 2026	Sweetheart Dance Grades 3-5 5:00 - 6:30 PM



Mar 13, 2026	Pastries with Your Person Grades 3-5 8:30 AM - 9:00 AM
Mar 19, 2026	Spring Concert Grades: Prek, K, 2, and 5th Grade Chorus 5:00 - 6:30 PM
Apr 23, 2026	Spring Fling and Art Show 5:00 - 6:30 PM

**\*\* Look out for our MONTHLY CALENDAR FOR UPDATES AND CHANGES as needed.**