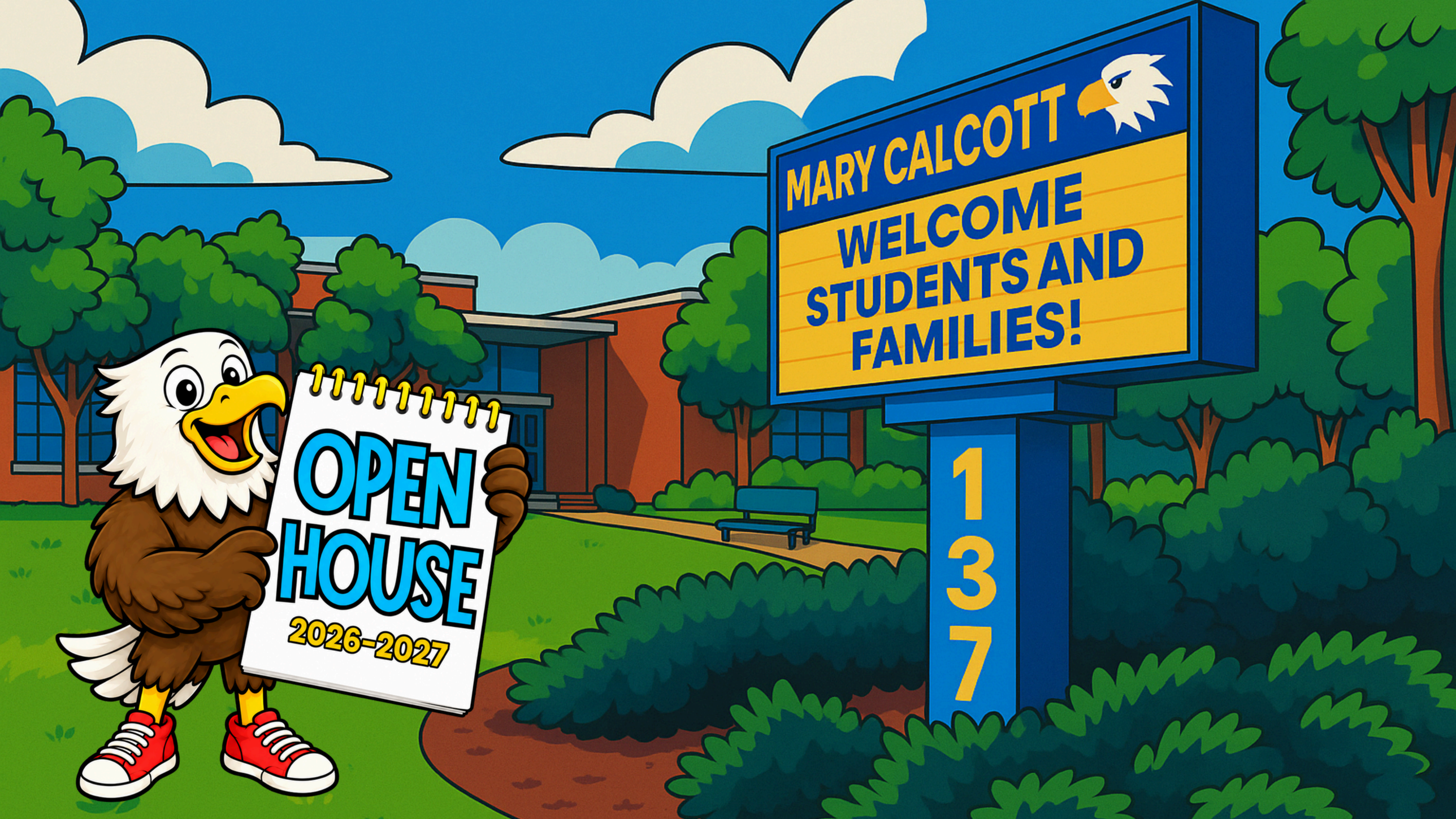

MARY CALCOTT
WELCOME STUDENTS AND FAMILIES!
137
OPEN HOUSE
2026-2027

MEET ADMINISTRATION



Mrs. McIntyre,
Principal



Mrs. Poffenbarger,
Assistant Principal

MEET OFFICE TEAM



Ms. Cox, Office Manager and Mrs. Small, SDS

MEET RESOURCE TEAM



Mrs. Dandridge, Music

Ms. Brown, PE TA

Mrs. Clark, Guidance

Ms. Rogers, Library TA

Mrs. Vohar, Art

Mrs. Garrison, PE

Mrs. Riehle, Library Media

MEET SUPPORT TEAM



Mrs. Lucka-Beristain, ESL

Mrs. Bessette, ESL

Mrs. Hughes, ESL

Mrs. Watson
Instructional Technology

Ms. Reynolds,
Gifted Resource

Mrs. Thomson,
Math Specialist

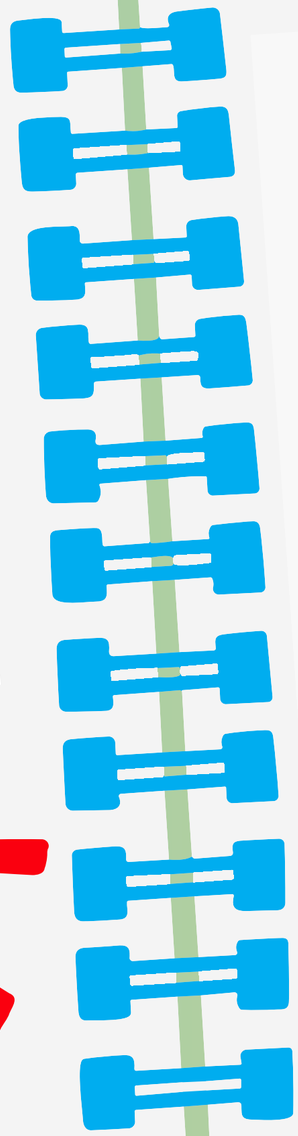
Mrs. Fussell,
Reading Specialist

TODAY A READER
TOMORROW A LEADER

EMERGENCY CONTACT

An emergency contact form must be on file for your student.





Mary Calcott Elementary School
Student Emergency Contact Information Form

Student's Name _____ Teacher _____ Room # _____

Address _____

Parent/Guardian Name _____

Home Phone _____ Cell # _____

Parent/Guardian Email Address _____

Parent/Guardian Name _____

Home Phone _____ Cell # _____

Parent/Guardian Email Address _____

Is there custody paperwork? ___ Yes ___ No

(To be honored, a copy must be on file at school and approved by NPS Student Support Services)

Parent/Guardian Work Information

Name: _____ Name: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

REQUIRED: Emergency contact must be different from parent/guardian

Emergency Contact Information:

Emergency Contact _____ Phone # _____ Relationship _____

List any additional individuals you authorize to pick up your child from school or in the event of an emergency. *Authorized individuals must be at least 18 years old and able to present a valid photo ID.

* Please note: We will ***NOT*** release your child to a minor or to anyone not listed on this form.

*If your preferences change at any time, **you must notify the office in writing.**

Adult Name _____ Adult Name _____

Phone _____ Phone _____

Adult Name _____ Adult Name _____

Phone# _____ Phone# _____

Signature of Parent/Guardian _____ Printed Name _____

Please remember to notify the office of any updates

**All student dismissal request changes MUST be in writing*

ATTENDANCE COUNTS!



1 Day:

Parent/Guardians will receive an automated voice call.

2 or More Days:

The student's teacher will make a reasonable effort to contact the parent/guardian.

3-5 Days:

A member of the school's attendance team will contact the parent to schedule a meeting to develop an attendance plan.

7 or More Days:

A conference will be scheduled to review the plan, amend the recommendations or begin new interventions.

15 Consecutive Days:

Students will be dropped from the roll after 15 consecutive absences, regardless of the reason for the absences.

EARLY PICK-UP

Early pick-up ends at 3:15 PM so that we can prepare for a safe and orderly dismissal.

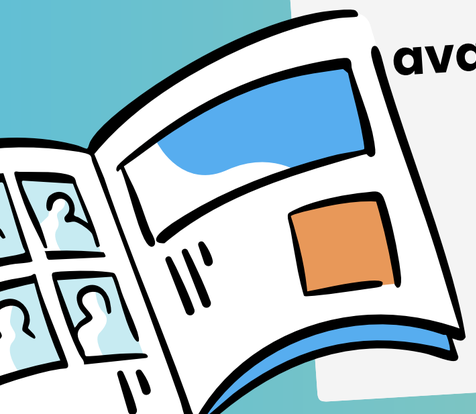
Please be aware that if you frequently pick up your student early, they are missing their last block of the day.



MEDIA RELEASE

If the form is not returned with consent, the student may only be included in individual photos.

Class photos and yearbook pages are public and available to the wider school community.



Norfolk Public Schools
The cornerstone of a proudly diverse community

NORFOLK PUBLIC SCHOOLS MEDIA RELEASE FORM

Student Name: _____

School: _____

Grade: _____

Norfolk Public Schools celebrates the achievements, experiences, and contributi
its students, families, employees, and community partners. Photographs, intervi
written testimonials, video recordings, and audio recordings may be used to inf
public and highlight NPS programs, activities, events, and accomplishments.

By signing this form, I grant Norfolk Public Schools, community partners, and
members of the news media permission to interview, photograph, film, and
child.

I authorize NPS to print, reproduce, edit, publish, display, distribute, broad
share these materials for educational, informational, promotional, historic
relations purposes and become the property of NPS.

I also understand that during public NPS events, attendees or membe
may independently take photographs or make video or audio recordin
or my child. NPS may not be able to control photographs or recordings ma
members of the public.

Please select one:

☐ **I DO authorize** the use of my student's image and name to be used by Norfolk Public Schools

☐ **I DO NOT authorize** the use of my student's image and name to be used by Norfolk Public Schools.

Student Signature, if 18 or older: _____

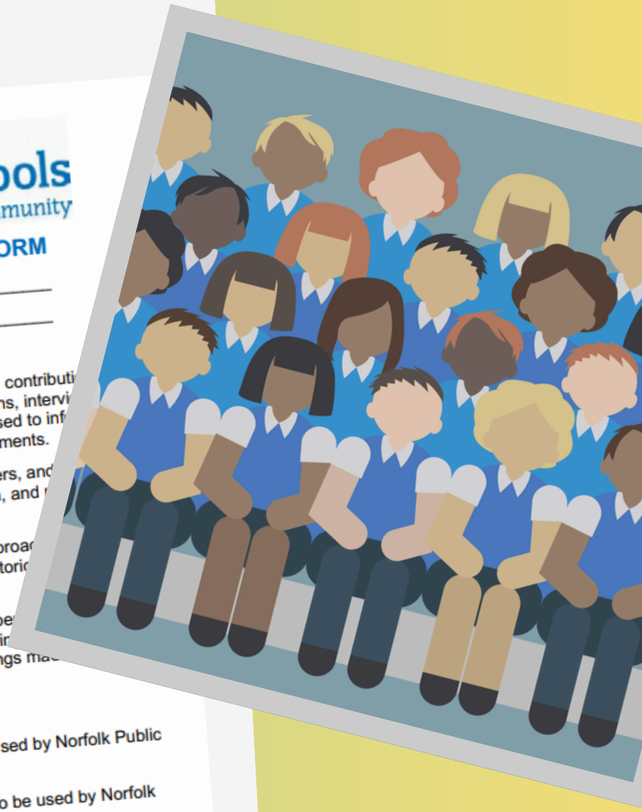
Parent/Legal Guardian Signature: _____

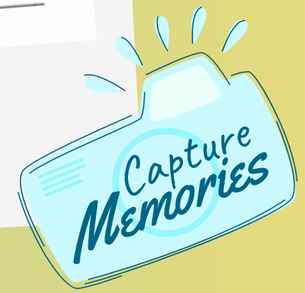
Relationship to Student: _____

Date: _____

Phone Number: _____

Email Address: _____







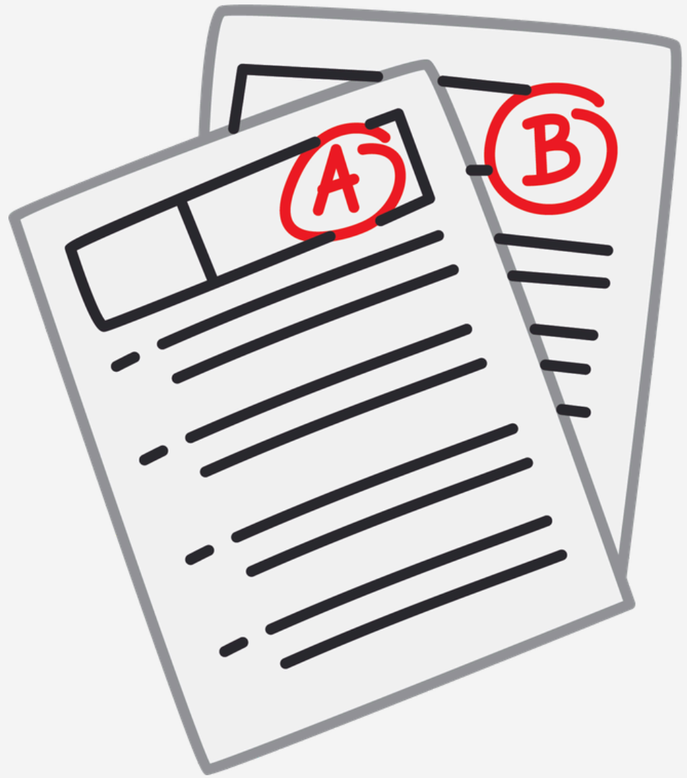
ALLERGY ALERT

Birthday Cakes/Cupcakes are NOT Allowed.

The school announces birthdays on the morning announcements and the School Counselor, Mrs. Clark, will visit birthday students to deliver a small birthday gift.

WEDNESDAY FOLDER

- Please look through it and go over the assignments with your child.
- Be sure to remove ALL papers!
- Return empty folder on Thursday.



CLASS DOJO



- Stay up to date with classroom and school-wide events.
- Send notes for absences.
- Ask general questions.

E-mail!

If you have specific behavior and/or academic concerns related to your child, please send an email or schedule an appointment.


137
100%
ID
CHECK
For any business including meetings, programs, etc.
Must present a physical ID. Pictures of ID on cell phones are not allowed.
ID CARD

THANK YOU!

**This school year is a blank page.
Let’s fill it with laughter, effort,
creativity, and learning.**

