

VISITORS

All visitors must come directly to the office when they enter the building. A George Hall visitor pass will be issued after the visitor has signed in. The visitor pass must be worn or carried while the visitor is in the building. In no instance can a visitor be in the hall or classroom without signing in and obtaining a pass. We welcome visitors at the appropriate times; however we will not disrupt class. Parents are encouraged to observe in the classroom; however, there cannot be any interaction with the teacher or students during instruction. (If you need to speak with the teacher please schedule a conference before school, after school, or during the teacher's planning period.) Parents cannot take small children to the classroom. Office personnel can take care of forgotten money, snacks, books, and homework. This procedure helps ensure the safety of our children.

REPORT CARDS

Report cards are mailed home the second and fourth quarters. **Parents are required to conference with teachers in order to pick up first and third quarter report cards.** Please discuss the report card with your child. The report card is yours to keep. If you have any questions, please contact the teacher. **Progress reports are mailed home every three weeks.**

CONFERENCES

All teachers will schedule parent conferences throughout the year to discuss school progress. Parents should feel free to schedule conferences at any time. Conferences may be scheduled by calling the school secretary by sending a note to the teacher. We do not interrupt the instructional day for parent/teacher conferences. Please schedule conferences at mutually convenient times. The principal is always available for conference. An "open door" policy is in place at George Hall.

WITHDRAWAL OF STUDENTS

If you are withdrawing your child from George Hall, please call or come by the school a few days prior to withdrawal date. This will allow ample time to complete the necessary paperwork, saving you and the school time. Students must have all library books and textbooks cleared before withdrawal. Your cooperation is greatly appreciated.