

# Contact Information

## John J. Blair Elementary School

Address 6510 Market Street  
Wilmington, NC 28405

Phone Number 350-2045

Fax Number 340-2049

**School Hours** 7:55-2:30

Web Page [www.nhcs.net/blair](http://www.nhcs.net/blair)



## Contacting Your Child's Teacher

### By Phone

If you wish to leave a message with your child's teacher you will be prompted by the voicemail system. Teachers check their voicemail twice per day 7:15 and 2:30. They will return your call as soon as possible. To show respect for and to protect your child's learning, we do not interrupt classrooms with phone calls during instructional time.

### In Person

Teachers are available for conferences after school and at other times designated by the teachers. Protecting the instructional time for all of our students is a priority when scheduling conferences. We welcome opportunities to meet with you to discuss your child's progress. As a professional courtesy, please schedule conferences in advance. (Wednesdays are reserved for staff development.)

### By Email

At the beginning of the school year you will be given the teacher's email address or you can link to the teacher's email at the school website.



### Visitation Policy

Whenever visiting John J Blair Elementary whether for a conference, to join your child for lunch, or to volunteer please stop by the school office. All doors will be locked and you will need to enter through the front lobby.

- At this time you will be asked for identification which will be cross-referenced with your child's Check-out and Visitation Verification Form.

It is very important that if a member of your family or a friend is visiting your child in school that they are on the Visitation and Check-out Verification Form. If they are not, please send a written note to the teacher so they are expecting the visit. Visitors we are not expecting will not be permitted in the school building.

- You will be asked to sign in upon arrival and sign out when departing.
- You will be required to wear a visitor's sticker during your visit.
- Please wait in the lobby until you are escorted by an adult or student to your destination.
- Please turn off or put all cell phones on vibrate.

