



Benjamin Tasker Middle School

A Parent's Guide for Communicating with Staff and Receiving School-Related Information

Receiving & Sharing Information

(Please allow staff 48 hours in which to respond)

Calling the Main Office: All phone calls to BTMS are initially filtered through the main office, 301-805-2660. Secretaries are available to answer the phones between the hours of 8:00 am and 4:00 pm (Monday – Friday). Calls will not be forwarded to a teacher's class during instruction.

Voice Mail: If the staff member requested is unavailable at the time of the call, the caller will automatically be forwarded to the staff member's voice mailbox.

Email: All staff members are assigned an email account through PGCPs. A complete listing of staff emails can be found on the BTMS website. Emails are usually the best method of communication except in cases that require immediate attention.

Parent/Teacher Conferences: Teacher conferences can be scheduled directly through that teacher during the teacher's planning time. Requests to meet with the entire team can be scheduled through the Guidance Secretary. Team conferences take place each morning between 8:00 am and 8:30 am on Tuesdays and Thursdays. Please inform us if an interpreter is needed.

Recorded Phone Messages: Important messages are sent to families using School Messenger. *Please ensure your phone numbers are accurate in Synergy. Parents can update Synergy directly to ensure contact information is updated.*

Absences (Illness): Submit absence notes using the [Student Absence Notification Form](#). Upon their return, students will pick up a yellow slip from the main office to receive makeup work from teachers. For excused absences of 3 or more days, work can be requested directly from teachers and/or grade-level counselors. Please allow 48 hours for the work to be requested from teachers.

School's Website: The [BTMS website](#) is regularly updated with important information and updates, including information for academics, athletics, events, activities, [Master Calendar](#), faculty listing, PTsO, testing, and much more.

Synergy: Synergy Student Information System is used to manage student data, including grades, attendance records, discipline, and schedules. Parents/guardians can access this site regularly to stay abreast of student progress & performance. To access the site, you need a username and password, which can be received from the Parent Engagement Assistant.

Progress Reports/Report Cards: Progress reports are distributed to students approximately 4 1/2 weeks into each quarter, and report cards are distributed approximately 9 weeks into each quarter. PGCPs determines if these will be sent home with students or released electronically. Please refer to the PGCPs calendar or [BTMS Master Calendar](#) for a list of progress reports and report card distribution dates.

BTMS Community Newsletter: The [BTMS Community Newsletter](#) (Monthly) is updated regularly. Families will want to check it weekly for updates regarding events, activities, celebrations, opportunities, and updates.

BTMS Show & Tell: Please review the [BTMS Show & Tell 26/27](#) doc for celebrations, achievements, awards, and a peek at classroom instruction.

BTMS Instagram: Get updates via Instagram.com [@BTMS.TIGERS](#)

Quick Link Communication Forms

[Student Absence Notification Form](#) / [Family Welcome Letter](#)

Parent/Guardian Communication Process

Teacher, Academic, Attendance & Class Behavior Concerns

- Step 1: Contact the Teacher
- Step 2: Contact the School Counselor or Peer Mediator
- Step 3: Contact the Grade Level Administrator
- Step 4: Contact the School Services Administrator
- Step 5: Contact the Principal

Special Education Concerns

- Step 1: Contact the Teacher
- Step 2: Contact the Case Manager
- Step 3: Contact the Special Education Chairperson
- Step 4: Contact the AP for School Services
- Step 5: Contact the Grade Level Administrator
- Step 6: Contact the Principal

School Counseling, Mental Health, & Scheduling Concerns

- Step 1: Contact the School Counselor
- Step 2: Contact the Assistant Principal
- Step 3: Contact the Principal

Synergy, General Support, & Misc. Concerns

- Step 1: Contact the Main Office
- Step 2: Contact the Parent Engagement Assistant
- Step 3: Contact the Assistant Principal
- Step 4: Contact the AP for School Services

Administrative Policies/Procedures, & Safety Concerns

- Step 1: Contact the Grade Level Assistant Principal
- Step 2: Contact the AP for School Services
- Step 3: Contact the Principal

Contact Information

Main Office: 301-805-2660
Guidance Secretary: Anissia Elliott / anissia.elliott@pgcps.org
Parent Engagement Assistant: Sharline Williams-Ford
sharlin.williamsford@pgcps.org

6th Grade Team

6th Grade AP: TBD /
6th Grade Counselor: Bria Williams / Bria.williams@pgcps.org
6th Grade Mediator: Lauren Sibila / lauren.sibila@pgcps.org

7th Grade Team

7th Grade AP: Sherise Hazel / sherise.hazel@pgcps.org
7th Grade Counselor: Walter Reid / walter.reid@pgcps.org
7th Gr Advocate: Christopher McFarland
christopher.mcfarland@pgcps.org

8th Grade Team

8th Grade AP: Dr. Jamila Scott / jamila.scott@pgcps.org
8th Grade Counselor: Helen Hardy / Helen.Hardy@PGCPS.org
8th Mediator: Christopher Porter / christopher.porter@pgcps.org

Spec Ed. Chair: Dr. Sharon Marshall / sharon.marshall@pgcps.org
TAG Coordinator: Patrice Pollack / patrice.pollack@pgcps.org
ELD Chair: Ann Flemming / ann.flemming@pgcps.org
PTsO President: taskerptsoinfo@gmail.com
AP (School Services): Joshua Pleasant / joshua.pleasant@pgcps.org
Principal: Dr. Kendra Hill / kendra.hill@pgcps.org