



BMS Communication Guide



Concern	1 st Contact	2 nd Contact	3 rd Contact
Athletics	Coach BMS Athletic Website	Athletic Director J. Kears	Business Manager Y. Sample
Attendance	Teacher BMS Faculty & Staff	Attendance Clerk M. Long	Business Manager Y. Sample
Cafeteria	Nutrition Info/Free Reduced Lunch/Lunch Forms		Nutrition Staff
Clubs & Organizations	Parent Liaison C. Herndon	Afterschool Site Director	Business Manager Y. Sample
Conference Request	Teacher BMS Faculty & Staff	Parent Liaison C. Herndon	Grade Level Asst. Principal 6 th Z. Gordon 7 th - C. Blassingame 8 th - L. Durham
Curriculum Questions	Instructional Coaches ELA - A. Jenkins Math - S. Jones Science & Social Studies - S. Scott		Science- Z. Gordon Math - C. Blassingame ELA & Social Studies- L. Durham
Devices	Media Center Specialist V. Ross	Assistant Principal Z. Gordon	Information Technology Specialist
Discipline		Grade Level Asst. Principal 6 th - Z. Gordon 7 th C. Blassingame 8 th - L. Durham	Principal K. Whitfield
Enrollment/Withdrawal/ Records Requests	Online Enrollment Records Requests Withdrawals Update Contact Information	Registrar S. Cail	Business Manager Y. Sample
Grades	Teacher BMS Faculty & Staff	Grade Level Asst. Principal 6 th - Z. Gordon 7 th - C. Blassingame 8 th - L. Durham	
Infinite Campus/ Parent Portal	Parent Liaison C. Herndon	Registrar S. Cail	Business Manager Y. Sample
Online Payment Portal (School Cash Online)	Bookkeeper S. Reed		Business Manager Y. Sample
Recovery Opportunities	Teacher BMS Faculty & Staff	Instructional Coaches ELA - A. Jenkins Math - S. Jones Science & Social Studies - S. Scott	Grade Level Asst. Principal 6 th Z. Gordon 7 th - C. Blassingame 8 th - L. Durham
Schedule Concerns	Counselors 6 th - T. Fisher 7 th - Team 1 & Team 2 8 th - C. Dodson	Master Scheduler C. Blassingame	Grade Level Asst. Principal 6 th - Z. Gordon 7 th - C. Blassingame 8 th - L. Durham
Special Education/504/SST Questions/Concerns	Caseload Manager BMS Faculty & Staff	SPED Lead Teacher J. Russell 504/MTSS Shavonne Mathis	Assistant Principal C. Blassingame

Standardized Testing	Testing Coordinator: A.P. Z. Gordon IB Testing: A. Nakou		Asst. Testing Coordinator L. Durham
Technology Issues (password, locked out, device malfunction)	IT Help Desk 404.802.1000		Email IT Help Desk
Transportation	Atlanta Public School APS Transportation	Bunche Main Office BMS Contact Us	Business Manager Y. Sample
Tutoring	Teacher BMS Faculty & Staff	Department Chairperson Math- Cooper ELA - Austn Social Studies - Nyomba Science - Hendon Connections - Arroyo BMS Faculty & Staff	<u>Grade Level Asst. Principal</u> 6 th Z. Gordon 7 th - C. Blassingame 8 th - L. Durham