

**Thomas Jefferson Middle School
24/48 Communication Plan
2016 – 2017**



Method of Communication

- **Webpage – Repository for all TJMS information**
- **APS School Talk – Important school messages and monthly schedule of events**
- **ParentVue – Live feedback on grades and attendance as well as teacher communication**
- **Calendar – Daily times and locations of TJMS activities and events**
- **Back Pack Mail – APS and TJMS notifications**
- **Flyers – Notifications, invitations, etc.**
- **Newsletters – PTA Buzz, IB, School and Team highlights, Middle Years**
- **Weekly Team email from team teachers**

Person(s) Responsible

Jessica Hernandez and Tammy Mills-Mirick

Keisha Boggan and LaKesha Gray

All Teachers

Jessica Hernandez

TA Teachers

APS Ed Center and TJMS Staff

PTA, TJMS Administrators, Department Heads and Coordinators

Team Leaders

September	October	November	December	January
<p>Daily: ParentVue</p> <p>9/2 APS School Talk Message (robo call, email, Twitter)</p> <p>9/8, 9/15, 9/22, 9/29 Flyers posted to Peachjar</p> <p>9/6 Calendar</p> <p>*Events:</p> <ul style="list-style-type: none"> - TJHSST Info. Night - 9/12 - PTA Meeting - 9/20 - Back to School Night - 9/20 - Music Parent Info. Night - 9/26 - School Pictures - 9/30 	<p>Daily: ParentVue</p> <p>9/30 APS School Talk Message (robo call, email, Twitter)</p> <p>10/6, 10/13, 10/20, 10/27 Flyers posted to Peachjar</p> <p>9/29 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - Student-Led Conferences - 10/7 - Interims Issued - 10/7 - School Picture Make-ups - 10/27 - TJMS Fall Harvest Festival - 10/28 	<p>Daily: ParentVue</p> <p>10/30 APS School Talk Message (robo call, email, Twitter)</p> <p>11/3, 11/10, 11/17, 11/24 Flyers posted to Peachjar</p> <p>10/27 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - End of 1st Quarter - 11/7 - Fall Drama Production - 10/9 - Report Cards Issued - 11/18 - Honor Roll Celebration (PM) - 11/18 - Middle School Information Night - Transfer Orientation Session <p>11/21 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>11/30 APS School Talk Message (robo call, email, Twitter)</p> <p>12/1, 12/8, 12/15 Flyers posted to Peachjar</p> <p>12/1 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - Interims Issued - 12/16 - Winter Concerts - 12/7, 12/12, 12/13 - Book Fair - Transfer Orientation Session 	<p>Daily: ParentVue</p> <p>1/1 APS School Talk Message (robo call, email, Twitter)</p> <p>1/5, 1/12, 1/19, 1/26 Flyers posted to Peachjar</p> <p>1/5 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - Science Fair - 1/25 - Transfer Orientation Session
February	March	April	May	June
<p>Daily: ParentVue</p> <p>1/29 APS School Talk Message (robo call, email, Twitter)</p> <p>2/3, 2/10, 2/17, 2/224 Flyers posted to Peachjar</p> <p>1/26 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - End of 2nd Quarter – 2/2 - Report Cards Issued - 2/14 - Honor Roll Celebration (PM) 2/14 - Rising TJMS Family Mtg. <p>2/23 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>2/29 APS School Talk Message (robo call, email, Twitter)</p> <p>3/2, 3/9, 3/16, 3/23,3/30 Flyers posted to Peachjar</p> <p>2/23 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - Student-Led Conferences - 3/3 - Interims Issued – 3/3 	<p>Daily: ParentVue</p> <p>4/4 APS School Talk Message (robo call, email, Twitter)</p> <p>4/6, 4,20, 4/27 Flyers posted to Peachjar</p> <p>3/30 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - End of 3rd Quarter - 4/7 - Report Cards Issued - 4/26 - Honor Roll Celebration (AM) 4/28 - School Play - 3/31, 4/1 - International Night 	<p>Daily: ParentVue</p> <p>4/29 APS School Talk Message (robo call, email, Twitter)</p> <p>5/5, 5/11, 5/18, 5/25 Flyers posted to Peachjar</p> <p>4/27 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - SOL Testing - Interims Issued – 5/12 <p>5/4 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>5/30 APS School Talk Message (robo call, email, Twitter)</p> <p>6/1, 6/8, 6,15, 6/22 Flyers posted to Peachjar</p> <p>6/1 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - End of 4th Quarter - 6/22 - Report Cards Issued - 6/22 - Grade 8 Activities - 6/15-6/21 - International Game Day