

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



**Method of Communication**

**Person(s) Responsible**

- **Webpage – Repository for all TJMS information**  
**Jessica Hernandez and Tammy Mills-Mirick**
- **APS School Talk – Important school messages and monthly schedule of events**  
**Keisha Boggan and LaKesha Gray**
- **ParentVue – Live feedback on grades and attendance as well as teacher communication**  
**All Teachers**
- **Calendar – Daily times and locations of TJMS activities and events**  
**Jessica Hernandez**
- **Back Pack Mail – APS and TJMS notifications**  
**TA Teachers**
- **Flyers – Notifications, invitations, etc.**  
**APS Ed Center and TJMS Staff**
- **Newsletters – PTA Buzz, IB, School and Team highlights, Middle Years**  
**PTA, TJMS Administrators, Department Heads and Coordinators**
- **Weekly Team email from team teachers**  
**Team Leaders**

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