

**Thomas Jefferson Middle School
Communication Plan
2017 – 2018**



Method of Communication

Person(s) Responsible

- **Webpage – Repository for all TJMS information**
Jessica Hernandez, Tammy Mills-Mirick, and Jeremy Siegel
- **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
- **PeachJar Mail – APS and TJMS flyers and notifications**
Jessica Hernandez
- **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

Staff members have 24 hours to acknowledge receipt of communication and 48 hours to respond to any form of communication.

September	October	November	December	January
<p>Daily: ParentVue</p> <p>9/1 APS School Talk Message (robo call, email, Twitter)</p> <p>9/7, 9/14, 9/21, 9/28 Flyers posted to Peachjar</p> <p>9/5 Calendar</p> <p>*Events:</p> <ul style="list-style-type: none"> - TJHSST Info. Night - 9/1 - PTA Meeting - 9/28 - Back to School Night - 9/28 - School Photo Day - 9/29 - School Pictures - 9/29 	<p>Daily: ParentVue</p> <p>9/29 APS School Talk Message (robo call, email, Twitter)</p> <p>10/5, 10/12, 10/19, 10/26 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 - 10/27 - YJP Rotation 1 Begins - 10/11 - Interim Grades - 10/13 - TJMS Fall Harvest Festival - 10/27 - Middle School Information Night -10/23 	<p>Daily: ParentVue</p> <p>11/2 APS School Talk Message (robo call, email, Twitter)</p> <p>11/2, 11/9, 11/16, 11/23, 11/30 Flyers posted to Peachjar</p> <p>10/27 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - Fall Play 11/3-11/4 - End of 1st Quarter - 11/6 - School Picture Make-ups - 11/8 - Fall Drama Production - 11/3-11/4 - Report Cards Issued - 11/17 - Honor Roll Celebration (PM) - 11/27 -YJP Rotation 2 Begins - 11/28 - Middle School Orientation - 11/7 <p>11/ 30 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>11/30 APS School Talk Message (robo call, email, Twitter)</p> <p>12/7, 12/14, 12/21 Flyers posted to Peachjar</p> <p>11/31 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> - Winter Concerts: <ul style="list-style-type: none"> Band 12/5 @ Wakefield HS Orchestra 12/12 @ TJMS Choir 12/13 @ Wakefield HS - Interim Grades - 12/20 	<p>Daily: ParentVue</p> <p>1/2 APS School Talk Message (robo call, email, Twitter)</p> <p>1/4, 1/11, 1/18, 1/25 Flyers posted to Peachjar</p> <p>12/21 Calendar and Middle Years newsletter</p> <p>*Events:</p> <ul style="list-style-type: none"> -YJP Rotation 3 Begins - 1/17 - Washington & Lee HS Applications due - 1/19 - Arlington Tech HS Applications due - 1/19 - Science Fair - 1/24 - End of 2nd Quarter - 1/25 - Middle School Orientation - 1/11 -Access for ELLs Testing- 1/16 – 1/22 and 1/29-1/31

February	March	April	May	June
<p>Daily: ParentVue</p> <p>2/2 APS School Talk Message (robo call, email, Twitter)</p> <p>2/1, 2/8, 2/15, 2/20 Flyers posted to Peachjar</p> <p>1/31 Calendar and Middle Years newsletter</p> <p>*Events: - Report Cards Issued – 2/6 - Honor Roll Celebration - 2/9 -Access for ELLs Testing - 2/5 - 2/13 -YJP Rotation 4 Begins - 2/27</p> <p>2/16 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>3/2 APS School Talk Message (robo call, email, Twitter)</p> <p>3/1, 3/8, 3/15, 3/22 Flyers posted to Peachjar</p> <p>2/28 Calendar and Middle Years newsletter</p> <p>*Events: - Student-Led Conferences - 3/2 - Interim Grades - 3/1 - SOL Writing Test - 3/5-3/7, 3/12-3/15 - Spring Musical - 4/16-4/17</p>	<p>Daily: ParentVue</p> <p>4/2 APS School Talk Message (robo call, email, Twitter)</p> <p>4/5, 4/12, 4/19, 4/26 Flyers posted to Peachjar</p> <p>3/30 Calendar and Middle Years newsletter</p> <p>*Events: - End of 3rd^d Quarter - 4/9 -YJP Rotation 5 Begins - Report Cards Issued - 4/18 - Honor Roll Celebration - 4/20 - International Night - 4/27</p> <p>4/27 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>5/2 APS School Talk Message (robo call, email, Twitter)</p> <p>5/3, 5/12, 5/19, 5/24, 5/31 Flyers posted to Peachjar</p> <p>4/27 Calendar and Middle Years newsletter</p> <p>*Events: - SOL Testing - 5/14-5/31 -YJP Rotation 6 Begins - 5/15 - Interim Grades - 5/18</p>	<p>Daily: ParentVue</p> <p>6/1 APS School Talk Message (robo call, email, Twitter)</p> <p>6/7, 6/14, 6,21 Flyers posted to Peachjar</p> <p>5/31 Calendar and Middle Years newsletter</p> <p>*Events: - SOL Testing – 6/4 – 6/15 - End of 4th Quarter - 6/19 - Report Cards Issued - 6/19 - Grade 8 Activities - 6/14-6/18 - International Game Day - 6/15</p>