

Thomas Jefferson Middle School Communication Plan 2018 – 2019



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>8/31 APS School Talk Message (robo call, email, Twitter)</p> <p>9/6, 9/13, 9/20, 9/27 Flyers posted to Peachjar</p> <p>8/30 Calendar</p> <p>9/27 Calendar and Middle Years newsletter</p> <p>*Events: - PTA Meeting - 9/11 - Back to School Night - 9/20 - TJHSST Info. Night - 9/25 - School Photo Day - 9/25 - YJP Rotation 1 Begins – 9/25</p>	<p>Daily: ParentVue</p> <p>9/28 APS School Talk Message (robo call, email, Twitter)</p> <p>10/4, 10/11, 10/18, 10/25 Flyers posted to Peachjar</p> <p>9/27 Calendar and Middle Years newsletter</p> <p>*Events: - PTA Meeting – 10/9 - Student-Led Conferences - 10/26 - TJMS Fall Harvest Festival - 10/19 - Middle School Information Session -10/22</p>	<p>Daily: ParentVue</p> <p>11/2 APS School Talk Message (robo call, email, Twitter)</p> <p>11/1, 11/8, 11/15, 11/29 Flyers posted to Peachjar</p> <p>11/1 Calendar and Middle Years newsletter</p> <p>*Events: - End of 1st Quarter - 11/5 - Fall Drama Production - 11/9-11/10 - PTA Meeting – 11/13 - School Picture Make-ups - 11/15 - Report Cards Issued - 11/16 - Honor Roll Celebration – 11/19 -YJP Rotation 2 Begins - 11/27</p> <p>11/ 29 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>11/30 APS School Talk Message (robo call, email, Twitter)</p> <p>12/6, 12/13, 12/20 Flyers posted to Peachjar</p> <p>11/29 Calendar and Middle Years newsletter</p> <p>*Events: - Winter Concerts: Band 12/4 @ TJMS Choir 12/6 @ TJMS Orchestra 12/11 @ TJMS - PTA Meeting – 12/11</p>	<p>Daily: ParentVue</p> <p>1/6 APS School Talk Message (robo call, email, Twitter)</p> <p>1/10, 1/17, 1/24, 1/31 Flyers posted to Peachjar</p> <p>12/20 Calendar and Middle Years newsletter</p> <p>*Events: -YJP Rotation 3 Begins - 1/15 - Washington & Lee HS Applications due - TBD - Arlington Tech HS Applications due - TBD - Science Fair - 1/23 - End of 2nd Quarter - 1/25 - Middle School Information Session -1/11</p>
February	March	April	May	June
<p>Daily: ParentVue</p> <p>2/1 APS School Talk Message (robo call, email, Twitter)</p> <p>2/7, 2/14, 2/21, 2/28 Flyers posted to Peachjar</p> <p>1/31 Calendar and Middle Years newsletter</p> <p>*Events: - Report Cards Issued – 2/6 - Honor Roll Celebration - 2/8 - YJP Rotation 4 Begins – 2/26</p> <p>2/14 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>3/1 APS School Talk Message (robo call, email, Twitter)</p> <p>3/7, 3/14, 3/21, 3/28 Flyers posted to Peachjar</p> <p>2/28 Calendar and Middle Years newsletter</p> <p>*Events: - Student-Led Conferences - 3/8 - SOL Writing Test - 3/4-3/6, 3/11-3/19 (or 3/11-3/29) - SOL Writing Prompt – 3/19-3/21 - SOL Writing Multiple Choice – 3/26 - End of 3rd Quarter – 3/29</p>	<p>Daily: ParentVue</p> <p>4/1 APS School Talk Message (robo call, email, Twitter)</p> <p>4/4, 4/11, 4/25 Flyers posted to Peachjar</p> <p>3/28 Calendar and Middle Years newsletter</p> <p>*Events: - Spring Musical – 4/5-4/6 - Report Cards Issued - 4/10 - Honor Roll Celebration - 4/11 -YJP Rotation 5 Begins – 4/19</p> <p>4/25 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>5/3 APS School Talk Message (robo call, email, Twitter)</p> <p>5/2, 5/9, 5/16, 5/23, 5/30 Flyers posted to Peachjar</p> <p>5/2 Calendar and Middle Years newsletter</p> <p>*Events: - International Night – 5/3 - SOL Testing - 5/20-5/31</p>	<p>Daily: ParentVue</p> <p>5/31 APS School Talk Message (robo call, email, Twitter)</p> <p>6/6, 6/13, 6,20 Flyers posted to Peachjar</p> <p>5/30 Calendar and Middle Years newsletter</p> <p>*Events: - SOL Testing – 6/3 – 6/14 - End of 4th Quarter - 6/14?? - Report Cards Issued - 6/21 - Grade 8 Activities - 6/14-6/20 - International Game Day - 6/14 - 8th Grade Promotion – 6/19</p>