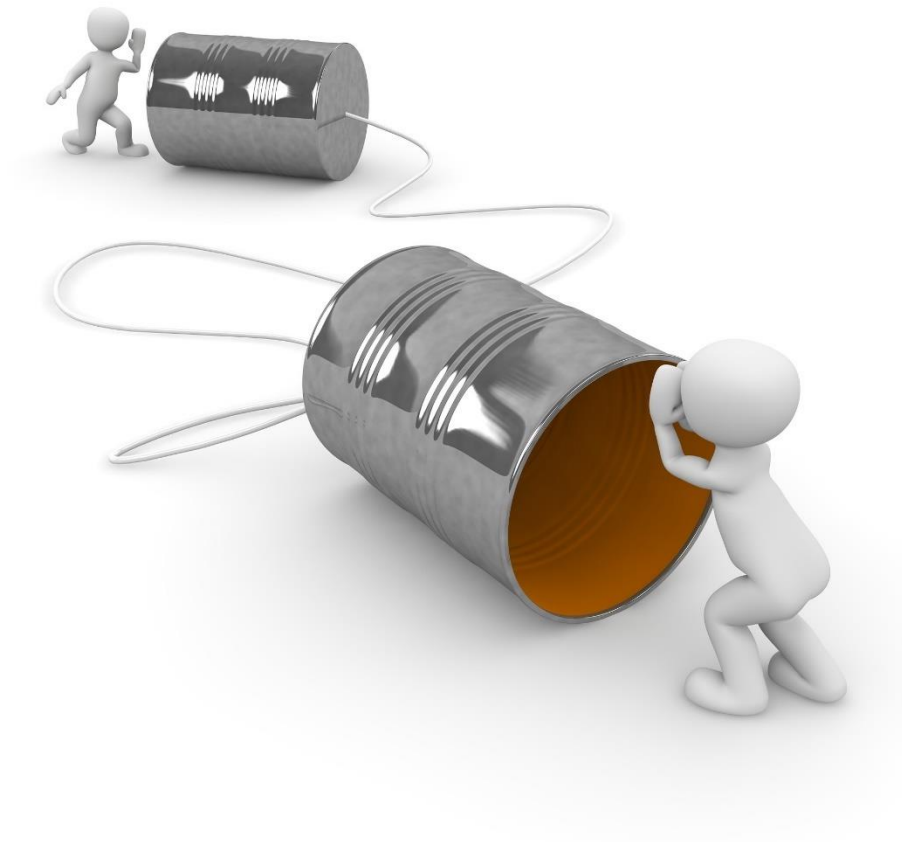


Thomas Jefferson Middle School Communication Plan 2019 – 2020



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**
- **PeachJar Mail – APS and TJMS flyers and notifications**
- **Newsletters – PTA Buzz, IB, School and Team highlights, Middle Years**
- **Canvas Homepage from team teachers**

Person(s) Responsible

Jessica Hernandez, Tammy Mills-Mirick, and Jeremy Siegel

Keisha Boggan and LaKesha Gray

All Teachers

Jessica Hernandez

Jessica Hernandez

PTA, TJMS Administrators, Department Heads and Coordinators

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>8/30 APS School Talk Message (robo call, email, Twitter)</p> <p>9/5, 9/12, 9/19, 9/26 Flyers posted to Peachjar</p> <p>8/29 Calendar</p> <p>*Events: - PTA Meeting - 9/19 - Back to School Night - 9/19 - TJHSST Info. Night - 9/24 - School Photo Day - 9/10 - YJP Rotation 1 Begins – 9/24</p>	<p>Daily: ParentVue</p> <p>9/27 APS School Talk Message (robo call, email, Twitter)</p> <p>10/3, 10/10, 10/17, 10/24, 10/31 Flyers posted to Peachjar</p> <p>9/26 Calendar and Middle Years newsletter</p> <p>*Events: - PTA Meeting – 10/15 - TJMS Fall Harvest Festival - 10/18 - Student-Led Conferences - 10/25 - Middle School Information Night @ W-L -10/28 - School Photo Make-ups – 10/17</p>	<p>Daily: ParentVue</p> <p>11/1 APS School Talk Message (robo call, email, Twitter)</p> <p>11/7, 11/14, 11/21 Flyers posted to Peachjar</p> <p>10/31 Calendar and Middle Years newsletter</p> <p>*Events: - End of 1st Quarter - 11/4 - Fall Drama Production - 11/1-11/2 - PTA Meeting – 11/19 - Report Cards Issued - 11/15 - Honor Roll Celebration – 11/21 -YJP Rotation 2 Begins - 11/06</p> <p>11/ 21 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>12/06 APS School Talk Message (robo call, email, Twitter)</p> <p>12/5, 12/12, 12/19 Flyers posted to Peachjar</p> <p>11/28 Calendar and Middle Years newsletter</p> <p>*Events: - Winter Concerts: Band 12/10 @ TJMS Choir 12/17 @ TJMS Orchestra 12/18 @ TJMS - PTA Meeting – 12/17 - Group Photo Day – 12/18</p>	<p>Daily: ParentVue</p> <p>1/10 APS School Talk Message (robo call, email, Twitter)</p> <p>1/09, 1/16, 1/23, 1/30 Flyers posted to Peachjar</p> <p>12/19 Calendar and Middle Years newsletter</p> <p>*Events: -YJP Rotation 3 Begins - 1/14 - Washington & Lee HS Applications due - 1/17 - Arlington Tech HS Applications due – 1/17 - Science Fair - 1/22 - End of 2nd Quarter - 1/30</p>
February	March	April	May	June
<p>Daily: ParentVue</p> <p>1/31 APS School Talk Message (robo call, email, Twitter)</p> <p>2/6, 2/13, 2/20, 2/27 Flyers posted to Peachjar</p> <p>1/30 Calendar and Middle Years newsletter</p> <p>*Events: - Report Cards Issued – 2/10 - Honor Roll Celebration - 2/13 - YJP Rotation 4 Begins – 2/25</p> <p>2/13 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>2/28 APS School Talk Message (robo call, email, Twitter)</p> <p>3/5, 3/12, 3/19, 3/26 Flyers posted to Peachjar</p> <p>2/27 Calendar and Middle Years newsletter</p> <p>*Events: - Student-Led Conferences - 3/6 - SOL Writing Multiple Choice – 3/16-3/17 - SOL Writing Prompt – 3/18 - Spring Musical – 3/27-3/28</p>	<p>Daily: ParentVue</p> <p>4/3 APS School Talk Message (robo call, email, Twitter)</p> <p>4/2, 4/16, 4/23, 4/30 Flyers posted to Peachjar</p> <p>3/26 Calendar and Middle Years newsletter</p> <p>*Events: - End of 3rd^d Quarter – 4/03 - Report Cards Issued - 4/21 - Honor Roll Celebration - 4/27 -YJP Rotation 5 Begins – 4/15</p> <p>4/23 – Quarterly Newsletter</p>	<p>Daily: ParentVue</p> <p>5/1 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>4/30 Calendar and Middle Years newsletter</p> <p>*Events: - International Night – 4/17 - SOL Testing – 5/11-6/12 - Music Dept Trip – 5/29</p>	<p>Daily: ParentVue</p> <p>6/5 APS School Talk Message (robo call, email, Twitter)</p> <p>6/4, 6/11, 6,18 Flyers posted to Peachjar</p> <p>5/28 Calendar and Middle Years newsletter</p> <p>*Events: - SOL Testing – 5/11-6/12 - End of 4th Quarter - 6/19 - Report Cards Issued - 6/26 - Grade 8 Activities - 6/12-6/18 - International Game Day - 6/12 - 8th Grade Promotion – 6/17 -Last Day of School (early release)-6/19</p>