

# **Thomas Jefferson Middle School Communication Plan 2020 – 2021**



**Buzzzzz...**

**Method of Communication**

**Person(s) Responsible**

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| ● <b>Webpage – Repository for all TJMS information</b>                                       | <b>Jessica Hernandez, Tammy Mills-Mirick, and Jeremy Siegel</b>    |
| ● <b>APS School Talk – Important school messages and monthly schedule of events</b>          | <b>Keisha Boggan and LaKesha Gray</b>                              |
| ● <b>ParentVue – Live feedback on grades and attendance as well as teacher communication</b> | <b>All Teachers</b>  |
| ● <b>Calendar – Daily times and locations of TJMS activities and events</b>                  | <b>Jessica Hernandez</b>   |
| ● <b>PeachJar Mail – APS and TJMS flyers and notifications</b>                               | <b>Jessica Hernandez</b>   |
| ● <b>Newsletters – PTA Buzz, IB, School and Team highlights, Middle Years Newsletter</b>     | <b>PTA, TJMS Administrators, Department Heads and Coordinators</b> |
| ● <b>Canvas Homepage from team teachers</b>  | <b>Team Leaders</b>  |

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

<p align="center"><b>September</b></p> <p><b>Daily: ParentVue</b></p> <p>8/30 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>8/29 Calendar</p> <p>*Events:  - New Student Orientation 9/3  - Welcome Back Neighborhood Cruise 9/3  - School Board Meeting 9/3  - First day of Distance Learning 9/8  - IB Newsletter 9/22  - Back to School Night 9/22  - PTA Meeting - 9/29</p>	<p align="center"><b>October</b></p> <p><b>Daily: ParentVue</b></p> <p>9/27 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>9/26 Calendar and Middle Years newsletter</p> <p>*Events:  - IB Newsletter 10/2  - No School for Students 10/12  - IB Newsletter 10/16  - Student-Led Conferences 10/23  - PTA Meeting 10/27  - IB Newsletter 10/30</p>	<p align="center"><b>November</b></p> <p><b>Daily: ParentVue</b></p> <p>11/1 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>10/31 Calendar and Middle Years newsletter</p> <p>*Events:  - End of 1<sup>st</sup> Quarter 11/2  - Report Cards Issued 11/10  - No School for Students 11/11  - IB Newsletter 11/13  - Honor Roll Celebration 11/20  - IB Newsletter 11/27  - Fall Break 11/25-11/27</p>	<p align="center"><b>December</b></p> <p><b>Daily: ParentVue</b></p> <p>12/06 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>11/28 Calendar and Middle Years newsletter</p> <p>*Events:  - PTA Meeting 12/8  - IB Newsletter 12/11  - Winter Break 12/21-1/1  - IB Newsletter 12/25</p>	<p align="center"><b>January</b></p> <p><b>Daily: ParentVue</b></p> <p>1/10 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>12/19 Calendar and Middle Years newsletter</p> <p>*Events:  - IB Newsletter 1/8  - No School for Students 1/18  - IB Newsletter 1/22  - PTA Meeting 1/26  - End of 2<sup>nd</sup> Quarter 1/29</p>
<p align="center"><b>February</b></p> <p><b>Daily: ParentVue</b></p> <p>1/31 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>1/30 Calendar and Middle Years newsletter</p> <p>*Events:  - No School for Students 2/1  - IB Newsletter 2/5  - Report Cards Issued 2/9  - Honor Roll Celebration 2/12  - No School for Students 2/15  - IB Newsletter 2/19  - PTA Meeting 2/23  - School Board Meeting 2/25  - Middle School Conferences 2/26</p>	<p align="center"><b>March</b></p> <p><b>Daily: ParentVue</b></p> <p>2/28 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>2/27 Calendar and Middle Years newsletter</p> <p>*Events:  - IB Newsletter 3/5  - IB Newsletter 3/19  - School Board Meeting 3/23  - Spring Break 3/29-4/2  - PTA Meeting 3/30</p>	<p align="center"><b>April</b></p> <p><b>Daily: ParentVue</b></p> <p>4/3 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>3/26 Calendar and Middle Years newsletter</p> <p>*Events:  - IB Newsletter 4/02  - End of 3<sup>rd</sup> Quarter 4/09  - IB Newsletter 4/16  - Report Cards Issued 4/19  - PTA Meeting 4/27  - School Board Meeting 4/29  - IB Newsletter 4/30</p>	<p align="center"><b>May</b></p> <p><b>Daily: ParentVue</b></p> <p>5/1 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>4/30 Calendar and Middle Years newsletter</p> <p>*Events:  - IB Newsletter 4/14  - School Board Meeting 5/25  - PTA Meeting 5/25  - IB Newsletter 4/28  - No School for Students 5/31</p>	<p align="center"><b>June</b></p> <p><b>Daily: ParentVue</b></p> <p>6/5 APS School Talk Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>5/28 Calendar and Middle Years newsletter</p> <p>*Events:  - IB Newsletter 6/11  - End of 4<sup>th</sup> Quarter 6/18  - Report Cards Issued 6/23  - Last Day of School (early release)6/18  - School Board Meeting 6/24</p>