Katherine Johnson Middle School
2024 Communication Requirements and Best Practices
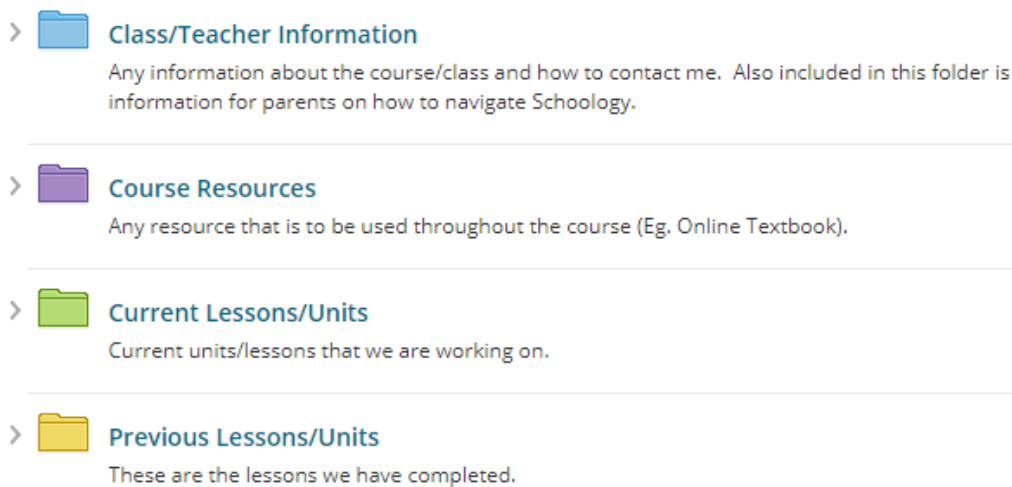
<u>Katherine Johnson Middle School Communication Practices</u>

Middle school is an important time for middle school students to learn communication and organization skills. We encourage families to work with their student to review grades, preview upcoming assignments and assessments, and communicate with teachers when questions arise or additional help is needed.

Multiple resources are used by KJMS staff to communicate with families. Grade reports are a useful tool in reviewing the progress of your student in each class. Schoology should be used by students and families to look ahead regarding assignments and assessments. This is the primary communication tool for upcoming assignments and assessments.

Schoology Expectations
Schoology is updated weekly in order to keep students and families informed about assignments and upcoming assessments.

> 📁 **Class/Teacher Information**
> Any information about the course/class and how to contact me. Also included in this folder is information for parents on how to navigate Schoology.

> 📁 **Course Resources**
> Any resource that is to be used throughout the course (Eg. Online Textbook).

> 📁 **Current Lessons/Units**
> Current units/lessons that we are working on.

> 📁 **Previous Lessons/Units**
> These are the lessons we have completed.

★ The Class/Teacher Information section is where the syllabus can be found.
★ Course Resources includes updates on resources used in class.
★ Previous Lessons/Units folder has materials organized by unit after a summative assessment ends the unit.
★ All summative assessments are added to the Schoology calendar at least one school week prior to the assessment date.
★ Homework assignments are posted as an update OR as an assignment is Schoology with a due date.

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Communication Expectations	
Emails and Phone Calls	★ School staff are expected to reply to phone calls and emails within 48 business hours. ★ Please presume positive intentions and use professional language when communicating with school staff. ★ Phones do not ring from outside lines to classroom phones. ★ We recommend contacting teachers by phone if the alternative is a lengthy email
Talking Points	★ Talking Points is a secondary resource that may be used by school staff for two way communication with families ★ Talking Points is not a schoolwide message system. ★ Talking Points is used for reminders, events, assessment reminders, and positive notes.
SIS Grade Reports	★ Any student who has a D, D-, or F will have periodic grade reports emailed home. The email should include information on how the student can improve the grade. ★ To activate weekly progress reports via email, log-in to your SIS ParentVUE account, verify that you have a primary email address listed, and select your preferences in the "My Account" tab. For more information please visit [this information page](#)

Afterschool Communication Expectations	
News You Choose	★ Primary communication tool to communicate information with families regarding after school activities.
Talking Points	★ Secondary communication tool to communicate with families for updates regarding after school activities.
Schoology	★ Students can access the After School schoology course for general information. Some clubs/activities may have their own Schoology group