

Stuart-Hobson Middle School Communications Plan 2023-2024 School Year

Overview:

The SHMS Communications Plan outlines the variety of communication tools we use at our school to provide accurate, timely and consistent information to parents on a regular basis. This plan will help us enhance parent/family communication, ensure more family engagement, and improve clarity around programming, decision-making, and activities at SHMS.

Key Points of Contact and Responsibilities:

The following individuals are responsible for the designated areas of information.

Point of Contact	Communication Responsibilities	Preferred Contact Method
Principal Eric Fraser	<ul style="list-style-type: none"> • Mission & Vision • Weekly Parent & Staff Newsletters • Emergency Alerts • Staffing Updates/Changes • Comprehensive School Plan (CSP) • PTA, LSAT, & Community Partners 	Email: eric.fraser@k12.dc.gov
Assistant Principal Katherine Turner	<ul style="list-style-type: none"> • Assistant Principal • 8th Grade • Social Studies/Inner Core Department • Scheduling Information/Updates • Parent-Teacher Conferences • Aspen Gradebook • Testing Coordinator • Family Engagement • School Communications 	Email: katherine.turner@k12.dc.gov
Assistant Principal Rennie Taylor	<ul style="list-style-type: none"> • 7th Grade • Science Department • School Climate and SEL Team • Response to Intervention (RTI) • Special Education & Related Services • 504 Plan Implementation 	Email: rennie.taylor@k12.dc.gov
Assistant Principal Andral Hills	<ul style="list-style-type: none"> • 6th Grade Academy • 6th grade operations, attendance, academics, interventions, scheduling, grades, climate, and events 	Email: andral.hills@k12.dc.gov
Director of Strategy and Logistics Devin Howard	<ul style="list-style-type: none"> • Facilities management • Food services • Emergency Preparedness • Technology 	Email: devin.howard2@k12.dc.gov

	<ul style="list-style-type: none"> • Daily operations • Budget / finance • Enrollment and Attendance • Oversight of Main Office, Nurse, Attendance, Custodians 	
Dean of Students James Walker	<ul style="list-style-type: none"> • Dean of Students • School Climate and Culture • Positive School Culture • Student Incentives • Security • Student Discipline • Bully Prevention Liaison 	Email: james.walker4@k12.dc.gov
Instructional Coach (Math & Science) Okera Hawkins	<ul style="list-style-type: none"> • Instructional Coach • Math & Science Departments • Blended Learning – iReady / Zearn 	Email: okera.hawkins@k12.dc.gov
Attendance Counselor Clara Hargrove	<ul style="list-style-type: none"> • Attendance notifications • Excusing absences • Attendance interventions and supports 	Email: clara.hargrove@k12.dc.gov or shmsattendance@gmail.com
Assistant Strategy and Logistics Sheritha Dixon	<ul style="list-style-type: none"> • Registrar • Enrollment • Front Office • Purchasing • Day to Day Operations 	Email: sheritha.dixon3@k12.dc.gov
Guidance Counselor Jessica Schimmerling	<ul style="list-style-type: none"> • Counseling for personal matters • High school admission advisement and support • Student support • Scheduling and programming • 7th Grade (all) and 8th Grade (last names A-J) 	Email jessica.schimmerling@k12.dc.gov
Guidance Counselor Tomicula Williams-Leary	<ul style="list-style-type: none"> • Counseling for personal matters • High school admission advisement and support • Student support • Scheduling and programming • 6th Grade (all) and 8th Grade (last names K-Z) 	Email tomicula.williams@k12.dc.gov
Custodial Foreman Demetrius Reed	<ul style="list-style-type: none"> • Facilities management and maintenance • Building readiness and cleanliness • Supervisor of custodians 	Email Demetrius.Reed@k12.dc.gov

- Green projects

Teacher/Staff Communication Expectations

Questions regarding your student's academic progress should first be directed to the student's teacher. Teachers are always willing and able to best respond to parent inquiries about student progress. Teachers are asked to respond to parent emails within 24 hours or the next business day. Below is a chart of all teachers/staff email addresses. Parents, please note that teachers are unavailable to take/receive phone calls during the school day as staff is working with students at that time. Parents should leave a message in our school main office for the teacher to respond within 24 hours or the next business day.

Administrative & Support Staff		
Attendance Counselor	Ms. Clara Hargrove	clara.hargrove@k12.dc.gov
Assistant, Strategy & Logistics	Ms. Sheritha Dixon	sheritha.dixon2@k12.dc.gov
Community in Schools Coordinator	Ms. Angeline M. Pino-Silva	TBD
DOH Behavioral Health Clinician	Ms. Kimberly Harrington	kimberly.harrington@dc.gov
Guidance Counselor	Ms. Jessica Schimmerling	jessica.schimmerling@k12.dc.gov
Guidance Counselor	Ms. Tomicula Williams-Leary	tomiciula.williams@k12.dc.gov
Nurse	Ms. Shakira Franklyn	sfranklyn@childrensnational.org
One Common Unity Clinician	Ms. Kiersten Morris	kiersten@onecommonunity.org
Psychologist	TBD	TBD
School Social Worker	Ms. Bernadette Wittschen	bernadette.wittschen@k12.dc.gov
School Social Worker	Ms. Molly Smith	molly.smith@k12.dc.gov
Aide - Administrative (7 th)	Ms. Dreka Swann	dreka.swann@k12.dc.gov
Aide - Administrative (6 th)	Ms. Linda Hilliard	linda.hilliard@k12.dc.gov
Behavior Tech (7 th)	TBD	TBD
Behavior Tech (6-8)	Ms. Makia Satchell	TBD
Behavior Tech (8 th)	Mr. Troy Henderson	troy.henderson@k12.dc.gov

Classroom Teachers**English Language Arts and Reading Department (ELA-R)**

ELA 7	TBD	TBD
ELA 6	Ms. Amy Boccardi	amy.boccardi@k12.dc.gov
ELA 6 & 8	Ms. Mickisha Bonner	mickisha.bonner@k12.dc.gov
ELA 7 & 8	Mr. Kip Plaisted	kip.plaisted@k12.dc.gov
Read 180: 6, 7, 8	Mr. John Thrift	john.thrift2@k12.dc.gov

Math Department

Math 6	Mr. Mckinley Broome	mckinley.broome@k12.dc.gov
Math 7 & 8	Mr. Malcolm Evans	malcolm.evans@k12.dc.gov
Math 8, Algebra I	Ms. Bethany Rosera	bethany.rosera@k12.dc.gov
Math 6 & 7	Ms. Mariecrist Latagan	mariecrist.latagan@k12.dc.gov
Math 8 & Robotics	Mr. Brett Surprenant	brett.surprenant@k12.dc.gov

Science Department

Earth Science 6	Mr. Christian Herr	christian.herr@k12.dc.gov
Life Science 7	Ms. Angelina Seymour	TBD
Life Science 7 & Physical Science 8	Ms. Tyler Smith	tyler.smith@k12.dc.gov
Earth Science 6 & Physical Science 8	Ms. Natasha Lee	natasha.lee@k12.dc.gov

Social Studies Department

World Geography 6	Mr. Brandon Hill	brandon.hill@k12.dc.gov
World Geography 6 World History 7	Ms. Amy Macneil	amy.macneil@k12.dc.gov
US History 8	Ms. Karen Gordon	karen.gordon3@k12.dc.gov
World History 7 US History 8	Mr. Alexander Frail	alexander.frail@k12.dc.gov

Special Education & Intervention Teachers		
ELA	Mr. Mark Smith	mark.smith3@k12.dc.gov
Grade 6 ELA	Ms. Nancy Abou-Samra	nancy.abou-samra@k12.dc.gov
Grade 7 ELA	TBD	TBD
Grade 6 & 8 ELA	Ms. Tiffany Kaijage	tiffany.kaijage@k12.dc.gov
Grade 8 Math	Ms. Riley Grime	riley.grime@k12.dc.gov
Grade 7 Math	Dr. Deborah Boroughs	deborah.boroughs@k12.dc.gov
Grade 6 Math	Mr. Scott Campbell	scott.campbell@k12.dc.gov
Independence & Learning Support (ILS)	Ms. Demetria Rouse	demetria.rouse@k12.dc.gov
Communication & Education Support (CES)	Ms. Ciera Johnson	ciera.johnson@k12.dc.gov
Educational Aide (ILS)	Ms. Tasheka Cameron	tasheka.cameron@k12.dc.gov
Educational Aide (CES)	Ms. Shanika Brown	shanika.brown@k12.dc.gov
Educational Aide (CES)	Ms. Myia Milton	myia.mcdaniel@k12.dc.gov
Inner Core & Electives		
Band	Mr. Robert Simmons	robert.simmons@k12.dc.gov
Music	Ms. Tori Pergerson	latoria.mckoy@k12. dc.gov
Art	Ms. Claire Smullen	claire.smullen@k12. dc.gov
Spanish I	TBD	TBD
Spanish II	Ms. Gloria Naranjo Vela	gloria.naranjovela@k12.dc.gov
Schoolwide Enrichment Model (SEM)	Ms. Danyelle Kensey	danyelle.kensey@k12. dc.gov
Physical Education 6/ Athletics Director	Mr. Richard Strong	richard.strong@k12.dc.gov
Physical Education 6-8	Mr. Kwari Harvey	kwari.harvey@k12.dc.gov
Librarian	Ms. Jennie Tomlinson	jennie.tomlinson@k12.dc.gov

Channel	Description	How to Subscribe	Frequency	Channel Manager
Weekly Parent Newsletter	Weekly updates of upcoming events and relevant information sent via email.	Families provide email addresses at time of enrollment or provide to Main Office.	Newsletter will be published weekly by Monday morning from our school principal.	Mr. Fraser

Channel	Description	How to Subscribe	Frequency	Channel Manager
Remind 101	Text messaging system for whole school messages and responses. Parents may also respond or reply to these text messages.	Contact AP Turner if you are not automatically enrolled after the school year begins. Grade-level codes to be shared in newsletter.	Messages will be sent one or more times per week to provide reminders about upcoming events.	AP Turner
Aspen	Teacher gradebook platform for all classes. Parents may also email teachers via Aspen parent portal.	aspen.dcps.dc.gov email: Katherine.turner@k12.dc.gov for login issues/password resets	Teachers will enter at least two grades per 5 days. Work will be graded within 10 days of distribution.	AP Turner
Channel	Description	How to Subscribe	Frequency	Channel Manager
Automated Phone Calls (Robocalls Blackboard Connect)	Automatically dialed phone calls with recorded informational message	All families are subscribed automatically upon enrollment	Automated Phone Calls will be used as needed to highlight important or last-minute information.	Mr. Fraser and Mr. Howard (DSL)
Google Groups/ Listserv	Email communications sent via Capitol Hill Cluster School PTA Listserv	See Cluster PTA website.	<u>This is not an official SHMS channel and</u> is a venue for parents to communicate with one another.	CHCS PTA
Social Media - Twitter	Online social media sites to provide pictures or information about school activities	Follow Stuart-Hobson events and activities using the handles: @StuartHobsonMS @MrFraserSHMS	Social Media will be utilized at least twice weekly.	Mr. Fraser and AP Turner
Flyers/ Paper Mailers	Handouts or paper copies of flyers, announcements, letters or information from SHMS	Flyers distributed in hand to students	Flyers will be used on a limited basis. Electronic copies of the same flyers distributed via email, Remind, & social media	Mr. Howard and Ms. McIlvaine
Facebook & Instagram	Parent to Parent Communication	N/A	<u>The school does not maintain accounts on either platform.</u>	Parents

Emergency Communication

Communication is a critical part of emergency management. School staff and students need to know what is happening and what to do. Parents of students and families of staff members must be informed about the situation, including the status of their child or family member. Timely contact with law enforcement and other emergency services is necessary for effective response. The principal will notify staff of an event or emergency and keep them informed as additional information becomes available and as plans for management of the situation evolve.

In the event of the following occurrences, notification to families will be sent first via an **automated phone call**, as it is the fastest method of communication in an emergency. Once the situation is resolved, a letter will also be sent out via the Newsletter, Remind101 and a physical flyer.

A quick note on terminology around evacuations:

- Evacuation - For use when conditions outside are safer than inside
- Lockdown - For use to protect building occupants from potential dangers in the building or outside
- Shelter in Place - For use in when there is an emergency near the school, such as an external gas leak
- Severe Weather Safe Area - For use in severe weather emergencies
- Drop, Cover, and Hold - For use in earthquake or other imminent danger to building or immediate surroundings