

Thomas Jefferson Middle School
Communication Plan
2021-2022



Method of Communication

Person Responsible

- Webpage- Repository for all TJMS information Dana Brundidge, Enny Nyamaakhuu, Tammy Mills-Mirick, Jeremy Siegel Keisha Boggan and Lakesha Gray
- APS School Talk- Important school messages and monthly schedule of events. All teachers
- ParentVue- Live feedback on grades and attendance as well as teacher communication. Sabrina Suarez
- Calendar- Daily times and locations of TJM activities and events. Enny Nyamaakhuu and Dana Brundidge
- PeachJar Mail – APS and TJMS flyers and notifications. PTA, TJMS Administrative Heads and Coordinators
- Newsletters- PTA Buzz, IB, School and Team highlights, Middle School Newsletter All teachers
- Canvas Homepage from Team Teachers- Assignments, announcements, and other important information.

Staff members have 24 hours to acknowledge receipt 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>Flyers posted to PeachJar on Thursdays</p> <p>9/15 Calendar</p> <p>*Events</p> <ul style="list-style-type: none"> • New Student Orientation • 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 9/14 • PTA Meeting 9/21 	<p>Daily: Parentvue</p> <p>9/29 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>9/24 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • School Picture Day 10/1 • No School for Students 10/11 • Student-led Conferences 10/22 • PTA Meeting 10/19 • IB Newsletter 10/29 • School Picture Makeup Day 10/22 	<p>Daily: Parent Vue</p> <p>10/28 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>10/29 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • End of 1st quarter 11/01 • Report Cards 11/09 • No School for Students 11/02 • Honor Roll Celebration 11/19 • IB Newsletter 11/30 • Fall Break 11/24-11/26 • PTA Meeting 11/30 	<p>Daily: Parent Vue</p> <p>12/02 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>11/26 Calendar and Middle Years Newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • Winter Break 12/20-12/31 • IB Newsletter 12/18 	<p>Daily: Parent Vue</p> <p>1/3 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>12/17 Calendar and Middle Years Newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • No School for Students 1/17 • IB Newsletter 1/31 • PTA Meeting 1/18 • End of 2nd Quarter 1/28
February	March	April	May	June
<p>Daily: ParentVue</p> <p>1/28 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>1/28 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • No School for Students 2/4 • Report Cards 2/8 • Honor Roll Celebration 2/11 • No School for Students 2/21 • IB Newsletter 2/28 • PTA Meeting 2/15 	<p>Daily: ParentVue</p> <p>2/25 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>2/25 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • IB Newsletter 3/30 • PTA Meeting 3/15 • Student-Led Conferences 3/4 	<p>Daily: ParentVue</p> <p>3/25 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>3/25 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • End of 3rd Quarter 4/8 • Report Cards 4/26 • PTA Meeting 4/19 • IB Newsletter 4/29 • Spring Break 4/11-/4/15 • No School for Students 4/18 	<p>Daily: ParentVue</p> <p>4/29 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>4/29 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • No School for Students 5/3 • PTA Meeting 5/17 • IB Newsletter 5/31 • No School for Students 5/30 • Honor Roll Certification 5/6 	<p>Daily: ParentVue</p> <p>5/27 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>5/27 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> • Report Cards 6/22 • Last day of School (early release) 6/16