

**Thomas Jefferson Middle School**  
**Communication Plan**  
**2022-2023**



**Method of Communication**

**Person Responsible**

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

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

<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>
<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>9/15 Calendar</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• New Student Orientation</li> <li>• School Board Meeting 9/3</li> <li>• IB Newsletter 9/22</li> <li>• Back to School Night 9/14</li> </ul>	<p><b>Daily: Parentvue</b></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"> <li>• School Picture Day 10/1</li> <li>• No School for Students 10/10</li> <li>• Student-led Conferences 10/21</li> <li>• IB Newsletter 10/28</li> <li>• School Picture Makeup Day 10/14</li> </ul>	<p><b>Daily: Parent Vue</b></p> <p>10/28 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>10/28 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• End of 1<sup>st</sup> Quarter 11/07</li> <li>• Report Cards Posted 11/16</li> <li>• No School for Students 11/08</li> <li>• Honor Roll Celebration 11/18</li> <li>• IB Newsletter 11/30</li> <li>• Fall Break 11/23-11/25</li> <li>• Holiday 11/11</li> </ul>	<p><b>Daily: Parent Vue</b></p> <p>12/02 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>11/25 Calendar and Middle Years Newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• Winter Break 12/19-12/30</li> <li>• IB Newsletter 12/16</li> </ul>	<p><b>Daily: Parent Vue</b></p> <p>1/3 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>12/16 Calendar and Middle Years Newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• Holiday 1/2</li> <li>• Holiday 1/16</li> <li>• IB Newsletter 1/30</li> <li>• End of 2<sup>nd</sup> Quarter 1/27</li> </ul>
<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<p><b>Daily: ParentVue</b></p> <p>1/27 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>1/27 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• Early Release Day 2/8</li> <li>• Report Cards Posted 2/7</li> <li>• Honor Roll Celebration 2/10</li> <li>• Holiday 2/20</li> <li>• IB Newsletter 2/28</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>2/24 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>2/24 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• IB Newsletter 3/31</li> <li>• Student-Led Conferences 3/3</li> <li>• End of 3<sup>rd</sup> Quarter 3/31</li> <li>• Early Release Day 3/15</li> <li>• Student-Led Conferences 3/3</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>3/31 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>3/24 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• Report Cards Posted 4/18</li> <li>• IB Newsletter 4/28</li> <li>• Spring Break 4/3-4/7</li> <li>• No School for Students 4/10</li> <li>• Honor Roll Celebration 4/21</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>4/28 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>4/28 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• Early Release Day 5/3</li> <li>• IB Newsletter 5/31</li> <li>• Holiday 5/29</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>5/26 APS School Talk Message (Robo Call, email, Twitter)</p> <p>Flyers posted to PeachJar on Thursdays</p> <p>5/26 Calendar and Middle Years newsletter</p> <p>*Events</p> <ul style="list-style-type: none"> <li>• Report Cards Posted 6/22</li> <li>• Last day of School (early release) 6/15</li> <li>• 8<sup>th</sup> Grade Promotion 6/14</li> </ul>