

# Thomas Jefferson Middle School Communication Plan 2023 – 2024



**Methods of Communication****Person(s) Responsible**

Webpage – Repository for all TJMS information

Jasmine Burton, Kip Malinosky, Tammy Mills- Mirick,  
and Jeremy Siegel

APS ParentSquare – Important school messages and  
monthly schedule of events

Keisha Boggan and Dante Hicks

ParentVue – Live feedback on grades and attendance

Teachers

Calendar – Daily times and locations of TJMS activities

Emily Hernandez

PeachJar Mail – APS and TJMS flyers and notifications

Emily Hernandez

Newsletters – PTA (Parent Teacher Associations) Buzz, IB  
(International Baccalaureate), Middle Years

PTA, TJMS Administrators, Student Services

Canvas Homepage

Teachers

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

September	October	November	December	January
<p><b>Daily: ParentVue</b></p> <p>APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- Back to School Night – 9/12</li> <li>- Back to School Basics – 9/19</li> <li>- PTA Meeting - 9/21</li> <li>- Picture Day – 9/21</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>9/29 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>09/ 25 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- No School for Students 10/9</li> <li>- PTA Meeting – 10/19</li> <li>- Student-Led Conferences - 10/20</li> <li>- Makeup Picture Day 10/24</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>11/1 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>10/ 25 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- End of 1<sup>st</sup> Quarter - 11/6</li> <li>- No School for Students – 11/7</li> <li>- No School for Students – 11/10</li> <li>- PTA Meeting – 11/16</li> <li>- Thanksgiving Break – 11/22-24</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>12/06 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>11/20 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- PTA Meeting – TBD</li> <li>- Honor Roll Celebration – 12/1</li> <li>- Early Release – 12/6</li> <li>- Winter Break 12/21-12/29</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>1/10 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>12/20 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- New Years Day Holiday 1/1</li> <li>- Dr. King Holiday – 1/15</li> <li>- PTA Meeting – 1/18</li> <li>-End of 2<sup>nd</sup> Quarter - 1/26</li> <li>-No School for Students – 1/29</li> </ul>
February	March	April	May	June
<p><b>Daily: ParentVue</b></p> <p>1/31 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>1/24 Calendar Middle Years Newsletters IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- Early Release – 2/7</li> <li>- PTA Meeting – 2/15</li> <li>- Honor Roll Celebration – 2/16</li> <li>- Presidents Day Holiday 2/19</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>2/28 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>2/23 Calendar and Middle Years newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- Middle School Conferences 3/15</li> <li>- PTA Meeting – 3/21</li> <li>- Spring Break 3/25-3/29</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>4/3 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>3/22 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- Eid al-Fiter – 4/10</li> <li>- No School for Students – 4/15</li> <li>- End of 3<sup>rd</sup> Quarter – 4/15</li> <li>- PTA Meeting – 4/18</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>5/1 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>4/24 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- Honor Roll Celebration – 5/2</li> <li>- Early Release – 5/3</li> <li>- PTA Meeting – 5/16</li> <li>- Memorial Day Holiday – 5/27</li> </ul>	<p><b>Daily: ParentVue</b></p> <p>6/5 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>5/24 Calendar Middle Years Newsletter IB Newsletter</p> <p><b>*Events:</b></p> <ul style="list-style-type: none"> <li>- End of 4th Quarter - 6/14</li> <li>- Last Day of School (early release)-6/14</li> <li>- PTA Meeting – TBD</li> </ul>

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