

Thomas Jefferson Middle School Communication Plan 2024 – 2025



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

LaKesha Gray

PeachJar Mail – APS and TJMS flyers and notifications

APS, Jasmine Burton

Newsletters – PTA (Parent Teacher Associations) Buzz, IB (International Baccalaureate), Student Services

PTA, Kip Malinosky, 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>Daily: ParentVue</p> <p>APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>1/24 Calendar IB Newsletter</p> <p>*Events: - Laor Day Holiday – 9/2 - Back to School Night – 9/18 - PTA Meeting - 9/5</p>	<p>Daily: ParentVue</p> <p>9/29 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>09/ 25 Calendar IB Newsletter</p> <p>*Events: - Rosh Hashanah Holiday 10/3 - PTA Meeting – 10/9 - Student-Led Conferences - 10/11 - Countywide PL for Staff - No School for Students – 11/14 - Fall Play – 10/22 & 23 - Harvest Festival – 10/25 - School-Based PL for Staff - Early Release for Students – 10/30 - End of 1st Quarter - 10/31</p>	<p>Daily: ParentVue</p> <p>11/1 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>10/ 25 Calendar IB Newsletter</p> <p>*Events: - Diwali Holiday - 11/1 - School-Based PL for Staff - No School for Students – 11/4 - No School for Students (Grade Prep Day) - 11/5 - PTA Meeting – 11/6 - Veterans Day Holiday – 11/11 - Picture Day – 11/18 - Honor Roll Celebration – 11/22 - Thanksgiving Break – 11/27-29</p>	<p>Daily: ParentVue</p> <p>12/06 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>11/20 Calendar IB Newsletter</p> <p>*Events: - PTA Meeting – 12/4 - School-Based PL for Staff - Early Release for Students – 12/11 - Winter Band Concert – 12/12 - Winter Chorus Concert – 12/17 - Winter Orchestra Concert – 12/19 - Winter Break 12/23-12/31</p>	<p>Daily: ParentVue</p> <p>1/10 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>12/20 Calendar IB Newsletter</p> <p>*Events: - Winter Break - 1/1-1/3 - PTA Meeting – 1/8 - School-Based PL for Staff - Early Release for Students – 1/15 - Dr. King Holiday – 1/20 -End of 2nd Quarter - 1/29 - School-Based PL for Staff - No School for Students 1/30 -No School for Students (Grade Prep Day) - 1/31</p>
February	March	April	May	June
<p>Daily: ParentVue</p> <p>1/31 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>1/24 Calendar IB Newsletter</p> <p>*Events: - Early Release – 2/5 - PTA Meeting – 2/5 - Honor Roll Celebration – 2/16 - Presidents Day Holiday 2/17</p>	<p>Daily: ParentVue</p> <p>2/28 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>2/23 Calendar IB Newsletter</p> <p>*Events: - PTA Meeting – 3/5 - School-Based PL for Staff - Early Release for Students – 3/5 - Middle School Conferences 3/14 - Eid al-Fiter Holiday – 4/31</p>	<p>Daily: ParentVue</p> <p>4/3 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>3/22 Calendar IB Newsletter</p> <p>*Events: - PTA Meeting – 4/2 - Spring Musical – 4/3-5 - End of 3rd Quarter – 4/11 - Spring Break 4/14-4/18 - No School for Students (Grade Prep Day) - 4/21</p>	<p>Daily: ParentVue</p> <p>5/1 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>4/24 Calendar IB Newsletter</p> <p>*Events: - Honor Roll Celebration – 5/2 - PTA Meeting – 5/7 - Spring Band Concert – 5/7 - Spring Chorus Concert – 5/13 - Spring Orchestra Concert – 5/15 - National Junior Honor Society Induction Ceremony – 5/20 - Memorial Day Holiday – 5/26</p>	<p>Daily: ParentVue</p> <p>6/5 APS ParentSquare Message (robo call, email, Twitter)</p> <p>Flyers posted to Peachjar on Thursdays</p> <p>5/24 Calendar IB Newsletter</p> <p>*Events: - End of 4th Quarter - 6/18 - Last Day of School (early release) - 6/18</p>

