

# THOMAS JEFFERSON ACADEMY COMMUNICATION

Communication is more important than ever and Thomas Jefferson Academy has many ways to communicate information to our students and their families. Ideally, students and parents should make a habit of actively seeking out information from the school using a variety of sources as these forms overlap to ensure communication flows freely.



**THE ADMINISTRATION** shares information several ways to reach as many parents as possible. The school sends out emails, text messages, and phone calls to parents for urgent matters that need your attention. These are sent as needed and are sporadic in nature. Therefore, you should not rely on this form of communication as your only source of communication from the school.

If you are not receiving these communications, please check your spam folder to make sure it is not going there. Otherwise, you need to update your contact information. Simply send an email to [Bonnie.Lepine@JPSchools.org](mailto:Bonnie.Lepine@JPSchools.org) with your student's name, date of birth, grade, your name, and a brief description about not receiving emails or phone calls. Then provide the correct information in the email. It is the responsibility of the parent to keep their contact information up to date.



Our Principal emails a **PRINCIPAL'S MESSAGE** to parents three or four times a month. These updates reference items that are coming up as well as information parents need to know. When the message is emailed, it is posted on the website on the "Principal's Message" page. You can find this page under the "News" tab or you can access the page directly at [JPSchools.org/Page/4217](http://JPSchools.org/Page/4217).

To get the message out to as many families as fast as possible, we will post an alert on Facebook and your student's Grade Level Google Classroom to make you aware that a message was sent out to parents. You can learn more on these forms of communication as you continue to read.



## **THE THOMAS JEFFERSON ACADEMY WEBSITE**

([JPSchools.org/JeffersonHigh](http://JPSchools.org/JeffersonHigh)) is updated as events occur or students receive recognition, which is typically daily. It is also used as a backup for things that are announced at school but students may not have heard or thought to relay to parents.

These things are posted to “The Diplomat”, which is also located under the “News” tab. To access the page directly, visit [JPSchools.org/Page/3335](https://JPSchools.org/Page/3335). Many parents will bookmark this page and use it as a daily resource for school information. When anything is posted on The Diplomat, an alert is also posted on Facebook and the Grade Level Google Level Classrooms.

Many groups such as clubs, athletics, and even the Counselor all have their own pages under the "Student Life" tab. General information regarding school schedule, uniform policy, etc. are available on the "Our School" tab. One piece of advice: hover the mouse over the tabs. Don't just click them. If you hover the mouse, you will see the various pages listed under that tab.



**JAGUAR WEEKLY HIGHLIGHTS** are typically posted on Fridays and covers events for the upcoming week as well as important information that has been relayed to parents or students. You can print the weekly calendar and Important Information flyer to place them in a convenient area for your student and family.

The calendar and flyer are posted under “Jaguar Weekly Highlights”, which is accessed under the “News” tab or directly at [JPSchools.org/Page/4893](https://JPSchools.org/Page/4893). Many parents will also bookmark this page and visit it on Fridays or over the weekend. Just like mentioned earlier, when anything is posted, an alert is also posted on Facebook and the Grade Level Google Level Classrooms.



**THE SCHOOL CALENDAR** is located on the Thomas Jefferson Academy Homepage ([JPSchools.org/JeffersonHigh](https://JPSchools.org/JeffersonHigh)) on the bottom left of the page. As Coaches turn in their schedules, games will be posted here. Important dates such as test dates and deadlines are also added to the calendar.



**THE STUDENT PROGRESS CENTER** is a great resource for parents. You can access your student’s grades, absences, as well as financial obligations. New users should contact the office to receive their PSN. Then you go to [jpsis.jpschools.org/progress/](https://jpsis.jpschools.org/progress/) and enter the parent’s information along with the assigned PSN. You will have access to any of your students attending a Jefferson Parish Public School. Simply click on your student’s picture and start exploring the various tabs.



The Jaguar Parent Organization (JPO) maintains the "**Jaguar Parent Organization**" **FACEBOOK PAGE**. It began as a way to get news out to parents of our students because older students typically do not communicate with their parents. Anytime information is added to the website, the JPO will post about it. It is a great way to stay informed as many parents have the app right on their phone and get notifications. The posts generally reflect what has been posted on the TJ Website so we encourage our parents to Like and Follow the page. Please be aware that Facebook has their algorithms that are constantly changing and, as a result, you may or may not see these posts in your notifications. If you use this method, we suggest you search for the actual page and check for updates daily.

It is important to note that this is not a way to communicate questions to the office, discuss grievances, or make complaints. In those situations, please call the office directly at 504-363-4300 or email the person you need to speak to directly. You may view the Faculty and Staff Directory at [JPSchools.org/Page/3181](https://JPSchools.org/Page/3181) to find the email of the person you wish to contact.



Virtual Learning introduced our school to a new useful communication tool that we will continue to use this school year – **GOOGLE CLASSROOM**. Each grade at Thomas Jefferson is assigned a Google Classroom. Parents should have their student show them how to connect to Google Classroom. If your student does not understand how this is done, just call the office and they will let you know who to contact for help. Posts on this site will pertain to the students in that grade as well as shout outs for Jaguars in general. Students and parents should make a habit of checking the site daily to stay up to date.



As you can see, Thomas Jefferson Academy employs every resource available to facilitate communication with our students and parents. We want our students and families to be involved and informed as much as possible. While we have many methods of communicating, it is very important that parents take the initiative and use a combination of methods (if not all) to ensure they are getting what they need. Our goal is to not have a parent call in to the office because they "didn't know". We want to be proactive with getting information to our parents. With you help, we can succeed.