



# JAPONICA CAMPUS COMMUNICATION PLAN 2023-2024

The purpose of the St. Luke's Communication Plan is to present a clear and concise framework for communicating with our school community. We intend to utilize effective communication vehicles to keep our students and parents informed. The Communication Plan highlights when and where information will be communicated.

## Get Connected

1

## Japonica Campus Communication Plan

2-3



@stlukesepiscopalschool



@st.lukes.mobile



slesmobile.org



251-666-2991

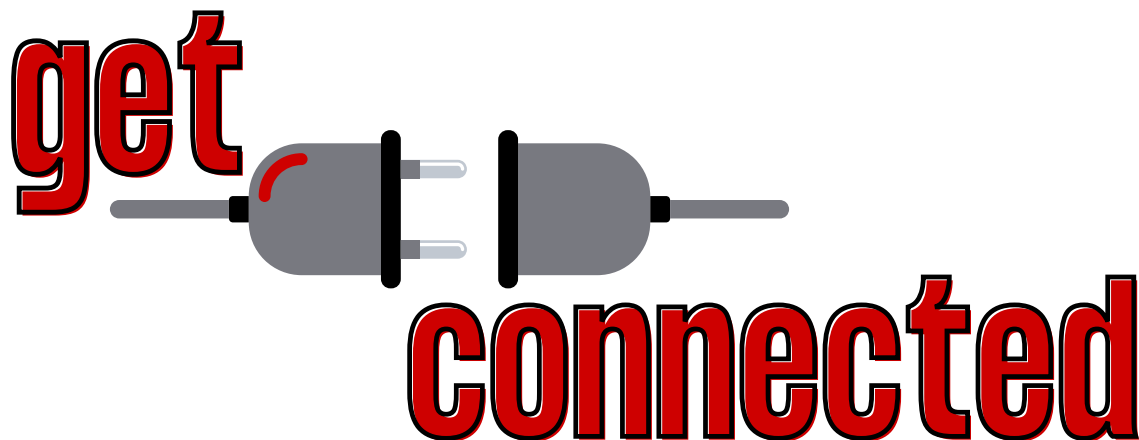
*Our objective is to respond to all emails or phone calls within a suggested 24-48 hour business day response time.*

**Chain of Concern: Parent/Student - Teacher - Division Director - Head of School  
Lower School Director, Philip Cummings [pcummings@slesmobile.org](mailto:pcummings@slesmobile.org)**



# Get CONNECTED 2023-2024

*SLES Class Parent Facebook Groups*



## Early Childhood Private Facebook Groups

K2 - *SLES Class of 2039*  
K3 - *SLES Class of 2038*  
K4 - *SLES Class of 2037*  
K5 - *SLES Class of 2036*

## Lower Campus Private Facebook Groups

1st Grade - *SLES Class of 2035*  
2nd Grade - *SLES Class of 2034*  
3rd Grade - *SLES Class of 2033*  
4th Grade - *SLES Class of 2032*  
5th Grade - *SLES Class of 2031*

## Middle School Private Facebook Groups

6th Grade - *SLES Class of 2030*  
7th Grade - *SLES Class of 2029*  
8th Grade - *SLES Class of 2028*

## Upper School Private Facebook Groups

9th Grade - *SLES Class of 2027*  
10th Grade - *SLES Class of 2026*  
11th Grade - *SLES Class of 2025*  
12th Grade - *SLES Class of 2024*



***K2-12th Grade Parent Facebook Page: St. Luke's Parents - Official Page***



**@stlukeseπισcopschool**



***slesmobile.org***



**@st.lukes.mobile**



**251-666-2991**

# JAPONICA CAMPUS

## COMMUNICATION

## TIMELINE

## SOURCE

### Paw Prints - All School Newsletter

#### MAIN SOURCE OF SCHOOL COMMUNICATION

(Student highlights, All-school announcements, campus specific announcements/important dates, Wildcat Cafe information, school calendars, church information, development information)

Weekly

Email via Constant Contact & Website  
([cjackson@slesmobile.org](mailto:cjackson@slesmobile.org))

### Newsflash

(Time sensitive reminders)

As needed

Email via Constant Contact

### Google Calendar

(All-School master calendar of events and important dates)

Daily

Website  
([chayes@slesmobile.org](mailto:chayes@slesmobile.org))

### School Website

(Current & vital school information)

Daily

[slesmobile.org](http://slesmobile.org)  
([aabel@slesmobile.org](mailto:aabel@slesmobile.org))

### Social Media

(Newsworthy events and information)

As needed

Official social media accounts  
([cjackson@slesmobile.org](mailto:cjackson@slesmobile.org))

### Mass Text Messages

(Urgent communication)

As needed

Remind - Opt in only  
([cjackson@slesmobile.org](mailto:cjackson@slesmobile.org))

### Back to School Guide

(Important dates, uniform requirements, etc.)

Annually/  
Summer

Email via Constant Contact & Website

### Parent Preview & Teacher Meet & Greet

Annually

Paw Prints & Website, Social Media

### Student/Parent Handbook

Annually

Blackbaud

### Textbooks & Supplies

N/A

Covered with fees and supplied for students on the first day of school

### Parent/Teacher Conferences

As needed

Teacher

### Grades/Averages

Always available

Blackbaud, generally within 72-hours

### Student Report Cards

Quarterly

Email via Blackbaud for current accounts

### Student academic issue or concern

As needed

Communication from classroom teacher or division director

### Student social, emotional or behavioral concerns

As needed

Communication from teacher/division director

### Medical issue involving your student

As needed

Communication from Nurse Julie, classroom teacher or division director

### Medical issue involving a classmate with a contagious condition

As needed

Email from school nurse or division director

### Attendance

Daily

Blackbaud

# JAPONICA CAMPUS

## COMMUNICATION

## TIMELINE

## SOURCE

<b>School Lunch Menus</b>	Monthly	Website & Paw Prints
<b>Information/reminders regarding class events</b>	As needed	Room parent(s) via Sign-Up Genius and Facebook Class Groups
<b>Parent Association Meetings</b>	Monthly	Last Monday of each month (except Dec.)
<b>Parent Association Information</b>	Monthly Quarterly	Letter from PA President via email Hard copy newsletter sent home in folders
<b>After School Care (SL+)</b>	As needed	<i>(slplus@slesmobile.org)</i>
<b>Summer Assignments</b>	Annually/ Summer	Website & Paw Prints
<b>Youth Development League</b> <i>(K3-6th Grade Sports)</i>	As needed	Room Parents <i>(swaite@slesmobile.org)</i>
<b>Tuition/billing questions</b>	Questions	Brenda Langham <i>(blangham@slesmobile.org)</i>
<b>Wildcat Cafe questions</b>	Questions	<i>(cbrown@slesmobile.org)</i>
<b>Blackbaud</b> <i>(student information system)</i>	Questions	<i>(registrar@slesmobile.org)</i>
<b>General Questions</b>	Questions	251-666-2991