



# UNIVERSITY CAMPUS COMMUNICATION PLAN

## 2024-2025

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.

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@stlukesepiscopalschool



@st.lukes.mobile



slesmobile.org



251-666-2991

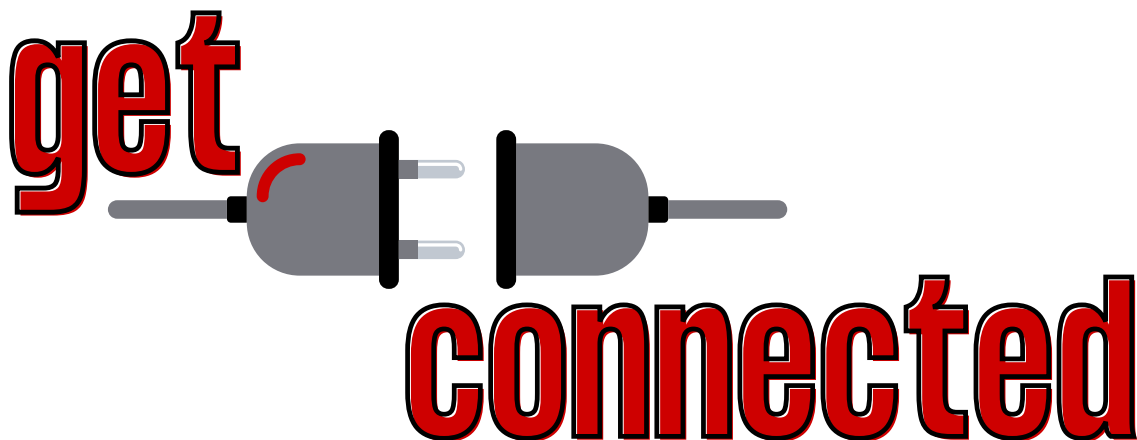
*Our objective is to respond to all emails or phone calls within a suggested 24-48 hour business day response time.*

**Chain of Concern: Parent/Student - Teacher - Division Director - Head of School**  
**Upper School Director: Arnold Tillman [altillman@slesmobile.org](mailto:altillman@slesmobile.org)**



# Get CONNECTED 2024-2025

## *SLES Class Parent Facebook Groups*



### **Early Childhood Private Facebook Groups**

K2 - *SLES Class of 2040*  
K3 - *SLES Class of 2039*  
K4 - *SLES Class of 2038*  
K5 - *SLES Class of 2037*

### **Lower Campus Private Facebook Groups**

1st Grade - *SLES Class of 2036*  
2nd Grade - *SLES Class of 2035*  
3rd Grade - *SLES Class of 2034*  
4th Grade - *SLES Class of 2033*  
5th Grade - *SLES Class of 2032*

### **Middle School Private Facebook Groups**

6th Grade - *SLES Class of 2031*  
7th Grade - *SLES Class of 2030*  
8th Grade - *SLES Class of 2029*

### **Upper School Private Facebook Groups**

9th Grade - *SLES Class of 2028*  
10th Grade - *SLES Class of 2027*  
11th Grade - *SLES Class of 2026*  
12th Grade - *SLES Class of 2025*



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



**@stlukesepiscopalschool**



***slesmobile.org***



**@st.lukes.mobile**



**251-666-2991**

# Checkout St. Luke's Website!



## About our Website

We encourage parents & students to utilize St. Luke's website as it provides many resources and essential school information.

The website is meant to serve three groups: current families, prospective families, and alumni/donors.

The school calendar is a living document and is the most reliable source of dates.

To find the latest information, visit [slesmobile.org](http://slesmobile.org).

Web Developer, Angie Abel  
([aabel@slesmobile.org](mailto:aabel@slesmobile.org))

## What is on the website?

### The Latest School News

Paw Prints (*school newsletter*), St. Luke's Stories, Back to School Guide, Uniform Information, Summer Assignments

### Online Spirit Store

[shop.slesmobile.org](http://shop.slesmobile.org)

### Japonica Campus Family Resources

YDL Athletics, Camp Wildcat, Development, Dining Services, Japonica Parent Association, Learning Support, Library, Nurse, Paw Prints Archive, Pay Tuition, Refer a Family, Technology, Uniforms, etc.

### University Campus Family Resources

Athletics, Bell Schedule, Calendar, Development, Dining Services, Honor Societies, Learning Lab, Nurse, Paw Prints Archive, Pay Tuition, Refer a Family, Seniors, Summer Reading, Supplies and Books, Technology, Uniforms, etc.

### Athletics Resources

Programs, Athletic Calendar, Athlete Forms, Booster Club, etc.

### Forever Wildcats

Alumni, Alumni Events, Development, Get Involved, Community, Annual Fund, etc.

**And MUCH, MUCH more!**



# Get TEXT ALERTS 2024-2025

*Mass Text Messages for Time-Sensitive Communication*



## OPT-IN TO RECEIVE TEXT ALERTS

For more urgent and time-sensitive information, such as weather, St. Luke's will use mass text messages as an additional way to communicate with parents.

In order to receive time-sensitive text alerts, you **MUST** manually opt-in to your appropriate group(s) each school year. If you opted in last year, you will still need to opt in for this school year to receive alerts.

You do not have to download the app to receive texts.

If you have any questions, please email [cjackson@slesmobile.org](mailto:cjackson@slesmobile.org).

**K2 & K3- Text the message @g3d36e to the number 81010**  
**K4 & K5 - Text the message @24c86d to the number 81010**  
**1st - 3rd - Text the message @7g8c2f to the number 81010**  
**4th - 5th - Text the message @kadgb4 to the number 81010**  
**6th - 8th - Text the message @a73hk8f to the number 81010**  
**9th - 12th - Text the message @fbgb66k to the number 81010**

# 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  
(when school  
is in session)

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 live master calendar of events and important dates)*

Daily

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

## Google Test Calendar

*(University Campus tests)*

Daily

Teachers

## School Website

*(Current and vital school information)*

Daily

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

## Social Media

*(School highlights)*

Daily

Official social media accounts:  
Facebook: @stlukesepiscopalschool  
Instagram: @st.lukes.mobile  
([cjackson@slesmobile.org](mailto:cjackson@slesmobile.org))

## Facebook Parent Groups (Private)

*(Share information/reminders for individual classes)*

As needed

"SLES Class of \_\_\_\_"  
Refer to page 2

## Facebook - Official Parent Page (Private)

*(Share information/reminders, sell uniforms, textbooks, etc.)*

As needed

"St. Luke's Parents - Official Page"  
([cjackson@slesmobile.org](mailto:cjackson@slesmobile.org))

## Text Message Alerts

*(Urgent, time-sensitive communication)*

As needed

Remind: Opt-in only (refer to page 3)  
([cjackson@slesmobile.org](mailto:cjackson@slesmobile.org))

## Back to School Guide

*(Important dates, Uniform Requirements, etc.)*

Annually

Email via Constant Contact & website

## Open House/Back to School

Annually

Email via Constant Contact, website, Google Calendar

## Student/Parent Handbook

Annually

Blackbaud

## Textbooks/Middle School Supplies

Annually

Email via Constant Contact & website

## Parent/Teacher Conferences

As needed

Teacher or division director

# COMMUNICATION

# TIMELINE

# SOURCE

<b>Grades/Averages</b>	Always available	Blackbaud, <i>generally within 72-hours</i>
<b>Student Report Card</b>	Quarterly	Email via Blackbaud for current accounts
<b>Attendance</b>	Daily	Blackbaud
<b>Student Academic Issue or Concern</b>	As needed	Communication from classroom teacher or division director
<b>Probation Letter</b>	As needed	Notification from division director of 2+ failing classes
<b>Student Social, Emotional or Behavioral Concern</b>	As needed	Communication from classroom teacher or division director
<b>Medical Issue Involving Your Student</b>	As needed	Communication from school nurse, classroom teacher or division director
<b>Medical Issue Involving a Classmate With a Contagious Condition</b>	As needed	Email from school nurse or division director
<b>Updates/Reminders Regarding Class Events</b>	As needed	Email from classroom teacher to student/parent or email from school
<b>Student Vehicle Hang Tags</b>	Annually	Student Services
<b>Sign Up for Courses, Course Catalog</b>	Annually	Blackbaud
<b>Registrar</b>	As needed	<i>(registrar@slesmobile.org)</i>
<b>Guidance/College Counseling</b>	As needed	<i>(collegeadmissions@slesmobile.org)</i>
<b>Athletic News/Events/Updates</b>	As needed	Provided by athletic department & distributed through Paw Prints/NewsFlash
<b>Athletics: Individual Teams</b>	As needed	Team Coach
<b>After School Care</b>	As needed	<i>(atillman@slesmobile.org)</i>
<b>Tuition/Billing Questions</b>	As needed	<i>(blangham@slesmobile.org)</i>
<b>Wildcat Cafe Questions</b>	As needed	<i>(cbrown@slesmobile.org)</i>
<b>School Lunch Menus</b>	Monthly	Website and Paw Prints
<b>Blackbaud</b> <i>(Student Information System)</i>	As needed	<i>(registrar@slesmobile.org)</i>
<b>General Questions</b>	As needed	251-666-2991