



# JAPONICA 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](http://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 2024-2025

*SLES Class Parent Facebook Groups*

# get connected

## 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](http://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!**

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# Get Alerts

## 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, School Calendars, Church Information, Development)

Weekly  
(when school  
is in session)

Email via Constant Contact & Website  
(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)

## School Website

(Current & vital school information)

Daily

slesmobile.org  
(aabel@slesmobile.org)

## Social Media

(School highlights)

As needed

Official social media accounts:  
Facebook: @stlukesepiscopalschool  
Instagram: @st.lukes.mobile  
(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

## Text Message Alerts

(Urgent, time-sensitive communication)

As needed

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

## Back to School Guide

(Important dates, uniform requirements, etc.)

Annually

Email via Constant Contact & Website

## Parent Preview / Teacher Meet & Greet

Annually

Paw Prints & 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

# COMMUNICATION

# TIMELINE

# SOURCE

Student Report Cards	Quarterly	Email via Blackbaud for current accounts
Student Academic Issues/Concerns	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
School Lunch Menus	Monthly	Website & Paw Prints
Information/Reminders Regarding Class Events	As needed	Room parent(s) via group messaging, Facebook, email
Japonica Parent Association Meetings (JPA)	As needed	Meetings approximately each quarter
Japonica Parent Association Information (JPA)	As needed	Email from JPA and hard copies sent home in students' folders
After School Care (SL+)	As needed	(splus@slesmobile.org)
Summer Assignments	Summer	Website & Paw Prints
Youth Development League (K3-6th Grade Sports)	As needed	(swaite@slesmobile.org)
Tuition/Billing Questions	As needed	Brenda Langham (blangham@slesmobile.org)
Wildcat Cafe Questions	As needed	(cbrown@slesmobile.org)
Wildcat Cafe Lunch Menus	Monthly	Website & Paw Prints
Blackbaud (Student Information System)	As needed	(registrar@slesmobile.org)
General Questions	As needed	251-666-2991

*Japonica Campus **EXTERNAL** Communication Plan (2)*  
Lower Campus Director, Philip Cummings ([pcummings@slesmobile.org](mailto:pcummings@slesmobile.org))