St. Luke's EPISCOPAL SCHOOL

UNIVERSITY CAMPUS COMMUNICATION PLAN

2025-2026

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 (Class Parent Facebook Groups)	**1**
St. Luke's Website	**2**
Opt In for Text Messages	**3**
University Campus Communication Plan	**4-5**



@stlukesepiscopalschool



@st.lukes.mobile



slesmobile.org



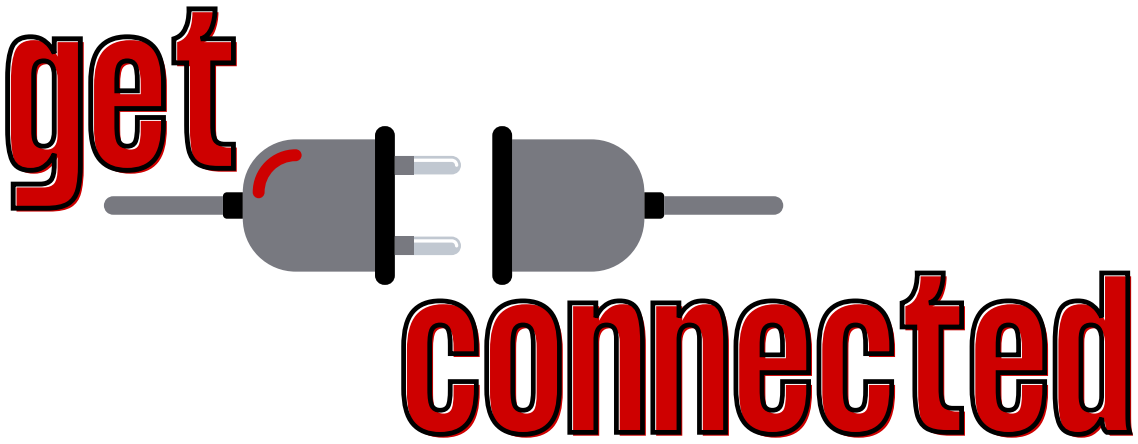
251-666-2991

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: Chip Menton, cmenton@slesmobile.org

Get CONNECTED 2025-2026

SLES Class Parent Facebook Groups



Early Childhood Private Facebook Groups

K2 - *SLES Class of 2041*
K3 - *SLES Class of 2040*
K4 - *SLES Class of 2039*
K5 - *SLES Class of 2038*

Lower Campus Private Facebook Groups

1st Grade - *SLES Class of 2037*
2nd Grade - *SLES Class of 2036*
3rd Grade - *SLES Class of 2035*
4th Grade - *SLES Class of 2034*
5th Grade - *SLES Class of 2033*

Middle School Private Facebook Groups

6th Grade - *SLES Class of 2032*
7th Grade - *SLES Class of 2031*
8th Grade - *SLES Class of 2030*

Upper School Private Facebook Groups

9th Grade - *SLES Class of 2029*
10th Grade - *SLES Class of 2028*
11th Grade - *SLES Class of 2027*
12th Grade - *SLES Class of 2026*

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

@stlukesepiscopalschool

@st.lukes.mobile

slesmobile.org

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.

Web Administrator,
website@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

Japonica Campus Family Resources
YDL Athletics, Camp Wildcat, Development, Dining Services, 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 2025-2026

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.

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.

K2 & K3- Text *@g3d36e* to the number 81010
K4 & K5 - Text *@24c86d* to the number 81010
***1st - 3rd* - Text *@7g8c2f* to the number 81010**
***4th - 5th* - Text *@kadgb4* to the number 81010**
***6th - 8th* - Text *@a73hk8f* to the number 81010**
***9th - 12th* - Text *@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)*
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)*
Google Test Calendar *(University Campus tests)*	Daily	Teachers
School Website *(Current and vital school information)*	Daily	slesmobile.org *website@slesmobile.org)*
Social Media *(School highlights)*	Daily	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
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
Grades/Averages	Always available	Blackbaud, *generally within 72-hours*
Student Report Card	Quarterly	Email via Blackbaud for current accounts
Attendance	Daily	Blackbaud
Student Academic Issue or Concern	As needed	Communication from classroom teacher or division director
Probation Letter	As needed	Notification from division director of 2+ failing classes
Student Social, Emotional or Behavioral Concern	As needed	Communication from classroom teacher or division director or Missy Wallace.
Medical Issue Involving Your Student	As needed	Communication from school nurse, classroom teacher or division director
Medical Issue Involving a Classmate With a Contagious Condition	As needed	Email from school nurse or division director
Updates/Reminders Regarding Class Events	As needed	Email from classroom teacher to student/parent or email from school
Student Vehicle Hang Tags	Annually	Student Services
Sign Up for Courses, Course Catalog	Annually	Blackbaud
Registrar	As needed	*(registrar@slesmobile.org)*
College Counseling	As needed	*(collegeadmissions@slesmobile.org)*
Guidance Counseling	As needed	*(mwallace@slesmobile.org)*
Athletic News/Events/Updates	As needed	Provided by athletic department & distributed through Paw Prints/NewsFlash
Athletics: Individual Teams	As needed	Team Coach via Group Me
After School Care	As needed	*(cmenton@slesmobile.org)*
Tuition/Billing Questions	As needed	*(blangham@slesmobile.org)*
Wildcat Cafe Questions	As needed	*(cbrown@slesmobile.org)*
School Lunch Menus	Monthly	Website and Paw Prints
Blackbaud *(Student Information System)*	As needed	*(registrar@slesmobile.org)*
General Questions	As needed	251-666-2991