St. Luke's EPISCOPAL SCHOOL

JAPONICA 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 1
St. Luke's Website 2
Opt-In for Text Messages 3
Japonica Campus Communication Plan 4-5

@stlukesepiscopalschool

@st.lukes.mobile

slesmobile.org

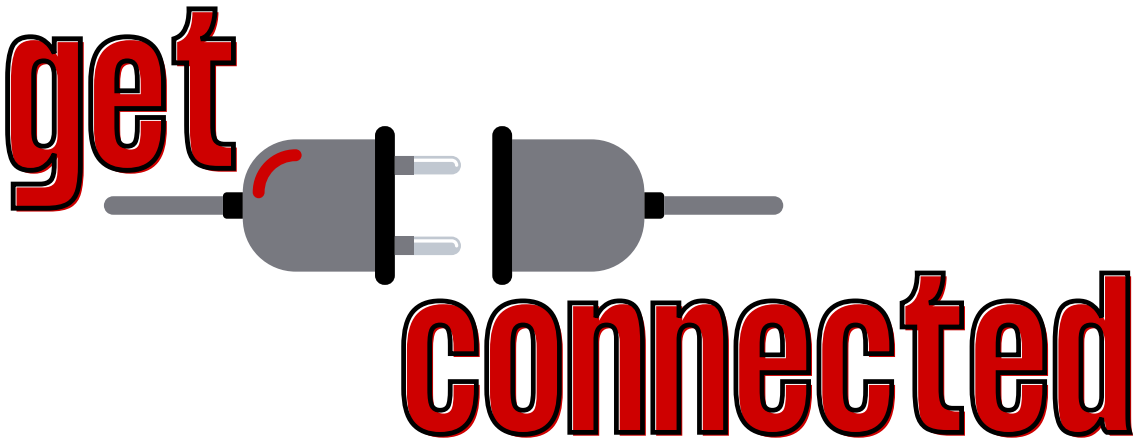
251-666-2991

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
Lower School Director, Philip Cummings pcummings@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 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 *(website@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)*
Parent/Teacher Communication	As needed	Friday newsletters and email
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 classroom and/or Emily Cumpton
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
Information/Reminders Regarding Class Events	As needed	Room parent(s) via group messaging, Facebook, or email
After School Care (SL+)	As needed	*(slplus@slesmobile.org)*
Summer Assignments	Summer	Website & Paw Prints
Youth Development League *(K3-6th Grade Sports)*	As needed	*(swaite@slesmobile.org)*
Campus Counselor	As needed	*(ecumpton@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
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