



SLLIS Communication Methods Updated September 2018

Please note that this is not an exhaustive list. The purpose of this document is to point out some of the most useful and popular communication methods for SLLIS stakeholders.

Monthly Newsletter from SLLIS Leadership

- **What is it?** Each month SLLIS Executive Director and Principals issue a newsletter with updates on instruction, events, PTO, and more.
- **Where can I find it?** This newsletter goes home in backpacks and is emailed to parents. It is also posted on the website under “Current Parent Documents” > “Newsletters”.
- **What is the purpose of this communication?** This communication is intended to provide an overview of the month at SLLIS.
- **How frequently is it used?** This newsletter is issued the first week of each month.

Classroom Level Communication

- **What is it?** This is the daily or weekly communication you receive from your classroom teacher - from information in backpacks to emails and phone calls.
- **Where can I find it?** Check your email and your student’s backpack each day. Most SLLIS students have a take-home folder or notebook.
- **What is the purpose of this communication?** This communication is intended to connect you to your student’s classroom. You may receive academic and behavioral updates about your student daily.
- **How frequently is it used?** Most SLLIS staff provide daily updates for parents. Some classrooms provide weekly updates.

Facebook Live Broadcasts

- **What is it?** SLLIS Executive Director provides an informative video on the SLLIS Facebook Page.

- **Where can I find it?** <https://www.facebook.com/StLouisLanguageImmersionSchool/>.
The date of the broadcast is shared on Facebook and on the website calendar.
- **What is the purpose of this communication?** This communication exists as another venue for parents to ask questions of SLLIS' executive leadership. This will also serve as a way for the community to see what's going on at SLLIS.
- **How frequently is it used?** This communication occurs each month.

SLLIS Website Events Section

- **What is it?** You can find all upcoming SLLIS events on this events calendar.
- **Where can I find it?** <http://www.sllis.org/o/sllis/events>
- **What is the purpose of this communication?** This events calendar is where all upcoming SLLIS events are posted so the community can participate.
- **How frequently is it used?** This events calendar is updated on a weekly basis and displays events that occur daily.

SLLIS Website Documents Section

- **What is it?** This section of the SLLIS website is where important SLLIS communications are posted. There is a place for all-SLLIS communication, PTO documents, SLLIS council documents, and Board documents.
- **Where can I find it?** <http://www.sllis.org/o/sllis/documents>
- **What is the purpose of this communication?** This web page exists so that you won't miss any written communication from SLLIS - even if something slipped by in your email or student backpack. It's also helpful if you'd like to read minutes from a Board, PTO, or SLLIS Council meeting.
- **How frequently is it used?** New documents are posted weekly.

SLLIS App

- **What is it?** An app that is linked directly to the SLLIS website that you can download for your iPhone or Android.
- **Where can I find it?** Go to your app store and search "SLLIS."
- **What is the purpose of this communication?** This app gives you easy access to other forms of SLLIS communication, including our Live Feed. You may also set the app to provide push notifications so you never miss anything important.
- **How frequently is it used?** Live feed updates and new documents are uploaded daily.

SLLIS Live Feed

- **What is it?** The Live Feed is a platform on our website and app that allows you to see what’s happening at SLLIS in real time. Teachers frequently post about what they’re doing, and from time to time announcements are made via the Live Feed.
- **Where can I find it?** http://www.sllis.org/o/sllis/live_feed or on the SLLIS app under “Live Feed.”
- **What is the purpose of this communication?** The Live Feed exists so we can share all the great things that are going on at SLLIS in real time.
- **How frequently is it used?** Daily.

SLLIS Facebook Page

- **What is it?** SLLIS has its own sponsored Facebook page where you can get “real answers” to your questions on Facebook.
- **Where can I find it?** <https://www.facebook.com/StLouisLanguageImmersionSchool/>
- **What is the purpose of this communication?** This is the official SLLIS page, and it serves many purposes, including:
 - Providing parents with Facebook Live broadcasts and a venue to ask questions about SLLIS. This is where you will get the “real answers” from SLLIS if you’re on Facebook.
 - Linking to parts of the Live Feed so the community can see what’s going on.
 - Providing the community more information about SLLIS, including reviews.
 - Serving as a platform for advertising SLLIS.
- **How frequently is it used?** Daily.

SLLIS Twitter Page

- **What is it?** SLLIS’ official Twitter page.
- **Where can I find it?** On Twitter: STL Language School, @STLGlobalKids
- **What is the purpose of this communication?** SLLIS’ Twitter page provides the community some parts of its Live Feed so that larger community can see what’s going on.
- **How frequently is it used?** Daily.