



DISTRICT 58 COMMUNICATION GUIDE

District 58 uses a variety of communication channels to effectively share news and information with its approximately 5,000 students, 640 employees, families and community members. This guide provides an overview of our communication, as well as how and where to access information.



NEWSLETTERS

TOOL	FREQUENCY	PURPOSE
Communicate 58 Newsletter	Every 2 weeks during the school year	E-newsletter sharing District, school, Board and community news via ParentSquare with all families, staff, and community members who subscribe, and posted on DG58 website.
Board Briefs Newsletter	Approximately 2-3 days following regular business or workshop meeting	E-newsletter sharing Board meeting decisions and discussion points with families, staff, local media and community partners via ParentSquare and DG58 website.
School Newsletters	Weekly	Principal-led and share school news and calendar reminders. Sent via ParentSquare and posted on school websites.
PTA Newsletters	Varies by school	Many PTAs regularly email families information about PTA and school activities and events.



ANNOUNCEMENTS

TOOL	FREQUENCY	PURPOSE
ParentSquare Communication	Varies, as needed	The District and schools send messages to families and staff regarding timely and important topics via the ParentSquare platform. Notification of the message will be sent by email, text and app notification depending on the user's customized account settings and preferences.
Urgent Alerts	Varies, as needed	The District sends urgent messages such as emergency and school cancellation information to families and staff via ParentSquare alerts. Notification will be sent by automated phone call, text, email, and app notification.
News Releases	Varies, as needed	News releases share pertinent information regarding District initiatives, news and accomplishments. They are emailed to local media, school district leaders and community partners, and occasionally to parents and staff.



WEBSITES + APPS

TOOL	FREQUENCY	PURPOSE
District, School and Classroom Websites	District website updated regularly; school and classroom sites updated as needed	District website: District information, news, events, achievements, decisions, resources and emergency information School websites: School information and events Classroom websites: Class news, homework (Note: not all teachers have classroom website)
PTA Websites	Varies by PTA	PTA webpages include school-specific information
Online Classroom Communication Tools	Ongoing throughout the school year	Teachers and students share daily student assignments and activities, as well as classroom and school news, directly using these tools. Common tools include: Seesaw and Google Classroom.
PowerSchool Parent Portal	Continuous online access	PowerSchool is an online portal where families can register their child, sign up for parent-teacher conferences, check bus routes and more.
ParentSquare Communication Platform	Continuous online access	ParentSquare is a unified communication platform where families can view messages and important information from the District and schools.
Calendar	Updated regularly	Subscribe to the District and/or school calendar with iCal to keep updated on events. Calendars can be found on the district/school websites and in ParentSquare.



SOCIAL MEDIA

TOOL	FREQUENCY	PURPOSE
District 58 Facebook	Varies, typically 1-3 posts per weekday	Features District, school and classroom information and celebrations with photos and short stories.
District 58 X (Twitter)	Varies, typically 1-3 posts per weekday	Features District, school and classroom information with photos and short stories. Use hashtags #dg58learns and #dg58pride to follow the district-wide conversation.
District 58 YouTube	Varies	Features School Board meeting videos, as well as short videos regarding District news, stories and celebrations.



PRINTED MATERIALS

TOOL	FREQUENCY	PURPOSE
Annual Report	Annual (Published in August)	The Annual Report is a publication mailed to all households within District 58 boundaries, highlighting District and school achievements.
Schools of 58 Family Handbook	Annual (Published in August)	The Family Handbook contains District policies and procedures and is shared with parents/guardians and students during registration each year. Parents are asked to sign a digital form stating that they have read the Handbook.



INTERNAL COMMUNICATIONS

TOOL	FREQUENCY	PURPOSE
58 Connects Staff Newsletter	Published every 2 weeks during the school year	E-newsletter for staff with timely and relevant information from the central office, sent via ParentSquare.
Staff Communication Resource Website	Continuous online access	This internal website provides relevant staff curriculum and information resources.
Employee Portal	Continuous online access	This internal website provides relevant staff benefits and human resources information.