



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	<i>Every 2 weeks during the school year</i>	E-newsletter sharing District, school, Board and community news via ParentSquare with all families, staff, and community members who subscribe. Shared on DG58 website and social media.
Board Briefs Newsletter	<i>Approximately 2-3 days following regular business or workshop meeting</i>	E-newsletter sharing Board meeting decisions and discussion points with families, staff, local media and community partners via ParentSquare and DG58 website. The District also publishes Board Previews a few days before each Board Meeting.
School Newsletters	<i>Weekly</i>	Principal-led and share school news and calendar reminders. Sent via ParentSquare and posted on school websites.
PTA Newsletters	<i>Varies by school</i>	Many PTAs regularly email families information about PTA and school activities and events.



ANNOUNCEMENTS

TOOL	FREQUENCY	PURPOSE
ParentSquare Communication	<i>Varies, as needed</i>	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	<i>Varies, as needed</i>	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	<i>Varies, as needed</i>	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	<i>District website updated regularly; school and classroom sites updated as needed</i>	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	<i>Varies by PTA</i>	PTA webpages include school-specific information
Online Classroom Communication Tools	<i>Ongoing throughout the school year</i>	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	<i>Continuous online access</i>	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	<i>Continuous online access</i>	ParentSquare is a unified communication platform where families can view messages and important information from the District and schools.
Calendar	<i>Updated regularly</i>	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	<i>Varies, typically 1-3 posts per weekday</i>	Features District, school and classroom information and celebrations with photos and short stories.
District 58 X (Twitter)	<i>Varies, typically 1-3 posts per weekday</i>	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	<i>Varies</i>	Features School Board meeting videos, as well as short videos regarding District news, stories and celebrations.



PRINTED MATERIALS

TOOL	FREQUENCY	PURPOSE
Annual Report	<i>Annual (Published in August)</i>	The Annual Report is a publication mailed to all households within District 58 boundaries, highlighting District and school achievements.
Schools of 58 Family Handbook	<i>Annual (Published in August)</i>	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	<i>Published every 2 weeks during the school year</i>	E-newsletter for staff with timely and relevant information from the central office, sent via ParentSquare.
Staff Communication Resource Website	<i>Continuous online access</i>	This internal website provides relevant staff curriculum and information resources.
Employee Portal	<i>Continuous online access</i>	This internal website provides relevant staff benefits and human resources information.