

District 58 Communication Guide



District 58 uses a variety of communication channels to effectively share news and information with its 5,000 students, 640 employees, families and community members. We hope this guide helps you understand how and where to access information!

Newsletters

TOOL	FREQUENCY	PURPOSE
Communicate 58 Newsletter	Every 2 weeks during the school year	Communicate 58 shares District, school, Board and community news via email with all families, all staff and community members who subscribe .
Board Briefs Newsletter	Published about 2-3 days following a regular business meeting or workshop meeting	Board Briefs shares Board meeting decisions and discussion points with families, staff, local media and community partners via email.
School Newsletters	Weekly	School newsletters are principal-led and share school news and calendar reminders. They are posted on each school's website.
PTA Newsletters	Varies by school	Many PTAs regularly email families information about PTA and school activities and events.

Announcements

Email Communication	Varies, but typically try to limit email messages to 2-3 per month; school messages as needed.	The District and schools directly email families regarding timely and important topics using the SchoolMessenger system.
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.
Phone Calls and Text Messages	Rare, in emergencies only	The District sends emergency and school cancellation information to families and staff via automated phone calls and text messages.



If you have not yet opted into our text messaging service, please text "Y" or "yes" to 67587 to ensure that you will receive text messages from District 58 or scan this QR code.

Websites and Apps

District, School and Classroom Websites PTA Websites	District website updated regularly; school/classroom sites updated as needed Varies by PTA	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 a website) 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 used 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 a parent-teacher conference, check bus routes and more. Subscribe to the District and/or school calendar with iCal to keep updated on events.
Calendar	Updated regularly	

Social Media

District 58 Facebook	Varies, but typically 3 posts per weekday	The District 58 Facebook page features District, school and classroom information with photos and short stories.
District 58 Twitter	Varies, but typically 3 posts per weekday	The District 58 Twitter page tweets and retweets 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	The District 58 YouTube page includes School Board meeting videos, as well as short videos regarding District news, stories and celebrations.

Printed Materials

Annual Report	Annual (Published in August)	The Annual Report is a 16-page publication mailed to all households within District 58 highlighting District and school achievements.
Schools of 58 Family Handbook	Annual (Published in mid-August)	The Family Handbook contains District policies and procedures and is shared with parents and students at the start of school. Parents are asked to sign a form that they have read the Handbook.

Internal Communication

58 Connects Staff Newsletter	Published every 2 weeks during the school year	58 Connects is a staff newsletter with timely and relevant staff information from the central office.
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.