District 58 uses a variety of communication channels to effectively share news and information with its 5,200 students, 640 employees, parents and community members. We hope this guide helps you understand how and where to access information!

**Newsletters**

<table>
<thead>
<tr>
<th>TOOL</th>
<th>FREQUENCY</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate 58 Newsletter</td>
<td>Every 2 weeks during the school year</td>
<td>Communicate 58 shares District, school and Board staff via email with all parents, all staff and community members who subscribe.</td>
</tr>
<tr>
<td>Board Briefs Newsletter</td>
<td>Published about 2 days after each Board meeting</td>
<td>Board Briefs shares Board meeting decisions and discussion points with parents, staff, local media and community partners via email.</td>
</tr>
<tr>
<td>School Newsletters</td>
<td>Varies by school, typically weekly</td>
<td>School newsletters are principal-led communications regarding school news and calendar reminders.</td>
</tr>
<tr>
<td>PTA Newsletters</td>
<td>Varies by school</td>
<td>Many PTAs regularly email parents information about PTA and school activities and events.</td>
</tr>
<tr>
<td>E-flyer Digest</td>
<td>1st and 3rd Monday, during the school year</td>
<td>The District-created E-flyer Digest shares relevant community non-profit activities; it is emailed to parents and staff.</td>
</tr>
</tbody>
</table>

**Announcements**

- **Email Communication:** Varies, but typically 1-2 District messages per week; school messages as needed.
- **Phone Calls and Text Messages:** Rare, in emergencies only.
- **News Releases:** Varies, but about 2-3 per week.

**Websites and Apps**

- **District, School and Classroom Websites:** District website updated regularly; school/classroom sites updated as needed.
- **PTA Websites:** Varies by PTA.
- **Online Classroom Communication Tools:** Ongoing throughout the school year for Teachers and students share daily student assignments and activities, as well as classroom and school news, directly using these tools.
- **SQUIRREL:** Continuous online access. SQUIRREL is an online portal that shares student assessment scores, student information, parent-teacher conference sign-ups, curriculum standards and curriculum blueprints.
- **Calendar:** Updated regularly. Subscribe to the District and/or school calendar with iCal to keep updated on events.

**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 hashtag #dg58learns 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:** (Published in August) The Annual Report is a 16-page publication mailed to all households within District 58 highlighting District and school achievements.
- **Points of Pride Flyer:** Annual. This flyer highlights District 58 achievements at-a-glance. It is shared with current and prospective neighbors, realtors, local businesses and the general community.
- **Schools of Parent Handbook:** Annual (Published in August). The Parent Handbook shares District policies and procedures with parents and students.
- **Inside Scoop Staff Newsletter:** Published every 2 weeks during the school year. The Inside Scoop 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.

**Internal Communication**

The District 58 Communication guide was conceived through the District 58 Strategic Plan Goal 2: Connecting the Community. More information is available at www.dg58.org/communication.