

Elementary School Site Map

Schools have the option to customize a pre-designed template for their school website. The template design will be unique to your school, but the framework for your well-organized website will be shared among all the schools.

What a site map?

This site map provides the content structure for your website. It outlines the pages that your website should contain, and a common way to organize web pages.

Can you add, delete and move pages?

Yes, with limits. We strongly recommend that features such as the main navigation, homepage and pages outlined in the sitemap not be changed. This makes it easier for parents to find content across multiple schools. Your school, however, may have unique elements that doesn't fit nicely into the sitemap. If this is the case, you should add a new page under the existing navigation.

Can you change the names of items or pages?

Yes, with limits. We strongly recommend that all schools share the same nomenclature for common elements. This makes it easier for parents to find content across multiple schools.

What about content?

Each school is responsible for creating and maintaining the content of their website. There are certain elements or pages that will be centrally maintained. These pages are marked with an *.

HEADER

Must contain the following:

- **[Line 1] First Name Last Name, Principal**
Example: Dr. John Smith, Principal
- **[Line 2] Phone Number**
Example: (919) 123-4567
- **[Line 3] School Hours**
Example: School Hours - 7:25 a.m. - 2:30 p.m.
- **[Line 4] List one accolade, Optional**
Example: School of Distinction, 2013-2017

Please format exactly as listed above

HOMEPAGE STRUCTURE

- Slider**
- Global Icons**

- ❑ **Quick Links** [Site Shortcut app]
- ❑ **School News** [Headline app]
Used for your school level news.
- ❑ **District News** [Headline app]
Used for news sent from Central Services. Communications will place this app on your home page.
- ❑ **Welcome** [Flex editor app]
Should be used to provide general welcome message and generic information about your school.
- ❑ **Upcoming Events** [Calendar app]
Can choose between horizontal or vertical calendar app
- ❑ **Tweets** [Embed Code app]
Should only link to a school's twitter feed - not the district twitter feed.

For Magnet Schools

Magnet schools must use the 3 column homepage content well, and reserve the left column for a Magnet-specific app. Communications will place this app on your homepage.

SITEMAP

* denotes that Communications will place content

Our School

- ❑ **About Our School**
 - ❑ School profile
[Magnet schools add button]
 - ❑ Principal's Message
[Include photo of principal]
 - ❑ Mission + Vision
 - ❑ School Report Card

- ❑ **Contact Us (School)**
 - Contact Information
 - Directions
 - Contact Form (optional)

- ❑ **School Calendar**
 - Pg 1: School Calendar
 - Pg 2: **Shared Instructional Calendar** (Traditional, etc.)

- ❑ **Enrollment ***
- ❑ **Magnet Information**
 - Pg 1: Magnet Pathway
 - Pg 2: School tours

- **Faculty Directory**
- **Careers***
- **School Improvement Plan**
 - School Improvement Plan
 - School Improvement Team
- **Title 1 Information**
 - Title 1 Annual Verification Notice
 - Title I Annual Parent Notice: Right to Request Teacher Qualifications
- **Photo Gallery (optional)**

Academics and Programs

- PreSchool (if applicable)
 - Eligibility and Application
- Kindergarten [2 column, with sidebar]
 - Col 1: Meet the Kindergarten Teachers
 - Col 1: Student Resources (links)
 - Sidebar: Curriculum*
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Media Center-Library
- Art
- Music
- Physical Education
- Gifted and Talented
- Technology
- Special Programs
- Single Subject Acceleration
- Etc.

Student Activities

- **Digital Resources**
- Chorus
- Chess Club
- Etc.

Parents

- **Attendance Policy**
- **Homework Policy**
- **Student-Parent Handbook**
- **Understanding your child's report card**
- **Read to Achieve**

- ❑ **Volunteer**
 - ❑ **Before and After School Care**
 - ❑ **Supply Lists**
 - ❑ **Online Payments**
 - ❑ **School Meals**
 - ❑ **Field Trips Information**
 - ❑ **Transportation**
 - Carpool
 - Bus Routes***
 - [Link to Bus Routes](#)
 - [Link to Bus Forms](#)
 - [Link to bus update for school](#)
 - ❑ **PTA**
 - Information about PTA
 - [Link to PTA Website \(new window\)](#)
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News