

# Middle 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 \*.

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## 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*

## 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.

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## **SITEMAP**

\* denotes that Communications will place content

### **Our School**

- **About Our School**
  - Pg. 1: School profile  
[Magnet schools add button]
  - Pg. 2: Principal's Message  
[Include photo of principal]
  - Pg. 3: Mission + Vision  
School Report Card  
School Improvement Plan
  
- **Contact Us (School)**
  - Contact Information
  - Directions
  - Contact Form (optional)
  
- **Calendar and Schedule**
  - Pg. 1: School Calendar
  - Pg. 2: Bell Schedule
  - Pg. 3: Instructional calendar** (Traditional, etc.)
  
- **Enrollment \***
- **Magnet Information**
  - Pg. 1: Magnet Pathway
  - Pg. 2: School tours
  - Pg. 3: Magnet Events (includes Open Houses)
  
- **International Baccalaureate [optional]**

- ❑ **Faculty Directory**
  - ❑ **Grade 6 teams (optional)**
  - ❑ **Grade 7 teams (optional)**
  - ❑ **Grade 8 teams (optional)**
- ❑ **School Improvement Plan**
  - ❑ School Improvement Plan
  - ❑ School Improvement Team
- ❑ **Careers\***
- ❑ **Photo Gallery (optional)**

## Academics

- ❑ Course Registration
- ❑ Credit by Demonstrated Mastery
- ❑ Single Subject Acceleration
  
- ❑ **Grade 6 (optional)**
  - Curriculum
  - Resources
  - Teams/Subject
  
- ❑ **Grade 7 (optional)**
  - Curriculum
  - Resources
  - Teams/Subject
  
- ❑ **Grade 8 (optional)**
  - Curriculum
  - Resources
  - Teams/Subject
  
- ❑ English Language Arts
- ❑ Math
- ❑ Science
- ❑ Social Studies
- ❑ Media Center-Library
- ❑ Fine Arts
- ❑ Physical Education and Health
- ❑ AIG
- ❑ Career and Technical Education
- ❑ Special Programs
- ❑ Etc.

## Athletics

- ❑ Fall Sports
- ❑ Winter Sports
- ❑ Spring Sports
- ❑ Athletic Calendar

- Athletic Forms - coming from the district
- Regulation and Eligibility- coming from the district

## Activities

- Art Club
- Computer Club
- Clubs/Organizations
- Yearbook
- Etc

## Students

- **Student Expectations**
  - Links to **Attendance Policies**
  - Links to **Honor Code**
  - Links to **Dress Code**
- **Student Services**
- **Student Applications**
  - Webmail
  - HomeBase
  - Blackboard
  - Edmondo
- **Student Media**
  - Yearbook
  - Newspaper
  - TV Show
- **Digital Resources**

## Parents

- **Student Expectations**
  - Links to **Attendance Policies**
  - Links to **Honor Code**
  - Links to **Dress Code**
- **HomeBase**
- **Online Payments**
- **Student-Parent Handbook**
- **Volunteer**
- **School Meals\***
- **Transportation [1 column]**
  - Carpool
  - Bus Routes\***

- [Link to Bus Routes](#)
- [Link to Bus Forms](#)
- [Link to bus update for school](#)

- **PTA**

- [Link to PTA Website \(new window\)](#)
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## News