

GLENN HILLS ELEMENTARY TEACHER WEBPAGE CHECKLIST

REQUIRED

- Welcome Page (with welcome message)
- Teacher Bio (Suggestions: education, degrees, classes taught, etc.)
- Photograph
- Contact Information (includes Campus Phone Number and RCSS Email Address)
- GHE PBIS School-wide Expectations
- Link Resource Page (link to Distance Learning packet)
- Syllabus/Objectives (This may be a bulleted list, listed on calendar, weekly parent newsletter with activities, etc. If I have a child absent, what did they miss this week?)
- Must be updated at least every 2 weeks and include current information

REMINDERS

- ✓ Use only approved RCSS logos (available on District Home page)
- ✓ GHE and RCSS Vision and Mission Statements
- ✓ Keep consistent (2-3 colors, white backgrounds, and common DARK color fonts).
- ✓ Don't underline words (hyperlink). Avoid excessive clip art.
- ✓ Check student photo releases with front office.
- ✓ Accessible PDFs only. Do not upload MS Word documents.