

# **School Website Improvement – Principal Checklist**

## **Recommendations of the BCPS District Advisory Council School Website Subcommittee – 5/9/18**

As part of the District Advisory Council's purpose of promoting and encouraging parent and community involvement in the schools and assisting the School Board on key issues that serve in the best interest of students, we offer the following suggestions to improve accessibility to vital information needed by parents, students, school staff and community stakeholders on the schools' websites.

### **Behind every great school is great communication.**

It is our belief that by providing specific, up to date, relevant content in a uniform location on each school's website throughout the district, it will provide much needed information to the entire school community and showcase our first rate schools to prospective parents. The following suggestions, if used, will strengthen school websites and assist parents in finding the information they need quickly and easily. It will also cut down on phone calls to the schools, promote advocacy and increase parent involvement. Each zone should collaborate to provide a uniform placement of content for the benefit of a more user-friendly experience for parents that transition from elementary to middle and then to high school.

### **RECOMMENDATIONS    **\*\*high priority**    **\*\*\*urgent****

\*\*\*Contact Info. Email links for entire faculty & staff (include department & position)

\*\*\*Remove outdated information from websites.

\*\*\*Have SAC, SAF and I Zone evaluate their school's website to see if it meets the needs of the community.

\*\*\*Principal's email address should be made available on the website.

### **BANNER**

1. Showcase unique programs & successes; freshen up periodically
2. Right now banner should be reminding parents that the next school year will start on Wednesday, August 15, 2018.

### **HOMEPAGE**

\*\*1. *"If you see something, say something" Anonymous Tip line Info.*

\*\*2. *School Calendar should be utilized & updated regularly*

3. *Free Broward County Public Schools Mobile App Info.*

4. *Volunteer - Get involved in Education info/link & Mentor link*

5. *Online School Forms link (current forms linked to district webpage)*

6. *211 & Suicide Prevention homepage link*

7. *School Newsletter (if available)*

8. *Social Media links - Twitter/ facebook*

9. *Calendar for upcoming school year (as soon as released)*

10. *Make an appointment to tour our outstanding school –We Welcome you!*

11. *Boundary changes Proposed (if applicable)*

1.

**QUICK LINKS** (bottom right corner of homepage)

1. Pinnacle
2. Virtual Counselor
3. Single Sign On – SSO w/explanation & directions
4. NAVIANCE
5. SMART Bond update
6. If providing ESE link, add Gifted & ESOL link
7. School Calendar
8. Online School Payments
9. District Website & District Calendar
10. School Improvement Plan - SIP

## **OUR SCHOOL**

1. Contact Us/Attendance line
2. Dress Code (include unified dress code)
3. Safety Drills (include explanations for code red etc.)
4. Pick up & Drop off directions
5. School & District Policies
  - \*\*Redirect links to actual policies, not district departments or summaries\*\***
  - 5.5 Attendance Policy w/ current Makeup work policy
  - Policy 6000.1 - Student Progression/Promotional Criteria
  - Anti-Bullying Policy 5.9
  - Discipline Matrix
  - Code of Conduct
  - Tobacco Policy, Cell Phone Policy
  - Add link to school board's policies page.
6. School Newsletters, Parent/School Handbooks
7. Single Sign On (Canvas Description w/benefits & directions)
8. Links to feeder elementary, middle schools and high schools
9. PTA/PTO (duplicate in Parent tab)
10. Title 1 info.
11. **SAC, SAF, DAC, Area Advisory, I zone info.** (duplicate in Parent Tab)
  - Update descriptions for each group. Include: dates & times for meetings, agendas & minutes, contact info. for SAC & SAF Chair.
  - \*\* SAC & SAF are 2 separate entities\*\***
12. Medical Authorization Forms (include new High School Medication form)(duplicate in Parent Tab)
13. "Now Hiring" district link (ie: substitute teachers, bus drivers, etc.)
14. School Improvement Plan - SIP
15. Community & Business Partners
16. City or Municipality link (building stronger communities)

2.

## **STUDENTS & PARENTS**

1. Stay Connected – Get the APP (explanation & benefits)
2. Pinnacle, SSO, Virtual Counselor (w/directions)
3. Legislative Info./ Take Action

4. Volunteer Approval & Mentoring
5. School Supplies & Donations needed
6. Discipline matrix for ALL levels
7. Response to Intervention (RTI & MTSS)
8. Procedural Guide for Gifted Education
9. Student Volunteer Hours – Logs
10. Tutoring Available

### **ACADEMICS**

1. Progression Plan, Policy 6000.1
2. Naviance (description & directions)
3. FL Department of Education/Rubric and ranges for FSA & EOC Scores
4. High School Graduation Requirements (Middle & High Schools)
5. Grade Calculator/EOC/Midterms & Finals
6. Practice tests for FSA/EOC/FCAT (science)
7. Academic Resources: Khan Academy, libraries, Algebra Nation etc.
8. Summer Reading (required & suggested)

### **ACTIVITIES**

1. ALL Clubs listed with Contact info. and dates & times of meetings
2. Booster Clubs – Pamphlet “Frequently Asked Questions & Answers”  
(Dept. of Athletics & Student Activities)

### **ATHLETICS**

1. Booster Clubs – Pamphlet “Frequently Asked Questions & Answers”
2. Coach’s contact info.
3. Athletic Calendar w/times & locations of ALL Sporting Events

### **CONTACT**

1. Administration
2. Instructional Staff
3. Office Staff
4. Guidance
5. PTA/PTO
6. Cafeteria
7. Athletic Director
8. ESE Dept.
9. School Advisory Council Chair
10. School Advisory Forum Chair

