

HONEOYE FALLS-LIMA WEB PAGE STYLE SHEET

In order to ensure consistency in how information is added to the HF-L web site, we have identified some formatting that will be standard throughout the entire website. All information posted on the website must be consistent with these standards. Please contact Allison Armstrong(x7019)or Cindy Gorley(x7091) if you have any questions.

Format

1. All forms and newsletters must be published in PDF format to ensure readability on a Mac and PC.
2. Each page should be created using the same font type and size (10-12 recommended) for increased readability. Bolding, italicizing and capitalization should be used conservatively.
3. Photos must be uploaded as .jpg or.gif and cannot exceed 216 pixels in width or 1MB in size. Use "save it for the web" setting in most applications.
4. Paragraphs should be in block format with no indentations, flush left and unjustified. There will be one line between paragraphs.
5. All telephone and fax numbers should be preceded by (585).
6. All staff pages must include an HF-L banner, an email link for the staff member, a link to the HF-L main and the disclaimer as provided on the attached Web Page Guidelines.
7. All menu items/links should be on the left hand side of the page to ensure consistent navigation throughout HF-L web pages.
8. The word District should be capitalized when it is used instead of the name Honeoye Falls-Lima Central School
9. The numbers 1-20 should be written as words, e.g. one, two three etc. All higher numbers should use numeric characters.
10. **All pages should be updated regularly. At a minimum, monthly updates should occur.** Each page should include a field that shows the viewer when that page was last updated.

Web pages can be created using any number of web authoring tools. Those tools include Dreamweaver, Microsoft Word and Blackboard.

Web Site Suggestions

<u>Home Page</u>	Put on a welcome message, photos and any introductory information that you want people to see first
Photo Gallery	Use photos to create an online photo album.
A Day in Our Classroom	Describe a typical day
About Our Classroom	Write an overview of your classroom or describe your program
<u>News and Info</u>	Write an overview of what's available in this section; put in news or announcements that you want people to see first.
Upcoming Events	Use this to advertise upcoming vents in the school or your class
Classroom Rules	Post your classroom rules or expectations
Volunteers Needed	Let parents know what specifics things they can do to help
Field Trips	Showcase your field trips with info and pictures
<u>Resources</u>	Write an overview of what's available in this section: files, activities, web links, and anything else you store here.
Our Songs	Put up lyrics and music files for kids t download.
Important Papers	Post documents and forms you use often
Cool Links	A list of links that your students will enjoy and/or support what you are teaching them.

HONEOYE FALLS-LIMA CENTRAL SCHOOL
Honeoye Falls, NY 14472
WEB PAGE GUIDELINES FOR STAFF and STUDENTS

The availability of Internet access at Honeoye Falls-Lima Central School provides an opportunity for staff and students to contribute to the district’s presence on the World Wide Web. Websites should provide information to the world concerning instruction, curriculum and learning and related activities. For a web page to be posted, an individual must complete and sign the checklist below. Please submit this checklist to your building principal. Following your building principal’s signature please send this signed form to Cindy Gorley/HS tech office via interoffice mail. Upon receipt Cindy will post the site and notify you by email that it is live.

WEB PAGE CHECKLIST

_____ The Index page, first page, should be created using the District Template to help insure page guidelines are met. This template is available in your staff web folder.

_____ Each page lists the name of the school, teacher and classroom or course.

_____ Each page includes a link to the Honeoye Falls-Lima home page (www.hflcsd.org)

_____ Each page includes an email link to the staff member responsible for the web page.

_____ Any use of other's materials for educational purposes is correctly cited using MLA style. For MLA examples please see your building Librarian.

_____ The following statement must be included on each page: “The information on this page represents that of **{staff or student name}** and not necessarily that of or endorsed by the Honeoye Falls-Lima Central School. “

_____ Web page(s) include only student’s first name and initial of the student’s last name.

_____ The school district does not endorse or support any commercial or fund raising sites.

_____ Use of student health records, report cards or disciplinary records are not included or referenced within the web site.

_____ Personal information about employees (phone number, personal e-mail address, home mailing address) may be published only with their written permission.

_____ I understand that I must make changes to keep information current. For this, further approval is not necessary. If the nature of this site changes I will need to resubmit this approval form.

Signature

Date

Building Principal Signature

Date

To create my web pages I used (Circle all that apply)

Dreamweaver
CMS Template

Blackboard
HFL Template

Other: _____