Amherst County Public Schools

Teacher Webpage Guidelines

All ACPS teachers are required to have a web presence on their school site to address weekly assignments and establish an email line of communication. Please adhere to the following guidelines:

1. All school sites should have a faculty listing, with each name linked to the teacher's webpage.

2. The following basic information is <u>required</u> for all teachers:

    a. Teacher's Name

    b. Teacher's email contact (ACPS email address required) and voice mail contact (434-528-6499, ext. 28195)

    c. Classes taught

    d. Weekly assignments including but not limited to

        - SOL and/or brief description of what is being taught

        - Homework

        - Major assignments with due dates (ie: projects, tests, etc.)

3. The following information is <u>suggested</u> as items that may be included:

    a. Syllabus (if provided to students)

    b. Class rules (if provided to students)

    c. Downloadable documents you have created

    d. Calendar (if different than basic information in #2)

    e. Supply lists

    f. Other information that is educationally relevant

4. Items <u>not</u> to include:

    a. Student contact and identification information

    b. Photos of students or student work without signed parental permission on file

    c. Non-school related information of personal nature

5. Drupal is the ACPS designated web format for teacher information (above). Format within the teacher site (ie: use of calendar, use of weekly newsletter, etc.) is at the discretion of the school/teacher as long as the required information (#2) is included.

Each teacher is responsible for ensuring that content is posted and is updated on a weekly basis. Principals will review websites as necessary to ensure that they are current. Teachers who need training or have questions should contact their building ITRT or Joe Goldman, Supervisor of Technology, jgoldman@amherst.k12.va.us.