

Minimum Required Elements

- **Teacher Biography Page** includes a teacher yearbook picture, welcome message with a short bio listing the teacher's professional qualifications and experience, teacher's STPSB email hyperlinked, and school phone number.
- **Calendar Page** is maintained with current class events, assignment due dates, school events, and holidays.
- **Assignment Page** includes up to date homework assignments or weekly newsletters.

Guidelines

- Adhere to St. Tammany template for teacher Web sites
- Sites must be maintained on a weekly basis
- Must have a hyperlinked STPPS email and school phone number
- Teacher information is to include professional information and a professional picture
- No student personal/contact information
- Students' work is not "hosted" on the site
- Can have student pictures with first names with a signed media release
- Can have students' first and last names without a picture and a signed media release
- Do not connect to any social sites, blogs, or wikis that allow interaction or commenting
- Advertisements are not permitted.
- Copyrighted materials cannot be posted without permission.
- Must have correct spelling and grammar
- Content must be age and curriculum appropriate
- No commercial activity, offensive/profane content, political content, or violate any laws.
- Design: (Keep your site professional, concise, and appealing.)
 - Use easy to read fonts appropriately sized.
 - Limit the number of colors used on the site.
 - Choose images that compliment your site and are appropriate to the message.
 - Keep the animation to a minimum.