**Riverdale Website Requirements (PreK-5)**

**Pre-K-5** – Must have an updated Weebly website including the following requirements:

**Home Page** information:

* Name
* Subject(s)/grade(s)
* Essential links:
	+ Riverdale website link
	+ Skyward Parent Portal link
	+ your email link
	+ grade-level specific information/links
	+ class/grade-level schedule(s)

**Google calendar (**can be separate page on website or on homepage)

**Must include:**

* + all daily assignments and homework posted before 4pm daily
	+ all tests, quizzes, and projects posted at least 2-3 days ahead of scheduled date
	+ reminder dates for class/grade-level

**Weekly Newsletter page** – digital version of the newsletter sent home each week

**Subject specific pages** – purpose is to provide all activities, links, documents that would help parent support your instruction and provide his or her child with the tools to maximize success

**Must include:**

* + Textbook link and login information (if available for subject area)
	+ Project assignment page (directions and details of assignment even if one was provided to student) – at least one week before due date
	+ Rubrics (if used for assignment) – at least one week before due date
	+ Study guides for assessments (if provided)

**Helpful to include:**

* + Current lesson tutorials (if available – ex. PPT used with class)
	+ Additional resources/documents associated with lessons
	+ Online sources/programs with login information (if available for subject area)

**About me page:** Does not have to include images of you/family. No specific requirements – just something that reveals something about you/personality, etc.

**Riverdale Website Requirements (6-8)**

**6th-8th** – All teachers must have basic ***Weebly website*** with the following requirements:

**Home Page** information:

* Name
* Subject(s)/grade(s)
* Essential links/items:
	+ Your email
	+ Riverdale website
	+ Schoology (include memo for purpose i.e. calendar, assignments, etc.)
	+ Skyward Parent Portal (include memo regarding purpose i.e. grades)
	+ Grade-level schedule(s)
	+ Discipline Plan
	+ Request-to-Retest Form
	+ Syllabus for course(s) [if you have/use one]
	+ Textbook information

**Google Calendar** – **Optional** to use Google calendar, as each are expected to maintain Schoology calendar for each class. However, if you are not updating/using – **DELETE** it. (Memo on your homepage by Schoology link should include reference to assignments already)

**About me page:** Does not have to include images of you/family. No specific requirements – just something that reveals something about you/personality, etc.

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**6th-8th** – All teachers must have update ***Schoology*** with the following requirements:

**Schoology calendar (**for each class but RTI)

**Must include:**

* all daily assignments and homework posted before 4pm daily
* all tests, quizzes, and projects posted at least 2-3 days ahead of scheduled date
* reminder dates for class/grade-level

**Schoology course pages (**for each class but RTI)

**Must include:**

* + Request-to-Retest Form
	+ Syllabus for course(s) [if you have/use one]
	+ Textbook information
* Course Content
* Project assignment page (directions and details of assignment even if one was provided to student) – at least one week before due date
* Rubrics (if used for assignment) – at least one week before due date
* Study guides for assessments (if provided)

**Helpful to include:**

* Current lesson tutorials (if available – ex. PPT used with class)
* Additional resources/documents associated with lessons
* Online sources/programs with login information (if available for subject area)