



## LAKE DALLAS ISD TEACHER WEBPAGE REQUIREMENTS AND BEST PRACTICES

**PURPOSE:** Please design your teacher website with the parent in mind. If I was a parent whose child had been out sick, could I find how to call or email you? Could I learn what my child had missed in your class? Could I see what my child's schedule is, etc.?

### REQUIRED

- Home Page using About Teacher App
  - Teacher Bio (Suggestions: education, degrees, classes taught, etc.)
  - Photograph (Professional, not candid)
  - Campus Phone Number or Direct Extension
  - LDISD Email Address

### RECOMMENDED

- Class Schedule with Conference Time
- Classroom Rules and Procedures
- Syllabus/Objectives – (This may be a bulleted list, listed on a calendar, TEKS, weekly parent newsletter with activities, etc. )
- Assignments App
- Handouts in PDF format

### REMINDERS

Use only approved LD logos (Web-size LD logos are in the shared library.)

Keep consistent (2-3 colors, white backgrounds, and common, DARK color fonts).

Don't underline words (hyperlink)

Don't post district calendars or bell schedules (link to the ones posted)

Check student photo releases with front office.

**Questions? E-mail me at [mbroadstreet@ldisd.net](mailto:mbroadstreet@ldisd.net)**