



Focus Class Website Checklist

Print Teacher Name

Teacher Signature

Principal/Designee Signature

Directions:

1. Focus Class Websites should be developed and maintained according to the guidelines of this checklist. After developing the website, the teacher will complete a self-check of his/her site using this checklist. An answer of "Yes" must be earned for each Review Element. The submission of this form indicates the website conforms, and will continue to conform, to the guidelines of this checklist for the remainder of the school year.

Review Elements	Teacher Self-Evaluation	Principal/Designee Evaluation
Site design utilizes content and graphics effectively.		
Site utilizes a standard font scheme.		
All website internal and external links work.		
All external links open in a new window.		
Spelling, grammar, and punctuation are correct.		
Site Navigation Menu accurately reflects site content and tools.		
Site content complies with all copyright laws.		
Website contains up-to-date content.		
Content is well-organized and easily navigated.		
Content is grade-level appropriate.		
Content is consistent with educational aims of the SDCC and adheres to national, state, and local laws and policies.		
Site adheres the Clay County Responsible Use Guidelines (SDCC Employee Handbook).		
Site does not contain objectionable material or links to objectionable material.		
Students are not identified as staffed in any special education program.		
I understand that I am responsible for making sure that my class website conforms, and will continue to conform, to the guidelines of this checklist for the remainder of the school year.		