# ARCHDIOCESE OF CHICAGO

## Content for School Websites

## Minimum Required Information

### Contact Information

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Physical and/or Mailing Address |
| | | | Phone/Fax Numbers |
| | | | E-Mail Address of the Principal, Secretary, or Monitored "General" Mailbox |
| | | | Links to Social Media Pages |

### School Information

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Mission, Vision, and Values |
| | | | Principal Welcome |
| | | | Consistent Logo, Fonts, and Colors |
| | | | Profile and/or Why Enroll at this School? |
| | | | Interest Form and/or Application Link |
| | | | Donation Link |
| | | | Link to Parish website |
| | | | Map/Directions |
| | | | Link to Social Media sites |

### Directories

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Principal Information |
| | | | Faculty and Staff links and Information |
| | | | Classes (Course Offerings) |

### News & Announcements

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Upcoming events |
| | | | Recent achievements, celebrations, events |

| | | | Reminders, invitations |
|---|---|---|---|
| | | | |

## Resources

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Student Handbook |
| | | | Parent Handbook |
| | | | Enrollment/Admissions Information |
| | | | Other school policies |
| | | | School forms (if not included in handbook) |

## Calendar

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Holidays |
| | | | Picture Day |
| | | | P/T Conferences |
| | | | Standardized Testing Dates |
| | | | Student Performances |
| | | | Board Meetings |
| | | | Social Events |
| | | | Registration Deadlines |
| | | | Progress/projected date of completion Report Distribution |
| | | | PTA Meetings |
| | | | Fundraising Events |
| | | | Book Fairs |

<span style="color:red">## Optimal Information</span>

## School Information

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | School and/or Parish History |
| | | | Parent Volunteer information |
| | | | Links to academic programs |
| | | | Link to inquiry form for school tours |
| | | | School Board information |
| | | | Latest School Performance Results |

## Contact Information

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Parish Contact and/or Mass Information |
| | | | Link to the Archdiocese of Chicago and (if applicable) BSF |

## Directories

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Teams/Clubs |
| | | | Departments |

## News & Announcements

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Newsletters |
| | | | Requests for participation/support |

## Resources

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Schedule |
| | | | Lunch Menu |
| | | | Athletic Schedule (or in calendar) |
| | | | Alumni Information |
| | | | Dress Code |
| | | | Library/Media Center |
| | | | Guidance and Counseling |
| | | | Graduation Requirements |
| | | | Technology Help Desk |
| | | | Bus Schedule |

## Calendar

| Completed | Progress/Projected Date of Completion | Not Applicable | Content |
|---|---|---|---|
| | | | Community Events |
| | | | Athletic Events |
| | | | Club Events |
| | | | School Tour Dates |

# Suggested Hosting, Support, and Design Sites

SBTC: http://www.sbtcsupport.org/
Educational Networks: www.educationalnetworks.net
Edlio: http://learn.edlio.com/1b-school-website-design
eCatholic: http://www.ecatholicwebsites.com/
SquareSpace: http://squarespace.com/

# Example Sites

| | |
|---|---|
| Northside Catholic Academy: www.northsidecatholic.org/ (Edlio) | Infant Jesus of Prague Parish: www.ijpparish.org/ |
| St. Mary of the Woods: www.smowschool.org/ (Educational Networks) | Pope Francis Global Academy: www.pfgacademy.org/ |
| St. Joseph Parish (Libertyville): www.stjoseph-libertyville.org/ (eCatholic) | St. Theresa School: www.sttheresaschool.com/ (Edlio) |
| St. Joseph School (Libertyville): www.sjscatholic.org/ (Edlio) | Frassati Catholic Academy: www.frassaticatholicacademy.org/ (Wix) |
| St. Paul of the Cross School: www.spc-school.net/ (Strategically Digital) | Our Lady of Mount Carmel Academy: www.olmca.org/ (Educational Networks) |

# Guidelines

1. Reminder:  school websites are public documents and are windows to see what the school is doing.
2. Assigned personnel will update site content, including announcements, articles, images, etc., at least once a week.
3. The calendar should be generated and updated live whenever possible.  If not available, updated calendars should be posted not less than weekly.
4. Personnel should be listed on the website, and the listing should remain current.  Personnel listings should also include contact information for every employee.
5. Use only student first names and pictures if allowed by parents outlined in signed photo release form.
6. Website content is accessible via both desktop and mobile systems, and is appropriately formatted for both.
7. Test all links regularly for accuracy and activity.  A monthly maintenance cycle is suggested.
8. Page length no longer than 2 screens unless logical pattern.
9. All data should be grouped together (tabs on top or side).
10. Documents and files on the school site should be formatted in the most universal formats available.
11. Site should be checked for accessibility and uphold Title II of the Americans with Disabilities Act.

Hosting provider/contract: _____

Domain name: _____

Login/Password: _____