









Evergreen Middle School

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SPECIAL VISITOR

Everett Public Schools Superintendent, Dr. Saltzman, visited Evergreen Middle School on the first day of school.




ANNOUNCEMENTS



Picture Retakes!

Picture retakes will be taking place on Monday, October 14th. You can still place a late order from our first Picture Day. Click the link above for more information.




SAVE THE DATE!

What you can do now to chart your course for your future! Oct. 2 at Cascade High, Oct. 9 and Everett High and Oct. 10 at Jackson High.
Speaker: Jeff Utecht

[Click here to read a quick bio about Jeff](#)

QUICKLINKS

- ★ Technology Resources: 1:1 forms for families
- ★ 19-20 Student Handbook
- ★ Payments Online
- ★ Evergreen PTA
- ★ New Student Registration Forms
- ★ School Supplies List 2019-2020
- ★ Parent Newsletter
- ★ OSPI Washington State Report Card
- ★ School Improvement Plan
- ★ Safety Tip Line
- ★ Panorama Survey Link

 peachjar | flyers

For school site editors

Maintain consistent layouts between sections. **Use Chrome, not IE or Firefox.**

Mission

Standard font italicized.

QuickLinks

- Keep under 10 links (preferably no more than seven).
- Links should be applicable ‘schoolwide’ – not club or grade specific.
- Standard for all schools:
 - Attendance Reporting
 - OSPI Washington State Report Card
 - PaymentsOnline
 - Safety Tip Line
 - School closure and delay information
 - School Improvement Plan
 - Peachjar

Upcoming Events

Shows seven events within the next 30 days.

Message from the Principal

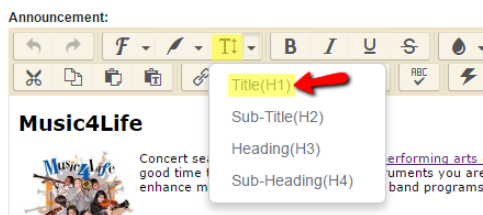
Goes under **Our School** tab, not a **QuickLink**

Announcements

Review announcements weekly.

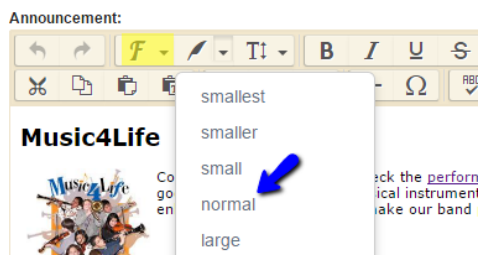
Headings for announcements

Headers—Use drop-down menu for *headers* (do not change *font size*). Choose **Title(H1)** for the header.



Text

Font should be **normal**. Do not change font name or size. All pages should display the default font.



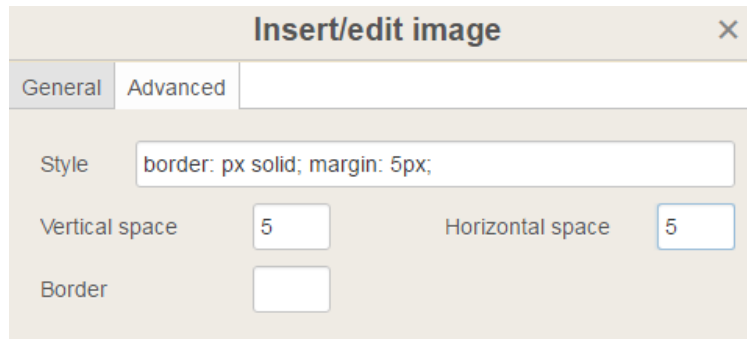
- Text should be left-justified.
- Using a photo (always 250px wide) helps separate your announcements.
- Color—Black is the preferred color. Avoid red, green or yellow as people with color perception issues may have trouble seeing the text.
- No scrolling or flashing text as visitors may find it distracting and skip it.
- Your school colors are automatically part of web design.
 - EPS district branding colors are:
 - Orange (#d9531e)
 - Blue (#01447b)

School logo

- Maximum resolution of 800px x 600px.
- Files should be saved as a .png (to have a transparent background).

Images

- Use the *Insert Image* wizard to add images.
- Insert a **photo** that relates to your announcement. **Do not use clipart on a home page.** Avoid animated images.
- Include meaningful *alternate text* for the image to keep the site ADA compliant. Screen reader applications for visually impaired readers read this too.
- Recommended image width when wrapping text is present:
 - 150 pixels = 1.5 inch: portrait
 - 250 pixels = 2.5 inches: landscape
 - 500 pixels = maximum width for imbedded video
- Use JPG and JPEG images for photos and GIF for poster-type artwork.
- When resizing, it is best to go from a larger image to a smaller one. Making a small image larger can result in a grainy, or *pixelated*, image.



The screenshot shows a dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It has two tabs: "General" and "Advanced". The "Advanced" tab is selected. Inside the "Advanced" tab, there is a "Style" field with the text "border: px solid; margin: 5px;". Below this, there are two input fields: "Vertical space" and "Horizontal space", both containing the number "5". At the bottom, there is a "Border" field which is currently empty.

- After you've uploaded, resized, and inserted image, then right-click the image.
 - Select insert/edit image
 - Click *Advanced* tab
 - Enter 5 for vertical and horizontal space settings

Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

Mega Menus

- Review annually to update photos and links.
- Photos should be 246 pixels wide and 246 pixels high.
- The file name should reflect the menu (i.e. staffmm.jpg, studentmm.jpg).
- Go to [Help Desk](#) to submit work order to update
- Video on how to change text and links at <http://bit.ly/19PTVdV>.

Photos of students

Ensure students are FERPA cleared before posting. If an elementary or middle school student, do not use student's last name with the photo, if possible.

Rotating photo galleries

- **The photo size for the Gallery is 640 x 345 pixels.**
- Use JPG or JPEG images. Crop your images to this setting and be mindful of the 'star' default image placement.
- Use three to six photos, update one or two of the photos each week, if possible.

Copyright©

- Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- Give proper credit for content that is posted from other sites.
- You should make a standard practice of requesting permission from the holder of the work if your use of the material has the potential of being considered an infringement.

Miscellaneous AP rules

- Use hyphens for phone numbers instead of dots, parentheses or slashes.
(e.g. 425-385-4000).
- No superscripts (e.g. 12th). Instead use April 12.
- Headers and subheaders should be **BOLD** only, not underlined (to avoid confusion with [hyperlinks](#)).
- File names should be saved as: Title case, no spaces (e.g. FileName).
- Book titles should be *italicized*, not underlined.

Hyperlinks

Create hyperlinks rather than spelling out URLs or email addresses.

Copying and pasting content

When copying text from Microsoft® Word, consider removing all Word formatting by using *Paste as Text* and reformatting it in the *Editor*.

Links

- Verify that links to outside web pages are functioning, current and appropriate.
- Links to outside web pages and files should open in a new window.

File sizes

- Be aware of the file size of your images, documents and podcasts. Large files take a long time to download—visitors may become frustrated waiting for the content.
- Consider uploading podcasts to a third-party service and use the *Embed Code* app. [Schooltube](http://www.schooltube.com/) (<http://www.schooltube.com/>) is recommended for video.

Tables

- Table appearance may be different, depending on the browser you use.
- Set table width to 90-95 percent to avoid content spilling off the page.
- Be aware of large images which could force a scroll bar to display.
- Set *Image Properties* to wrap text around a photo rather than inserting the image in a table.