

Camera-Ready

HANDBOOK PREPARATION MANUAL



5.5" x 8.5" BOOK

INTRODUCTION

Thank you for choosing School Datebooks. This camera-ready handbook preparation manual explains the setup, proof and approval process. For best results, follow these guidelines and submit file as a PDF. Contact your customer service representative if you have any questions or concerns regarding this process.

PREPARING YOUR CAMERA-READY FILES

- It is **very important** to use the correct page setup when submitting your text for print (see page 2).
- Online templates are available, based on the size of the book you have ordered. To access the templates, go to www.schooldatebooks.com and click "Resources".
 - Note: If you ordered a **Window Cover**, there is a separate template for your Title Page.

PAGE COUNT

- Handbooks are printed in 8-page increments.
 - One sheet of paper is two pages.
 - If the number of pages you are submitting is **less than** your contracted page count, you will have the opportunity to select reference pages to meet your page count. These filler pages will appear at the end of your handbook.
 - If the number of pages you submit is **over** your contracted page count, please contact your customer service representative to discuss increasing your contracted page count.

PROOFING YOUR HANDBOOK

- PROOFING YOUR HANDBOOK IS ESSENTIAL.**
- Proof it once, twice, and a third time. We recommend having different people review and get "fresh eyes" on the layout.
- WYSIWYG** – What You See Is What You Get! If it's on the layout you send to us, it will be in your handbook.
- Make sure any dates and years are correct and reflective of the upcoming school year.

SUBMITTING INFORMATION

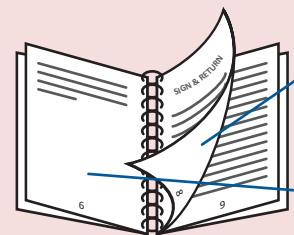
- 1 Uploading a PDF of your camera-ready handbook is recommended. If you are unsure how to save your file as a PDF, please contact us.
- 2 Login to the Zone™ to upload and approve your camera-ready pages. Your order confirmation email included a link to your Zone site. You can contact customer service if you need assistance.
- 3 Upload your handbook by selecting **handbook options** from *Your Notifications*, or click 'Visit Handbook' on the dashboard. Follow the steps to upload, proof and approve.
 - Your proof shows how your handbook will appear when printed. You are approving your handbook **FOR PRINT**. **PROOFING YOUR HANDBOOK IS ESSENTIAL.** Don't forget – **WYSIWYG!**
 - If you have concerns regarding your proof, contact your customer service representative for assistance. Do not submit 'as is' for print until you are satisfied with your proof.

CAMERA-READY HANDBOOK SUBMISSION CHECKLIST

Use the following checklist prior to uploading your document(s). Only submit final files. School Datebooks will not make changes or corrections to the documents.

- Is your page setup (paper size and margins) correct based on book size? Using incorrect page setup may result in your handbook content not fitting as expected.
- Did you order a Window Cover? If so, does your information on the Title Page fit correctly within the window area?
- Do you have a Table of Contents? If so, have your page numbers been checked for accuracy?
- Has your school name changed and is this reflected throughout the document?

- Do you have pages that will be torn out? If so, make sure that tear-out page is an odd-numbered page, followed by a blank, even-numbered page.



Add a blank after the tear-out

You may need a blank here as well to get the tear-out onto its own sheet

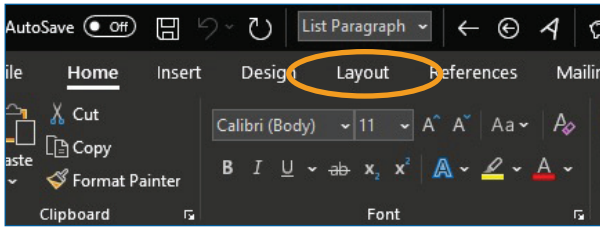
Note:

- If you include copyrighted material, be sure you have approval to use it.

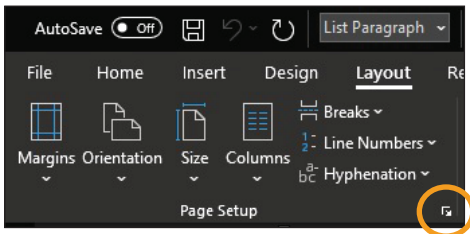
Tardy Procedures
1. When the tardy bell rings, teachers will close classroom doors.
2. All students late to class will report to the administrator's tardy area to receive a tardy slip. Students MUST have their actual ID for the Tardy to be issued.
3. All students arriving late to school, except for those who have been excused, must report to the Administrator Tardy area to check in and receive a tardy slip to class.
Excused tardies will be issued if the student has a doctor's note, appointment, and longer or proof of the appointment was from the facility. Tardy slips and not checking in will be cause for disciplinary action. Excused tardies will result in disciplinary action.
4 tardies = warning
5 tardies = parent contact
6 tardies = 2 days of in-school suspension (day 1) (in-school suspension)
7 tardies = 2 days after school work days
8 tardies = 1 day of in-school suspension (ISPP)
10 tardies = parent conference with appropriate discipline
Accidents, Illness, and Medication
All accidents must be written up and filed in the Student Services office. Students may receive a pass for an accident. In case of illness, parents will be notified by telephone. If a student needs to bring any medication from prescription or over-the-counter to school, the parent is required to bring a Medication Release Form. These forms may be obtained from the Student Services office. A student's medication must be kept in the office until needed. Students are not to give any medication to another student.
Early Dismissal
To be considered early dismissal, students must bring a note to the Student Services office by the end of the first period on the morning of the early dismissal. This note must be signed by a parent and include the student's full name, the date, time, reason for early dismissal, and a phone number for a parent/caregiver to verify the early dismissal. After verification, the student should report to the Student Services office to pick up their Early Dismissal slip. The student will check this slip to the classroom teacher. The teacher will release the student from class at the time listed on the slip. The student will then sign out to Student Services. If a student is not signed out for an early dismissal, then a signed note of absence verification for a parent is required for an early dismissal. Once returning to school from an early dismissal, the student is to bring either the Early Dismissal slip signed by the parent, a doctor's note, or a note written and signed by the parent to Student Services.
Consequences for Violation of School Policies
Campus/Courtyard Duty – Students assigned campus/courtyard duty will submit their report during the last 15 minutes of their duty period. Campus/courtyard duty forms must be completed by the person who supervises the duty.
After School Detention – Students assigned After School Detention (ASD) will report to Student Services by 3:00 p.m. and will remain with the ASD teacher for one hour performing campus/courtyard duty. If the student is responsible for completing the assignment and is absent on the day, the student is absent from school on the day detention is assigned. Tardies must report to the next regularly scheduled detention to avoid further, more severe consequences.
In-School Suspension Program – The In-School Suspension Program (ISSP) is designed as an in-school, all-day, study hall. Students are expected to complete the work assigned and are responsible for turning in all completed work to their classroom teacher. If a student is not present for the entire day, the student is absent from school on the day of suspension.
Suspension – An in-school suspension shall be imposed for intermediate (Class C) or higher offenses. Students reporting to school from a suspension must obtain an excused receipt from Student Services before reporting to class.

PAGE SETUP FOR 5.5" x 8.5" CAMERA-READY HANDBOOK

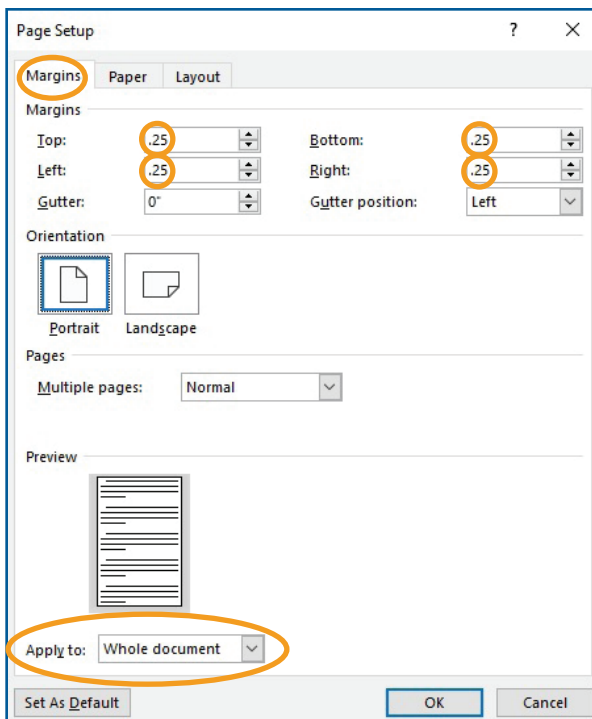
1. Open Word file. "Select All" of your text (press Ctrl + A).
2. Click the "LAYOUT" tab at the top of the page.



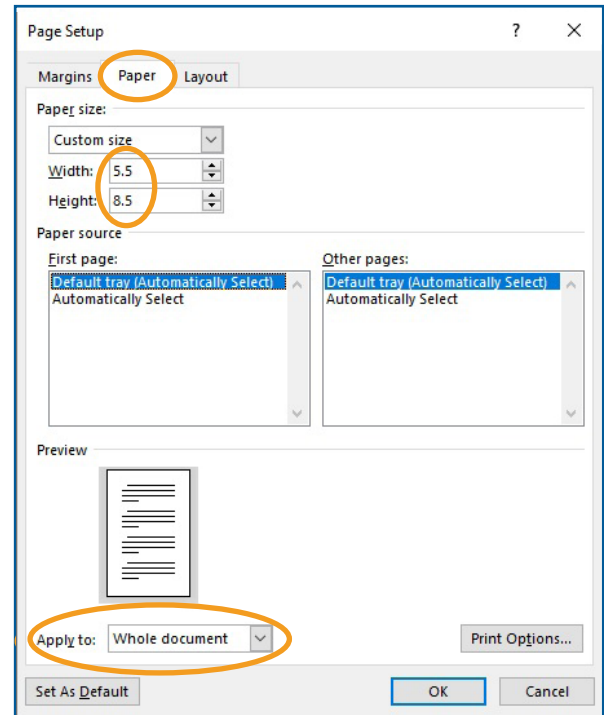
3. Click on the "PAGE SETUP" rollout. This will open the "Page Setup" window.



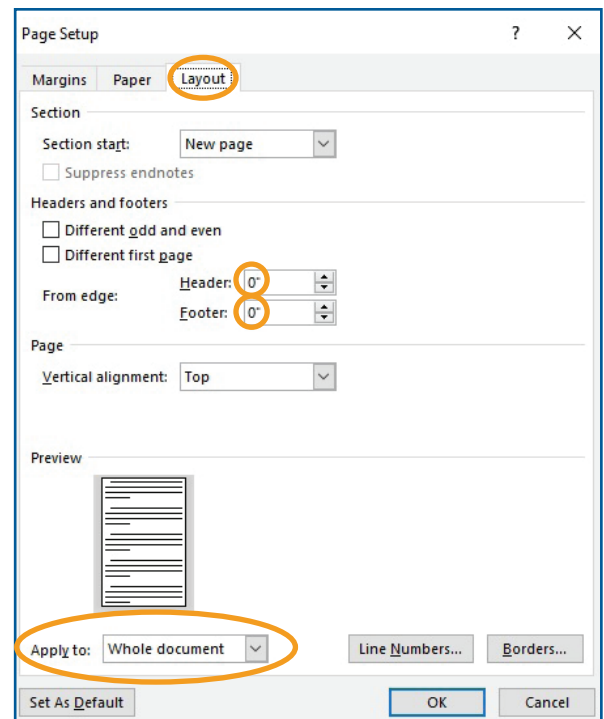
4. Click on the "MARGINS" tab and change the Top, Bottom, Left and Right margins to .25 inches. Do not change gutter or gutter position. Make sure you apply these settings to the whole document.



5. Click the "PAPER" tab and change the page size to: Width = 5.5" Height = 8.5"



6. Finally, click the "LAYOUT" tab and change the "Header" and "Footer" to 0".



Once you click "OK", you will then need to go back through your file that is now the correct size throughout and ensure proper formatting (i.e., page breaks, custom tabs, and tables within your file).

For best results, use the Camera-Ready handbook guidelines and submit file as a PDF.

THIS TEMPLATE IS AVAILABLE ONLINE AT WWW.SCHOOLDATEBOOKS.COM/RESOURCES.