

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

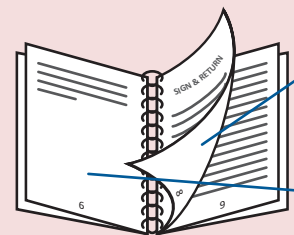
- 1 Uploading a PDF of your camera-ready handbook is recommended. If you are unsure how to save your file as a PDF, please contact us.
- 2 Login to the Zone™ to upload and approve your camera-ready pages. Your order confirmation email included a link to your Zone site. You can contact customer service 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

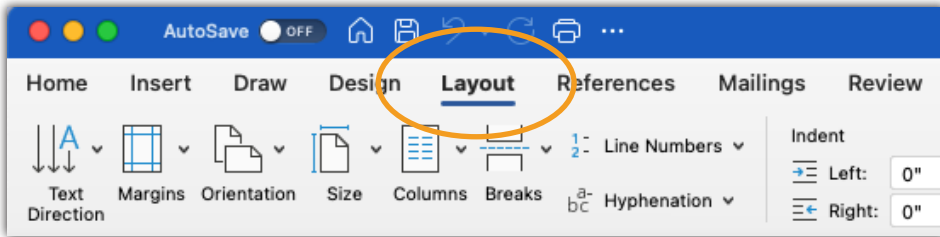
- Have you checked your document for spelling or grammatical errors?
- Note:**
- If you include copyrighted material, be sure you have approval to use it.

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| Tardy Procedures |
| 1. When the tardy bell rings, teachers will close classroom doors. |
| 2. All students late to class will report to the administration/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 the ones who have tardy slips, must report to the Administration/Tardy area to check in and receive a tardy slip to class. |
| Excused tardies will be issued if the student has a doctor's/dentist appointment, and longer or prior to the appointment and has the facility. Arriving late 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) (90-minute work) |
| 7 tardies = 2 days after school work (week) |
| 8 tardies = 4 days of in-school suspension (ISSP) |
| 9 tardies = parent conference with appropriate discipline |
| Accidents, Illness, and Medication |
| All accidents that occur on school property will be reported to Student Services office. Students may receive a pass and return to class. All illness reports will be treated by receiving a pass and return to class. All illness reports will be treated by receiving a pass and return to class. If a student needs to bring any medication from parent(s) or guardian(s) to school, the parent is required to fill out 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 notification, the student should report to the Student Services office to pick up an Early Dismissal slip. The student will pick 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. The slip is to be signed out for a parent. |
| With a signed note, a doctor's verification for a parent are required for an early dismissal. Upon 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 |
| Canteen/Courtyard Duty - Students assigned canteen/courtyard duty will submit their report during the last 15 minutes of their lunch period. Canteen/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 cleanup duties. To the student's responsibility to complete the assignment and to report on time. If the student is absent from school on a day detention is assigned, he/she must report to the next regularly scheduled detention to report 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. ISSP must be 100%. |
| 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. |

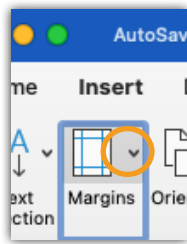
PAGE SETUP FOR 5.5" X 8.5" CAMERA-READY HANDBOOK

1. Open Word file. "Select All" of you text (press Command + A).

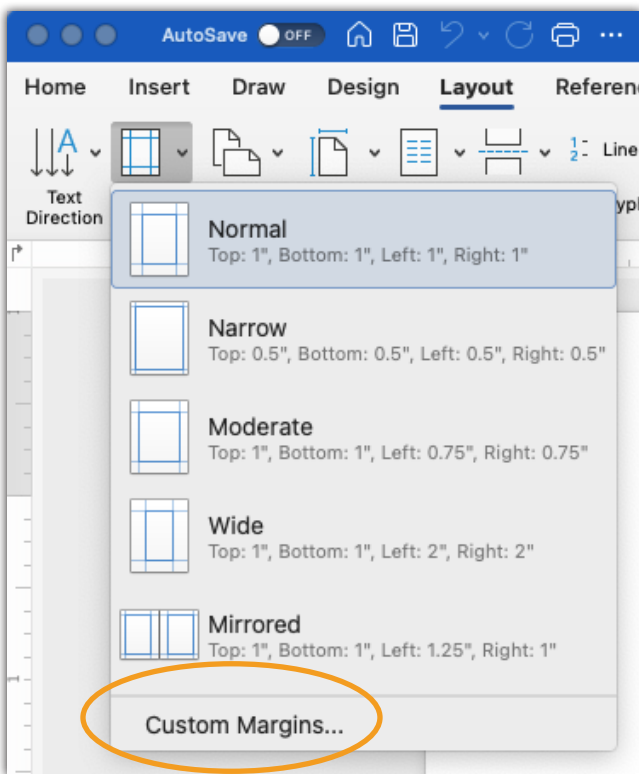
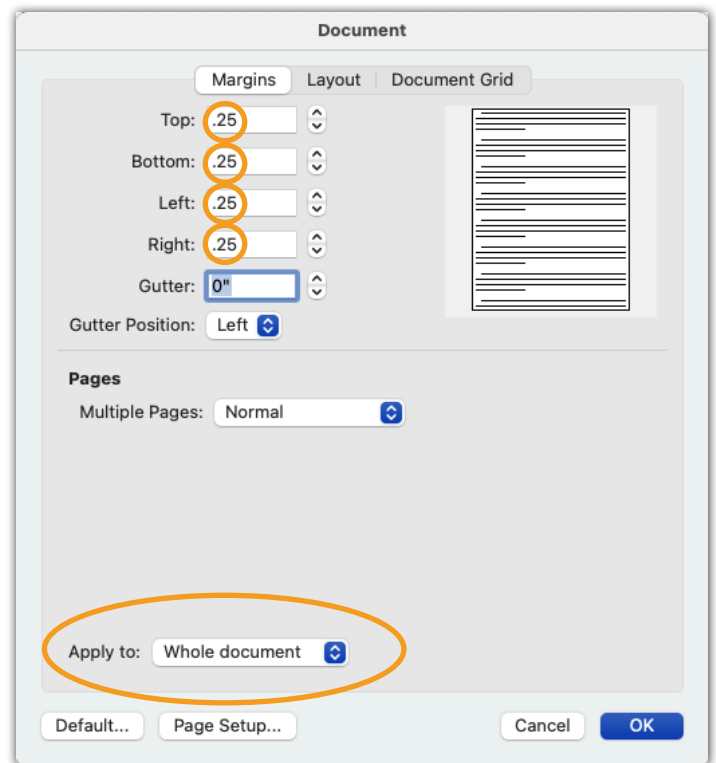
2. Click the "Layout" tab at the top of the page.



2. Click the "Margins" arrow and select the "Custom Margins" option.

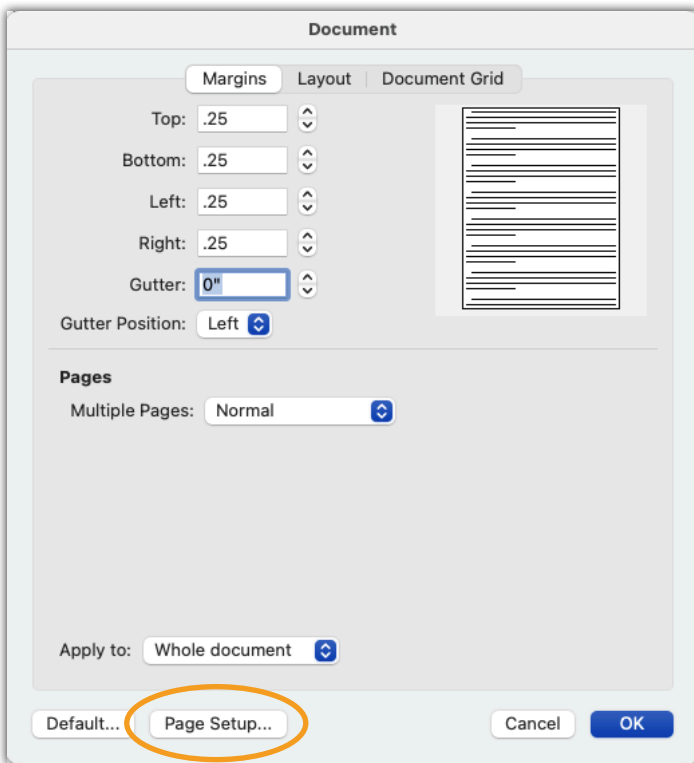


3. Enter **.25 inches** in the Top, Bottom, Left, and Right fields. Make sure the "Apply to: Whole document" is selected!

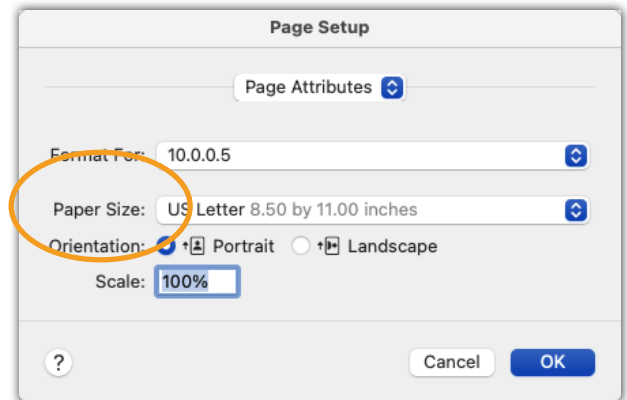


PAGE SETUP FOR 5.5" X 8.5" CAMERA-READY HANDBOOK

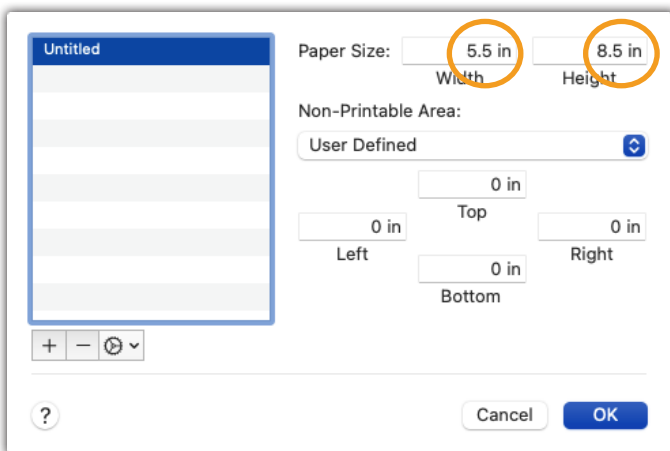
4. Click the "Page Setup ..." button .



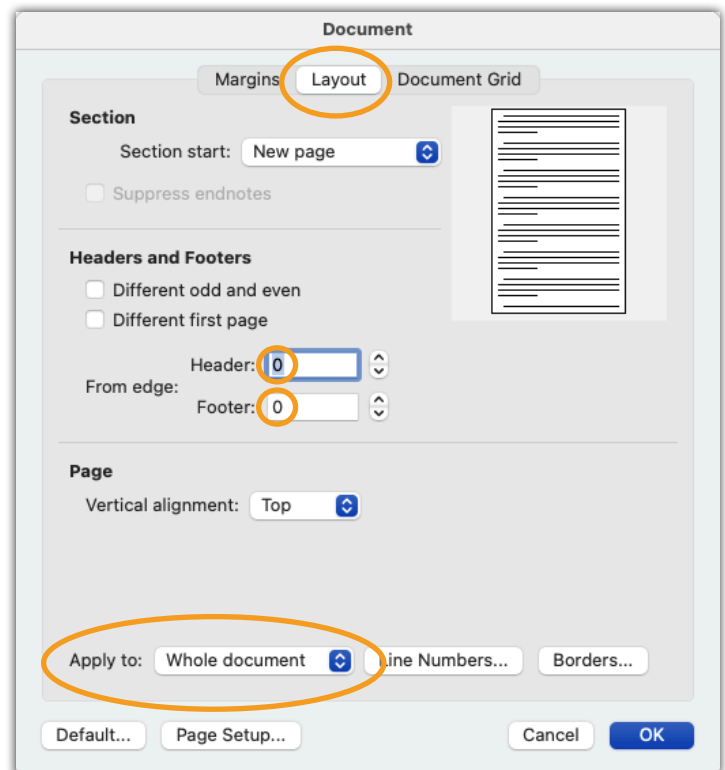
5. Select the "Paper Size:" dropdown and then select "Manage Custom Sizes"



6. Change the page size to:
Width = 5.5" x 8.5"



7. Click "OK". Click "OK" again. And then select the "Layout" tab. Change the "Header" and "Footer" to 0".



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