

How to Prepare Information/File for Handbooks

ANY HANDBOOKS THAT ARE CAMERA READY: Supply a pdf on the O drive.

ANY HANDBOOKS WE ARE DOING THE DESIGN/LAYOUT ON:

- Start by marking **small** corrections on a copy of last years handbook in **red ink**.
- Any larger changes/additions should be typed in a Word file. Cross out the section that changes in the handbook and mark “replace” or “add.” Type all additions/changes in 1 word file in the order they appear in the handbook.
- Update the table of contents if possible. We can fine-tune it in the proofing stage if needed.
- Don’t forget to update the district calendar section if you include this in your handbook. We do not automatically do this. When typing this information it should be as follows:

Date	1 tab	event	return	
Date	1 tab	event	return	and so on.

Typing a row of periods(or tabs) between a date and an event on a the calendar section is time consuming for you and for us. It takes you time to type them in and it takes us time to take them out.

- We will automatically update the district notifications as seperate pages added to the end of your handbook information (12 pages).
- Please retype any staff list in it’s **entirety** that is included in the handbook.
- Guidelines for typing information that is on the **calendar pages**

We will have the Holidays & District Holidays/early dismissals already on the master calendar (see following pages) **you do not need to type this information**, you will have the option to delete items on the proof. We will add your additional information after the district information on these dates.

EXAMPLE OF HOW YOUR FILE SHOULD LOOK: (no tabs please,single returns)

August
3
Executive Council Meeting A.M.
Principal Meeting P.M.
18
August Orientation 5:00-6:00 p.m. Children Welcome
September
5
Step Up Preschool Starts

- Please check your items carefully, so there aren’t a lot of changes on the proof.
- Your Word file with the updates should be copied to the “O” drive in the Graphics and Printing folder-in your schools folder, indicate this on the job ticket or hard copy printout. Any “**camera ready**” items like calendars and School Improvement Plans **should be convert to pdfs** and put on the O drive. Call Technology Helpdesk if you don’t know how to do this. We cannot use Publisher files.
- We prefer that you do not e-mail files except in the case of an emergency and only when approved by a graphic artist. **When e-mailing always send to graphics@cr.k12.ia.us. Do not send to individual graphic artist.**
- Type everything flush left.
- Single space between headlines and paragraphs. Double-space after articles.
- **Don’t worry about making things line up and “look nice” on your screen;** we will have to spend a lot of time removing all your formatting.
- Always run a **spellcheck** program on your document and make any corrections before sending the file to us.
- Print out hard copy and send along with last years **sample and job ticket**.
- Please proof ASAP to keep your handbook moving along. Include an alternate phone number if you will be away from school for a number of days in case we have questions.

**TO BE FAIR - HANDBOOKS ARE DONE IN THE ORDER THEY ARRIVE IN OUR SHOP,
NOT BY THE DUE DATE.**

If you follow these directions we can produce your handbook the most efficient way.

Call 558-2200 with any questions and Mary will be happy to help.

2014**July****2014**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
		1	2	3	4 <i>Independence Day</i>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 <i>Id-al-Fitr</i>	30	31		

2014

August

2014

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 <i>New Teacher Pre-Service</i>	15 <i>New Teacher Pre-Service</i>	16
17 <i>New Teacher Pre-Service</i>	18 <i>New Teacher Pre-Service</i>	19	20 <i>Teacher Pre-Service (includes State-funded Staff Learning Day)</i>	21 <i>Teacher Pre-Service (includes State-funded Staff Learning Day)</i>	22 <i>Teacher Pre-Service (includes State-funded Staff Learning Day)</i>	23
24	25 <i>Teacher Pre-Service (includes State-funded Staff Learning Day)</i>	26 Day 1 First Day of Classes- Staff Learning Day/ Early Dismissal 1:30	27 Day 2	28 Day 3	29 Day 1	30
31						

2014

September

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <i>Labor Day- NO SCHOOL</i>	Day 2 2	Day 3 3	Day 1 4	Day 2 5	6
7	Day 3 8	Day 1 9	Day 2 10 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 3 11	Day 1 12	13 <i>Yom Kippur</i>
14	Day 2 15	Day 3 16	Day 1 17	Day 2 18	Day 3 19	20
21	Day 1 22	Day 2 23	Day 3 24 <i>Staff Learning Day – Early Dismissal 1:30 Rosh Hashanah</i>	Day 1 25 <i>Rosh Hashanah</i>	Day 2 26 <i>Rosh Hashanah</i>	27
28	Day 3 29	Day 1 30				

2014

October

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 2 1	Day 3 2	Day 1 3 <i>Yom Kippur</i>	4 <i>Yom Kippur</i>
5 <i>Id al-Adha</i>	Day 2 6	Day 3 7	Day 1 8 Staff Learning Day – Early Dismissal 1:30	Day 2 9	Day 3 10	11
12	Day 1 13 <i>Columbus Day</i>	Day 2 14	Day 3 15	Day 1 16	Day 2 17	18
19	Day 3 20	Day 1 21	Day 2 22 Staff Learning Day – Early Dismissal 1:30	Day 3 23	Day 1 24	25
26	Day 2 27	Day 3 28	Day 1 29	Day 2 30	Day 3 31	

2014

November

2014

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1
2	Day 1 3	Day 2 4	Day 3 5 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 1 6	Day 2 7	8
9	Day 3 10	Day 1 11 <i>Veterans Day</i>	Day 2 12	Day 3 13	Day 1 14	15
16	Day 2 17	Day 3 18	Day 1 19	Day 2 20	Day 3 21	22
23	24 <i>Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS</i>	25 <i>Staff Progress Reporting Day – NO SCHOOL FOR STUDENTS</i>	26	27 <i>Thanksgiving Day</i>	28	29
30	HOLIDAY BREAK					

2014

December

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	Day 1 3 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 2 4	Day 3 5	6
7	Day 1 8	Day 2 9	Day 3 10	Day 1 11	Day 2 12	13
14	Day 3 15	Day 1 16 <i>December 16-24 Hanukkah</i>	Day 2 17 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 3 18	Day 1 19	20
21	Day 2 22	Day 3 23 <i>Staff Learning Day – Early Dismissal 1:30</i>	24	25	26	27
			HOLIDAY BREAK			
				Christmas		
28	29	30	31			
	HOLIDAY BREAK					

2015

January

2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <i>New Year's Day</i>	2 HOLIDAY BREAK	3
4	Day 1 5	Day 2 6	Day 3 7 Staff Learning Day – Early Dismissal 1:30	Day 1 8	Day 2 9	10
11	Day 3 12	Day 1 13	Day 2 14	Day 3 15	Day 1 16	17
18	19 Staff Learning Day – NO SCHOOL FOR STUDENTS <i>Martin Luther King's Birthday</i>	Day 2 20	Day 3 21	Day 1 22	Day 2 23	24
25	Day 3 26	Day 1 27	Day 2 28 Staff Learning Day – Early Dismissal 1:30	Day 3 29	Day 1 30	31

2015

February

2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Day 2 2	Day 3 3	Day 1 4 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 2 5	Day 3 6	7
8	Day 1 9	Day 2 10	Day 3 11	Day 1 12 <i>Lincoln's Birthday</i>	Day 2 13	14 <i>Valentine's Day</i>
15	16 <i>Staff Learning Day – NO SCHOOL FOR STUDENTS Potential Snow Make-up Day President's Day</i>	Day 3 17	Day 1 18	Day 2 19	Day 3 20	21
22 <i>Washington's Birthday</i>	Day 1 23	Day 2 24	Day 3 25 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 1 26	Day 2 27	28

2015

March

2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Day 3 2	Day 1 3	Day 2 4	5 Staff Learning Day – NO SCHOOL FOR STUDENTS <i>Potential Snow Make-up Day</i>	6 Staff Progress Reporting Day- NO SCHOOL FOR STUDENTS	7
8	Day 3 9	Day 1 10	Day 2 11	Day 3 12	Day 1 13	14
15	Day 2 16	Day 3 17	Day 1 18 Staff Learning Day – Early Dismissal 1:30	Day 2 19	Day 3 20	21
22	23	24	25	26	27	28
SPRING BREAK/HOLIDAY						
29	Day 1 30	Day 2 31				

2015

April

2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Day 3 1	Day 1 2	Day 2 3 Staff Learning Day – Early Dismissal 1:30 Jewish Passover	Jewish Passover 4
Easter 5	Day 3 6	Day 1 7	Day 2 8	Day 3 9	Day 1 10	11
Orthodox Easter 12	Day 2 13	Day 3 14	Day 1 15 Staff Learning Day – Early Dismissal 1:30	Day 2 16	Day 3 17	18
19	Day 1 20	Day 2 21	Day 3 22	Day 1 23	Day 2 24	25
26	Day 3 27	Day 1 28	Day 2 29 Staff Learning Day – Early Dismissal 1:30	Day 3 30		

2015

May

2015

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					Day 1 1	2
3	Day 2 4	Day 3 5	Day 1 6 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 2 7	Day 3 8	9
10	Day 1 11	Day 2 12	Day 3 13	Day 1 14 <i>Orthodox Ascension</i>	Day 2 15	16
17	Day 3 18	Day 1 19	Day 2 20 <i>Staff Learning Day – Early Dismissal 1:30</i>	Day 3 21	Day 1 22	23
24	25 <i>Memorial Day- NO SCHOOL</i>	Day 2 26	Day 3 27	Day 1 28	Day 2 29	30
31						

2015

June

2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Day 3 1	Day 1 2	Day 2 3	Day 3 4	Day 1 5 <i>LAST DAY OF CLASSES - Early Dismissal/Clerical 1:30</i>	6
7	8 <i>Staff Progress Reporting Day Potential Snow/Staff Learning Makeup Days</i>	9 <i>Potential Snow Makeup Days</i>	10 <i>Potential Snow Makeup Days</i>	11 <i>Potential Snow Makeup Days</i>	12 <i>Potential Snow Makeup Days</i>	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2015**July****2015**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1	2	3 <i>Independence Day</i>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2015**August****2015**

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					