

Editable Pages and
Covers in Color and B&W

Create Your Own
Class ★ ★ ★
Handbook

Laura Candler

Mrs. Candler's
Class
Handbook
2015 - 2016

Mrs. Candler's
CLASS
HANDBOOK

Mrs. Candler's
Class
Handbook
2015 - 2016

OUR CLASS
HANDBOOK
2015 - 2016

Mrs. Candler's 2015-2016
Classroom
Survival
Guide



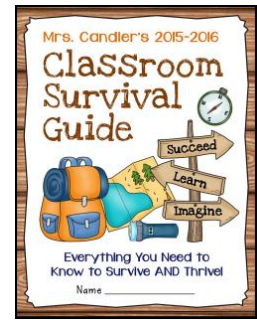
Everything You Need to
Know to Survive AND Thrive!

Name _____

Name _____

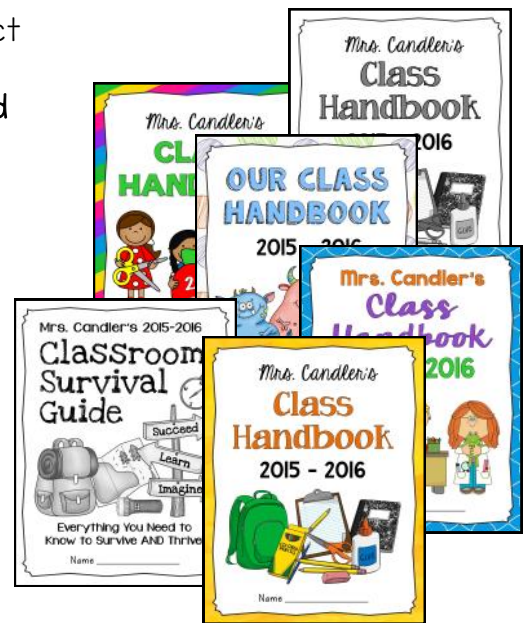
Create Your Own Class Handbook

by Laura Candler



Create Your Own Class Handbook includes directions and editable documents to make it easy for you to create a unique handbook for your classroom. You can customize one of the five cover designs and edit the handbook pages to include information about YOUR own class. Think of it as a survival guide for your students that explains everything they need to not only survive, but THRIVE in your classroom! It's a great place to include items not found in the school handbook, such as your homework policies, snack guidelines, supply lists, contact information, grading policies, and more! If that list sounds intimidating, don't worry! Whether you call it a handbook or a classroom survival guide, the process will be easier than you think with these editable documents!

In addition to this PDF booklet with directions, the product folder includes two editable files. To customize your cover and pages, you'll need a working knowledge of **Word** and **PowerPoint**. You'll be able to change backgrounds, choose new fonts, resize the words and images, add and remove images, and change the text. I have included basic editing directions, and if you need more help, you can find excellent tutorials online.

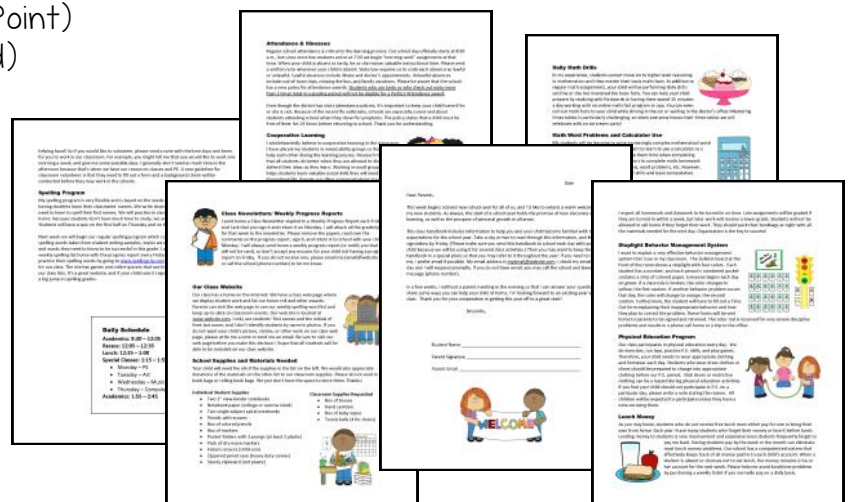
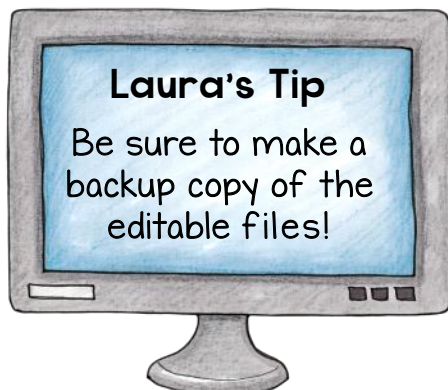


What's In This PDF Booklet

- Directions for editing the documents
- Thumbnail versions of the cover designs
- Links to the fonts used on the covers
- PDF versions of the handbook pages

Editable Class Handbook Files

- 5 editable cover designs (PowerPoint)
- 6 editable handbook pages (Word)

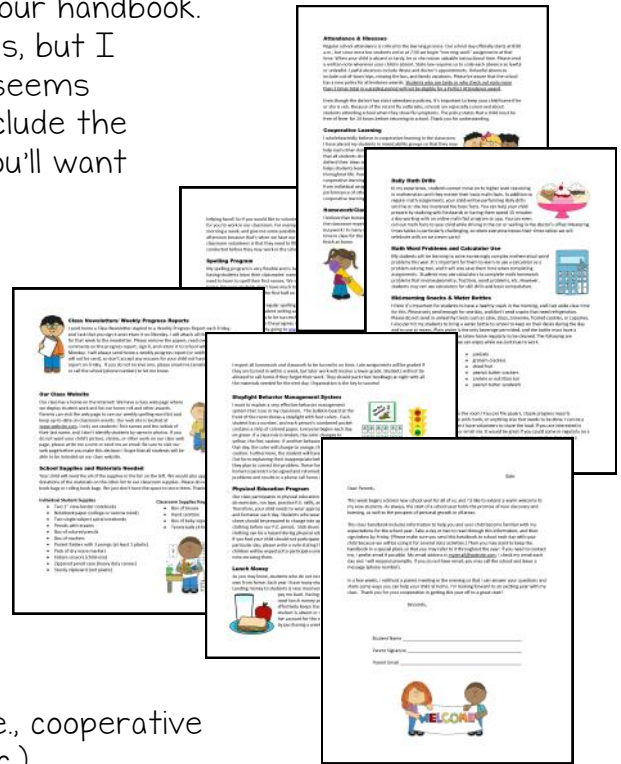


What to Include in Your Handbook

Before you begin, take a few moments to decide what information you want in your class handbook. Include anything that will help your students be successful in your classroom, including your own policies and guidelines. Think about the questions your students and/or their parents ask over and over, and include that information. Scroll through the sample pages in this booklet to see what I included in mine.

Here's a list of topics you might want to cover in your handbook. It includes some of the items on the sample pages, but I added ideas from other teachers, too. If the list seems overwhelming, remember that you only need to include the most essential information this year. Each year, you'll want to update it by revising it and adding more details.

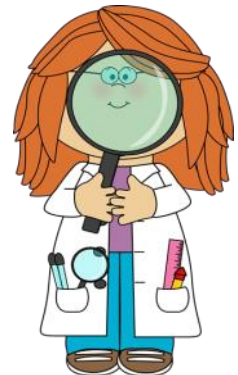
- Cover with class name and year
- Welcome letter
- Best way to contact you
- Class website or blog info
- Homework policies
- Grading policies
- Snack guidelines
- Birthday party policies
- List of classmates' names
- Classroom lunch schedule
- Supply list or materials requested
- Brief descriptions of your teaching methods (i.e., cooperative learning, literature circles, reading workshop, etc.)



How to Customize the Handbook Pages

To start customizing the pages, open the Word document titled *Class Handbook Pages* and save it under another name. The text is in two basic fonts, Calibri for the body and Arial Black for the headings. If your pages don't look like my samples, you probably don't have those fonts installed on your computer. However, as long as the body text is easy to read and the headings are bold, it's not necessary for them to look exactly like mine. You can revise or remove text, change the order of the paragraphs, or add new text.

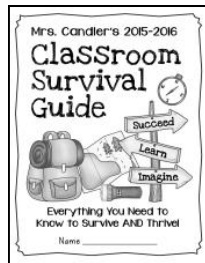
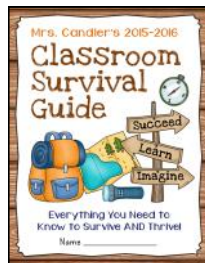
As you revise the text, change clipart that doesn't match your new content. All of the images have a similar look because I used free clipart from www.mycutegraphics.com. If you want to change the clipart, you'll find dozens of images to go with just about any content you might want to add. If the clipart on [MyCuteGraphics](http://MyCuteGraphics.com) is too babyish for your students, remove it and insert your own. You can use the free clipart that comes with Word, or try searching for more modern-looking clipart on TeachersPayTeachers.com.



Choose and Install Cover Fonts

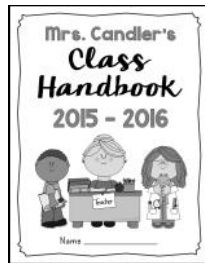
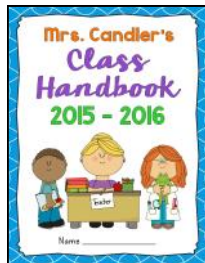
The editable PowerPoint file called **Class Handbook Cover Designs** includes five different cover options in both color and black and white. When you open the file, you may notice that those covers look very different from the pages in this booklet. Don't worry! This problem is easily corrected by installing the necessary fonts. Arial is common on most computers, and the other creative fonts are free from Kimberly Geswein's Fonts.

Choose your favorite cover design from below. The font titles are linked to their free download pages, so click on each font that you need and download it. Then follow the instructions in your computer's user guide to install each font. After doing so, you may need to close PowerPoint and reopen it in order for the font changes to take effect.



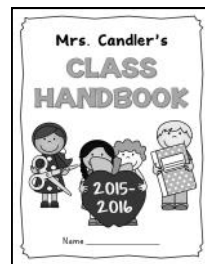
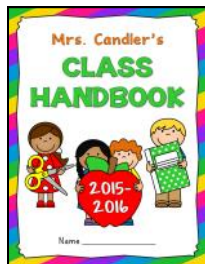
Survival Guide Design Fonts

- [Love Ya Like A Sister](#)
- [KG Dark Side](#)
- [KG When Oceans Rise](#)



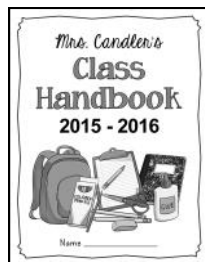
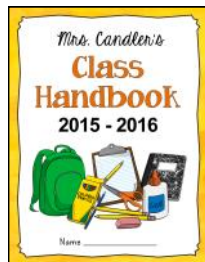
Kids and Teacher Design Fonts

- [KG What the Teacher Wants](#)
- [KG Camden Market Script](#)
- [KG When Oceans Rise](#)



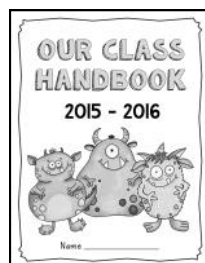
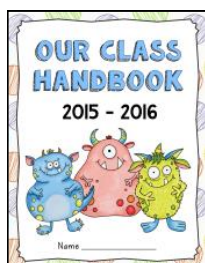
Kids and Apple Design Fonts

- [KG Shadow of the Day](#)
- [KG The Last Time](#)
- [KG When Oceans Rise](#)



School Supplies Design Fonts

- [KG Eyes Wide Open](#)
- [Janda Curlygirl Chunky](#)
- [KG When Oceans Rise](#)



Three Monsters Design Fonts

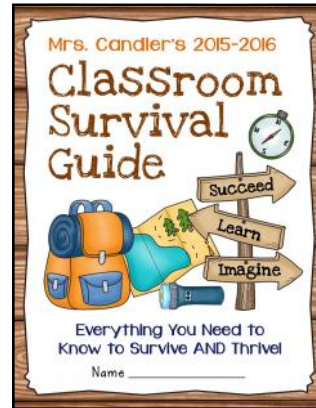
- [KG Summer Sunshine \(Blackout\)](#)
- [KG What the Teacher Wants](#)
- [KG When Oceans Rise](#)

How to Customize Your Handbook Cover

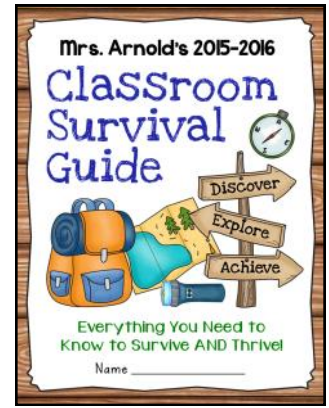
After you have installed the necessary fonts, open the **Class Handbook Cover Designs PowerPoint** file and save it under a different name. Navigate to the design you want to customize and delete all other pages in the file. Be sure to save your changes regularly throughout the editing process.

To edit your cover, highlight the text you want to change and enter your own text. To change the font style or size, highlight the text and select a new size or style. You can change the text color, make it bold or italics, add a shadow, and so on. To move a block of text, click on it and drag it to a new location.

Your editing options for the clipart are more limited. You can move the entire group of images or delete the group entirely and insert your own clipart. Unfortunately, you will NOT be able to separate the individual images from the group and rearrange them in a new way. Clipart that is purchased must be secured in a file so that individual images can't be downloaded and used by someone else. If you like the clipart for a cover, you can purchase it from one of the stores below.



Original Cover



Edited Cover

Proofread Final Draft and Request an Administrative Review

Don't forget to proofread your handbook carefully before you print it! Then print one copy and check it again for errors. Next, ask your principal to review the final draft of your handbook before you print copies for your class. This step will ensure that all policies in your handbook will be supported by your administration if they are questioned by your students or their parents. Finally, if you plan to distribute your handbook electronically, convert your edited documents to PDF format and combine them into one PDF file.



Artwork Credits for Clipart, Backgrounds, and Borders

My Cute Graphics (Free) www.mycutegraphics.com

Ashely Hughes www.teacherspayteachers.com/Store/Ashley-Hughes-38

Scrappin Doodles www.teacherspayteachers.com/Store/Scrappin-Doodles

Mad Clips Factory www.teacherspayteachers.com/Store/Mad-Clips-Factory

Kate Hadfield Designs www.teacherspayteachers.com/Store/Kate-Hadfield-Designs

Digital Classroom Clipart www.teacherspayteachers.com/Store/Digital-Classroom-Clipart

Dancing Crayon Designs www.teacherspayteachers.com/Store/Dancing-Crayon-Designs



Date _____

Dear Parents,

This week begins a brand new school year for all of us, and I'd like to extend a warm welcome to my new students. As always, the start of a school year holds the promise of new discovery and learning, as well as the prospect of personal growth in all areas.

This class handbook includes information to help you and your child become familiar with my expectations for the school year. Take a day or two to read through this information, and then sign below by Friday. (Please make sure you send this handbook to school each day with your child because we will be using it for several class activities.) Then you may want to keep the handbook in a special place so that you may refer to it throughout the year. If you need to contact me, I prefer email if possible. My email address is myemail@website.com. I check my email each day and I will respond promptly. If you do not have email, you may call the school and leave a message (phone number).

In a few weeks, I will host a parent meeting in the evening so that I can answer your questions and share some ways you can help your child at home. I'm looking forward to an exciting year with my class. Thank you for your cooperation in getting this year off to a great start!

Sincerely,

Student Name _____

Parent Signature _____

Parent Email _____





Class Newsletters and Weekly Progress Reports

I send home a Class Newsletter stapled to a Weekly Progress Report each Friday, and I ask that you sign it and return it on Monday. I will attach all the graded papers for that week to the newsletter. Please remove the papers, read over the comments on the progress report, sign it, and return it to school with your child on Monday. I will always send home a weekly progress report (or notify you that one will not be sent), so don't accept any excuses for your child not having a progress report on Friday. If you don't receive one, please email me (email@website.com) or call the school (phone number) to let me know.

Our Class Website

Our class has a home on the Internet! We have a class web page where we display student work and list our honor roll and other awards. Parents can visit the web page to see our weekly spelling word list and keep up-to-date on classroom events. Our web site is located at www.website.com. I only use students' first names and the initials of their last name, and I don't identify students by name in photos. If you do not want your child's picture, stories, or other work on our class web page, please write me a note or send me an email. Be sure to visit our web page before you make this decision! I hope that all students will be able to be included on our class website.



School Supplies and Materials Needed

Your child will need all of the supplies in the list on the left. We would also appreciate donations of the materials on the other list to our classroom supplies. Please do not send in large book bags or rolling book bags. We just don't have the space to store them. Thanks!

Individual Student Supplies

- Two 1" view-binder notebooks
- Loose-leaf notebook paper
- Two single-subject spiral notebooks
- Pencils with erasers
- Box of colored pencils
- Box of markers
- Pocket folders with 3 prongs (at least 2 plastic)
- Pack of dry erase markers
- Fiskars scissors (child-size)
- Zippered pencil case (heavy duty canvas)
- Sturdy clipboard (not plastic)

Classroom Supplies Requested

- Box of tissues
- Hand sanitizer
- Box of baby wipes
- Tennis balls (4 for chairs)



Attendance and Illnesses

Regular school attendance is critical to the learning process. Our school day officially starts at 8:00 a.m., but since most bus students arrive at 7:30 we begin “morning work” assignments at that time. When your child is absent or tardy, he or she misses valuable instructional time. Please send a written note whenever your child is absent. State law requires us to code each absence as lawful or unlawful. Lawful absences include illness and doctor’s appointments. Unlawful absences include out-of-town trips, missing the bus, and family vacations. Please be aware that the school has a new policy for attendance awards. Students who are tardy or who check out early more than 3 times total in a grading period will not be eligible for a Perfect Attendance award.

Even though the district has strict attendance policies, it’s important to keep your child home if he or she is sick. Because of the recent flu outbreaks, schools are especially concerned about students attending school when they show flu symptoms. The policy states that a child must be free of fever for 24 hours before returning to school. Thank you for understanding.

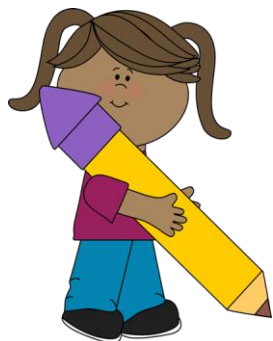
Cooperative Learning

I wholeheartedly believe in cooperative learning in the classroom. I have placed my students in mixed ability groups so that they may help each other during the learning process. Research has shown that all students do better when they are allowed to discuss and defend their ideas as they learn. Working in small groups also helps students learn valuable social skills they will need throughout life. Parents are often concerned about grades in the cooperative learning classroom. Don’t worry! All grades come from individual assignments and tests. No student’s grade will be raised or lowered based on the performance of others in the group. I welcome the opportunity to discuss the benefits of cooperative learning with anyone who has questions or concerns.



Homework/Classwork

I believe that homework is necessary for practicing skills that have been learned or for enriching the classroom experience. On the other hand, I don’t believe in overloading students with busywork! In many cases, homework is simply classwork that was not finished. I try to give ample time in class for the completion of assignments, but some students work more slowly and must finish at home.

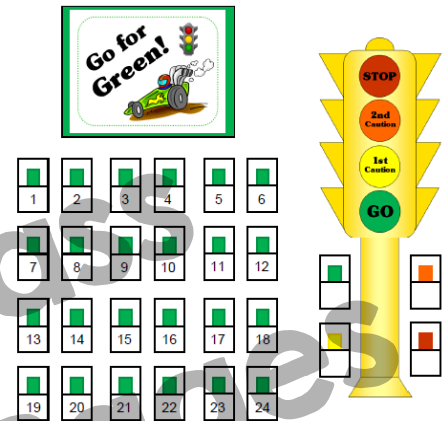


In order to help students get their homework assignments done, students will be given a Student Planner and a homework folder. They will write their assignments in their planner and place any important papers in the folder. After they complete an assignment, they should place it in the front pocket of the folder. The homework folder includes the Home Reading Log which must be signed each evening. I encourage parents to review the contents of your child’s homework folder and planner each night when signing his or her Reading Log.

I expect all homework and classwork to be turned in on time. Late assignments will be graded if they are turned in within a week, but later work will receive a lower grade. Students will not be allowed to call home if they forget their work. They should pack their bookbags at night with all the materials needed for the next day. Organization is the key to success!

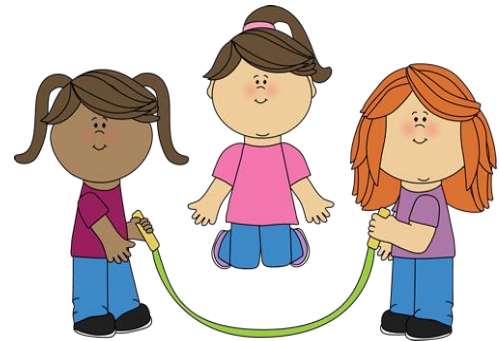
Stoplight Behavior Management System

I want to explain a very effective behavior management system that I use in my classroom. The bulletin board at the front of the room shows a stoplight with four colors. Each student has a number, and each person's numbered pocket contains a strip of colored paper. Everyone begins each day on green. If a class rule is broken, the color changes to yellow, the first caution. If another behavior problem occurs that day, the color will change to orange, the second caution. Furthermore, the student will have to fill out a Time Out form explaining his or her inappropriate behavior and how the problem will be corrected. Time Out forms will be reviewed by me and sent home to parents to be signed and returned. The color red is reserved for severe discipline problems and results in a phone call home or a trip to the office.



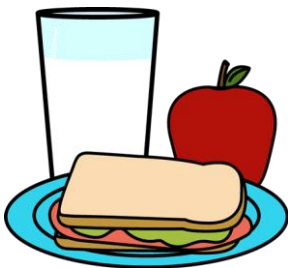
Physical Education Program

Our class participates in physical education every day. We do exercises, run laps, practice P.E. skills, and play games. Therefore, your child needs to wear appropriate clothing and footwear each day. Students who wear dress clothes or shoes should be prepared to change into appropriate clothing before our P.E. period. Slick shoes or restrictive clothing can be a hazard during physical education activities. If you feel your child should not participate in P.E. on a particular day, please write a note stating the reason. All children will be expected to participate unless they have a note excusing them.



Lunch Money

As you may know, students who do not receive free lunch must either pay for one or bring their own from home. Each year I have many students who forget their money or lose it before lunch. Lending money to students is very inconvenient and expensive since students frequently forget to pay me back. Having students pay by the week or the month can eliminate most lunch money problems. Our school has a computerized system that effectively keeps track of all money paid in to each child's account. When a student is absent or chooses not to eat lunch, the money remains in his or her account for the next week. Please help me avoid lunchtime problems by purchasing a weekly ticket if you normally pay on a daily basis.



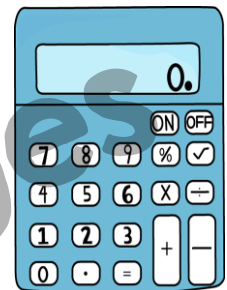
Daily Math Drills

In my experience, students cannot move on to higher level reasoning in mathematics until they master their basic math facts. In addition to regular math assignments, your child will be performing daily drills until he or she has mastered the basic facts. You can help your child prepare by studying with flashcards or having them spend 15 minutes a day working with an online math fact program or app. You can even call out math facts to your child while driving in the car or waiting in the doctor's office! Mastering times tables is particularly challenging, so when everyone knows their times tables we will celebrate with an ice cream party!



Math Word Problems and Calculator Use

My students will be learning to solve increasingly complex mathematical word problems this year. It's important for them to learn to use a calculator as a problem-solving tool, and it will also save them time when completing assignments. Students may use calculators to complete math homework problems that involve geometry, fractions, word problems, etc. However, students may not use calculators for skill drills and basic computation.



Mid-morning Snacks & Water Bottles

I think it's important for students to have a healthy snack in the morning, and I set aside class time for this. Please only send enough for one day, and don't send snacks that need refrigeration. Please do not send in unhealthy treats such as cake, chips, brownies, frosted cookies, or cupcakes. I also permit my students to bring a water bottle to school to keep on their desks during the day and to use at recess. Plain water is the only beverage permitted, and the bottle must have a secure lid. Water bottles should be taken home regularly to be cleaned. The following are examples of healthy snacks that we can enjoy while we continue to work.

- ◆ apples
- ◆ carrot sticks
- ◆ peanuts
- ◆ plain crackers
- ◆ cheese crackers
- ◆ small box of raisins
- ◆ grapes
- ◆ pretzels
- ◆ graham crackers
- ◆ dried fruit
- ◆ peanut butter crackers
- ◆ protein or nutrition bar
- ◆ peanut butter sandwich

Parent Volunteers

I love to have parent volunteers in the room! You can file papers, staple progress reports together, read with students, help with math, or anything else that needs to be done. I can be a much more effective teacher when I have volunteers to share the load. If you are interested in volunteering, please send a note or email me. It would be great if you could come in regularly on a certain day of the week or at a certain time. Doing so will help me plan activities that need a

helping hand! So if you would like to volunteer, please send a note with the best days and times for you to work in our classroom. For example, you might tell me that you would like to work one morning a week, and give me some possible days. I generally don't need as much time in the afternoon because that's when we have our resources classes and PE. A new guideline for classroom volunteers is that they need to fill out a form and a background check will be conducted before they may work in the schools.

Spelling Program

My spelling program is very flexible and is based on the needs of my students. I start the year by having students learn their classmates' names. We write down their full names, but students only need to learn to spell their first names. We will practice in class, but please quiz your child at home. Because students don't have much time to study, we are going to split the list in half. Students will have a quiz on the first half on Thursday and on the other half Friday.

Next week we will begin our regular spelling program which consists of spelling words taken from student writing samples, topics we are studying, and words they need to know to be successful in this grade. I will send the weekly spelling list home with the progress report every Friday. Students may practice their spelling words by going to www.spellingcity.com and searching for our class. The site has games and online quizzes that use the words from our class lists. It's a great website, and if your child uses it regularly, you'll see a big jump in spelling grades.



Daily Schedule

Academics: 8:30 – 12:05

Recess: 12:05 – 12:35

Lunch: 12:35 – 1:00

Special Classes: 1:15 – 1:55

- Monday – PE
- Tuesday – Art
- Wednesday – Music
- Thursday – Computers

Academics: 1:55 – 2:45

Acknowledgements

I want to thank my Facebook friends who offered suggestions and helped to proofread the text of this product. Special thanks to Wanda Meisner, Ann Bullard, Sheldon Jordan, Jennifer Griffith, Mary DeFrates, Tami Terry, Sharon Golden, Francie Kugelman, Jenneth Scharlach, Kris Sandwell, Rebecca Saldivar, and Jennifer Laurence. You had great feedback and helped me make this teaching resource even better!

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Pinterest: www.pinterest.com/lauracandler

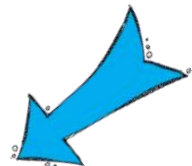
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TpT Store: www.teacherspayteachers.com/Store/Laura-Candler

Corkboard Connections Blog: www.corkboardconnections.com

Candler's Classroom Connections: www.lauracandler.com/signup.php

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