



## IASB Student Handbook Toolkit Instruction Sheet

Welcome to the *IASB Student Handbook Toolkit*. This resource, provided as a service to IASB members, is intended as a template for customizing a student handbook for your school district or by school attendance centers. The handbook is updated yearly to reflect recent changes to state and federal laws.

The *IASB Student Handbook Toolkit* is aligned with language in the *IASB Employee Handbook Toolkit* and *IASB Policy Reference Manual* to support member districts in ensuring consistency between the school district's handbooks and board policy. When there are updates to board policy or the student handbook, the other document should be reviewed. Please note that handbooks are administrative regulations and are meant to assist districts in carrying out school policy and laws. This means, should there be a conflict between the handbook language and board policy, board policy will prevail. Should there be a conflict in language between policy and the law, the law will prevail.

The *IASB Student Handbook* template contains placement options for language, but school districts must customize the handbook to address individual needs and decisions of the school district or attendance center.

To customize the handbook, follow these steps:

- Look for all instances of the following:
  - **[Insert...]** This means a district will need to enter district specific information such as time, title, amount etc.
  - **IASB Note:** These appear on most pages of the handbook. Review each note thoroughly to better understand the section of the toolkit and to better customize your handbook accordingly. Remember to remove all **IASB Notes** after customization is complete as these notes are meant for informational purposes only.
  - **Options:** There are instances throughout the handbook where several options may be listed. Choose one option that best suits your district's regulations and culture and remove the others.
- **Update the table of contents** to reflect the changes in the headings and page numbers. To do this, click anywhere in the table of contents and press the **F9** button on your keyboard. Two options will appear to either "update page numbers only" or "update entire table". Choose the option that is most applicable to the changes made in the handbook.

The *IASB Student Handbook Toolkit* is drafted to be used in its entirety with an "Elementary School Rules" section to address subjects specific to elementary schools. However, some districts maintain separate handbooks for elementary school levels. Should this be the case,

inapplicable sections may be removed and the additional sections under “Elementary School Rules” added.

The *IASB Student Handbook Toolkit* is designed to provide accurate and authoritative information regarding the subject matter covered. IASB is available to assist member districts in understanding any questions regarding this handbook.

IASB has furnished the *IASB Student Handbook Toolkit* with the understanding that IASB is not engaged in rendering legal advice. If legal advice is required, the district should consult their local school attorney.

If you have questions, contact Anna Harmon, IASB Legal Services Director (515) 247-7050 or [aharmon@ia-sb.org](mailto:aharmon@ia-sb.org).