



# NDSBA POLICY UPDATE

## AT A GLANCE

- 2025 Fourth Quarter Update
- Updating Policies on the Policy Services Website
- Updated Policy Services Membership Tiers

It's time for the final Policy Update of 2025! In Q4, NDSBA updated eight policies, one exhibit, one administrative regulation, and one board regulation. These updates are part of our ongoing effort to ensure that our template policy documents remain current and compliant with legal requirements. We remain committed to providing our Policy Services members with relevant, insightful, and accessible resources to navigate the ever-changing landscape of policy services. As part of this process, NDSBA will continue updating policy templates across all tiers, introducing new relevant templates, and removing outdated ones to better serve our members. If NDSBA reviews a policy, exhibit, or regulation and makes any substantive revisions (e.g., revisions due to change in the law, change in the content, change in the title, etc.), NDSBA recommends updating your document to reflect those revisions. However, if NDSBA makes only non-substantive revisions (e.g., revisions due to formatting changes, grammatical corrections, spelling corrections, etc.), you are not required to update your document accordingly. You may choose to update any non-substantive revisions at your own discretion.

**To our webhosted districts: NDSBA pushed your district the updated policies through the policy services website.** To access, edit, and publish updated policies, please see the instructions emailed to your district's policy liaison by [lexie.bergstrom@ndhsba.org](mailto:lexie.bergstrom@ndhsba.org). There are additional videos and resources to help further navigate and understand this process on the [ndhsba.org](http://ndhsba.org) website. You can access these resources by logging in, selecting the "Policy Services" tab across the top ribbon of the homepage, and then clicking the "Policy Updates" link.

**Please note: NDSBA updated the policy services membership tiers.** The Basic Membership tier was eliminated. The remaining membership tiers are: Required, Total Template, and Webhosted. NDSBA is also in the process of creating a new policy manual for our multi-district special education units. This manual will include a narrowed scope of already-existing NDSBA sample policies and supporting documents, but they will be tailored specifically to suit the function and procedures of multi-district special education units. We're very excited about this new manual, so be on the lookout for it coming soon! For more information on the membership tier structure and pricing, please contact Sheila Long at (701) 255-4127, or [sheila.long@ndhsba.org](mailto:sheila.long@ndhsba.org).

**The following policies, regulations, and exhibits were updated this quarter:**



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- **Recommended Policy ACCA, Sexual Offenders on School Property**
  - Policy ACCA was amended to expand scope of the policy, to provide clarity throughout the policy, and to update cited law within the policy. NDSBA recommends updating your district's policy ACCA to reflect these revisions.
- **Board Regulation ACCA-BR, Criteria for Granting Parent Sexual Offenders' Privileges to Enter School Property. \*Formerly titled "Criteria for Granting Parent Offenders' Privileges to Enter School Property" \***
  - Board Regulation ACCA-BR was updated to more appropriately coincide with the language of policy ACCA. Specifically, we added "sexual" in front of "offender" in the title, as well as throughout the regulation, to match the exact language of policy ACCA. NDSBA recommends updating your district's regulation ACCA-BR to reflect these updates.
- **Recommended Policy ACEB, Hazing**
  - NDSBA updated Policy ACEB to provide clarity to the definitions within the policy, as well as to remove the language indicating a right to appeal hazing investigation findings. Additionally, a number of other non-substantive changes were made throughout the policy. NDSBA recommends updating your district's policy ACEB to reflect these updates.
- **Recommended Policy BDAB, Savings Clause**
  - NDSBA made several substantive additions to this policy. The policy now provides clarity on the purpose of the policy, as well as more detailed information on how the district should respond when a policy/supporting document conflicts with applicable federal or state law. NDSBA recommends updating your district's policy BDAB to reflect these updates.
- **Recommended Policy BDBB, Retaining an Attorney**
  - Policy BDBB was updated to include more information about the NDSBA Legal Services Program and Legal Services Affiliation, as well as how to join the NDSBA Legal Direct Program. Several other non-substantive edits were also made to the policy. NDSBA recommends updating your district's policy BDBB to reflect these updates.
- **Recommended Policy FAAD, Tuition Agreements (Education of Non-Resident Students). \*Formerly Titled "Tuition Agreements\* \*Formerly a Member Requested Policy\***
  - NDSBA updated policy FAAD and recategorized it from Member Requested to Recommended. The revised FAAD is significantly expanded to align with North Dakota Century Code Ch. 15.1-29, and to provide clearer operational guidance for districts. The updated policy more fully explains the legal bases for admitting nonresident students, including admission tied to a board-to-board written contract, a parent-paid tuition contract, or when the resident district does not offer the required grade level. The revised policy also adds new language addressing bordering-state tuition contracts and cross-border attendance arrangements, clarifies when and how tuition waiver contracts may be used and what they must include (including transportation terms), and describes the parent petition process to the resident district for payment of tuition or a tuition waiver contract. NDSBA recommends updating your district's policy FAAD to reflect these updates.
- **Required Policy HBAA, Federal Fiscal Compliance**
  - Policy HBAA was substantively updated to expand the compliance statement within the policy to incorporate other applicable district policies. It was also updated to include a definition of capital assets. NDSBA recommends updating your district's policy HBAA to reflect these updates.

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- **Administrative Regulation HBAA-AR1, Federal Fund Expenditures and Inventory Requirements**
  - NDSBA updated regulation HBAA-AR1 to reflect the updated threshold amount requirement in 2 CFR Part 200-Uniform Administrative Requirements, Cost, Principles, and Audit Requirements for Federal Awards. Board action should not be taken to update administrative regulations, but NDSBA recommends reviewing these updates and recommends the policy liaison update administrative regulation HBAA-AR1 at his/her earliest convenience.
- **Cognia Policy HCAA, Purchasing**
  - NDSBA made a number of substantive and non-substantive updates to this policy to provide clarity, as well as to provide additional directions a board may give to its Chief Procurement Officer when making certain purchases on behalf of the district. NDSBA recommends updating your district's policy HCAA to reflect these updates.
- **Exhibit HCAA-E, Purchasing Laws for Schools**
  - Exhibit HCAA-E was reviewed for compliance with the referenced law within the exhibit. Several references were updated. Board action should not be taken to update exhibits, but NDSBA recommends reviewing these updates and recommends the policy liaison update exhibit HCAA-E at his/her earliest convenience.
- **Member Requested Policy ICCB, Disposal of School Equipment**
  - NDSBA updated policy ICCB to add a reference to policy HBAA (Federal Fiscal Compliance) when the district disposes of property the district purchased through federal funds. NDSBA recommends updating your district's policy ICCB to reflect this update.

Policy templates are the intellectual property of NDSBA and should never be copied, reproduced, distributed, or displayed without NDSBA's permission. Policy Services members should refrain from sending any NDSBA policy templates outside their District. Members who willfully disregard the NDSBA copyright guidance risk suspension in the Policy Services program. Districts with policy template requests or questions should contact Patty VerDouw at our office at 1-800-932-8791, or [patty.verdouw@ndsba.org](mailto:patty.verdouw@ndsba.org).

*You can download and/or print policies via the NDSBA Policy Services website. To access the Policy Services website: 1. Log in to [ndsba.org](http://ndsba.org); 2. Hover over the "BoardBook" tab located across the top ribbon of the web page and click on the "BoardBook Online Policies" drop-down option. Once on the BoardBook website, you'll see the policy manual(s) available to your district based on your membership tier.*