

# 2018-19 Policy Services Membership



Annual Basic Policy Services Membership entitles your District to the following:

- Our monthly newsletter, *Policy Ponderings*, which features the latest policy news and updates;
- Up to ten sample NDSBA policies;
- Up to two policy reviews per year; and
- Policy consultation via phone or email.

Annual membership is from July 1, 2018, to June 30, 2019.

Additional policy services are enclosed and can also be found at [http://policy.ndsba.org/?page\\_id=](http://policy.ndsba.org/?page_id=).

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## Membership Information

District Name:

District Address:

District's Contact Name\*:

Contact's Title:

Contact's Email Address:

**\*The contact designated above will receive *Policy Ponderings* email alerts, a username and password to log into *Policy Ponderings*, and any additional correspondence issued by Policy Services either electronically or via mail.**

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## Policy Email List

If additional district staff and/or board members wish to receive *Policy Ponderings* email alerts, please include their contact information below (use the back of the form if necessary).

Name:

Email Address:

Name:

Email Address:

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## Payment Details

Please remit a check to the NDSBA for the amount of the enclosed invoice and return this form to:  
NDSBA Policy Services, PO Box 7128, Bismarck, ND 58507-7128

# 2018-19 Policy Services Membership



## Policy Email List (cont.)

Name:

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NDSBA Policy Services, PO Box 7128, Bismarck, ND 58507-7128

# NDSBA Policy Services

## Services

### BASIC MEMBERSHIP



The annual subscription to Policy Services provides members access to Policy Ponderings, our online monthly newsletter featuring the latest policy updates and sample policies. Members may also receive up to ten sample policies at no cost upon request, and policy consultation services. Membership is required to participate in all other fee-based services offered by Policy Services.

[Subscribe now](#)

### REQUIRED TEMPLATE MANUAL



District receive a basic set of policy templates required by law and state AdvancED requirements for public schools . Participating districts pay an initial enrollment fee and qualify to receive updates at reduced pricing.

[Purchase Now](#)

### TOTAL TEMPLATE MANUAL



School districts receive all current NDSBA template policies, regulations, and exhibits. Members pay an annual access fee to receive updates. A discount is available to current members of the Required Template Program.

[Purchase Now](#)

### POLICY ACCESS SERVICE



Access to policy updates is available to Policy Services members who have purchased our Required or Total Template Manual. The cost of this access service is an annual fee of \$150 for Required Template Manual members and \$500 for Total Template Manual members. Members may download revisions to NDSBA template policies online or contact our office.

**Required Template Manual members, [click here to access policy updates:](#)**

[Required Template](#)

**Total Template Manual members, [click here to access policy updates:](#)**

[Total Template](#)

# NDSBA Policy Services

## POLICY REVIEW SERVICE



This service provides an in-depth review of a district's existing policies. It is available to districts that have purchased our Required or Total Template Manuals and are in the process of or have recently completed the adoption of these policies. Pricing is based on the volume of policies needing review. Please [contact NDSBA Policy Services](#) for more details.

## ONLINE POLICY MANUAL



This service is available to school districts that are members of our Required or Total Template Access Service and have completed a recent review of all their policies with NDSBA. With this service, NDSBA posts a school district's policies online in a searchable format and maintains this website to ensure it reflects the most current policies of the school district. Click on "learn more" to read about pricing and to view an online policy manual.

[Learn More](#)

## EMPLOYEE AND STUDENT HANDBOOKS



Employee and student handbook development is available for all districts that have purchased the Total Template Manual and completed a recent review of their policies with NDSBA. Please [contact NDSBA Policy Services](#) for more details.



Policy Services  
1224 West Owens Avenue  
Bismarck, ND 58501  
800-932-8791 (p)  
(701) 258-7992 (f)

Visit our website: [policy.ndsba.org](http://policy.ndsba.org)

# POLICY SERVICES MEMBERSHIP TIERS

**Tier 5:** [Employee or Student Handbooks](#)<sup>2</sup>

\$500 each

**Districts are responsible for maintaining the handbook**

**AND/OR**

**Tier 4:** [Online Policy Manual](#)<sup>2</sup>

Upload Fee: \$300 for Required Template **OR** \$1000 for Total Template Annual Policy Maintenance Service and Access Fee based on [enrollment](#)

**These fees do not apply to current Customized Maintenance members**

**Tier 3:** [Review Service](#)<sup>2</sup>

Based on the volume of policies needing review

**This service is available to Required and Total Template members**

**Tier 2:** [Total Template Manual](#)<sup>2</sup>

\$4500 for new members **OR** \$3700 for existing Required Template Manual members  
\$500 annually for access to policy updates

- Online access to Policy Ponderings
- Flashdrive of all NDSBA policies
- Two policy reviews per year [upon request](#)

**Districts maintain their own policies under this program**

**OR**

**Tier 2:** [Required Template Manual](#)<sup>2</sup>

\$800 plus \$150 annually for access to policy updates

- Online access to Policy Ponderings
- Flashdrive of all required and AdvancEd accreditation policies
- Ten sample recommended or supplementary policies per year [upon request](#)<sup>3</sup>
- Two policy reviews per year [upon request](#)

**Districts maintain their own policies under this program**

**Tier 1:** [Basic Membership](#)<sup>1</sup>

\$250 annually

- Online access to Policy Ponderings
- Ten sample policies per year [upon request](#)<sup>3</sup>
- Two policy reviews per year [upon request](#)

<sup>1</sup>THE DISTRICT OR SPECIAL EDUCATION UNIT MUST BE AN NDSBA MEMBER TO BECOME A POLICY SERVICES MEMBER

<sup>2</sup>THE DISTRICT OR SPECIAL EDUCATION UNIT MUST BE A MEMBER OF THE PREVIOUS TIER TO ACCESS ADDITIONAL TIERS

<sup>3</sup>ADDITIONAL POLICIES ARE AVAILABLE UPON REQUEST FOR A NOMINAL FEE