

NDSBA Policy Services Policy Template Reference Guide

Key:	Required	AdvancED	Recommended	Supplementary	Board Regulations
	Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
AAA	Philosophy of Public Schools	0616
AAB	District Goals & Objectives	0616
AAC	Nondiscrimination & Anti-Harassment Policy	1019
AAC-BR	Discrimination & Harassment Grievance Procedure REQUIRED	0117
AAC-E	Filing a State or Federal Discrimination and/or Harassment Complaint	0117
AAC-E2	Discrimination/Harassment Complaint Confidentiality Assessment	0117
AAC-E3	Discrimination and Harassment Training Requirements for Employees	0117
AAC-E4	Reasonable Accommodation Request Physician Form	0315
ACA	Section 504 Dispute Resolution Policy	0510
ACA-E	School District's Duty Under Section 504	0710
ACA-E2	Section 504 Notice & Procedural Safeguards Guidelines	0714
ABAA	School District Organization Plan	0308
ABAB	School Year & Calendar	0719
ABAB-AR	Extracurricular Scheduling Regulation	0407
ABABA	Religious Observance	1109
ABBA	North Dakota's Comprehensive Model School Policy for Tobacco Use	0818
ABBA-BR	Tobacco-Free Schools & Workplaces, Violations by the Public	0707
ABBB	Non-curricular Use of District Property	0309
ABBC	Non-curricular Use of District Equipment	1008
ABBD	Commercial & Political Use of Schools	0309
ABBDA	Political Activities	0711
ABBE	Displays of Religious Objects or Documents	1109
ABBF	Ticket Sales for Accessible Seating	0211
ABBF-E	ADA Regulations: Ticket Sales for Accessible Seating	0211
ABCA	Copyrighted Material & Intellectual Property	1211
ABCA-AR	Computer Software	1208
ABCB	Sportsmanship	0110

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
ABCC	Wellness	1217
ABCC-AR	Building-Level Wellness Policy Coordinators	0912
ABCC-AR2	Physical Activity & Recess Regulations	0315
ABCC-E1	Hiring & Training Requirements for Food Services Staff	0615
ABCC-E2	Wellness Policy Assessment	0119
ABCD	Record Retention	0815
ABCD-E	Record Retention Schedule	0318
ABCD-E2	Resolution for Record Destruction	0618
ABCE	Prohibition on Aiding Sexual Abuse	0719
ABDA	Accessibility Policy	0117
ABDA-BR1	Website Accessibility	0117
ABDA-BR2	Website Accessibly Concerns, Complaints, and Grievances	0117
ABDA-E1	Website Accessibility Complaint & Grievance Form	0117
ABDA-E2	Website Accessibility Statement	0117
ACAA	Emergency Closings	0308
ACAB	Emergency & Disaster Plans & Drills	0318
ACAC	Accident Reporting	0708
ACBA	Automated External Defibrillators	0819
ACBB	Significant Contagious Disease	0215
ACBB-AR	Responding to Potential Health Threats	0215
ACBB-E	Universal Precautions & Sanitary Clean Up	0308
ACBB-E2	Laws on Immunizations, Contagious Disease, Reportable Disease, & Significantly Contagious Disease	0215
ACBC	Use of Animals in District Schools & In Curricular Programs	0317
ACBC-AR	Use of Animals in Curricular Program Regulations	0708
ACBD	School Medication Program	0713
ACBD-AR	School Medication Program Regulations	0713
ACBD-E1	School Medication Provider Opt-Out or Opt-In and Verification of Eligibility Form	0713
ACBD-E2	Authorization/Parental Consent for School to Provide Medication or Student to Self-Administer Medication	0713

NDSBA Policy Services Policy Template Reference Guide

Key:	Required	AdvancED	Recommended	Supplementary	Board Regulations
	Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
ACBD-E3	Medication Check-In Form	0713
ACBD-E4	Emergency Medication Check-In Form	0713
ACBD-E5	Medication Pass	0713
ACBD-E6	Medication Pass Log	0713
ACBD-E7	Record of Medication	0713
ACBD-E8	Controlled Medication Log	0713
ACBD-E9	Medication Incident Report	0713
ACBD-E10	Medication Pickup Notice	0713
ACBD-E11	Medication Disposal/Destruction Log	0713
ACBE	Naloxone (Narcan) Administration	0418
ACBE-BR	Naloxone (Narcan) Procedures	0418
ACBE-AR	Building-Level Naloxone (Narcan) Policy Coordinators	0418
ACBE-E	Naloxone (Narcan) Incident Report	0418
ACBF	Medical Marijuana	0719
ACCA	Sexual Offenders on School Property	0613
ACCA-BR	Criteria for Granting Parent Offenders Privileges to Enter Schools	0907
ACDA	Acceptable Use	0218
ACDB	Video Surveillance & Recording in Schools	0313
ACDC	Operation of Unmanned Aircraft Systems (UAVs)	0818
ACDBA	Video Cameras on School Buses	0708
ACE	Violent and Threatening Behavior	0318
ACEA	Bullying	1219
ACEA-E1	Bullying Policy Adoption Checklist	0811
ACEA-E2	Bullying Reporting Guidelines	0415
ACEA-E3	Staff Bullying Report Form	0811
ACEA-E4	Student Bullying Report Form	0811
ACEA-E5	Bullying/Harassment Investigation Protocol	0812
ACEB	Hazing	0711
ACEC	Vandalism	0708

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
ACF	Whistleblower Protections Policy	0616
BA	School Board Ethics	0117
BA-BR	Board Ethics Regulations	0117
BA-BR2	Board Member Internet & Social Media Use	0117
BAA	Employing Board Members	0719
BAB	Board Conflict of Interest	0110
BBA	School Board Elections & Terms of Office	0616
BBA-E	Notice of Election Letter	0315
BBA-E2	Notice of Filing Deadlines	0315
BBA-E3	Notice of School District Election	0315
BBBA	Officers of the Board	0818
BBBB	School Board Committees	0114
BBBC	School Board Member Assignment	0808
BBBD	Student Board Members	0715
BBC	Method of Filling a Board Vacancy	0719
BBC-E	School Board Application Forms	0316
BC	Meeting of the Board	0616
BC-E	Sample Meeting Notice	0313
BCAA	Board Meeting Agenda & Pre-Meeting Preparation	0312
BCAB	Board Meeting Procedures	0808
BCAB-BR	Procedure for Seating New Board Member at the Annual Meeting	0808
BCAC	Minutes	0615
BCAD	Executive Sessions	0317
BCAD-E2	Executive Session Format	0808
BCAD-E3	Executive Session Format for Discussion of Education Records	0812
BCBA	Public Participation at Board Meetings	0415
BCBA-BR	Rules of Decorum at Board Meetings	1014
BCBB	News Coverage of Board Meetings	0109

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
BCBB-BR	News Coverage of Board Meetings Regulations	0109
BDA	Procedure for Adopting Board Policy	0220
BDA-E	Policy Acknowledgement Form	0220
BDAA	Contract Supersedes Policy & Regulations	1114
BDAB	Savings Clause	1114
BDDBA	Consultants to the Board	0214
BDBB	Retaining an Attorney	0808
BDBC	Citizen's Advisory Committee	0808
BDC	Insurance for Board Members	0809
BDD	Compensation and Expenses for Board Members	0416
BDE	Membership in Associations	0808
BE	Board Member Development	0808
BEA	Candidate Orientation	0808
BEB	New Member Orientation	0512
BEC	School Board Evaluation	0808
BEC-E	School Board Evaluation Instrument	0416
BFA	Board-Superintendent Relations	0808
BFB	Board-Staff Relations	0110
BFC	Retiring Board Members	0808
BFD	Board Member Visits to Schools	1008
BGA	Board Communication with the Public	1212
CAAA	Superintendent Recruitment & Appointment	0317
CAAA-E	Superintendent Job Description	0817
CAAB	Superintendent Evaluation Procedure	0317
CAAB-E1	Supt. Evaluation Template	0317
CAAB-E2	Supt. Evaluation Worksheet	0317
CAAB-E3	Supt. Evaluation Summary	0317
CAAB-E4	Supt. Evaluation Motions	0317
CABA	Creation and Elimination of Administrative Personnel Positions	0908

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
CABB	Hiring Administrative Staff	0615
CABC	Administrative Reduction in Force	1108
CBA A	Administrative Regulations	0908
CBAB	Administration in Policy Absence	0908
CBB	Superintendent's Consulting Activities	0908
CBC	Transfer of Administrative Personnel	1108
CBD	Superintendent's Role in Negotiations	1108
CCA	Superintendent & Administrative Professional Development	0817
CCB	Superintendent Grievance Procedure	1108
DA	Personnel Policies Requirements & Implementation	0210
DAA	Role of Policy & Regulation for Non-Contracted Employees	1214
DAB	Definitions for Personnel Policies	0315
DBAA	Recruitment, Hiring, & Background Checks for New Classified Personnel	0719
DBAA-AR	Criminal History Record Check Screening Procedure	1216
DBAA-E	Adjudication System	0611
DBAA-E2	Intent to Hire Letter	0315
DBAB	Emergency Hires of Classified Personnel	0212
DBAC	Recruiting and Hiring Teachers	0815
DBAC-E	Competitive Personnel System Example for Teachers	0415
DBAC-E2	Criminal History Record Screening Procedures & Adjudication for Teachers	0415
DBBA	Drug & Alcohol Testing for Employees	0619
DBBA-AR	Drug & Alcohol Testing Procedures	0619
DBBA-E	Drug & Alcohol Testing Law	0515
DBBB	Physical Examinations	0615
DBCA	Residency Requirements	1008
DBCB	Classified Staff Job Descriptions	1207
DBD	Classified Staff Intent to Rehire	0913
DBD-E	Intent to Rehire Classified Staff Notice	0913

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
DCAB	Fringe Benefits	0409
DCAC	Salary Adjustments	1219
DCAC	Salary Reduction Authorization	1219
DCB	Definition of Workweek and Overtime & Compensatory Time	0315
DCB-E	Compensatory Time Off Law	1207
DCCA	Signing Bonuses	0310
DDA	Sick Leave	0415
DDA-BR	Sick Leave Regulations	1208
DDAA	Family & Medical Leave	0409
DDAA-BR	Family & Medical Leave Regulations	0409
DDAA-E	Family & Medical Leave Law	0315
DDAA-E2	FMLA Forms	0315
DDAB	Health Restoration Leave	0310
DDAB-R	Health Restoration Regulations	0210
DDAC	Chemical Dependency Leave	1207
DDAD	Childcare Leave	0310
DDAD-R	Childcare Leave Regulations	0210
DDBA	Vacations	1207
DDBB	Holidays	0210
DDBC	Bereavement Leave	1107
DDBD	Military Leave	1107
DDC	Unpaid Leaves	1114
DDCA	Political Leave	0611
DDCA-BR	Political Leave Regulations	0210
DDDA	Short-Term Professional Leave	1213
DDDA-R	Short-Term Professional Leave Regulations	1107
DDDB	Long-Term Professional Leave	1107
DDDB-R	Long-Term Professional Leave Regulations	0310
DDDC	Exchange Teaching	1212

NDSBA Policy Services Policy Template Reference Guide

Key:	Required	AdvancED	Recommended	Supplementary	Board Regulations
	Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
DDDC-AR	Criteria for Participating in Exchange Teaching	1207
DDDC-E	Criteria for Accepting Foreign Teachers	1207
DDDD	Professional Organization Leave	1207
DDEA	Jury & Witness Duty	1219
DE	Staff Code of Conduct	0719
DEAA	Drug & Alcohol Free Workplace	0619
DEAA-AR	Procedure if Drug and/or Alcohol Use is Reasonably Suspected	0619
DEAA-E1	Record of Observable Behavior	0619
DEAA-E2	Steps to Performing a Reasonable Suspicion Test	0619
DEAA-E3	Drug and/or Alcohol Testing Consent Form	0619
DEAB	Staff Attendance	1214
DEAC	Staff Dress Code	1207
DEAD	Staff Use of Electronic Devices	0220
DEAE	Occupational Safety	0415
DEAE-AR	Hazardous Substance Communications Program	0309
DEAE-E	Employee Safety Orientation Checklist	0611
DEAG	Weapons Prohibition on District Property - Employees	619
DEBA	Confidentiality	0615
DEBB	Conflict of Interest	1207
DEBC	Gifts to District Personnel	1208
DEBD	Student-Staff Relations (Non-Fraternization Policy)	1207
DEBE	Employee Relations with Vendors	0209
DEBF	Employee Speech	1019
DEBG	Electronic Communications with Students	0318
DEBH	Employee Use of Social Media	1019
DEBJ	Unauthorized Purchases	0315
DECA	Outside Employment	1207
DECB	Staff Participation in Community Activities	1107
DED	Administrative Leave & Suspension	0615

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
DFA	Supervision & Evaluation	0615
DFAA	Teacher Evaluation	0616
DFAA-AR	Teacher Evaluation Procedure	0909
DFAB	Teacher Supervision	0509
DFB	Promotion	1107
DFC	Transfer & Reassignment	0611
DGAA	Teacher Grievance Procedure	0115
DGAA-E	Grievance Form	0115
DGAB*	Ancillary Staff Grievances	
DGAC*	Licensed Support Staff Grievances	
DGB	Employee Assistance Program	0309
DGB-BR	Employee Assistance Program Procedure	0211
DGC	Staff Wellness Program	1207
DGGA	Professional Development Plan	0817
DGH	Breaks	0315
DGHA	Lactation/Breastfeeding	1114
DHA	Licensure	0913
DHA-E	Licensure Record Letter	1014
DHAB	Title I Qualifications Notification Requirement	0310
DHBB	Instructional Staff Workload	0102
DHBC	Instructional Staff Extra Duty	1207
DHBE	Teacher Preparation Time	0517
DHC	Research & Publishing	1207
DI	Personnel Records	0619
DI-BR	Personnel Record Review Procedure	0619
DI-E	Personnel File Records Checklist	0315
DI-E2	Notice of Confidential Record on File	0315
DIA	Distribution of Personnel Directory	1207
DIB	Review of Contested Material in Personnel Files	0509

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
DJA	Substitute Teachers	0918
DJA-AR	Procedure for Selecting Substitute Teachers	0918
DJB	Part-Time Teachers	0619
DJC	Teachers' Aides	0413
DJD	Student Teachers	1209
DJDA	Student Teacher Stipends	0216
DJE	Bus Drivers	1208
DKA	Reduction-in-Force	1114
DKA-E	Reduction-in-Force Selection Criteria	0111
DKBA	Separation of At-Will Employees	1014
DKBB	Contracted Staff Resignation & Request for Release from Contract	0115
DKBB-BR	Granting a Release from Contract	0415
DKBD	Teacher Discharge for Cause	0113
DKBD-E	Discharge Hearing Guidelines	0113
DKDA	Early Retirement	0312
DKDA-E	Early Retirement Form	0312
DKDB	Service Credit Purchase	1207
DKDC	Retirement Recognition	1207
FAAA	Open Enrollment	0408
FAAA-E	Open Enrollment & Tuition Agreement Comparison Guide	0813
FAAB	Early Entrance Requirements	0711
FAAC	Enrollment of Suspended or Expelled Students	0708
FAAD	Tuition Agreements	0214
FAAD-E	Tuition Agreement Letter to Parents	0615
FAB	School Assignment & Choice	0416
FAB-E	Student Rights Under the Equal Opportunities Act	0414
FACA	Placement & Adjustment of Transfer Students	0916
FACB	Transfer & Withdrawals Records	1216
FACB-E	Student Residence Verification Form	0315

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
FACB-E2	Student Residency Checklist	0817
FBA	Student Fees	1008
FBB	Toilet Independence	0619
FBB-AR	Toilet Independence Procedure	0619
FC	Student Safety & Supervision	0613
FC-E	Missing Student Reporting Form	1013
FCAA	Accommodating Students with Allergies & Special Dietary Needs	0708
FCAA-AR	General Guidelines for Reducing Risk of Exposure to Allergens	0708
FCAC	Head Lice	1216
FCAD	Student Accidents	0212
FCAE	Suicide Prevention	0219
FCAE-BR	Suicide Prevention Procedure	0219
FCAF	Concussion Management	0317
FCAF-AR	Concussion Management Program REQUIRED	0317
FCAF-E1	Concussion Management Removal From Play Authorities	0513
FCAF-E2	Return to Play Acknowledgement Form	0513
FCBA	Student Dismissal Precautions	1013
FCBA-AR	Procedure for Entering & Leaving the Building	0708
FCBB	Student Transportation Safety & Supervision	0310
FCBB-AR	Student Transportation Safety & Supervision Regulations	0310
FCBD	Student Custody	0416
FCC	Restraint or Seclusion	0313
FCC-E	Restraint or Seclusion Reporting Form	0812
FDA	Education of Home Schooled Students	0613
FDB	Education of Homeless Students	0718
FDB-BR	Education of the Homeless Dispute Resolution Procedure REQUIRED	0718
FDB-E1	Caregiver Authorization Form	0317
FDB-E2	District Level Dispute Resolution Form	0718

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
FDC	Education of Migrant Students	0608
FDD	Education of Pregnant & Parenting Students	1014
FDE	Education of Special Education/Disabled Students	0510
FDE-E	Section 504 Eligibility Determination Form	0510
FDF	Exchange & Non-Exchange Foreign Students	0508
FDG	Drop Outs	0507
FDG-E	Withdrawal Form	0913
FDH	Students in Foster Care	0718
FDH-BR1	Foster Care Student Transportation Procedure REQUIRED	0718
FDH-BR2	Foster Care Student Transportation Dispute Resolution Procedure REQUIRED	0718
FDH-E1	Foster Care Student Best Interest Determination Form	0718
FDH-E2	Foster Care Student Transportation Plan	0718
FDI	Transgender and Nonconforming Students	0619
FDI-AR	Transgender and Nonconforming Student Procedure	0619
FEA	Adult Education	0608
FEBA	Student Assistance Program	0909
FEBB	Student Psychological Services & Testing	0708
FECA	Honor Roll	0508
FECB	Gifts & Awards to Students	0708
FEDA	Early Dismissal for Work	0508
FEDB	Alternative Education Plan for Seniors	0708
FEDC	Senior Privileges	0608
FEE	Student Organizations	0909
FEEA	Student Government	0608
FF	Student Conduct & Discipline	0709
FF-AR	Student Conduct Standards & Disciplinary Procedures REQUIRED	0709
FF-E	Examples of Student Conduct Violations	0709
FFA	Student Alcohol & Other Drug Use/Abuse	0917

NDSBA Policy Services Policy Template Reference Guide

Key:	Required	AdvancED	Recommended	Supplementary	Board Regulations
	Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
FFA-AR	Alcohol & Other Drug Intervention Procedure	0611
FFB	Attendance & Absences	0619
FFB-E	Accumulated Absence Letter to Parents	0315
FFC	Bus Conduct	0714
FFC-AR	Bus Conduct Regulations	0413
FFD	Carrying Weapons	0917
FFE	Extracurricular Participation Requirements	0817
FFE-AR	Meals for Students Participating in Extracurricular Activities	0516
FFE-AR2	Athletic Physicals	0402
FFF	Field & Other School-Sponsored Trips	1008
FFF-AR	School-Sponsored Trip Rules	0516
FFF-AR2	Travel Study Programs	0209
FFG	Student Assemblies	0416
FFH	Student Dress Code	0309
FFI	Student Use of Personal Technology	0220
FFI-E	Personal Technology Use & Waiver of Liability	0220
FFJ	Student Vehicles on School Property	0310
FFK	Suspension & Expulsion	0917
FFK-BR	Suspension & Expulsion Regulations	0917
FFK-AR1	Suggested Procedure for Conducting an Expulsion Hearing	0917
FFK-AR2	Suspension & Expulsion of Special Education Students	0917
FG	Student Rights & Responsibilities	0616
FGA	Student Education Records and Privacy	0615
FGA-BR	Student Education Records Access & Amendment Procedure REQUIRED	0615
FGA-BR2	Criteria for Approving & Denying Directory Information & PPI Release Requests	0615
FGA-E	Notice of Directory Information	0209
FGA-E2	Model Notice of Rights under FERPA for Elementary & Secondary Schools	0112

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
FGA-E3	FERPA Release Form for Parents	0813
FGA-E4	Notice of Executive Session Tape on File	0315
FGA-E5	Student Information Sharing Request	0615
FGA-E6	Model Form for Disclosure to Parents of Dependent Students	0815
FGA-E7	School Officials' Guide to FERPA and Data Privacy Policy	0615
FGA-E8	Parties Approved to Receive Student Data	0715
FGBA	Released Time for Outside Instruction	0508
FGBB	Student Prayer During Non-Instructional Time	0416
FGCA	Searches of Lockers	0220
FGCB	Searches of Students & Students' Personal Possessions	0220
FGCB-E	Search & Seizure of Students Form	0220
FGCC	Student Interrogations	0515
FGDB	Student Handbooks	0416
FGDC	Students of Legal Age	1214
FGDD	Student Publications & Freedom of Expression	0815
FGDE	Student Distribution & Posting on Noncurricular Material	0110
FIA	Class Gift to Schools	0608
FIB	Participation in Non-School Sponsored Contest & Competitions	0708
FIB-AR	Criteria for Participation in Non-School Sponsored Contest & Competitions	0708
FIC	Public Performances by Students	0608
GAAA	Curriculum Design & Evaluation	0616
GAAB	Curriculum Adoption	0616
GAAC	Review & Complaints of Instructional & Resource Material	0616
GAAC-BR	Procedure for Reviewing Complaints About Instructional/Resource Material	0209
GAAC-E1	Request for Reconsideration of Instructional Resources	0209
GAAC-E2	Library Bill of Rights	0209
GAAC-E3	Access to Resources & Services in School Library Media Program	0209

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
GAAC-E4	Hatch Amendment Sample Letter	0209
GAAD	Selection & Adoption of Instructional Materials	0616
GABAA	English Learners	0916
GABAA-AR	EL Communication Procedure	0414
GABC	Sex Education	0516
GABC-E	Sex Education Law	0712
GABDA	Student Achievement	0616
GABDB	Title Programs Dispute Resolution Procedure	0616
GACA	Correspondence Courses	0209
GACB	Patriotic Exercises	0209
GACCA	Post-Secondary Enrollment	0609
GACCB	Work Experience Opportunities	0310
GACD	Summer School	1109
GB	Teaching Methods	0209
GBA	Academic Freedom	1019
GBAA	Teaching About Religion	0209
GBAA-E	Teaching About Religion Checklist	0410
GBBA	Guest Speakers	0209
GBBB	Television & Movies in Schools	0407
GBBC	Use of Commercially Sponsored Curricular Material	0209
GCAA	Placement, Promotion, Retention, & Acceleration	0616
GCAA-AR	Grade Promotion, Retention & Acceleration Procedure	0709
GCAB	Class Ranking	0209
GCBA	Grading	0616
GCBB	Student Progress Reports to Parents	0209
GCBC	Curricular Performances & Grading	0209
GCC	Protection of Pupil Rights Amendments & Third-Party Research on Students	0915
GCC-E	Model Notification of Rights Under the Protection of Pupil Rights Amendment	0309

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations		Exhibits	Recently Updated	

Descriptor Code	Template Title	NDSBA Last Updated
GCD	Requests to view ND State Assessments	0116
GCD-E	Request to View ND State Assessments Form	0116
GCE	Opting Out of State & Federal Assessments	0817
GCE-E	Notice of Policy on Opting Out of Assessments	0817
GDA	Early Graduation	0209
GDB	Graduation Exercises	0616
HAA	Budget Planning, Preparation, & Adoption	0309
HBA	Federal Funding for Schools	0209
HBA	Federal Fiscal Compliance	1019
HBA-E	Title I Fiscal & Inventory Requirements	1019
HBCA	Bond Campaigns	1208
HBCB	Public School Foundations	0209
HGCC	Fundraising	1214
HBD	Funding Proposals, Grants, & Special Projects	0209
HCA	Purchasing Agent	0719
HCA-BR	Criteria for Evaluating Informal Bids or Proposals	0914
HCA-E	Purchasing Laws for Schools	0719
HCB	Bidding Requirements & Procedures	0616
HCC	Local Purchasing	0209
HCD	Purchase of Computerized Data Systems	1208
HCE	Disbursement of Monies	0616
HCF	Food Service Procurement Policy	0719
HCF-BR	Food Service Procurement Bid Protest Procedures	0618
HCF-E1	Food Service Procurement Bid Protest Form	0618
HCF-E2	Informal Procurement Log	0618
HCG	Purchasing Cards	0912
HCG-AR	Cardholder Manual	0912
HCG-E1	Cardholder Employee Agreement	1214
HCB	Vendor Conflict of Interest Disclosure	0209

NDSBA Policy Services Policy Template Reference Guide

Key:

Required	AdvancED	Recommended	Supplementary	Board Regulations
Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
HCBB	Sales Calls & Demonstrations	0209
HCBC	Fair Employment Clause in Contracts	0115
HDA	Revenues from Investments	0613
HDB	Revenues from School-Owned Properties	0209
HDCA	School Sales & Services	0209
HDD	Gift & Bequests	1214
HDD-AR	Donated Playground Equipment	0209
HDD-E	IRS Receipt for Charitable Contributions	1214
HEAA	Line Item Transfer Authority	0616
HEAB	Incidental Revolving Accounts	0105
HEAC	Management of Student Activities Fund	0317
HEAD	Fixed Asset Management	0309
HEAF	Fund Balance Policy in Accordance with GASB Statement #54	0912
HEBA	System of Accounts	0209
HEBB	Cash in School Buildings	0616
HEBC	Fraud Prevention & Investigation	0616
HEBD	Audits	0616
IA	Building & Grounds Management	1208
IAAA	Asbestos Management	1208
IAAA-E1	Asbestos Management Law	1208
IAAA-E2	Model Asbestos Yearly Notification Form	1208
IAAB	Energy Conservation	1208
IAAC	Indoor Air Quality	1208
IAAD	Integrated Pest Management	1208
IAB	Building & Grounds Security Plan	1208
IAC	Lease of School Property	1014
IAD	Disposal of School Real Estate	0309
IAE	Lease of Mineral Rights	0209
IB	Food Services Program	0115

NDSBA Policy Services Policy Template Reference Guide

Key:	Required	AdvancED	Recommended	Supplementary	Board Regulations
	Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
IB-BR	Lunch Charging - REQUIRED	0417
IB-E1	Free & Reduced Priced Meal Eligibility Appeals	1208
IB-E2	DPI Requirements & Guidance for Adult Meals	1208
IB-E3	Foods of Minimal Nutritional Value	1208
IB-E4	Outstanding Balance Letter	0417
ICA	Mail & Delivery Services	1208
ICB	Printing & Duplicating Services	1208
ICCB	Disposal of School Equipment & Supplies	0209
IDB	Risk Management	0511
IDC	Data Protection & Security Breaches	0615
IDC-E	Security Breach Procedures	1208
IEAA	Bus Safety	0310
IEAA-AR	School Bus Accidents	1208
IEAB	Personnel Use of District Vehicles	0309
IEAC	Bus Scheduling & Routing	1208
IEAD	Use of Buses by Community Groups	0309
IEAE	School Bus Idling	1009
IEAF	Extracurricular Transportation	0819
IEBA	Transportation of Students by Staff in Private Vehicles	0114
JAA	Use of Architect	0511
JAB	Site Development & Selection	1208
JBA	Accommodations for Individuals with Disabilities	1208
JBB	Board Inspection & Acceptance	1208
JC	Name/Renaming School Facilities	1208
JCA	Memorial on School Property	1012
JD	Retirement of Facilities: Procedure and Criteria	1208
KAAA	Visitors in Schools	0220
KAAA-AR	Visitors in Schools Regulations	0220
KAAB	School Volunteer Program	0415

NDSBA Policy Services Policy Template Reference Guide

Key:	Required	AdvancED	Recommended	Supplementary	Board Regulations
	Administrative Regulations	Exhibits	Recently Updated		

Descriptor Code	Template Title	NDSBA Last Updated
KAAB-E	Volunteer Confidentiality Rules & Agreement Form	0413
KAAC	Golden Age Pass	0413
KAAD	Distribution & Posting of Non-curricular Material in Schools	1014
KAAD-BR	Distribution & Posting of Non-Curricular Material in Schools Regulations	1014
KAB-1	District-Level Parent & Family Engagement Policy	1118
KAB-2	District-Schools Parent & Family Engagement Policy	1118
KAB-BR	School-Level Parent & Family Engagement Policy REQUIRED	1118
KAB-E*	School-Parent Compact REQUIRED	1118
KACA	Patron Complaints	0413
KACB	Complaints About Personnel	0719
KACB-E	Personnel Complaint Form	0817
KACB-E2	Investigation Confidentiality Agreement	0513
KACB-E3	Responding to Personnel Complaints	0917
KACB-E4	Investigation Report on File	0315
KADA	Weapons Prohibition on School Property-Public	0619
KBA	Relations with the News Media	0109
KBA-BR1	Relations with the News Media Regulations	0109
KBA-BR2	Sports & Special Events Media Coverage	0209
KBB	District Newsletters	0209
LAA	Shared Services	0209
LAB	Cooperative Programs & Services	0209
LAB-BR	Sports Co-ops	0209
LBB	Relations with Department of Human Services	0611
LBB-E	Report of Suspected Child Abuse or Neglect Form	0213
LBC	Relations with Parks & Recreation Departments	0209
LBD	Relations with Police Authorities	0209
LBE	Relations with Tribal Communities	0209