

Policy Review and Update Guidance

Whether your District reviews and updates a policy based on NDSBA's quarterly Policy Update, or as a part of your District's own periodic policy manual review, there are guidelines both the Board and the District policy liaison must follow to properly update and publish that policy on NDSBA's Policy Services website.

It is your policy liaison's responsibility to notify your Board of any policy that is out of compliance or in need of revision for any reason. No matter the reason, any suggested revisions are to be presented to your Board by the liaison or policy committee prior to the Board's approval. Below are some tips and reminders for adopting, reviewing, amending, reaffirming, and rescinding policies for your District's policy manual, and how to post those updates on the new website.

Updating Policies with your Board

- Retrieve the policy.
 - All policies and policy templates can be downloaded and/or printed from the NDSBA Policy Services website.
 - If the District wishes to adopt a new policy that isn't included in one of NDSBA's quarterly updates, the policy liaison must contact NDSBA to request the corresponding template policy be added to the District's online manual.
- Compare your District's current policy with the NDSBA template policy.
 - You can use the "compare" feature on the NDSBA Policy Services website to view the differences between the NDSBA template policies and your District's corresponding policies.
- Add any policies and board regulations you wish to update to the board agenda.
- At the board meeting, take action on the chosen policies and board regulations.
 - See [Sample Motions for Policy Adoption](#).
- After the Board takes action, finalize the policy and update it on the website.
 - See Document Revisions below for tips on policy finalizations.
 - To learn how to submit policy updates to NDSBA on the website, see:
 - [Document Advisories Awaiting Approval Review](#)
 - [Create Review for Edited Document](#)
- Save the policy template for your records.

PLEASE NOTE: Minutes reflecting the action MUST be provided to NDSBA by emailing them to lexie.bergstrom@ndsba.org.

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Document Revisions

Prior to submitting any documents to NDSBA for approval and publication, please make sure the following revisions are made:

- The date at the bottom of each policy should reflect the date your Board made a decision on that document.
- Whether the document is adopted, amended, reaffirmed, or rescinded, the language should reflect that status.
- If the template policy contains bold and bracketed language prompting your District to choose an option or insert specific information, fill in your information and then un-bold and un-bracket the language.
- There is a “complimentary documents” list located at the bottom of several NDSBA template policies:
 - The list does not need to be included in your district’s policies.
 - If your Board chooses to include the list, amend the language from “Complementing NDSBA Templates (may contain items not adopted by the Board)” to “Complementary Documents (may contain items not adopted by the Board)”.
- If your District is using an NDSBA template policy as a guiding document to create a corresponding policy for your District’s manual, please remove:
 - The notice at the bottom of the document regarding intellectual property ; and
 - The watermark “SAMPLE” in the background of the document by either clicking on the watermark and deleting it, or by clicking into the header and then clicking on the watermark and deleting it from there.

Extra tips regarding the Policy Services Website:

- When sending documents to NDSBA for review, you have the option to send multiple documents at one time. If you have a group of documents you plan to update, you can edit them all, saving them as drafts as you go, and then send the entire group to NDSBA for review.
- You cannot edit any of the documents inside the Policy Templates Reference Manual; you can only download and print them.
 - You must be in our district's manual to edit a document.
- While in editing mode, you can scroll to the bottom of a document and view all the previous versions of that document, and when each version was last updated.
 - You can also compare those previous versions to each other.

Please feel free to contact NDSBA at (701) 255-4127 with any questions, or for assistance regarding the information provided in this document.