



NDSBA POLICY UPDATE

AT A GLANCE

- 2026 First Quarter Update
- Updating Policies on the Policy Services Website
- Updated Policy Services Membership Tiers

In Q1, NDSBA updated six policies, five exhibits, and three administrative regulations. 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NDSBA will continue updating policy templates across all tiers, introducing new relevant templates, and removing outdated ones to better serve our members.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@ndsba.org. There are additional videos and resources to help further navigate and understand this process on the ndsba.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@ndsba.org.

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

- **Recommended Policy BEC, School Board Evaluation**
 - Policy BEC was amended to provide clarity throughout the policy and to include information on the new Students First Governance Program. NDSBA recommends updating your district's policy BEC to reflect these revisions.



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- **Exhibit BEC-E, School Board Self-Evaluation**
 - NDSBA made a number of grammatical and formatting updates to Exhibit BEC-E. Additionally, a section on outcome-focused governance practices was added to the evaluation. Board action should not be taken to update exhibits, but the board may review the updates and the policy liaison may update exhibit BEC-E at his/her discretion.
- **Recommended Policy BGA, Board Communication with the Public**
 - NDSBA updated Policy BGA to clarify board members' prohibition against hearing complaints about licensed staff. NDSBA also made some non-substantive updates to the policy. NDSBA recommends updating your district's policy BGA to reflect these updates.
- **Required Policy DBBA, Drug and Alcohol Testing Program for Employees**
 - NDSBA made several substantive updates to this policy. Information on drug and alcohol testing for district applicants and employees has been significantly expanded throughout the policy. Additionally, the policy has expanded on what is considered refusal to submit a drug or alcohol test. Finally, it now provides more information on non-covered and non-safety-sensitive employees. NDSBA recommends updating your district's policy DBBA to reflect these updates.
- **Administrative Regulation DBBA-AR, Drug and Alcohol Testing Procedure**
 - Regulation DBBA-AR was substantially updated to provide clarity on drug and alcohol testing procedures. The policy now includes clarity on how districts shall proceed when there is a reasonable suspicion of a violation of the district's Drug and Alcohol-Free Workplace policy, and clarity on how the district shall proceed in the event an employee returns to job duties. Board action should not be taken to update administrative regulations, but NDSBA recommends reviewing these updates and recommends the policy liaison update regulation DBBA-AR at his/her earliest convenience.
- **Exhibit DBBA-E1, Drug and Alcohol Testing Notification Requirements for Employees *REMOVED***
 - NDSBA removed this exhibit as most of the information within it is already found in policy DBBA and/or regulation DBBA-AR and is therefore duplicative. NDSBA recommends removing this exhibit if your district currently maintains it in its policy manual.
- **Exhibit DBBA-E1, Record of Observable Behavior *Previously under the descriptor code DEAA-E1***
 - Exhibit DBBA-E1 was recoded from a DEAA-E1 to maintain all guidance involving drug and alcohol testing under the umbrella of policy DBBA. No other updates were made to this exhibit. If your district maintains this exhibit in its policy manual, NDSBA recommends the policy liaison update the descriptor code at his/her earliest convenience.
- **Exhibit DBBA-E2, Steps to Performing a Reasonable Suspicion Test *Previously under the descriptor code DEAA-E2***
 - Exhibit DBBA-E2 was recoded from DEAA-E2 to maintain all guidance involving drug and alcohol testing under the umbrella of policy DBBA. Additionally, a number of non-substantive edits were made to the exhibit. If your district maintains this exhibit in its policy manual, NDSBA recommends the policy liaison update the descriptor code at his/her earliest convenience and update the rest of the exhibit at his/her discretion as no action should be taken by the board, but they may review the updates.

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- **Exhibit DBBA-E3, Drug and/or Alcohol Testing Consent Form *Previously under the descriptor code DEAA-E3***
 - Exhibit DBBA-E3 was recoded from DEAA-E3 to maintain all guidance involving drug and alcohol testing under the umbrella of policy DBBA. No other substantive edits were made to this exhibit. Board action should not be taken to update exhibits, NDSBA recommends the policy liaison update the descriptor code at his/her earliest convenience and update the rest of the exhibit at his/her discretion.
- **Member Requested Policy DBBB, Physical Examinations**
 - NDSBA made several updates to policy DBBB to include more specific guidance on how districts shall abide by the physical examination requirements for non-commercial school drivers and commercial vehicle drivers. NDSBA recommends updating your district's policy DBBB to reflect these updates.
- **Required Policy DEAA, Drug and Alcohol-Free Workplace**
 - NDSBA made several updates to policy DEAA, including adding references to pertinent state and federal law, and creating sections on the scope of the policy and drug and alcohol testing. The optional sections on reasonable suspicion testing were moved from this policy to DBBA. NDSBA recommends updating your district's policy DEAA to reflect these updates.
- **Administrative Regulation DEAA-AR, Procedure if Drug and/or Alcohol Use is Reasonably Suspected *REMOVED***
 - NDSBA removed this administrative regulation as it is duplicative of DBBA-AR. While the purpose and reason for the testing might differ (i.e., required types of testing for covered and safety-sensitive positions versus policy-driven testing for other classes of employment), the testing procedures are uniform for drug and alcohol testing. Therefore, NDSBA recommends removing this policy if it is currently in your district's policy manual.
- **Recommended Policy KAAA, Visitor Access and Communications in the Schools *Previously titled "Visitors in the Schools"***
 - NDSBA made several substantive updates to policy KAAA, including adding a section on school property oversight and visitor access, and expanding on expectation of visitors on school property. The title has also been updated to better reflect the updated policy. NDSBA recommends updating your district's policy KAAA to reflect these updates.
- **Administrative Regulation KAAA-AR, Visitors in Schools Regulations**
 - NDSBA updated regulation KAAA-AR to better coincide with the language in policy KAAA. Board action should not be taken to update administrative regulations, but NDSBA recommends reviewing these updates and recommends the policy liaison update exhibit KAAA-AR at his/her earliest convenience.

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.

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; 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.