



NDSBA POLICY UPDATE

AT A GLANCE

- Reminder about revisions
- Third quarter policy updates:
 - Webhosted Districts Information
 - New Artificial Intelligence Policy
 - Other policy updates

It's time for another NDSBA Policy Update. This edition includes revisions to various policies, exhibits, administrative regulations, and board regulations. Additionally, a new policy, ABDB, addressing Generative Artificial Intelligence (AI) in Schools, has been introduced. These updates are part of NDSBA's continuous effort to maintain current and legally compliant template policy documents. The association remains committed to offering Policy Services members the most pertinent, perceptive, and user-friendly resources in the dynamic field of policy services. NDSBA intends to systematically review each policy tier, revising existing templates, introducing relevant new ones, and eliminating those that have become obsolete for its 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.

PLEASE NOTE: If your district has elected to have your district's policy manual hosted on NDSBA's new policy services platform, NDSBA is in the process of manually reformatting your district's policy manual prior to uploading it onto the new platform. District's manuals are reformatted on a first-come-first-serve basis, and a district will only be given public access to their manual on the new platform after both their membership dues and webhosting fee has been received by NDSBA. Once the reformatting is complete and NDSBA has uploaded your district's policy manual to the new policy services platform, NDSBA will email your district website liaison(s) (e.g., a business manager or superintendent) with information on how to access the manual. Once your district has access to your manual on the new platform, NDSBA will be emailing your district's website liaison with further information on how to update policies via the platform. **ALSO NOTE:** if your district is still awaiting access to your manual on the new policy services system, continue to update your policies as normal and provide NDSBA with those updates. NDSBA greatly appreciates your continued patience through this period of change!

THIRD QUARTER POLICY UPDATES

- **Member Requested Policy ABDB (Use of Generative Artificial Intelligence (AI) in Schools)** - NDSBA created policy ABDB in response to the recent rapid growth of artificial intelligence (AI) in technology and school districts' desire to incorporate and/or address the use of AI in school. This is a member requested policy as NDSBA has received requests from several of our member districts to create a policy template. There is currently no law requiring or prohibiting the use of AI in the education system, but AI will only continue to become more integral part of everyday life and, subsequently, the education system. Due in part to the newness of generative AI tools and their ongoing and rapid evolution, your board should carefully evaluate the content of this policy to determine whether the guidance reflects the current, intended approach to the topic.



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- **Cognia Policy ACF (Whistleblower Protections Policy: Prohibition Against Retaliation)** - Policy ACF was reviewed for updates. Substantive edits were made to the policy to better reflect state and federal law and ensure consistency with other policies and regulations. A number of non-substantive edits were also made to the policy. NDSBA recommends updating your district's policy ACF to reflect these updates.
- **Cognia Policy BA (School Board Ethics)** - Policy BA was reviewed for updates. No substantive changes were made to the policy.
- **Cognia Board Regulation BA-BR1 (Board Ethics Regulations)** - Board Regulation BA-BR1 was reviewed for updates. NDSBA added clarifying language to parts of the policy, as well as a number of non-substantive edits. NDSBA recommends updating your district's regulation BA-BR1 to reflect these updates.
- **Cognia Board Regulation BA-BR2 (Board Member Internet and Social Media Use)** - Board Regulation BA-BR2 was reviewed for updates. Several substantive edits were made throughout the regulation to reflect recent U.S. Supreme Court decisions. NDSBA recommends updating your district's regulation BA-BR2 to reflect these updates.
- **Member Requested Policy FCAC (Head Lice)** - Policy FCAC was reviewed for updates. No substantive changes were made to the policy.
- **Recommended Policy IAD (Sale of District Real Property)** - Policy IAD was reviewed for updates. NDSBA changed the title from "Disposal of School Real Estate" to "Sale of District Real Property" to better reflect the substance of the policy. NDSBA also moved the policy from the Member Requested policy tier to the Recommended tier as it is a policy used by several districts across the state. Several other substantive edits were made to the policy to better reflect state law. NDSBA recommends updating your district's policy IAD to reflect these updates.
- **Member-Requested Policy FFF (Field and Other School-Sponsored Trips)** - Policy FFF was reviewed for updates. A substantive edit was made to the policy to reflect a recent change in North Dakota law (2023 H.B. 1494). The policy was also moved from the Member Requested policy tier to Recommended tier due to the number of districts that have adopted it. Several other non-substantive edits were made to the policy. NDSBA recommends updating your district's policy FFF to reflect these updates.
- **Administrative Regulation FFF-AR1 (School Sponsored Trip Rules)** - Administrative Regulation FFF-AR1 was reviewed for updates. NDSBA made several substantive edits to the regulation to add more pertinent information to the document. NDSBA recommends updating your district's regulation FFF-AR1 to reflect these updates.
- **Administrative Regulation FFF-AR2 (Travel Study Programs)** - Administrative Regulation FFF-AR2 was reviewed for updates. NDSBA made a number of non-substantive edits to the regulation. NDSBA recommends updating your district's regulation FFF-AR2 at your discretion.
- **Required Policy HBAA (Federal Fiscal Compliance)** - Policy HBAA was reviewed for updates. Several substantive edits were made to the policy to clarify the Title I coordinator's responsibilities. A number of non-substantive edits were made to the policy, as well. NDSBA recommends updating your district's policy HBAA to reflect these updates.
- **Administrative Regulation HBAA-AR1 (Federal Fund Expenditures and Inventory Requirements)** - Administrative Regulation HBAA-AR1 was reviewed for updates. The footnote was removed from the regulation as it did not align with the rest of the regulation. NDSBA recommends updating your district's regulation HBAA-AR1 if your policy includes the footnote.

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- **Administrative Regulation HBAA-AR2 (District Personnel Time and Effort)** - Administrative Regulation HBAA-AR2 was reviewed for updates. No substantive changes were made to the regulation.
- **Exhibit HBAA-E (District Personnel Time and Effort Form)** - Exhibit HBAA-E was reviewed for updates. No substantive changes were made to the exhibit.
- **Recommended Policy HEAC (Management of Student Activities Funds)** - Policy HEAC was reviewed for updates. NDSBA moved the policy from the Member Requested policy tier to the Recommended tier. NDSBA also made a substantive change to the policy to better reflect law governing district fund management. NDSBA recommends updating your district's policy HEAC to reflect these changes.

Policy templates are the intellectual property of NDSBA and should never be copied, reproduced, distributed, or displayed without NDSBA's permission. Districts that have purchased our Required or Total Template Manuals or are members of our Maintenance Service can access and download the editable policy by clicking the Policy Templates tab on the Policy Services website. Districts that do not have online access to the template(s) must request the policy by using the Policy Request Form or contacting Lexie Bergstrom at lexie.bergstrom@ndsba.org. Members who willfully disregard the NDSBA copyright guidance risk suspension in the Policy Services program.

Policy Services members should refrain from sending any NDSBA policy templates outside their District. Districts with policy template requests or questions should contact Patty Verdouw at our office at 1-800-932-8791, or patty.verdouw@ndsba.org.

*To print a policy, you will either need to: 1) Request the policy from the NDSBA office if you do not have access to the online Policy Services Portal, or 2) Download the policy from the **Policy Services portal** by logging in through the **Policy Services** tab on the NDSBA website. Download and print capabilities are only available to districts that have purchased our Required or Total Template Manual.*