FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Board Policy and Administrative Procedure Manual
Title	Overview and Table of Contents
Code	
Status	Active

Overview

District board policies and administrative procedures are divided into chapters and organized by subject area. In general, board policies are broad statements approved by the Board of Trustees that implement laws and regulations and define the general goals and acceptable practices for the operations of the district. Administrative procedures implement policies and are approved through the district's participatory governance process. The Chancellor is charged with recommending changes to policy as well as developing and implementing administrative procedures.

Using the Electronic Manual

To access board policies and administrative procedures, click on the policy or procedure link in the Table of Contents available below or select the appropriate book (i.e. Board Policy or Administrative Procedure) from the drop-down **Book** menu located on the left-hand navigation panel. Active links to relevant laws and regulations as well as related policies and procedures are included within policies/procedures when applicable.

Printing - Click the printer icon at the top of each page.
Creating a web/email link - To link directly to a policy or procedure, click the share icon located at the top, right of the policy/procedure page and copy the URL that displays.
Searching the manual - To locate a policy or procedure: 1) Select the appropriate book (i.e. Board Policy or Administrative Procedure) from the drop-down menu on the left side of your screen; 2) Enter a policy/procedure number, title, or key word in the **Search** box above the Book menu; and 3) Use your enter/return key to begin the search. For a broader search across the Board's entire eGoverance site, select the **Search** (magnifying glass) icon at the top of the screen, enter relevant search terms in the Search box, select the areas of the site you would like to search, and click on the Search button.

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Policy Number	Policy Title	Administrative Procedure Number	Administrative Procedure Title
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Policy/procedure numbers are being updated. During the revision process, there will be occasional duplication of numbers. Once the process is completed, any duplication in numbering will be eliminated. See Policy and Procedure Review for more information about the revision project.