



**FOOTHILL-DE ANZA  
Community College District**

**Agenda Item Details**

Meeting	Jun 10, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	21. Board Policy 1100 The Foothill-De Anza Community College District - Revised (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

During spring 2024, the Chancellor's Advisory Council began a review of the board policies requiring legal updates. This board policy is a part of the work that is being done in consultation with Dr. Jane Wright with the Community College League of California (CCLC). The council conducted discussions and approved the attached draft on May 24, 2024, by consensus.

**NOTE:**

This policy is legally required with legally vetted-language in red ink provided by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued a legal update to this policy in April 2016. The language in black ink is from current Foothill-De Anza Community College District BP 1100 The Foothill-De Anza Community College District Name adopted on 6/17/13 and amended on 7/12/21. The language in blue ink is included for consideration. The language in yellow highlighting is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in gray highlighting was uniquely added by the Foothill-De Anza Community College District and requires careful review by leaders to ensure the language remains accurate and up-to-date. The legal citation language reflected after the page break (below) should be removed following review and revision.

The revised policy will be presented for governing board approval at the July 8, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[DRAFT-BP 1100 The Foothill-De Anza Community College District.pdf \(248 KB\)](#)



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**Board Policy**  
Chapter 1 – The District

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**BP 1100 The Foothill-De Anza Community College District Name**

**Reference:**

Education Code Section 72000 [subdivision](#) (b)  
~~Elections Code Section 18304~~

**Note:** *In April 2016 (Legal Update #28), the Policy & Procedure Service revised this policy to delete an outdated reference to Elections Code Section 18304.*

The District name is the Foothill-De Anza Community College District.

The name is the property of the District. No person shall, without the permission of the Board [of Trustees](#), use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and education center:

- **Foothill College**  
[12345 El Monte Road, Los Altos Hills, CA 94022](#)
- **De Anza College**  
[21250 Stevens Creek Boulevard, Cupertino, CA 95014](#)
- **Foothill College Sunnyvale Center**  
[1070 Innovation Way, Sunnyvale, CA 94089](#)

The Foothill-De Anza Foundation, union bargaining units or employee associations duly authorized to represent [D](#)istrict employees and college or [D](#)istrict-authorized clubs and organizations are through this policy granted permission by the Board to use the official [D](#)istrict or college name.

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**NOTE:** This policy is **legally required** with legally vetted-language in **red ink** provided by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued a legal update to this policy in April 2016. The language in **black ink** is from current FHDACCD **BP**



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**1100 The Foothill-De Anza Community College District Name** adopted on 6/17/13 and amended on 7/12/21. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in **gray highlighting** was uniquely added by the FHDACCD and requires careful review by leaders to ensure the language remains accurate and up-to-date. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

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**Adopted:** 6/17/13

**Amended** **Revised:** 7/12/21, **[redacted]**



## Legal Citation for BP 1100

### **EDUCATION CODE - EDC**

#### **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

( Title 3 enacted by Stats. 1976, Ch. 1010. )

#### **DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]**

( Division 7 enacted by Stats. 1976, Ch. 1010. )

#### **PART 45. DISTRICTS AND GOVERNING BOARDS [72000 - 72701]**

( Part 45 enacted by Stats. 1976, Ch. 1010. )

#### **CHAPTER 1. General Provisions [72000 - 72036.5]**

( Chapter 1 enacted by Stats. 1976, Ch. 1010. )

### **ARTICLE 1. Naming [72000- 72000.]**

( Article 1 enacted by Stats. 1976, Ch. 1010. )

### **72000.**

(a) The district and its governing board may sue and be sued, and shall act in accordance with Section 70902.

(b) The district name shall be adopted and changed as follows:

(1) The first governing board of any new community college district shall, at the first meeting of the board or as soon as practicable thereafter, name the district. The district shall be designated as the “ \_\_\_\_ Community College District.”

(2) The governing board of a community college district may, by resolution, change the name of the district or of any of the community colleges maintained by the district. However, the name shall continue to contain the words “Community College District” or “Community College,” as appropriate.

(3) Whenever a petition is presented to the governing board of a community college district, signed by at least 15 qualified electors of any community college district, asking that the name of the district, be changed, the governing board shall, at its next regular meeting, designate a day upon which it will conduct a hearing and act upon the petition, which hearing shall not be less than 10 days nor more than 40 days after that regular meeting. The clerk of the governing board shall give notice to all interested parties by sending a notice of the time for the hearing of the petition. Notices shall be mailed at least 10 days before the day set for the hearing. At the hearing the board shall by resolution either grant or deny the petition, and if the petition is granted, the clerk shall notify the Board of Governors of the California Community Colleges of the change of the name of the district or of any community college maintained by the district.

(4) The name “ \_\_\_\_ Community College District” and the names of community colleges maintained by the district are the property of the district. No person shall, without permission of the board, use these names, or any abbreviation of them, or any name of which these words are a part in any of the following ways:

(A) To designate any business, social, political, religious, or other organization, including, but not limited to, any corporation, firm, partnership, association, group, activity or enterprise.

(B) To imply, indicate or otherwise suggest that any organization, or any product or service of the organization is connected or affiliated with, or is endorsed, favored or supported by, or is opposed by one or more California community colleges, the Board of Governors of the California Community Colleges, or the office of the Chancellor of the California Community Colleges.

(C) To display, advertise, or announce these names publicly at or in connection with any meeting, assembly, or demonstration, or any propaganda, advertising or promotional activity of



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any kind which has for its purpose or any part of its purpose the support, endorsement, advancement, opposition or defeat of any strike, lockout, or boycott or of any political, religious, sociological, or economic movement, activity or program.

(D) The provisions of this section shall not preclude the use of the name “\_\_\_\_\_ Community College” or “\_\_\_\_\_ Community College District” by any person or organization otherwise subject to this section using the name immediately prior to the effective date of this section, so long as the name is not used in additional, different ways.

(E) Nothing in this section shall interfere with or restrict the right of any person to make a true and accurate statement in the course of stating his or her experience or qualifications for any academic, governmental, business, or professional credit or enrollment, or in connection with any academic, governmental, professional or other employment whatsoever.

(5) Any reference to junior colleges or junior college districts in any law shall be deemed to refer to community colleges and community college districts, respectively.

(c) Meetings of the governing board shall be held as follows:

(1) Within 20 days after the appointment of the community college board provided for by Section 72023, the board of governors shall call an initial organizational meeting of the board by giving at least 10 days’ notice by registered mail to each member, for the purposes of organizing the community college board.

At the initial organizational meeting the community college board shall organize by electing a president from its members and a secretary and may transact any other business relating to the affairs of the community college district.

(2) (A) The governing board of each community college district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The secretary of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

(B) If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of the 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He or she shall notify in writing all members and members-elect of the date and time.

(C) At the annual meeting, the governing board of the community college district shall organize by electing a president, from its members, and a secretary.

(3) As an alternative to the procedures set forth in paragraph (2), in a community college district the boundaries of which are coterminous with the boundaries of a city and county, the governing board members of which district are elected in accordance with a city and county charter, the annual organizational meeting of the governing board may be held between January 8 and January 31, inclusive, as provided in rules and regulations adopted by the board. At the annual organizational meeting the community college district governing board shall organize by electing a president and vice president from its members.

(4) Subject to this section, the governing board of any community college district shall hold regular monthly meetings and shall by rule and regulation fix the time and place for its regular



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meetings. The action shall be given proper notice to all members of the board of the regular meetings.

(d) The governing board shall conduct its meetings as follows:

(1) A notice identifying the location, date, and time of the meeting shall be posted in each community college maintained by the district at least 10 days prior to the meeting and shall remain so posted to and including the time of the meeting.

(2) The governing board shall conduct its meetings within the boundaries of the community college district, except as provided in subparagraphs (A) and (B).

(A) The governing board may meet outside of its district boundaries for the limited purpose of meeting with another local agency so long as the meeting meets both of the following criteria:

(i) The meeting occurs within the boundaries of one of the participating local agencies.

(ii) The meeting is open and accessible to the public, including the residents of the district whose board is meeting outside the boundaries of the district.

(B) The governing board may meet outside of its district boundaries if the board finds it necessary to meet in closed session with its attorney to discuss pending litigation and if the attorney's office is located outside of the boundaries of the district.

(3) Except as otherwise provided by law, the governing board shall act by majority vote of all of the membership constituting the governing board.

(4) Every official action taken by the governing board of every community college district shall be affirmed by a formal vote of the members of the board, and the governing board of every community college district shall keep minutes of its meetings, and shall maintain a journal of its proceedings in which shall be recorded every official act taken.

(5) Notwithstanding any other provision of law, if a community college district governing board consists of seven members and not more than two vacancies occur on the governing board, the vacant position or positions shall not be counted for purposes of determining how many members of the board constitute a majority. Whenever any of the provisions of this code require unanimous action of all or a specific number of the members elected or appointed to the governing board, the vacant position or positions shall be excluded from determination of the total membership constituting the governing board.

*(Amended by Stats. 1991, Ch. 1038, Sec. 2. Effective October 14, 1991.)*

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## **ELECTIONS CODE - ELEC**

### **DIVISION 18. PENAL PROVISIONS [18000 - 18700]**

*( Division 18 enacted by Stats. 1994, Ch. 920, Sec. 2. )*

### **CHAPTER 4. Election Campaigns [18301 - 18390]**

*( Chapter 4 enacted by Stats. 1994, Ch. 920, Sec. 2. )*

#### **ARTICLE 1. Campaign Literature [18301 - 18304]**

*( Article 1 enacted by Stats. 1994, Ch. 920, Sec. 2. )*

#### **18304.**

(a) Any person who uses or allows to be used any reproduction or facsimile of the seal of the county or the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.



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(b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.

(c) For purposes of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

*(Added by Stats. 2003, Ch. 380, Sec. 1. Effective January 1, 2004.)*



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**Agenda Item Details**

Meeting	Jun 10, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	22. Board Policy 1200 Mission of the Foothill-De Anza Community College District - Revised (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

During spring 2024, the Chancellor's Advisory Council began a review of the board policies requiring legal updates. This board policy is a part of the work that is being done in consultation with Dr. Jane Wright with the Community College League of California (CCLC). The council conducted discussions and approved the attached draft on May 24, 2024, by consensus.

**NOTE:**

The language in red ink is recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued a legal update to this document in November 2014, April 2021, and April 2024 (new 2024 ACCJC Accreditation Standard Section). The language in black ink is from current Foothill-De Anza Community College District BP 1200 Mission of the Foothill-De Anza Community College District adopted on 7/12/04 and amended on 8/3/09, amended (and renumbered) on 6/3/13 (formerly BP 1000), 7/13/15, 7/11/16, and 5/1/23. The language in blue ink is included for consideration. The language in yellow highlighting is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in gray highlighting was uniquely added by the Foothill-De Anza Community College District and requires careful review by leaders to ensure the language remains accurate and up-to-date. The legal citation language reflected after the page break (below) should be removed following review and revision.

The revised policy will be presented for governing board approval at the July 8, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[DRAFT-BP 1200 Mission of the Foothill-De Anza Community College District.pdf \(277 KB\)](#)

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Chapter 1 – The District

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**BP 1200 Mission of the Foothill-De Anza Community College District**

**References:**

Education Code Sections 66010.4 [subdivision](#) (a)(3) [and](#) Education Code Section 78042 [subdivision](#) (b);  
[ACCJC Accreditation Standard LA 1.1 and Eligibility Requirements 6 & 20](#)

**NOTE:** *This policy is required by the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standard and eligibility requirements. The accreditation standard requires that “The institution has a **clearly defined mission** that reflects its character, values, organizational structure, and unique student population. The **mission outlines the institution’s explicit commitment to equitable student achievement and serves as a guiding principle for institutional planning, action, evaluation, improvement, and innovation.**”*

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The [District](#) and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

The mission is evaluated and revised on a regular basis.

**[ Optional:** *Include language linking mission to District’s commitment to diversity, equity, and inclusion. For example: The District believes a commitment to diversity, equity, and inclusion enriches the District’s mission and supports students in achieving their educational goals.* ]

**NOTE:** *Institutional mission defines the broad-based educational purposes the District seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.*



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*It is the discretion of the Board of multi-college districts whether or not to include individual college missions as board policy.*

*It is the discretion of the Board whether or not it wishes to state a specific time frame for evaluating and revising the mission.*

[Also see BP/AP 2510 Participation in Local Decision-Making, BP/AP 3225 Institutional Effectiveness, and BP/AP 3250 Institutional Planning.](#)

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**NOTE:** The language in **red ink** is recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued a legal update to this document in November 2014, April 2021, and **April 2024** (new 2024 ACCJC Accreditation Standard Section). The language in **black ink** is from current FHDACCD **BP 1200 Mission of the Foothill-De Anza Community College District** adopted on 7/12/04 and amended on 8/3/09, amended (and renumbered) on 6/3/13 (formerly BP 1000), 7/13/15, 7/11/16, and 5/1/23. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in **gray highlighting** was uniquely added by the FHDACCD and requires careful review by leaders to ensure the language remains accurate and up-to-date. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

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**Adopted:** 7/12/04

**Amended Revised:** 8/3/09, 6/3/13, 7/13/15,  
7/11/16, 5/1/23,



## Legal Citations for BP 1200

### Standard 1: Institutional Mission and Effectiveness

The institution has a **clearly defined mission** that reflects its character, values, organizational structure, and unique student population. The **mission outlines the institution's explicit commitment to equitable student achievement and serves as a guiding principle for institutional planning, action, evaluation, improvement, and innovation.**

- 1.1. The institution has established a clearly defined mission that appropriately reflects its character, values, structure, and unique student demographics. The institution's mission articulates its commitment to ensuring equitable educational opportunities and outcomes for all students.
- 1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.
- 1.3. The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation.
- 1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.
- 1.5. The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement.

### Required Documentation – Institutional Mission and Effectiveness

Within the Institutional Self-Evaluation Report, the institution will provide narratives and a variety of evidence sources to describe and demonstrate alignment with each Standard. Institutions must also include documentation of the required items below. This documentation can be included as supporting evidence for the Standard narratives if appropriate, or they may be provided as stand-alone files. Peer Review Teams will confirm these items during the comprehensive review process using a checklist.

- Institutional procedures/practices for **periodic review of mission/mission-related statements**, including provisions for revision (if/when revisions are needed) that allow for participation of institutional stakeholders, as appropriate for the character and context of the institution



- Documentation of the **governing board's approval of the institutional mission**
- Procedures/processes for setting institutional goals, including provisions for the inclusion of input from relevant institutional stakeholders, as appropriate for the character and context of the institution
- Documentation that the institution has established standards and goals for student achievement (i.e., institution-set standards) in accordance with Commission policy and practices for monitoring institutional performance, including standards and goals for course success, degree and certificate attainment, transfer, job placement rates, and licensure examination pass rates

## **ACCJC Accreditation Eligibility Requirements 6 & 20**

### **Introduction**

The Commission's Eligibility Requirements represent the minimum qualifications for institutions seeking an accredited status with ACCJC. An institution must first demonstrate that it meets all of the Eligibility Requirements, and must provide the attached required documentation, in order to be eligible to apply for Candidacy status (also referenced as "preaccreditation" in federal regulations).

ACCJC only awards Candidacy status (preaccreditation) to those institutions it determines are likely to be successful in obtaining initial accreditation and sustaining compliance with the Commission's Eligibility Requirements, Accreditation Standards, and policies (hereafter referred to as the Commission's Standards). Therefore, institutions preparing for Eligibility are advised to become familiar with the Accreditation Standards and Commission policies, in addition to the Eligibility Requirements. Application procedures and information about the Commission's eligibility and candidacy review processes can be found in ACCJC's Accreditation Handbook.

Member institutions are expected to maintain compliance with the Eligibility Requirements at all times. During an institution's comprehensive peer review process, peer review teams will monitor an institution's ongoing compliance with Eligibility Requirements through its evaluation of the institutional self-evaluation report, evidence, and other required documentation per Commission policies.

### **6. Mission**

The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree-granting institution of higher education and the constituency it seeks to serve. The



mission statement defines institutional commitment to student learning and achievement.

## **20. Integrity in Communication with the Public**

The institution provides a print or electronic catalog for its constituencies with precise, accurate, and current information concerning the following:

### **General Information**

- Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
- **Educational Mission**
- Representation of accredited status with ACCJC and with programmatic accreditors, if any
- Course, Program, and Degree Offerings
- Student Learning Outcomes for Programs and Degrees
- Academic Calendar and Program Length
- Academic Freedom Statement
- Available Student Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Names of Governing Board Members

### **Requirements**

- Admissions
- Student Fees and Other Financial Obligations
- Degree, Certificates, Graduation and Transfer

### **Major Policies Affecting Students**

- Academic Regulations, including Academic Honesty
- Nondiscrimination
- Acceptance and Transfer of Credits
- Transcripts
- Grievance and Complaint Procedures
- Sexual Harassment • Refund of Fees

### **Locations or Publications where Other Policies may be Found**



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**Agenda Item Details**

Meeting	Jun 10, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	23. Board Policy 2410 Board Policies and Administrative Procedures - Revised (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

This board policy revision is a part of the work that is being done to reimagine Foothill-De Anza Community College District. Anu Khanna, the Senior Advisor to the Chancellor, and Kathryn Maurer, the District Academic Senate President, gathered input across Academic and Professional Matters Committee (APM), the Academic Senates and Classified Senates and the Chancellor's Advisory Council to bring this revision forward for Board Policy 2410 Board Policies and Administrative Procedures. The council conducted discussions and approved the attached draft on May 24, 2024, by consensus.

The revised policy will be presented for governing board approval at the July 8, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[REVISED\\_DRAFT-BP\\_2410\\_Board\\_Policies\\_and\\_Administrative\\_Procedures.pdf \(263 KB\)](#)



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	REVISED DRAFT - Board Policies and Administrative Procedures
Code	BP 2410
Status	Up For Revision
Legal	<a href="#">Education Code Section 70902</a> <a href="#">ACCJC Accreditation Standard 4.4</a>
Adopted	May 1, 1995
Last Revised	March 3, 2014
Origin	formerly BP 2615
Office	Chancellor's Office
Next Review	July 1, 2031

The Board **of Trustees shall be the policy-forming body of the Foothill-De Anza Community College District. The Board, with the recommendation and assistance of the Chancellor,** may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies (**BPs**) are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. **Any policies which impact working conditions are subject to negotiations with the relevant bargaining units.** All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended-, **unless the policy is in response to an emergent crisis and is time-sensitive. The Chancellor is authorized to amend policies without Board approval for minor revisions (correction of typographical errors and/or revisions/additions to statutory and regulatory references). The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.**

Administrative procedures (**APs**) are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees and the public through the district web site.

[See Administrative Procedure 2410 Policy and Administrative Procedure](#) (NOTE: Update the link once AP 2410 is officially revised).

Approved 5/1/95  
Amended and renumbered 3/3/14 (formerly BP 2615)