This is the 28th update to subscribing member districts of the League’s Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to new laws and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 27, disseminated to member districts in November 2015.

**Revisions to the Board Policy Templates**

**BP 1100 The [Name] Community College District** – This policy was updated to delete an outdated reference to Education Code Section 18304.

**BP 2010 Board Membership** – This policy was updated to include the restriction in Education Code Section 72104 that precludes members of the governing board from serving on the governing body of a high school district with coterminous boundaries with the community college district.

**BP 2710 Conflict of Interest** – This policy was updated to specify that employees as well as Board members are prohibited from having a financial interest in a contract made by them in their official capacity.

**BP 3520 Local Law Enforcement** – This policy was updated to reflect the new Education Code Section 67381.1 and alternate language for districts to use after a governing board adopts a rule requiring its campus(es) to update written agreements with local law enforcement agencies governing operational responsibilities for investigating violent crimes, sexual assaults, and hate crimes.

**BP 4020 Program, Curriculum, and Course Development** – This policy was updated to change the word “deletions” to “discontinuances” to maintain consistency in terminology throughout this policy.

**BP 4106 Nursing Programs** – This policy was updated to italicize language related to the State Nursing Assumption Program of Loans and Education (SNAPLE).
BP 4220 Standards of Scholarship – This policy was updated to change a reference from Title 5 Sections 55030 et seq. to Title 5 Sections 55031 et seq.

BP 5140 Disabled Student Programs and Services – This policy was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that go into effect on July 1, 2016 and to remove a redundant citation.

BP 5500 Standards of Student Conduct – This policy was updated to add sexual assault and sexual exploitation to the list of sample conduct that may result in discipline.

BP 6700 Civic Center and Other Facilities Use – This policy was updated to add legal citations (Title 5 Sections 59601 et seq.) governing the calculation of costs for use of college facilities.

BP 7335 Health Examinations – This policy was updated to include a more specific reference to subsection (d) of 42 U.S. Code Section 12112.

BP 7340 Leaves – This policy was updated to correct a typographical error to the legal references for leave for jury service or appearance as a witness in court.

BP 7700 Whistleblower Protection – This policy was updated to extend protection against retaliation to district employees and applicants whose family member makes a protected disclosure.

Revisions to the Administrative Procedure Templates

AP 2712 Conflict of Interest Code – This procedure was updated to clarify that it is strongly legally advised for districts to adopt as the adoption of this procedure will satisfy the Government Code Sections 87300 et seq. requirement that the District adopt a conflict of interest code.

AP 3435 Discrimination and Harassment Complaints and Investigations – This procedure was updated to add optional language regarding sexual misconduct to comply with recommendations from the U.S. Department of Education’s Office for Civil Rights “Dear Colleague” Letters and other sources. The suggested language goes beyond the strict requirements of the law, but it complies with those recommendations.

AP 3515 Reporting of Crimes – This procedure was updated to reflect a new exception to the non-disclosure of the alleged assailant’s identity when the institution determines that certain conditions are met.

AP 3520 Local Law Enforcement – This procedure was updated to reflect new Education Code Section 67381.1 and alternate language for districts to use after a governing board adopts a rule requiring its campus(es) to update written agreements
with local law enforcement agencies governing operational responsibilities for investigating violent crimes, sexual assaults, and hate crimes.

**AP 3530 Weapons on Campus** – This procedure was updated to reflect new legislation in SB 707, which prohibits bringing loaded or unloaded firearms onto district property even with a license to carry a concealed firearm.

**AP 4610 Instructional Service Agreements** – This procedure was updated to add legal citations and to reflect updated guidelines provided by the California Community Colleges Chancellor’s Office pertaining to advanced public safety courses.

**AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students** – This procedure was updated to correct typographical errors and to clarify the requirement that students not be admitted unless they have availed themselves to all opportunities to enroll in equivalent courses at their school of attendance applies only to students enrolling in summer session courses. This procedure also includes language that may be used if the district opts to enter into a College and Career Access Pathways (CCAP) partnership under Education Code Section 76004.

**AP 5140 Disabled Student Programs and Services** – This procedure was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that go into effect on July 1, 2016 and to remove a redundant citation.

**AP 5500 Standards of Student Conduct** – This procedure was updated to add sexual assault and sexual exploitation to the list of sample conduct that may result in discipline.

**AP 6370 Contracts – Personal Services** – This procedure was updated to add legal citations to the Labor Code and Public Contract Code.

**AP 6600 Capital Construction** – This procedure was updated to eliminate the requirement to follow the California Postsecondary Education Commission (CPEC) facility review procedure as the CPEC has been disbanded.

**AP 6700 Civic Center and Other Facilities Use** – This procedure was updated to reflect new Title 5 Sections 59601 et seq. governing the calculation of costs for use of college facilities and to specify the new requirement that districts maintain a fee schedule of associated costs.

**AP 6740 Citizens’ Oversight Committee** – This procedure was updated to change the number of consecutive terms an oversight committee member may serve from two to three terms.

**AP 6750 Parking** – This procedure was revised to specify that the District may enforce its parking guidelines and processes by issuing citations.
AP 6800 Occupational Safety – This procedure was renamed “Occupational Safety” to align it with the title of corresponding BP 6800.

AP 7212 Temporary Faculty – This procedure was updated to remove an expired provision regarding temporary faculty in clinical nursing programs.

AP 7343 Industrial Accident and Illness Leave – This procedure was updated to remove the provision for classified employees limiting travel outside the state while on this leave.

AP 7500 Volunteers – This procedure was updated to add legal citations Education Code Sections 72401, 87010, and 87011 and Government Code Section 3119.5.

AP 7600 College [Police or Security] – This procedure was updated to correct a typographical error under Option B.

AP 7700 Whistleblower Protection – This procedure was updated to extend protection against retaliation to district employees and applicants whose family member makes a protected disclosure.

3/30/16