



OFFICE OF THE PRESIDENT

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February 5, 2018

**TO:** President's Council  
Administrative Council  
Planning Fiscal Council

**FROM:** Sandy Sandello

**SUBJECT: CHAPTER 3 - REVISION OF BOARD POLICIES**

Attached are revisions to Chapter 3 Board Policies. I have included CCLC's suggested template (when there is one to include).

BP 3225	Institutional Effectiveness
BP 3410	Nondiscrimination
BP 3430	Prohibition of Harassment
BP 3720	Computer and Network Use
BP 3820	Gifts

Please forward any suggested revisions/additions. This will begin the review process.

INSTITUTIONAL EFFECTIVENESS

<b>BP No. 3225</b>
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Board Adopted: NEW

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I. **The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.**

II. **References:**

**Education Code Sections 78210 et seq. and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9**

## **BP 3225 Institutional Effectiveness**

### **References:**

Education Code Sections 78210 et seq. and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

**NOTE:** *This policy is legally advised for those districts that receive funds under the Seymour-Campbell Student Success Act of 2012, Education Code Sections 78210 et seq.*

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

**New 4/15**







NONDISCRIMINATIONBP No.  
3410Board Adopted: Revised 9/02, 02/03, 08/03, 02/06, 8/06; 2/18/09; 7/11/12;  
5/14/14; 5/11/16

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This Board Policy is legally required.

- I. The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.
- II. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- III. The Superintendent/President shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.
- IV. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race **or ethnicity**, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or **based on** association with a person or group with one or more of these actual or perceived characteristics.
- V. **The Equal Employment Opportunity Officer (Director of Human Resources), and District's Title IX Officer/Section 504/ADA Coordinator, (Dean of Student Affairs).** ~~The District officers~~ **are** responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the ~~Equal Employment Opportunity Officer (Director of Human Resources), and District's Title IX Officer/Section 504/ADA Coordinator, (Dean of Student~~

**NONDISCRIMINATION**

<b>BP No. 3410</b>
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Board Adopted: Revised 9/02, 02/03, 08/03, 02/06, 8/06; 2/18/09; 7/11/12;  
5/14/14; 5/11/16

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VII. References:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard  
Catalog Requirements (formerly Accreditation Standard II.B.2.c)

Education Code Sections 66250, et seq., 72010, et seq., 87100 et seq.;

Title 5, Sections 53000, et seq., 59300 et seq.;

**Title 2 Sections 10500 et seq;**

Penal Code Section 422.55;

Government Code 12926.1, 12940, et seq.;

See Administration Procedure 3410.



## POLICY & PROCEDURE SERVICE

### BP 3410 Nondiscrimination

#### References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.;

[Title 2 Sections 10500 et seq.](#);

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

#### **NOTE: This policy is legally required.**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The [ **CEO** ] shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

Revised 9/02, 9/08, 3/12, 6/13, 4/14, 11/14, [10/16](#)







**PROHIBITION OF HARASSMENT**

<b>BP No. 3430</b>
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Board Adopted: 12/8/82; 5/13/98; 11/9/05; 2/18/09; 7/11/12; 7/9/14; 12/14/16

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- I. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military status, and/or veteran status, or because the person is perceived to have one or more of the foregoing characteristics.
- II. The District seeks to foster an environment in which all employees, students, interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.
- III. Any student employee, intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435, Discrimination / Harassment. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.
- IV. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.
- V. To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
- VI. The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent shall further establish procedures for employees, students, interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

PROHIBITION OF HARASSMENT

BP No.  
3430

Board Adopted: 12/8/82; 5/13/98; 11/9/05; 2/18/09; 7/11/12; 7/9/14; 12/14/16

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- VII. This policy and related written procedures including the procedure for making complaints shall be widely published and publicized to administrators, faculty, staff, students, interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, interns, and volunteers in all administrative offices **and shall be posted on the District's website.**
- VIII. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other work experience program.
- IX. Source/References:  
Education Code, sections 212.5; 44100; 66252; 66281.5  
Government Code Sections 12940 and 12950.1  
**Title 2 Sections 10500 et seq.;**  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code annotated Section 2000e





## POLICY & PROCEDURE SERVICE

### BP 3430 Prohibition of Harassment

#### References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;  
Government Code Sections 12940 and 12950.1;  
Title 2 Sections 10500 et seq.;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

**NOTE:** *This policy is legally required.*

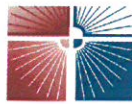
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

**Disclaimer:** *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*





## POLICY & PROCEDURE SERVICE

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the [ **CEO** ] shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The [ **CEO** ] shall establish procedures that define harassment on campus. The [ **CEO** ] shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

**Revised 7/02, 2/03, 8/03, 2/05, 3/12, 4/14, 4/15, 10/16, 4/17**

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COMPUTER AND NETWORK USE

BP No.  
3720

Board Adopted: NEW

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- I. Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. (CCLC)*
  
- II. Reference:**  
Education Code Section 70902;  
Government Code Section 3543.1(b)  
Penal Code Section 502,  
Cal. Const., Art. 1 Section 1;  
17 U.S.C. Section 101 et seq.;



## BP 3720 Computer and Network Use

### References:

Education Code Section 70902;  
Government Code Section 3543.1(b);  
Penal Code Section 502;  
Cal. Const., Art. 1 Section 1;  
17 U.S. Code Sections 101 et seq.

**Note:** The following policy is legally required.

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The [CEO] shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

See Administrative Procedure [ # ].

Revised 8/06





GIFTSBP No.  
3820

Board Adopted: 1/14/81; 2/18/09; 9/12/12; 6/8/16

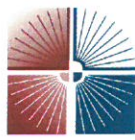
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- I. It is the policy of the Rio Hondo Community College District Board of Trustees to encourage and solicit the donation of equipment, instructional materials of all kinds, and any other items which will enhance the learning process of Rio Hondo College students.
- II. Individual administrators will work with the college Foundation to contact prospective donors and indicate items that will be useful supplements to the various instructional programs of the college.
- III. The Board shall consider all gifts, donations and bequests made to the District. The Board will approve the acceptance of all gifts and donations made to the college, and the college reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
- IV. The District shall assume no responsibility for appraising the value of gifts made to the District.
- V. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.
- VI. In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

**NOTE:** *The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.*

- VII. Source/Reference:

Education Code Section **72422-72205**



## POLICY & PROCEDURE SERVICE

### BP 3820 Gifts

**Reference:**

Education Code Section [7220572122](#)

**NOTE:** *This policy is legally advised.*

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

**NOTE:** *The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.*

**Revised 3/12, 4/15, 10/15, [4/17](#)**

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