

→ **COVID-19 Information and Vaccine Requirements**
 (<https://www.riohondo.edu/student-health-services/coronavirus/>)

Board Policies and Administrative Procedures

CHAPTER 1 - DISTRICT

| BP # | Board Policies | AP # | Administrative Procedures |
|---------|--|------|---------------------------|
| BP 1100 | Rio Hondo Community College District | | |
| BP 1200 | District Mission, Vision and Values | | |
| BP 1300 | Legal Counsel | | |
| BP 1310 | Employee/Trustee Liability for Judgments | | |
| BP 1500 | Special Rio Hondo Awards | | |

CHAPTER 2 - BOARD OF TRUSTEES

| BP # | Board Policies | AP # | Administrative Procedures |
|---------|---|---------|-----------------------------|
| BP 2010 | Board of Trustees Membership | | |
| BP 2015 | Student Member of the Board | | |
| BP 2100 | Board Elections | | |
| BP 2105 | Election of Student Member, Board of Trustees | AP 2105 | Election of Student Members |
| BP 2110 | Vacancies on the Board of Trustees | AP 2110 | Vacancies on Board |
| BP 2200 | Board Duties and Responsibilities | | |
| BP 2210 | Board of Trustees Officers | | |
| BP 2220 | Committees of the Board of Trustees | | |
| BP 2305 | Annual Organizational Meeting | | |
| BP 2310 | Regular Meetings of the Board | | |

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|---------|---|---------|---|
| BP 2315 | Board Meetings: Closed Sessions | | |
| BP 2320 | Board Meetings: Special and Emergency Meetings | AP 2320 | Board Meetings: Special and Emergency Meetings |
| BP 2330 | Quorum and Voting | | |
| BP 2340 | Board Meeting Agenda | AP 2340 | Agendas |
| BP 2345 | Public Participation at Board Meetings | | |
| BP 2350 | Speakers at Board Meetings | | |
| BP 2355 | Decorum | | |
| BP 2360 | Board Meeting Minutes | AP 2360 | Minutes |
| BP 2365 | Recording of Board Meetings | AP 2365 | Recording |
| BP 2410 | Board Policies and Administrative Procedures | AP 2410 | Board Policies and Administrative Procedures |
| BP 2430 | Delegation of Authority to the Superintendent/President | AP 2430 | Delegation of Authority to the Superintendent/President |
| BP 2431 | Superintendent/ President Selection | AP 2431 | CEO Selection Process |
| BP 2432 | Superintendent/ President Succession | | |
| BP 2435 | Evaluation of Superintendent/ President | AP 2435 | Evaluation of Superintendent/President |
| BP 2510 | Participation in Local Decision Making | AP 2510 | Participation in Local Decision Making |
| BP 2610 | Presentation of Initial Collective Bargaining Proposals | AP 2610 | Presentation of Initial Collective Bargaining Proposals |
| BP 2710 | Conflict of Interest | AP 2710 | Conflict of Interest |
| | | AP 2712 | Conflict of Interest and Disclosure Code |
| | | AP 2714 | Distribution of Tickets or Passes |
| BP 2715 | Code of Ethics/ Standards of Practice | | |
| BP 2716 | Political Activity | | |
| BP 2717 | Personal Use of Public Resources | | |

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|---------|-------------------------------------|---------|---------------------|
| BP 2720 | Communications Among Board Members | | |
| BP 2725 | Board Member Compensation | | |
| BP 2730 | Board Member Health Benefits | | |
| BP 2735 | Board Member Travel | AP 2735 | Board Member Travel |
| BP 2740 | Board Education | AP 2740 | Board Education |
| BP 2745 | Board Self-Evaluation | | |
| BP 2750 | Board Member Absence from The State | | |

CHAPTER 3 - GENERAL INSTITUTION

| BP # | Board Policies | AP # | Administrative Procedures |
|---------|-----------------------------------|---------|-----------------------------------|
| BP 3050 | Institutional Code of Ethics | | |
| BP 3100 | Organizational Structure | AP 3100 | Organizational Structure |
| BP 3200 | Accreditation | AP 3200 | Accreditation |
| BP 3225 | Institutional Effectiveness | | |
| BP 3250 | Institutional Planning | AP 3250 | Institutional Planning |
| BP 3280 | Grants | | |
| BP 3300 | Public Records | AP 3300 | Public Records |
| BP 3310 | Records Retention and Destruction | AP 3310 | Records Retention and Destruction |
| BP 3410 | Nondiscrimination | AP 3410 | Nondiscrimination |
| BP 3420 | Equal Employment Opportunity | | |
| BP 3430 | Prohibition of Harassment | AP 3430 | Prohibition of Harassment |
| | | AP 3435 | Discrimination and Harassment |
| BP 3440 | Service Animals | AP 3440 | Service Animals |
| BP 3500 | Campus Safety | AP 3500 | Campus Safety |
| BP 3501 | Campus Security and Access | AP 3501 | Campus Security and Access |
| | | AP 3502 | Campus Security |
| BP 3505 | Emergency Response Plan | AP 3505 | Emergency Response Plan |

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| BP 3510 | Prevention of Workplace Violence & Disruption | AP 3510 | Prevention of Workplace Violence and Disruption |
| BP 3515 | Reporting of Crimes | AP 3515 | Reporting of Crimes |
| | | AP 3516 | Registered Sex Offenders Information |
| BP 3518 | Child Abuse Reporting | AP 3518 | Child Abuse Reporting |
| BP 3520 | Local Law Enforcement | AP 3520 | Local Law Enforcement |
| BP 3525 | On Campus Use/Forms of Personal Transportation | AP 3525 | On Campus Use/Forms of Personal Transportation |
| BP 3530 | Weapons on Campus | AP 3530 | Weapons on Campus |
| BP 3540 | Sexual and Other Assaults on Campus | AP 3540 | Sexual and Other Assaults on Campus |
| BP 3550 | Drug Free Environment and Drug Prevention Program | AP 3550 | Drug Free Environment and Drug Prevention Program |
| BP 3560 | Alcoholic Beverages | AP 3560 | Alcoholic Beverages |
| BP 3570 | Smoking on Campus | AP 3570 | Smoking on Campus |
| BP 3710 | Securing of Copyright | AP 3710 | Securing of Copyright |
| BP 3715 | Intellectual Property | AP 3715 | Intellectual Property |
| BP 3720 | Computer and Network Use | AP 3720 | Computer and Network Use |
| BP 3810 | Claims Against the District | | |
| BP 3820 | Gifts | AP 3820 | Gifts |
| BP 3900 | Speech: Time, Place and Manner | AP 3900 | Speech: Time, Place and Manner |

CHAPTER 4 - ACADEMIC AFFAIRS

| BP # | Board Policies | AP # | Administrative Procedures |
|---------|--|---------|--|
| BP 4010 | Academic Calendar | AP 4010 | Academic Calendar |
| BP 4020 | Program, Curriculum and Course Development | AP 4020 | Program and Curriculum Development |
| | | AP 4021 | Program Discontinuance |
| BP 4025 | Philosophy and Criteria for Associate Degree and General Education | AP 4025 | Philosophy and Criteria for Associate Degree and General Education |

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| | | 4026 - Retired 10/09/19 | Philosophy and Criteria for International Education |
| BP 4030 | Academic Freedom | | |
| BP 4040 | Library and Learning Support Services | | |
| BP 4050 | Articulation | AP 4050 | Articulation |
| BP 4060 | Delineation of Functions | | |
| BP 4100 | Graduation Requirements for Degrees and Certificates | AP 4100 | Graduation Requirements |
| | | AP 4101 | Independent Study/Directed Study |
| | | AP 4102 | Technical Education Programs |
| | | AP 4104 | Contract Education |
| | | AP 4105 | Distance Education |
| BP 4106 | Nursing Programs | | |
| BP 4110 | Honorary Degrees | | |
| BP 4220 | Standards of Scholarship | AP 4220 | Standards of Scholarship |
| | | AP 4222 | Basic Skills Coursework |
| BP 4225 | Course Repetition | AP 4225 | Course Repetition |
| BP 4226 | Multiple and Overlapping Enrollments | | |
| | | AP 4227 | Repeatable Courses |
| BP 4230 | Grading Symbols | AP 4230 | Grading and Academic Record Symbols |
| BP 4231 | Grade Changes | AP 4231 | Grade Changes |
| | | AP 4232 | Pass/No Pass |
| BP 4235 | Credit for Prior Learning | AP 4235 | Credit for Prior Learning |
| BP 4236 | Credit Through Non-Collegiate Programs | AP 4236 | Credit Through Non-Collegiate Programs |
| BP 4240 | Academic Renewal | AP 4240 | Academic Renewal |
| BP 4245 | Academic Rank Policy | AP 4245 | Academic Rank |

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| BP 4250 | Probation, Dismissal and Readmission | AP 4250 | Probation |
| | | AP 4255 | Disqualification and Dismissal |
| BP 4260 | Pre-requisites and Co-requisites | AP 4260 | Prerequisites and Corequisites |
| BP 4300 | Field Trips and Excursions | AP 4300 | Field Trips and Excursions |
| BP 4400 | Community Services Programs | AP 4400 | Community Services |
| BP 4401 | Visitors on Campus Attending Classes | | |
| BP 4500 | College Newspaper | AP 4500 | News Media |
| CHAPTER 5 - STUDENT SERVICES | | | |
| BP # | Board Policies | AP # | Administrative Procedures |
| BP 5010 | Admissions and Concurrent Enrollment | AP 5010 | Admissions |
| | | AP 5013 | Students in the Military |
| BP 5015 | Residence Determination | | |
| BP 5020 | Non-Resident Tuition | | |
| | | AP 5025 | Employment Procedures For Administrators |
| BP 5030 | Fees | | |
| BP 5035 | Withholding of Student Records | | |
| BP 5040 | Student Records and Directory Information | AP 5040 | Student Records, Directory Information and Privacy |
| | | AP 5045 | Student Records-Challenging Content and Access Log |
| BP 5050 | Student Success and Support Program | AP 5050 | Matriculation |
| BP 5052 | Open Enrollment | | |
| BP 5055 | Enrollment Priorities | | |
| BP 5110 | Counseling | AP 5110 | Counseling |
| BP 5120 | Transfer Center | AP 5120 | Transfer Center |
| BP 5130 | Financial Aid | AP 5130 | Financial Aid |

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| BP 5140 | Disabled Student Programs and Services | | |
| BP 5150 | Extended Opportunity Programs and Services | AP 5150 | Extended Opportunity Programs and Services |
| BP 5200 | Student Health Services | | |
| BP 5205 | Student Accident Insurance | | |
| BP 5210 | Communicable Diseases | AP 5210 | Communicable Diseases - Students |
| BP 5300 | Student Equity | AP 5300 | Student Equity |
| BP 5400 | Associated Students Organization | AP 5400 | Associated Students |
| BP 5410 | Associated Students Elections | AP 5410 | Associated Students Elections |
| BP 5420 | Associated Students Finance | AP 5420 | Associated Students Finance |
| | | AP 5421 | Emergency Student Loans |
| BP 5430 | Clubs- Regulations | AP 5430 | Clubs- Regulations |
| BP 5500 | Standards of Conduct | AP 5500 | Standards of Student Conduct |
| BP 5510 | Off-Campus Student Organizations | AP 5510 | Off-Campus Organizations and Activities |
| | | AP 5520 | Student Conduct Procedures |
| | | AP 5530 | Student Rights and Grievances |
| BP 5570 | Student Credit Card Solicitation | AP 5570 | Student Credit Card Solicitation |
| BP 5700 | Intercollegiate Athletics | AP 5700 | Athletics |
| BP 5800 | Prevention of Identity Theft in Student Financial Transactions | | |

CHAPTER 6 - BUSINESS & FISCAL AFFAIRS

| BP # | Board Policies | AP # | Administrative Procedures |
|---------|---|---------|---|
| BP 6100 | Delegation of Authority, Finance and Business | AP 6100 | Delegation of Authority, Finance and Business |
| BP 6150 | Designation of Authorized Signatures | AP 6150 | Designation of Authorized Signatures |
| | | AP 6160 | Revolving Cash Fund |
| | | AP 6170 | District Fee for Requested Clerical and Duplication of Materials Cost |

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| | | AP 6175 | Payment by Credit Card or check |
| | | AP 6180 | Associated Student Fund- Auxiliary Services Fund |
| | | AP 6185 | Fee Waivers/ Deferments |
| BP 6200 | Budget Preparation | AP 6200 | Budget Preparation |
| BP 6250 | Budget Management | AP 6250 | Budget Management |
| BP 6300 | Fiscal Management | AP 6300 | Fiscal Management |
| | | AP 6310 | Accounting |
| BP 6320 | Investments | AP 6320 | Investments |
| | | AP 6322 | Employee Indemnity Bonds |
| BP 6323 | Debt Management | | |
| | | AP 6325 | Payroll |
| BP 6330 | Purchasing | AP 6330 | Purchasing-Principles |
| | | AP 6331 | Purchasing- Source of Supply |
| | | AP 6332 | Purchasing- Legal Considerations |
| | | AP 6333 | Purchasing- Emergency Work |
| | | AP 6335 | Purchasing-Open Accounts |
| | | AP 6336 | Purchasing- Student Body and Clubs |
| | | AP 6337 | Purchasing-Fixed Asset Control |
| | | AP 6338 | Purchasing- Change Order Procedure |
| BP 6340 | Contracts | AP 6340 | Bids and Contracts |
| BP 6345 | Bids, Award/Rejection | | |
| | | AP 6350 | Contracts-Construction |
| | | AP 6360 | Contracts-Electronic Systems and Materials |
| | | AP 6365 | Accessibility of Information Technology |
| | | AP 6370 | Contracts-Personal Services |

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| | | AP 6380 | Vendors |
| BP 6400 | Audits | AP 6400 | Audits |
| BP 6450 | Wireless or Cellular Telephone Use | | |
| BP 6500 | Property Management | AP 6500 | Property Management |
| | | AP 6530 | District Vehicles |
| | | AP 6535 | Use of District Equipment |
| BP 6520 | Security for District Property | | |
| BP 6540 | Insurance | AP 6540 | Insurance |
| BP 6550 | Disposal of Property | AP 6550 | Disposal of Property |
| BP 6600 | Capital Construction | AP 6600 | Capital Construction |
| BP 6620 | Naming Buildings | | |
| BP 6700 | Use of Facilities | AP 6700 | Use of Facilities |
| BP 6740 | Citizens Oversight Committee | AP 6740 | Citizens Oversight Committee |
| BP 6750 | Parking | | |
| BP 6800 | Occupational Safety | | |
| | | AP 6850 | Hazardous Materials |
| BP 6900 | Bookstore and Food Services | AP 6900 | Bookstore, Food Services and Fund Raising Projects |

CHAPTER 7 - HUMAN RESOURCES

| BP # | Board Policies | AP # | Administrative Procedures |
|---------|---|---------|--|
| | | AP 7040 | Conference and Meeting Attendance |
| BP 7100 | Commitment To Diversity | | |
| BP 7110 | Delegation of Authority, Human Resource | AP 7110 | Delegation of Authority, Human Resources |
| BP 7120 | Recruitment and Selection | | |
| | | AP 7125 | Verification of Eligibility for Employment |
| | | AP 7126 | Applicant Background Checks |
| BP 7130 | Compensation | AP 7130 | Compensation |

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| BP 7135 | Healthy Families | | |
| BP 7140 | Collective Bargaining | | |
| BP 7145 | Personnel Files | | |
| BP 7150 | Drug/Alcohol Free Workplace | | |
| BP 7160 | Professional Development | | |
| BP 7210 | Academic Employees | | |
| BP 7211 | Faculty Service Area Minimum Qualification and Equivalency | AP 7211 | Faculty Service Area Minimum Qualification and Equivalency |
| | | AP 7217 | Faculty: Employment of Contract |
| BP 7225 | Hours of Work: Classified | | |
| BP 7230 | Classified Employees | | |
| BP 7240 | Confidential Employees | | |
| | | AP 7250 | Administrators |
| BP 7255 | Administrative Evaluation | | |
| BP 7310 | Nepotism | | |
| BP 7330 | Communicable Disease | AP 7330 | Communicable Disease - Employees |
| BP 7335 | Health Examinations | | |
| BP 7337 | Fingerprinting: All Personnel | AP 7337 | Fingerprinting |
| BP 7340 | Leaves | | |
| BP 7342 | Holidays | | |
| BP 7343 | Industrial Accidents & Illness | | |
| BP 7345 | Catastrophic Leave Program | AP 7345 | Catastrophic Leave Program |
| | | AP 7346 | Employees Called to Military Duty |
| BP 7350 | Resignations | AP 7350 | Resignations |
| BP 7360 | Discipline and Dismissals: Academic Employees | | |
| BP 7365 | Discipline and Dismissal- Classified-Unit Members | | |
| BP 7370 | Political Activity | | |

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| BP 7385 | Salary Deductions | | |
| BP 7400 | Travel | | |
| | | AP 7405 | Mileage Reimbursement |
| BP 7510 | Domestic Partners | | |
| BP 7600 | College Campus Security | AP 7600 | College Contract Security |
| BP 7700 | Whistleblower Protection | AP 7700 | Whistleblower Protection |
