

Sensitivity Training

August 2018

Disabilities/Impairments

- A person is disabled if they have an impairment, a physical or mental condition that limit one or more major life activities.
 - For Example: walking, talking, sleeping, dressing one's self
- You don't have to know or confirm whether the person has a disability but if you believe that the person may have a disability, that person is automatically protected under the law

- All employees must follow the Code of Conduct and Code of Ethics, employees must follow laws, regulations, and policies of the district therefore employees should not discriminate against a colleague, parent or student by their race, color, religion, origin national, age, sex, disability, familial status, or sexual orientation.

- There are employees with disabilities working throughout the district at all levels and positions.

Some examples of disabilities

- Loss of sight, deafness, speech impairment, paralysis, loss of any part of body, learning problems, epilepsy, and depression are some disabilities.

- Keep in mind that some disabilities are not visible.

- The law requires everyone to have the opportunity to work. LISD makes reasonable accommodations for employees who have a disability.
 - Examples are modified hours of work, different equipment, relocation of work area or repeated instructions, etc.
 - However, employees must be able to continue to perform the essential job functions of the job they were hired to do.

Together we shall

- Create a pleasant, comfortable and productive work for all, including employees who may have a disability.
- Maintain patience and courtesy
 - Keep in mind that we are all different
 - Perhaps one day you or your loved one will be in need of accommodations

Suggestions to follow

- Do not refer to the disability of your colleague, employee, student, etc. There is no reason to mention it.
- Treat your colleague, employee, parent or visitor as an adult. For example, before helping them ask them if they would like your help or need your assistance.
- Talk to the person like you would to any other person (if someone is blind this does not mean that you can not tell comments like "you see") include colleagues, or an adult with disabilities in work activities, school and social activities. It is important to keep the sense of humor, we all want to laugh but not when we mock someone.
- Treat your colleagues or any adult with honesty and respect.

- If someone has difficulty speaking, be patient let them finish what they want to say and repeat what you understood. Perhaps you can ask questions that can be answered with a simple yes or no.
- If someone has difficulty hearing, speak clearly and slowly let them read your lips or prompt what you want to say.
- If someone is blind, identify yourself by introducing yourself to them before you start talking; you may want to tell them about any new notice or procedure posted in the worksite.
- If someone is in a wheelchair, sit down to talk with that person at their same eye level. Do not push the wheelchair unless they ask you.

- If you think someone has a learning disability, ask the person if they would like for you to explain a new task, maybe the person would prefer to see you doing the task instead of having to read written instructions.
- Be considerate of people who do not understand English. You may want to assist them by explaining the task at hand. Remember that not knowing English does not mean that they are disabled.

Disabled Parking Spaces

- Please follow the regulations in parking areas. Do not use disabled parking spaces if you are not authorized to use. Remember that using someone else's placard does not authorize you unless the person it was issued to, is with you.
- Using places reserved for the disabled is an offense and the fines starts at \$500. It is also a violation of district policy and you will be subject to disciplinary action.
- Please watch the following Public Service Announcement:

<https://www.youtube.com/watch?v=85ctqOBuxYU>

○ If you need more information on this topic, contact Edna Garza to 273-1022 or visit her at the human resources office located at 1702 Houston, second floor.

○ Now click on the following link in order to complete training:

https://prodev.laredoisd.org/assessments/quiz_sensitivity.asp