IDENTIFICATION

Try to pronounce names correctly. If you are uncertain, ask the person for clarification.

Avoid cultural nicknames or slurs in common language.
Avoid using common cultural names to address people you are unfamiliar with.

<table>
<thead>
<tr>
<th>Popular names used to misrepresent people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ackmed</td>
</tr>
<tr>
<td>Tojo</td>
</tr>
<tr>
<td>Jose</td>
</tr>
<tr>
<td>Mohammed</td>
</tr>
</tbody>
</table>
Avoid using slang, colloquial dialect, or accents that you are unfamiliar with. Ask the person if they need additional assistance if they seem confused or unsure.

If you are dealing with a Non-English speaking person, seek assistance in order to avoid insults or misunderstanding.
COMMUNICATION

When using slurs, adjectives, or terms in an educational context, take the time to explain that the process is one derived from educational necessity, historical accuracy, or artistic expression.

Tenure or contractual terms will not protect offenders from Statutory sanctions.
Use caution and accuracy when using flags, symbols, or artifacts that may incite or offend other cultures.

Avoid unnecessary or unflattering comments about cultural/religious clothing or accessories.
Use caution when developing or implementing exercises that include role-playing, touching, insults, or politically charged activities.

Any potentially, controversial, offensive, or inappropriate material should be cleared with your Supervisor, Department Chair, or AVP.
BULLYING

Refrain from taunting or joking with students about their physical appearance, physical ability, hygiene, or personal preferences. Do not allow students to do the same.

Refrain from using negative, personal, or stereotypical comments about a student’s performance, academic abilities, or growth potential.

Do not tell students who report harassment to lighten up or go away. We must respond and report!
BULLYING

H = Harass
A = Attack, Aggress
T = Tease, Taunt
E = Embarrass, Expose, Exclude
D = Divulge, Disparage
BEHAVIOR

Cultural affiliation, religious belief, national origin, social status, wealth, sexual orientation, age, physical circumstance, political association, etc. does not give anyone the right to breach college policy or governmental statutes. Employees or students who act inappropriately or violate regulations should be immediately addressed.

Punitive measures may be exacted in accordance with college policy or governmental statute.
If you remember one simple rule, you'll be in good shape: You can ask people about their abilities, but you can't ask about their disabilities.

In employment environments you can ask how an applicant plans to perform each function of the job, but you can not ask whether the applicant has any disabilities that will prevent him or her from performing each function of the job.
Please assist students with disabilities during emergencies.

If you cannot assist the student please alert responders or staff to their location.

Students in wheel chairs can be relocated to safe zones until assistance arrives. If possible have an attendant wait with the student until assistance arrives.

Kindness and Consideration goes a long way.
Confidentiality is always a good strategy.
Put yourself in the student’s place.
Assess the benefit/detriment from the comment or action.
Keep your personal life separate from your professional life.
Use clear, relevant, nonabrasive, verbiage.
Clearly document polices, requirements, procedures / protocols, penalties, and expectations.
Remember, they are not just students they are also clients!
WORDS TO THE WISE

TREAT PEOPLE AS YOU WOULD HAVE THEM TREAT SOMEONE YOU TRULY LOVE.

IF YOU DON’T KNOW, BY ALL MEANS, ASK SOMEONE.
QUESTIONS AND COMMENTS?
THANK YOU FOR YOUR TIME AND HAVE A NICE WEEKEND.