

Policy Example 5

Public Non-Discrimination Notice

Simulated Workplace programs must provide information to applicants, participants, beneficiaries, and other interested parties regarding the rights of individuals. Methods of providing this information include publication in handbooks, manuals, pamphlets, application materials, posters, etc. Simulated Workplace site's Public Non-discrimination Notice should be found on a variety of publications including brochures, applications, catalogs, handbooks, job announcements, posters, recruiting materials, websites, school newspapers, etc. It also is required that a nondiscrimination notice be placed in local newspapers prior to the start of school. It counts if the county includes a statement in a general supplement, etc. (e.g., Kanawha Co. often has a back-to-school newspaper supplement that covers the upcoming school year). However, the CTE program is responsible for the following equity requirement: "Prior to the beginning of each school year, recipients must advise students, parents, employees and general public that all career and technical educational opportunities will be offered regardless of race, color, national origin, sex or disability." This must be issued annually in not only local newspapers but also institution newspapers and other publications. The annual notice must include a brief description of program offerings and admission criteria. Also a plan must be in place for disseminating the notice in any language other than English and to persons with visual impairments. Programs should establish reasonable codes of conduct (refer to WVBE Policy 4373) that prohibit disruptive or inappropriate behaviors and may apply these uniformly to all students (even when the effect is to disqualify a person with a disability).

This is an example of a policy. This content is being managed for this policy, within the policies module. As suggestions to this policy are made, and approved, they will be changed resulting a newer version of this record. In this way, you will be able to see the entire version history of any policy, including the many changes it has experienced, including the information around who suggested the change (when), and who approved it (when). Any information changed within Centralpoint, is subject to the editorial review of your administrators, to allow your policies to fluidly change over time. This is an example of a policy. This content is being managed for this policy, within the policies module. As suggestions to this policy are made, and approved, they will be changed resulting a newer version of this record. In this way, you will be able to see the entire version history of any policy, including the many changes it has experienced, including the information around who suggested the change (when), and who approved it (when). Any information changed within Centralpoint, is subject to the editorial review of your administrators, to allow your policies to fluidly change over time.

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Indemnification

To the fullest extent permitted by Law, the (named party) will defend, indemnify and hold harmless [Institution], including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, or from the performance of its operations or services and for the acts or omissions of its directors, officers, employees, contractors or subcontractors, volunteers, participants, guests or any third party for whom it is responsible, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist in the absence of this agreement.

Force Majeure

In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party.

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Policy - General

PURPOSE

*(A **concise** statement of the rationale for the policy, including if appropriate, reference to external regulation, further policy discussion, etc. Provide a summary (in one paragraph) and clearly state the important policy content (e.g., who will or will not do what and in what context).*

APPLICABILITY

(Exactly whom the policy applies to and the consequences for non-compliance, if applicable.)

POLICY STATEMENT

*(A **concise** statement of the policy.)*

IMPLEMENTATION PROCEDURES

(Provide detailed procedures that are necessary to carry out the intent of the policy.)

DEFINITIONS

(Definitions of terms – as needed.)

REFERENCES

(Cite related laws, regulations, or policies. Give complete references and ensure that documents cited are readily available. If needed, provide additional background discussion here.)

RESPONSIBILITY

(State who is responsible for assuring adherence to this policy and what the specific responsibilities are.)

RESOURCES AND TRAINING

Identify the office and specific individual position/ title – with telephone number and email address, as appropriate – that should be contacted for interpretations, resolution of problems, and special situations

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