



# WESTLAKE HIGH SCHOOL

Home of the "THUNDER"

99 North Thunder Blvd. (200 West), Saratoga Springs, UT 84045

Main: 801.610.8815

Attendance: 801.610.8817

Fax: 801.768.1068

## Purpose

1. Westlake staff should be familiar with this summary of civil rights laws, regulations and guidelines and how they apply to their responsibilities.

## Civil Rights Policy

1. Westlake policy prohibits discrimination in employment and program access and participation on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

## Administration and Operations

1. An ASD Coordinator is designated as administratively responsible for civil rights matters.
2. The Principal can also address civil rights concerns germane to Westlake High School.
3. All academic and non-academic Westlake staff should be familiar with ASD's civil rights policies and procedures. All newly employed staff should be given orientation to ASD's civil rights policies and procedures. Civil rights policies and procedures should be reviewed yearly with staff.
4. Facilities and resources should be available on a nondiscriminatory basis to staff and students.
5. All staff should develop and maintain a system to collect, document and report their individual program planning, development, delivery, outreach, participation and evaluation efforts and activities. This requirement includes the identification of the potential audience by race and gender for each educational program initiative of the staff member and reporting the actual audience reached by race and gender.
6. The Americans with Disabilities Act as Amended (ADAAA) requires that ASD programs be accessible to persons with disabilities and that reasonable accommodations be provided. All staff should be familiar with ASD's Policy manual with respect to ADAAA.
7. All staff should be familiar with civil rights complaint procedures as outlined in ASD's Policy Manual.

Under the Informal Process, school administrators are available to consider, conciliate, mediate and resolve complaints.

Under the Formal Process, complaints can be submitted to the Principal or the Director of Secondary Schools

8. Program content materials and delivery methods should promote and encourage inclusive participation.
9. Volunteers should be fully informed about ASD's civil rights and nondiscrimination policies.
10. Membership requirements, enrollment procedures, constitutions and by-laws of all Westlake sponsored clubs and organizations must be in compliance with Westlake's equal opportunity policies.
11. Sexual harassment is prohibited by AAD. An employee who engages in sexual harassment is subject to disciplinary action up to and including termination of employment. All staff should be familiar with ASD's Policy on Sexual Harassment.