
**CULTURAL AWARENESS IN YOUR AGENCY:
A WORKBOOK ACTIVITY**

1. What specific actions has your agency or organization taken to make sure it is in compliance with federal law that prohibits discrimination on the basis of race, color, sex, national origin, age, religion, creed, physical or mental disability, and familial status?

Posts the Equal Opportunity poster and does not base employment on ethnicity. HCDE targets diverse areas when recruiting new employees. They also provide cultural diversity development as an in-service.

2. Does your state's antidiscrimination law include protected classes or categories in addition to those listed in federal law? If yes, what additional classes are included?

Title VIII-equal treatment among the various populations is protected by federal law.

3. In what ways does your agency make accommodations for clients or consumers who have a physical or mental disability or limitation?

The Exceptional Education department makes sure that schools are accessible to all students. Resource and CDC classes are provided. Documented illnesses qualify for 504 Health plans and students may also receive education through the homebound program.

4. In what ways does your agency make accommodations for clients who are not fluent in or comfortable with the English language?

HCDE provides ESL accommodations but not prepared to serve other languages. Deaf and blind students and parents are accommodated if notified ahead of time.

5. About what percentage of your agency's clients or consumers could be described as members of a cultural, ethnic, religious, or racial minority?

60%

What groups are they?

Hispanic, Indian, Phillipines, Chech, Mexican, African, and
families displaced by Hurricane Katrina

6. What special efforts has your practicum agency made to reach out to and provide relevant services or programs to members of minority groups?

Social workers connect them to community agencies, tutors,
and housing.

7. What specific actions, if any, has your agency taken to make sure it does not discriminate on the basis of sexual orientation? On the basis of clients' political beliefs, religion, or age?

EOE is posted and diversity workshops are held. All claims are
fully investigated.

8. To what extent are members of minority groups represented on your agency's board of directors or on advisory boards?

About fifty/fifty but under represented in the Hispanic population

9. What culturally sensitive assessment instruments or practice techniques, if any, does your agency use with clients who are members of minority groups?

Bilingual assessment for Hispanic students. Exceptional education
utilizes Myers Briggs, Brigance, Wilson, & Woodcock Johnson
which are considered culturally sensitive tests.

10. Is there anything about your agency that might discourage minorities from using its services (e.g., the racial, ethnic, or gender makeup of staff; location; office hours and days of operation; reputation in community; costs; or perceived attitude toward minorities)?

No.

11. What state or federal laws or regulations may affect minority clients negatively (e.g., anti-immigration laws and laws that prohibit same-sex marriage)?

Does not apply.

12. What grievance procedures are available to clients or consumers if they believe they have experienced discrimination by the agency or its staff?

You may make an informal/formal complaint with HCDE or state offices: OCR.

13. About what percent of the personnel assigned to professional and administrative jobs within your agency are:

50 % Members of a racial or ethnic minority

1 % Persons with physical or mental disabilities

90 % Women

* % Members of a religious minority *Not information that is legally asked

1 % Over 65 years of age

0 % Fluent in a second language

0 % Persons of a sexual minority

14. Does your agency or organization have an affirmative action program that is applied when hiring new staff? If yes, does the program achieve its purpose?

Yes, Informal understanding.

15. What types of accommodations are made within your agency for employees with physical or mental disabilities?

Because HCDE is an EOE any and all accommodations
are made for employees.

16. Where on the cross-cultural continuum described by Cross (see Background Information) would you place your agency? Why?

Does not apply

Additional notes and comments:

Discussed with Mrs. Randolph, Director of Student Services

10/11/07
