



LAKE WALES

CHARTER SCHOOLS

EMPLOYEE **H**ANDBOOK

BENEFIT **I**NFORMATION

Clint Wright, Superintendent

LWCS MISSION STATEMENT

“To bring the best of public education to our community by providing innovation and choice within a continuous pre-school through postsecondary curriculum so that each child recognizes the benefits of life-long learning, constructive citizenship and personal happiness.”

The information provided in this handbook is intended to advise employees of Lake Wales Charter Schools, Inc., of the various policies, procedures, benefits, and services available to them. It is not an employment contract. This handbook will be revised as needed.

DISCRIMINATION POLICY STATEMENT

No employee, student, or applicant shall on the basis of race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in any employment conditions or practices, conducted by the Polk County Public School System.

Statutory Authority: Section 230.22(2), Florida Statutes
Law Implemented: Section 228.2001, Florida Statutes

DRUG FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the LWCS publishes an annual statement notifying employees that unlawful possession, use, or distribution of illicit drugs and alcohol by employees is prohibited. This includes any school-related activities away from or on LWCS premises.

Any employee violating the policy shall be immediately suspended by the Superintendent of LWCS, and the Superintendent will report any violation to the School Board. Upon completion of investigation further action, could result in termination of employment.

Failure by any LWCS employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. Employees need to be aware that compliance with the LWCS Policy is mandatory and violators will be referred for prosecution.

Employee Assistance Programs are available by contacting the LWCS Central Office, Human Resources, at 679-6560.

HARASSMENT OF EMPLOYEES Sexual and/or Racial

The Lake Wales Charter Schools, Inc. forbids the discrimination against any employee, applicant for employment, or student on the basis of sex or race. The Board will not tolerate sexual/racial harassment activity by any of its employees. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Sexual harassment consists of unwelcomed sexual advances, request for sexual favors, and other inappropriate verbal, nonverbal, graphic, written, or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or of an individual's education.
- submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual; or
- such conduct substantially interferes with an employee's work performance or student's academic performance, or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- verbal, non-verbal, graphic, and written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome or inappropriate touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment.

Racial harassment consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities.

Racial harassment as defined above, may include but is not limited to the following conduct which is based upon race:

- epithets and slurs;
- written or graphic material that shows hostility or aversion toward an individual or group;
- negative stereotyping;