



LINCOLN CHARTER SCHOOL
559 WEST KING STREET
YORK, PA 17401-3706
PHONE# 717-699-1573 FAX# 717-846-4031
WEB ADDRESS - www.lincolncharterschools.org
“Learning, Leadership, Legacy”

BULLYING POLICY

Roar for Peace Bullying Prevention Program Mission Statement

It is the mission of this committee to bring an end to bullying at Lincoln Charter School.

To give a voice to the victim.

To give a new outlet and outlook to the bully.

To inform our parents, teachers, and the community about all forms of bullying.

To show the changes that can occur when a community comes together for the sake of all children.

Lincoln Charter School believes that all students have the right to feel safe in the school environment. The school and community have an obligation to promote respect, tolerance and acceptance of others.

Lincoln Charter School will not tolerate behavior that infringes on the rights of any student. A student shall not intimidate, harass, or bully another student with their words or actions. The full definition of bullying is below:

- A. Bullying includes but is not limited to:
- a. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.
 - b. Direct bullying: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.
 - c. Indirect bullying: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.
 - d. Cyber-bullying: Using electronic device mediums such as but not limited to computers, cell phones and pagers to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.
 - e. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber-bullying is being used to describe bullying behavior which occurs on the Internet

The term bullying should not be used when there is a mutual confrontation between two students or groups of students.



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Behavior is clearly bullying when:

- 1) **There is intent to harm** - the perpetrator appears to find pleasure in taunting and continues even when the target’s distress is obvious. Mutual “teasing” should not be confused with bullying behavior.
- 2) **There is intensity and duration** - the taunting continues over a period of time, and is not welcomed by the target.

Degrees of bullying

- **Mild Infractions** (Level I) include teasing, name calling, and taunting.
- **Moderate Infractions** (Level II) include exclusion, gossiping, and inappropriate gestures.
- **Severe Infractions** (Level III) include racial intimidation, sexual intimidation, physical threats.
 - The classification of degree may also depend on the impact on the victim and/or the duration or frequency of the conduct.

The classification of degree may also depend on the impact on the victim and/or the duration. The intent of this reporting system is to document all incidents of bullying behavior. Incidents which involve law enforcement, although they may fall under the definitions provided, should not be considered the only reportable incidents of bullying behavior.

Lincoln Charter School expects students and/or staff to immediately report incidents of bullying to the principal, teacher, or member of the Culture and Climate team. Staff who witness bullying must immediately step in to intervene when it is safe to do so. Each bullying complaint will be properly investigated. This policy applies to instances on the school grounds, while traveling to and from school, and any school-sponsored activity.

To ensure bullying does not happen on our campus, Lincoln Charter School will provide staff development training in the bullying prevention program, Roar for Peace. Teachers will discuss this policy and program with their students in age-appropriate ways and assure them that they do not need to endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

Student will follow the Code of Conduct:

Cooperate
Act Responsibly
Respect Myself and Others
Encourage and Support Others



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Bullying Pledge

As a student and staff member against bullying, I will:

Speak up when I see bullying

Reach out to others who are bullied

And be a friend whenever I see bullying

Procedures and Consequences

In all cases, the student must be informed of the misconduct the student is alleged to have committed. School personnel will investigate, to the extent necessary, the facts surrounding the alleged misconduct. Students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty.

The following additional procedures will apply for the imposition of the specific penalties set forth below:

- **Detention:** After school detention will be imposed as a penalty only after the student’s parent has been notified and has acknowledged that there is no parental objection to the penalty.
- **Suspension:** From extracurricular activities, athletic participation and other privileges. Upon request, the student and the student’s parent will be provided with an opportunity for an informal conference with the Principal, Academy Director, or Learning Environment Coordinator within a reasonable time to discuss the conduct and the penalty.
- **In-School Suspension:** Students who would otherwise be suspended from school as the result of a Code violation may be placed in in-school suspension. In-school suspension involves the temporary removal of a student from the classroom and placement in another area of the school building where the student will receive substantially equivalent alternative education. A student subjected to an in-school suspension, along with his/her parents(s), will be provided with an opportunity for an informal conference with the Principal, Academy Director, or Learning Environment Coordinator within a reasonable period of time to discuss the conduct and the penalty involved.
- **Short-Term Suspension from school:** (three school days or less).
When the Principal or Assistant Principal proposes to suspend a student for three school days or less, the suspending authority must immediately provide the student with oral notice of the misconduct alleged. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the suspension.

The suspending authority will also attempt to notify the student’s parent(s)/guardian in writing that the student is being suspended from school. The written notice will be provided to the student and will be provided by mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the



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parents/guardians. Where possible, notice shall also be provided to the parent/guardian or other listed emergency contacts, by telephone.

- The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent(s)/guardian of the right to request an immediate informal conference with the Principal or Assistant Principal. When possible, notice shall be provided in the dominant language or mode of communication used by the parent(s)/guardian.
 - The student and the student’s parent/guardian shall, on request, be given an opportunity to schedule an informal conference with the Principal or Academy Director at which the student and/or parent/guardian may present the student’s version of the events and ask questions of complaining witnesses. If an informal conference is held, the School shall provide for it to be translated into the parent’s/guardian dominant language or mode of communication.
- **Long-Term Suspension from school:** (more than three school days)
- When the Principal or Academy Director determines that consideration of a suspension for more than three school days may be warranted, reasonable notice shall be provided to the student and the student’s parent(s)/guardian of their right to an informal hearing. The notice shall provide a description of the charges against the student. The purpose of the informal hearing is to enable the student to meet with the school official(s) to explain the circumstances surrounding the events for which suspension is proposed.
 - The student has the following rights with regard to the informal hearing:
 - Notice of the reasons for the suspension in writing should be given to the students and the parent or guardian of the student.
 - Sufficient notice of the time and place of the hearing.
 - A student has the right to question any witnesses present at the hearing.
 - A student has the right to speak and produce witnesses on his own behalf.
 - The informal hearing shall be held within the first five days of the suspension.
- **Expulsion:** (suspension for more than 10 days)
- A formal hearing is required in all expulsion cases. The hearing may be held in front of the Board of Directors or a committee of the Board, or qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
 - The following rights are to be observed with regard to the formal hearing.
 - Notification of all charges shall be sent to the student’s parents or guardian by certified mail.
 - Sufficient notice of the time and place of the hearing must be given.
 - The hearing shall be held in private unless the student or parent requests a public hearing.
 - The student has the right to be represented by counsel.
 - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that any such witnesses appear in person and answer or be cross-examined.
 - The student has the right to testify and present witnesses on his own behalf.
 - A record must be kept of the hearing, either by a stenographic or by tape recorder. The student is entitled, at the student’s expense, to a copy of the transcript.



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- The proceeding will be held with all reasonable speed.
- Where the student disagrees with the result of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
- **Alternative Instruction:** When a student of compulsory attendance age is expelled from school, the school will take immediate steps to provide alternative means of instruction for the student.
- **Reductions in Penalty:** Upon application by the student or parent(s), the Board may revoke an expulsion if it determines that it is in the best interests of the School and the student to do so.
- **Discipline of Students with Disabilities:** A student with a disability or a student suspected of having a disability will be disciplined in accordance with the Federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973 and state law.

If the complainant student or the parent of the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent should contact the principal or a member of the Climate and Culture team.