

Anti-Bullying Policy

Objectives and Purposes

Bullying affects the safety and social well-being of Cedar Tree Academy. Preventing and responding to bullying is the responsibility of the entire Cedar Tree community, which includes all staff, students and parents. This policy is designed to protect and ensure the safety of the Cedar Tree community. Cedar Tree Academy will report and investigate all incidents of bullying, harassment and intimidation and provide appropriate resources for victims of an incident. This policy serves as Cedar Tree Academy's bullying prevention plan.

Definitions

Cedar Tree Academy in accordance with the District of Columbia "*Youth Bullying Prevention Act of 2012*" has established an anti-bullying policy that all students, parents and staff adhere to. According to "*Youth Bullying Prevention Act of 2012*" bullying is defined as:

"Bullying" means any severe, pervasive, or persistent act of conduct, whether physical, electronic or verbal that:

1. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity of expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business or any other distinguishing characteristic, or on a youth's association with a person, or a group with any person, with one or more of the actual or perceived foregoing characteristics; and can be reasonably predicted to:
 - a. Place the youth in reasonable fear of physical harm to his or her person or property;
 - b. Cause a substantial detrimental effect on the youth's physical or mental health;
 - c. Substantially interfere with the youth's academic performance or attendance;
 - d. Substantially interfere with a youth's ability to participate in or benefit from the services, activities or privileges provided by an agency, educational institution, or grantee.

Prohibition Against Bullying

Bullying, harassment or intimidation, of any sorts, **will not** be tolerated by any members of the Cedar Tree school community.

1. On Cedar Tree Academy grounds and immediately adjacent property, at Cedar Tree Academy -sponsored or related events on and off Cedar Tree Academy grounds, on any vehicle use for Cedar Tree Academy, at any transit stop at with students wait to be transported to Cedar Tree Academy, or through the use of any electronic devices

- owned by Cedar Tree Academy, leased by Cedar Tree Academy or used for Cedar Tree Academy business; and
2. At a location or function unrelated to Cedar Tree Academy, through the use of any electronic devices, including those not owned or leased by Cedar Tree Academy, if acts of bullying or cyberbullying create a hostile environment at school for the victim or witness, infringe on their rights at Cedar Tree Academy, or materially and substantially disrupt operations at Cedar Tree Academy.

Retaliation against a student, staff member, or volunteer, who reports bullying, provides information about an act of bullying, or witness an act of bullying is also prohibited.

Policy Development and Resources Mapping

Engaging the Community

Cedar Tree Academy will create and update its policy with feedback from the community, as follows:

1. Prior to adopting, or making any changes to the policy, Cedar Tree Academy will make a draft copy of proposed changes available to the public at least two weeks before the policy is adopted or changes to the policy are finalized and shall, in that time period, provide the public with the ability to submit feedback on the changes in the form of questions, comments and recommendations which Cedar Tree Academy will take into consideration.
2. Cedar Tree Academy will convene an advisory panel composed of community stakeholders in regular contact with Cedar Tree Academy. This panel will be chaired by Cedar Tree Academy Director of Operations and is charged with providing advice and feedback on the implementation of the prevention policy. This panel may be made permanent to serve as an ongoing resource for Cedar Tree Academy's bullying prevention efforts.

Publication and Contact Information

This policy will be made available on Cedar Tree Academy's website. The policy, and age appropriate versions thereof, will be distributed to parents of youth in contact with Cedar Tree Academy annually, and Cedar Tree Academy will emphasize that the policy applies to participation in functions sponsored by Cedar Tree Academy. Additionally, this policy will be included in all publications of agency rules, regulations, and solicitations and agreements for contracts and grants.

The Counseling Department is responsible for coordinating Cedar Tree Academy's bullying prevention efforts. All questions, comments and concerns about the bullying policy and Cedar Tree Academy prevention efforts should be directed to the school counselor at ctamail@cedartree-dc.org for bullying prevention efforts or policy information.

Prevention Leadership

Responsibility for the implementation and execution of this policy is vested with ***Cedar Tree Academy's***

Leadership Team charged with responding to incidents of bullying, who shall have responsibility for:

1. Planning and organizing the prevention plan's professional development activities and coordinating these activities with the Department of Human Resources;
2. Designing or choosing and implementing the programming and curricula the agency uses to address bullying;
3. Receiving and recording incidents of bullying;
4. Responding to incidents of bullying and addressing the needs of victims and bullies;
5. Managing the data collaboration and collection process in cooperation with the District citywide prevention coordinator;
6. Coordinating community engagement efforts and;
7. Regularly reviewing and updating the policy and any procedures developed as part of it.

If Cedar Tree Academy's Leadership Team chooses to delegate responsibility for any of these areas, it must be done in consultation with Cedar Tree's Executive Director. All such decisions will be recorded to ensure that there are clear lines of responsibility for each prevention activity.

The Leadership Team consists of the following staff, as the Director of Counseling and Student Services, will serve as the committee chair:

Principal
Director of Marketing and Enrollment
Director of Human Resources and Business Operations

Resource Mapping

In order to obtain an accurate picture of the resources available as part of the prevention plan, Cedar Tree Academy, in consultation with stakeholders, will conduct an annual resource mapping process. The process will identify:

1. What resources Cedar Tree Academy has in place to support their primary, secondary and tertiary prevention strategies,
2. What gaps exist in Cedar Tree Academy bullying prevention services,
3. What steps must be taken, or services developed, to remedy these gaps,
4. What types of bullying risk factors each of Cedar Tree Academy resources addresses,
5. What types of bully or victim behavior each available agency resource will be most effective in addressing.

Policy Evaluation

Cedar Tree Academy will annually review and update this policy with updated prevention strategies developed after consultation with community stakeholders, continuing research on best practices in bullying prevention, and the agency's data collaboration with the citywide coordinator. Policy changes will be made to rectify gaps identified in the current prevention effort and to build on successful strategies. They will be further informed by whether Cedar Tree Academy successfully met or is on

track to meet performance goals described in its “prevention goals” section.

Primary Prevention Strategies

Creating and Fostering Positive School Climate

Cedar Tree Academy will establish a culture of respect and safety. As part of this commitment, Cedar Tree Academy will incorporate bullying prevention messages and efforts into all aspects of its operations that serve our students.

Staff must be committed to creating a positive and respectful environment. Accordingly, Cedar Tree Academy will include, in all employment application interviews, questions about how prospective employees would support bullying prevention to foster a positive environment at Cedar Tree.

Community Education

Safe, positive environments are best supported by an active partnership between Cedar Tree Academy and the community. This begins with parents and guardians. Accordingly, Cedar Tree Academy will provide the parents and guardians of young people regular bulletins, presentations and/or workshops to educate them on:

1. How parents and guardians can use activities at home to build on the bullying prevention lessons taught at Cedar Tree;
2. The dynamics of bullying and its impact on youth;
3. Information about internet safety and cyberbullying;
4. Cedar Tree legal and administrative responses to bullying;
5. Information on parent and guardian relevant sections of Cedar Tree prevention policy.

Such information will also be made available by Cedar Tree to the community and in particular to Cedar Tree parents and community advisory panels. These educational opportunities will be made available twice a year.

Where possible, Cedar Tree will coordinate education efforts with other District agencies to effect citywide community education and awareness.

Code of Conduct

Cedar Tree expects youth to behave in a way that supports Cedar Tree Academy’s Discipline Policy to provide a safe and welcoming environment for other students, staff, and community members. Students who are part of the school community are expected to:

1. Treat all members of the Cedar Tree Academy community with respect;
2. Respect the property of Cedar Tree Academy, its staff, and other students of Cedar Tree Academy.

3. Respond appropriately to instructions from Cedar Tree Academy staff.

Training and Professional Development

Training

Cedar Tree Academy will provide to all personnel whose duties consistently bring them into contact with students by design or incident, training on Cedar Tree Academy's prevention curriculum, as well as the procedures for responding to and reporting an incident of bullying. Staff will also learn to engage with each other and youth reflectively to build an agency-wide atmosphere of respect. These training efforts will be assisted, at Cedar Tree Academy's request, by the citywide coordinator. This training will be provided regularly to Cedar Tree Academy staff by the opening of the academic school year immediately following the publication of this policy.

Staff assigned to Cedar Tree Academy's bullying prevention team will receive additional training on how to provide immediate support for victims and witnesses during or after an incident. This additional training will be provided regularly to Cedar Tree Academy staff by the opening of the academic school year immediately following the publication of this policy.

Staff tasked with carrying out investigations into an incident of bullying as described in "Investigating Incidents of Bullying" will receive additional training on how to carry out these investigations.

The Counseling Department will have the appropriate background checks needed to ensure they are allowed to work with children.

Ongoing Professional Development

Cedar Tree Academy recognizes that in addition to training, staff members require ongoing professional development to build the tools and knowledge needed to prevent, identify, and respond to incidents of bullying. Therefore, Cedar Tree Academy will ensure that staff has ongoing access to professional development opportunities that include information on:

1. The specific locations and dynamics of youth and bullying interactions at Cedar Tree Academy;
2. Age and developmentally appropriate strategies for identifying, preventing, and responding constructively to incidents of bullying;
3. Specific populations that may be particularly at-risk in the Cedar Tree Academy environment;
4. Internet safety and cyberbullying issues;
5. The components and delivery of the agency's prevention curriculum.

Curriculum

Cedar Tree Academy will implement a comprehensive bullying prevention curriculum, the components of which will be integrated into all youth related Cedar Tree Academy activities. This curriculum will teach youth:

1. Self-regulation (controlling impulses; focusing, sustaining and shifting attention; listening to and remembering information; empathy training);
2. Perspective-taking (appreciating similarities and differences; recognizing and identifying feelings of others; understanding that feelings can change and are complex);
3. Emotion management (recognizing and identifying one's own feelings; learning strategies for calming down strong emotions; managing stress/anxiety);
4. Problem-solving (learning a process for solving problems; goal setting);
5. Communication skills (being assertive; being respectful; negotiating and compromising);
6. Friendship skills (cooperation, including others, joining in with others).

This curriculum aligns with the OSSE Health Education Standards.

Data Collection

Prior to each academic year, Cedar Tree Academy will determine what data will most productively assist Cedar Tree Academy in supporting an effective Cedar Tree Academy bullying prevention policy. Based on this feedback, Cedar Tree Academy will determine a set of service and incident metrics to be collected by Cedar Tree Academy.

Incident Database

Cedar Tree Academy will submit a dataset of all incident and service measures designated in this policy. This data will not include any identifying information about the bully, victim, or witnesses. The counseling department will be responsible for ensuring accurate information on incidents and service measures. Given the sensitive nature of information contained in this database, only school leadership will have access to individualized information in the database.

Incident Measures

Cedar Tree Academy will collect the following pieces of information about reported incidents of bullying:

1. Name(s) of the victim, bully, and any witnesses
 - a. Reliable contact information for the victim, bully and any witnesses
2. Relevant attributes about the victim, bully and any witnesses including:
 - a. Any prior incidents involving either the victim or bully
 - b. Connection of the victim, bully, and any witnesses to the incident (i.e. are they students, staff, volunteers, etc.)
3. The nature of the bullying incident
 - a. Where the incident took place
 - b. What time the incident took place
 - c. What type(s) of bullying it was (physical, verbal, cyber, relational, etc.?)
 - d. What factors drove the incident of bullying (social status, personal appearance, race, sexual orientation, etc.)
 - e. What adult supervision was in place
 - f. Context of the incident

Cedar Tree Academy will only attempt to collect this information provided that it does not jeopardize the safety of the victim and witness(es) and allows non-staff reports of bullying to be made anonymously.

Service and Climate Measure

Cedar Tree Academy will collect the following measures of prevention service provision:

1. Training Measures
 - a. Number of staff who have attended prevention training sessions;
 - b. Staff knowledge about bullying prevention dynamics and strategies.
2. Curriculum Measures
 - a. Number of prevention curricula sessions provided to youth
 - b. Number of at-risk youth referred to treatment and services
 - i. Number of treatment sessions provided to at-risk youth
3. Cedar Tree Academy Climate- surveys administered to youth and staff desired to measure perceptions of:
 - a. Cedar Tree Academy climate
 - b. Safety at Cedar Tree Academy
 - c. Youth self-reports of bullying

Prevention Goals

At the beginning of the school academic year, the Counseling Department will update our goals and prevention efforts. Cedar Tree Academy will set clear, reasonable goals to be achieved in incident reduction, training and curriculum development, and climate improvement at the 6-month, one year, and three-year marks. Each goal created should have clear data measures being collected to track Cedar Tree Academy progress toward these goals.

Secondary Prevention Strategies

Identifying At-Risk Groups

All staff at Cedar Tree Academy will actively seek out youth who are at risk of being victims or bullies to proactively remedy incidents of bullying before they occur. In determining whether a youth is at risk of being a **victim** of aggression, staff will consider the following risk factors:

1. Individual factors
 - a. Cautious, sensitive, insecure personality
 - b. Difficulty asserting themselves among peers
 - c. Physical weakness, particularly in boys
2. Parental factors
 - a. Possible over-protective parents
3. Peer risk factors

- a. Lack of close friends

Risk factors for being a **bully** in an incident include:

- 4. Individual factors
 - a. Impulsive, hot-headed, dominant personality lacking empathy
 - b. Difficulty conforming to rules and low frustration tolerance
 - c. Positive attitudes toward violence
 - d. Gradually decreasing interest in school or academic achievement
- 5. Parental factors
 - a. Lack of parental warmth and involvement
 - b. Overly-permissive or excessively harsh discipline/physical punishment by parents
 - c. Lack of parental supervision
- 6. Peer risk factors
 - a. Friends/peers with positive attitudes towards violence
 - b. Exposure to models of bullying

Referral to Secondary Services for At-Risk Youth

Cedar Tree Academy staff who believes that a youth is at risk of being a victim or bully will send the youth to the Counseling Department who will refer them to the appropriate services based on the agency's resource mapping effort. Resources will be given directly to the youth. If outside agencies are contacted, the youth's and/or parent or guardian's written consent must first be obtained.

Referral to service as part of a secondary prevention measure is not a disciplinary action and will never be noted on a youth's record as such. At the time of a referral, the School Counselor with consent, from the youth will inform the youth's parents or guardian about referring youth to services, reasons they are referring youth, the type of service they are referring the youth.

Controlling At-Risk Areas

If a location on Cedar Tree premises is identified by Cedar Tree Academy's data collection efforts as being particularly prone to hosting incidents of bullying, the Counseling Department will take steps to improve the safety and security of that location for students. These steps will include:

- 1. Reducing youth traffic to these areas by altering schedules or activities;
- 2. Reducing the number of youth of different ages or activity groups in an at-risk area by altering schedules or activities;
- 3. Increasing supervision in these areas, and training supervising staff in the identification of bullying behaviors particularly common in that place.

Cedar Tree Academy will take measures to address an at-risk location no more than one month after receiving information on the presence of such an area.

Secondary Services for At-Risk Youth

Secondary services provided to at-risk youth are not designed to punish and will not be reported on Cedar Tree records as such. Rather, the objective of secondary services is to support at-risk youth and address risk behaviors before they become serious safety or disciplinary issues. Remedial measures will be tailored to the youth receiving them to build on youth strengths while addressing skills and behavior deficits.

When considering what remedial services should be offered to a youth, the Counseling Department will consider: life skill competencies and deficiencies, extracurricular and academic strengths and weaknesses, available peer and home support networks, and personal traits. Based on these attributes and information from resource mapping, Cedar Tree Academy will determine the appropriate remedial services. If Cedar Tree Academy does not have access to services appropriate to a youth's needs, they will refer the youth to an outside agency who can address these needs.

Resources will be given directly to families. If outside agencies are contacted, the youth's and/or parent or guardian's written consent will first be obtained. In all cases of remedial action, Cedar Tree Academy will involve the youth's parents or guardians in the skill-building process.

Examples of remedial services Cedar Tree Academy will provide directly or refer a youth to include but are not limited to:**[response to intervention referrals, behavior intervention plans, therapy or counseling, or parent conferences or service.]**

Tertiary Prevention Strategies

Reporting Incidents of Bullying or Retaliation

Cedar Tree Academy expects all staff members and volunteers to report incidents of bullying or retaliation they witness or are made aware of. Staff members should immediately report all such incidents to the Counseling Department, who will create a written report of a bullying incident and include the incident in Cedar Tree Academy's reports of bullying incidents to the Executive Director.

Youth, parents, guardians, and community members are encouraged by Cedar Tree Academy report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to the School Counselor at ctamail@cedartree-dc.org or 202-610.4193 ext.130. The mailing address is 701 Howard Road SE Washington, DC 20020.

Reports of bullying by youth, parents, guardians, and community members may be made anonymously, but disciplinary action cannot be taken by Cedar Tree Academy solely based on an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing and included in Cedar Tree Academy's bullying database.

Cedar Tree Academy will ensure that there are reporting materials available and that information about reporting is communicated to youth connected to Cedar Tree Academy in an age-appropriate manner. Information on how to report incidents of bullying will also be included as appropriate in Cedar Tree Academy Parent/Student handbook to youth and their families. The School Counselor is available to assist in reporting incidents of bullying and can be reached at ctamail@cedartree-dc.org

or 202-610.4193.

Reports of bullying received by **Cedar Tree Academy** from the community will be reported to the **School Counselor** within one day of their receipt or creation by the staff member who reported the initial incident.

Investigating Incidents of Bullying

Prior to the investigation of an incident, **Cedar Tree Academy** will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such steps taken include designating a staff member to serve as that alleged victim's "safe" person, altering the alleged bully/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of bullying has been received by an agency, the following groups will be notified as needed by School Leadership so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification.

Parents and guardians: Cedar Tree Academy will notify the parents or guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it. The School Counselor will determine if parents or guardians should be informed prior to or after the investigation of an incident.

Schools: Cedar Tree Academy will notify the schools of all victims and bullies in an incident of bullying to ensure that youth are not victimized across agencies and that comprehensive service and protection can be provided to bullies and victims.

Law enforcement agencies: If Cedar Tree Academy determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the School Counselor may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.

Cedar Tree Academy will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to victims and bullies and to protect victims from further or sustained victimization. Cedar Tree Academy will make every effort to protect the confidentiality of those who report bullying incidents.

The School Counselor is responsible for investigating reports of bullying and can be reached at 202-610-4193 ext. 130. An investigation of an incident will be initiated no more than one day after the School Counselor receives a report of bullying and will conclude no later than 30 days after the receipt

of such a report. As part of the investigation the School Counselor will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents, or guardians.

The School Counselor will provide confidentiality as far as possible to relevant parties as part of the investigation and inform all relevant parties that retaliation for reporting acts of bullying is prohibited. Written records of the investigation process should be maintained and may be included in the prevention database to generate a more accurate picture of bullying behaviors at Cedar Tree Academy. Where necessary, provisions will be made to include the advice of legal counsel.

In investigating an incident of bullying, the School Counselor will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus, when investigating a reported incident, the School Counselor will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred and preventing future such instances. If the victim reports a few or no mechanisms for ending the incident or constructively dealing with future instances, that information will serve as compelling, though not conclusive evidence that the reported incident was an incident of bullying.

The school counselor is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the School Counselor determines that an incident of bullying has occurred, they should take the response steps enumerated in Cedar Tree Academy's tertiary prevention plan to prevent the recurrence of an incident and restore the safety of a victim.

If the school counselor determines that additional support is needed to conduct a thorough and equitable investigation, they will contact the Executive Director.

Sanctions and Remedies for Bullying

Cedar Tree Academy recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. Cedar Tree Academy shall ensure that staff follow these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be applied on a graduated basis determined by the nature of the offense, the disciplinary history of the youth involved, and the age and developmental status of the youth involved. Responses to incidents of bullying may include, but are not limited to:

- Reprimand
- Deprivation of Cedar Tree Academy privileges
- Bans on participating in optional Cedar Tree Academy activities
- Deprivation of Cedar Tree Academy services
- Ban or suspension from Cedar Tree Academy facilities

Sanctions will be applied within one day of the determination that an incident of bullying has occurred, unless an appeal of the incident by the bully has been received in that time as described in the Appeals

section of this policy. To ensure that single incidents of bullying do not become recurring problems, Cedar Tree Academy will always refer victims and bullies involved in an incident to services in addition to imposing sanctions on bullies.

Cedar Tree Academy does not endorse the use of punitive strategies associated with “zero-tolerance” policies when applying sanctions to an incident of bullying.

Cedar Tree Academy shall communicate to youth in contact with Cedar Tree Academy the consequences that youth can expect for participating in bullying behavior.

Referral to Services

Cedar Tree Academy response to an active incident of bullying will always include the referral of both victim(s) and bully/bullies to remedial services. If an investigation determines that a youth was involved in an incident of bullying as a bully, victim, or witness, and the School Counselor will refer them to the appropriate services based on the Cedar Tree Academy’s resource mapping effort.

At the time of a referral the school counselor will inform the youth’s parents or guardian about referring the youth to services with the youth’s assent if they have not already been informed as part of the investigation and determination process. The school counselor will also explain the reasons they are referring a youth, the type of service they are referring the youth to and the reason they think that particular service(s) will meet the youth’s needs. Resources will be given directly to the families. If outside agencies are contacted, the youth’s and/or parent or guardian’s written consent must first be obtained. If parents or guardians do not consent to contact outside services than such services will only be applied to bullies in conjunction with any sanctions applied.

Services for Bullies, Victims and Witnesses

Remedial services to which youth are referred are not designed to be punitive and will never be noted on a youth’s Cedar Tree Academy records as such.

Remedial services provided to the bully are designed to correct the thinking patterns, behaviors, and skill deficiencies that led to the incident, turning a bullying incident into a teachable moment.

Remedial services provided to the victim and witnesses are designed to restore youths’ sense of safety and to empower them to address bullying incidents in a constructive and non-violent manner.

Remedial services are designed to help youth build the skills to participate safely and constructively in Cedar Tree Academy and will be tailored to youth based on: life skill competencies and deficiencies, extracurricular and academic strengths and weaknesses, available peer and home support networks, mental and behavioral health concerns, and personal traits. Based on these attributes and information from resource mapping indicating what Cedar Tree Academy resources are best suited to remedy these deficiencies, the School Counselor will determine the appropriate remedial services. Services will be provided to youth no later than one month after an incident of bullying is confirmed by the school counselor.

Rewards for Third Party Prevention

Cedar Tree Academy encourages third party reporting of bullying and constructive intervention in incidents and recognizes that it may take considerable courage for a youth to intervene in an act of bullying in a way that does not exacerbate the situation. Therefore, Cedar Tree Academy will recognize and reward youth who make a positive contribution to Cedar Tree Academy's climate by intervening in an act of bullying. Examples of such rewards include, but are not limited to praise, granting of special or additional privileges at Cedar Tree Academy or rewards. Provided public recognition will not create harms for the youth, rewards may be provided in a public forum to serve as a positive example and encourage to other youth who might be encouraged to intervene in a bullying incident and to further promote a positive school atmosphere.

Appeals

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the Executive Director to the Cedar Tree Board of Directors. This appeal should be submitted no later than 30 days after the initial determination. Upon receipt of an appeal, Cedar Tree Board of Directors must conduct a secondary investigation within 30 days of the receipt of an appeal. These 30 days may be extended up to an additional 15 days if the Cedar Tree Board of Directors sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Cedar Tree Board of Directors must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.