



Bullying Prevention Policy

Objectives and Purpose

A key responsibility of Capital City Public Charter School (Capital City or School) is to provide a quality education to students in a respectful, nurturing, and caring environment. Articulated in the school's mission is a commitment to building "a strong sense of community and character" in all students. Acts of bullying, harassment and intimidation are an attack on core Capital City values. Thus, to facilitate our mission, Capital City, in consultation with students, families and staff, has established this comprehensive bullying prevention policy. This policy protects the dignity and safety of the Capital City community and describes some of the core prevention strategies aimed at identifying and preventing incidents. Capital City will promptly report and investigate all incidents of bullying, harassment and intimidation and provide appropriate remedies and supports for victims of an incident.

This policy serves as Capital City's bullying prevention plan.

Definitions

Capital City defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or 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 or residence or business, or any other distinguishing characteristic, or on a student's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 - a. Place the student in reasonable fear of physical harm to their person or property;
 - b. Cause a substantial detrimental effect on the student's physical or mental health;
 - c. Substantially interfere with the student's academic performance or attendance; or
 - d. Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

Prohibition Against Bullying

Acts of bullying, including cyberbullying, whether by students, volunteers or staff, are prohibited:

1. On Capital City grounds and immediately adjacent property, at Capital City sponsored or related events on and off Capital City grounds, on any vehicle used for Capital City business, at any transit stop at which students wait to be transported to Capital City business, or through the use of any electronic devices owned by the Capital city, leased by Capital City or used for Capital City business; and
2. At a location or function unrelated to the Capital City, through the use of any electronic devices, including those not owned or leased by the Capital City if the acts of bullying or cyberbullying create a hostile environment at the agency for the victim or witnesses, infringe on their rights at the Capital City, or materially and substantially disrupt the orderly operation of the School.

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

Policy Development and Resource Mapping

Engaging the Community

Policy Writing

Capital City will create and update its policy periodically with feedback from the community, as follows:

1. Prior to adopting, or making any changes to this policy, Capital City will make a draft copy of the 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 the School must be taken into consideration.
2. Capital City will convene an advisory panel composed of community stakeholders including parents, staff and students. This panel will be chaired by Capital City's Head of School or her/his designee, 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 the School's bullying prevention efforts.

Student Advisory Panel

As part of the process of soliciting stakeholder feedback, Capital City will convene a Student Advisory Panel with participation from students in grades 4-12. This panel will advise the drafting and implementation of this policy and assist in its implementation through peer outreach and education.

This panel will be consulted prior to the approval of the policy or any changes to the policy. The Student Advisory Panel will be consulted annually as part of the School's policy evaluation and updating process.

Publication and Contact Information

This policy will be made available on Capital City's website. The policy, and age appropriate versions thereof, will be distributed to students and parents annually as part of family and student handbooks. Additionally, this policy will be included in all publications of school rules, regulations, and solicitations and agreements for contracts and grants.

Each of Capital City's campuses has a person designated as the bullying prevention specialist responsible for implementing and overseeing this policy. This is the Coordinator of School Culture (CSC) at the middle and high school campuses, and the Director of Student Services at the lower school campus. All questions, comments and concerns about the bullying policy and the School's prevention efforts can be directed to the individuals in these roles or e-mailed to preventbullying@ccpcs.org.

Prevention Leadership

Responsibility for the implementation and execution of this policy is vested with the bully prevention specialist at each campus who shall have responsibility for:

1. Planning and organizing the prevention plan's professional development activities and coordinating these activities with the campus principal and the other bullying prevention specialists;
2. Designing or choosing and implementing the programming and curricula the School 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 Head of School or designee;
6. Coordinating community engagement efforts in collaboration with school administrators and;
7. Working collaboratively with the Head of School to review and update the policy and any procedures developed as part of it.

If the prevention specialist chooses to delegate responsibility for any of these areas, it must be done in consultation with the Campus Principal or Head of School. All such decisions will be recorded to ensure that there are clear lines of responsibility for each prevention activity.

Resources Mapping

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

1. What resources the School has in place to support their primary, secondary and tertiary prevention strategies,
2. What gaps exist in the School's 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 the School's resources addresses,
5. What types of bully or victim behavior each available agency resource will be most effective in addressing.

Policy Evaluation

Capital City will annually review and update this policy with new prevention strategies developed after consultation with community stakeholders, continuing research on best practices in bullying prevention, and the School'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 or not the School successfully met or is on track to meet performance goals described in its "prevention goals" section.

Primary Prevention Strategies

Create Positive School Atmosphere

Capital City will establish a culture of caring, respect, and safety. As part of this commitment, the School will incorporate bullying prevention messages and efforts into all aspects of its operations that serve students.

Staff must be committed to creating a positive and respectful environment. Accordingly, Capital City will include, in all employment application interviews, questions about how prospective employees would support bullying prevention and the creation of a positive school culture. .

Community Education

Safe, positive environments are best supported by an active partnership between the School and the community. This begins with parents and guardians. Accordingly, Capital City will provide the parents and guardians of students 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 Capital City;
2. The dynamics of bullying and its impact on students;
3. Information about internet safety and cyberbullying;
4. The School's legal and administrative responses to bullying;
5. Information on parent and guardian relevant sections of Capital City's prevention policy.

Such information will also be made available by the School to the community, and in particular to Capital City's student and community advisory panels. Minimally, educational opportunities will be made available at six-month intervals.

Where possible Capital City will coordinate education efforts across campuses and with other District agencies to effect citywide community education and awareness.

Code of Conduct

Capital City expects students to behave in a way that supports the School's objective to provide a safe and welcoming environment for students, staff, and community members. Students who are part of the Capital City community are expected to:

1. Treat all members of the Capital City community with respect;
2. Respect the property of Capital City, its staff, and other students connected to the School;

Respond appropriately to instructions from Capital City staff.

Training and Professional Development

Training

Capital City will provide to all personnel whose duties consistently bring them into contact with students by design or incident, training on Capital City'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 students reflectively to build an agency-wide atmosphere of respect. These training efforts will be assisted, at Capital City's request, by the citywide coordinator. This training will be provided regularly to

Capital City staff by the opening of the District academic school year immediately following the publication of this policy.

Staff assigned to Capital City's bullying prevention team will receive additional training on how to provide immediate support for victims and witnesses during or after an incident and may obtain District citywide coordinator support to provide this training. This additional training will be provided regularly to Capital City staff by the opening of the District 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.

Ongoing Professional Development

Capital City 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, Capital City will ensure that staff has ongoing access to professional development opportunities that include information on:

1. The specific locations and dynamics of students and bullying interactions at Capital City;
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 School environment;
4. Internet safety and cyberbullying issues;
5. The components and delivery of the agency's prevention curriculum.

Curriculum

Capital City will implement a comprehensive bullying prevention curriculum, the components of which will be integrated into all School activities. This curriculum will teach students¹:

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).

The District citywide coordinator may be utilized to support the development of this curriculum. This curriculum will align with the OSSE Health Education Standards.

¹ From "Jones, Lisa, Mia Doces, Susan Swearer, and Anne Collier. *Implementing Bullying Prevention Programs in Schools: A How-To Guide*. Born This Way Foundation & the Berkman Center for Internet & Society, 2012."

Development and integration of this curriculum into Capital City's educational program will be completed by the opening of the District academic school year after the adoption of this policy.

Data Collection

Data Collaboration

Prior to each academic year, Capital City, in collaboration with citywide coordinator will determine what data will most productively assist the School in supporting an effective school-wide bullying prevention policy. Based on this feedback, Capital City and the citywide coordinator will determine a set of service and incident metrics to be collected by the School. Efforts will be made to ensure consistent metrics and research products across years and to the extent possible, across agencies.

Incident Database

Capital City will submit to the citywide coordinator 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 prevention specialist will be responsible for ensuring the citywide coordinator has accurate information on incident and service measures. Given the sensitive nature of information contained in this database, only the prevention specialist will have access to individualizing information in the database.

Incident Measures

Capital City 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

Capital City will only attempt to collect this information insofar as 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 Measures

The campus prevention specialist 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 students
- b. Number of at-risk students referred to treatment and services
 - i. Number of treatment sessions provided to at-risk students
3. School Climate- surveys administered to students and staff desired to measure perceptions of:
 - a. School climate
 - b. Safety at Capital City
 - c. Student self-reports of bullying

Reporting to the Citywide Coordinator

Capital City will provide a report of bullying prevention and incident metrics to the citywide coordinator every six months. The Capital City report will include all service and incident measures included in this policy.

Capital City will make a copy of the report prepared for the Mayor by the citywide coordinator available online at the agency's website and will make copies available to families.

Capital City will take every possible measure to ensure the privacy and confidentiality of all parties in an incident. To ensure confidentiality, reports provided to outside agencies will not include identifying information about the parties involved in an incident, and will report data only in the aggregate.

Prevention Goals

At the beginning of the school academic year, the Head of School will update goals for Capital City's prevention efforts. Capital City will set out clear, reasonable goals to be achieved in incident reduction, training and curriculum development and Capital City climate improvement at the 6 month, one year, and three year marks. Each goal created should have clear data measures being collected to track Capital City progress toward these goals. These goals will be published as part of Capital City reports to the citywide coordinator and the community.

Secondary Prevention Strategies

Identifying At-Risk Groups

All staff at Capital City will actively seek out students who are at risk of being victims or bullies to proactively remedy incidents of bullying before they occur. In determining whether a student 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:

1. 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
2. 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
 3. Peer risk factors
 - a. Friends/peers with positive attitudes towards violence
 - b. Exposure to models of bullying

Referral to Secondary Service for At-Risk Students

Capital City staff who believe that a student is at risk of being a victim or bully will send the student to the prevention specialist who will refer them to the appropriate services based on the School's resource mapping effort. Resources will be given directly to the student. If outside agencies are contacted, the student'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 student's record as such. At the time of a referral prevention specialist with assent from the student will inform the student's parents or guardian about referring the student to services, reasons they are referring the student, the type of service they are referring the student.

Controlling At-Risk Areas

If a location on Capital City's premises is identified by the School's data collection efforts as being particularly prone to hosting incidents of bullying, the prevention specialist in collaboration with school administrators will take steps to improve the safety and security of that location for students. These steps might include:

1. Reducing student traffic to these areas by altering schedules or activities;
2. Reducing the number of students 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.

Capital City will take measures to address an at-risk location no more than one month after receiving information on the presence of such an area on School premises.

Secondary Services for At-Risk Students

Secondary services provided to at-risk students are not designed to punish and will not be reported on Capital City records as such. Rather, the objective of secondary services is to support at-risk students and address risk behaviors before they become serious safety or disciplinary issues. To this end,

remedial measures will be tailored to the student receiving them to build on student strengths while addressing skills and behavior deficits.

When considering what remedial services should be offered to a student, the prevention specialist will take into account: 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, the prevention specialist will determine the appropriate remedial services. If Capital City does not have access to services appropriate to a student's needs, they will refer the student to an outside agency who can address these needs rather than substituting other services that Capital City can provide.

Resources will be given directly to students. If outside agencies are contacted, the student's and/or parent or guardian's written consent will first be obtained. In all cases of remedial action, Capital City will take all possible steps to actively involve the student's parents or guardians in the skill-building process, as long as the student's written assent is obtained.

Examples of remedial services Capital City will provide directly or refer a student to include but are not limited to: peer support groups, therapy or counseling, closely monitored behavioral management plans, parent conferences or service learning experiences. Services will be provided to an at-risk student.

Tertiary Prevention Strategies

Reporting Incidents of Bullying or Retaliation

Capital City 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 prevention specialist who will create a written report of a bullying incident to be included in Capital City reports of bullying incidents to the citywide coordinator.

Students, parents, guardians, and community members are encouraged by Capital City to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to preventbullying@ccpcs.org or to the following campus contacts:

LOWER SCHOOL CAMPUS

Deirdre Ellis
Director of Student Services
100 Peabody Street, NW
Washington, DC 20011
(p) 202-808-9800
E-mail: deirdreellis@ccpcs.org

MIDDLE SCHOOL CAMPUS

Aaron Mitchem
Coordinator of School Culture
100 Peabody Street, NW
Washington, DC 20011
(p) 202-808-9800
E-mail: amitchem@ccpcs.org

HIGH SCHOOL CAMPUS

Antonio White
Coordinator of School Culture
100 Peabody Street, NW
Washington, DC 20011
(p) 202-808-9800
E-mail: awhite@ccpcs.org

Reports of bullying by students, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by Capital City solely on the basis of 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 Capital City's bullying database.

Capital City will ensure that there are reporting materials available in Spanish and other languages as needed, and that information about reporting is communicated to students in an age appropriate manner. Information on how to report incidents of bullying will also be included as appropriate in Capital City communications to students and their families. The campus prevention specialists are available to assist in reporting incidents of bullying. See contact information above.

Reports of bullying not received by the campus prevention specialist will be transmitted to them within one day of their receipt by the staff member who received report of the incident.

Investigating Incidents of Bullying

Prior to the investigation of an incident, the prevention specialist 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, the following groups will be notified as needed by the prevention specialist, so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification.

Parents and guardians: Capital City 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 prevention specialist will determine if parents or guardians should be informed prior to or after the investigation of an incident.

Law enforcement agencies: If Capital City 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 prevention specialist 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.

Capital City 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. Capital City will make every effort to protect the confidentiality of those who report bullying incidents.

The campus prevention specialist is responsible for investigating reports of bullying and can be reached at preventbullying@ccpcs.org or at contact address provided in the reporting section above. An investigation of an incident will be initiated no more than one school day after the prevention specialist 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 prevention specialist will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents or guardians.

The prevention specialist 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 Capital City. Where necessary, provisions will be made to include the advice of legal counsel.

In investigating an incident of bullying, the prevention specialist 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 prevention specialist 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 prevention specialist 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 prevention specialist determines that an incident of bullying has occurred, they should take the response steps enumerated in Capital City's tertiary prevention plan to prevent the recurrence of an incident and restore the safety of a victim.

If the prevention specialist determines that additional support is needed to conduct a thorough and equitable investigation they will contact the citywide prevention coordinator.

Sanctions and Remedies for Bullying

Sanctions

Bullying is considered a serious offense in Capital City's discipline policies. Capital City recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, Capital City shall ensure that staff members 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, in accordance with the discipline policy, on a graduated basis determined by the nature of the offense, the disciplinary history of the student(s) involved, and the age and developmental status of the student(s) involved.

Responses to incidents of bullying may include, but are not limited to:

- Reprimand
- Deprivation of Capital City privileges
- Bans on participating in certain Capital City activities
- Suspension from School for a specified number of days

Sanctions will be applied within one school 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, Capital City will always refer victims and bullies involved in an incident to services in addition to imposing sanctions on bullies.

Capital City does not endorse the use of punitive strategies associated with "zero-tolerance" policies when applying sanctions to an incident of bullying.

Capital City shall communicate to students, the consequences that can be expected for participating in bullying behavior.

Referral to Services

Capital City's 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 student was involved in an incident of bullying as a bully, victim, or witness the prevention specialist will refer them to the appropriate services based on the Capital City's resource mapping effort.

At the time of a referral the prevention specialist will inform the student's parents or guardian about referring the student to services with the student's assent if they have not already been informed as part of the investigation and determination process. The prevention specialist will also explain the reasons they are referring a student, the type of service they are referring the student to and the reason they think that particular service(s) will meet the student's needs. Resources will be given directly to the student. If outside agencies are contacted, the student'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 students are referred are not designed to be punitive and will never be noted on a student's school record 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 students' sense of safety and to empower them to address bullying incidents in a constructive and non-violent manner.

Remedial services are designed to help students build the skills to participate safely and constructively in school and will be tailored 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 School resources are best suited to address remedy these deficiencies, the prevention specialist will determine the appropriate remedial services. Services will be provided to student no later than one month after an incident of bullying is confirmed by the prevention specialist.

Rewards for Third Party Prevention

Capital City encourages third party reporting of bullying and constructive intervention in incidents, and recognizes that it may take considerable courage for a student to intervene in an act of bullying in a way that does not exacerbate the situation. Therefore, Capital City will recognize and reward students who make a positive contribution to Capital City climate by intervening in an act of bullying. Awards and recognition appropriate for each campus will be recommended by the Student Advisory Panel and approved by the prevention specialist and school administrators.

Appeals

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the prevention specialist to the campus principal. This appeal should be submitted in writing by e-mail, mail, or hand-delivered no later than 15 days after the initial determination. Upon receipt of an appeal, the Principal must conduct a secondary investigation within 15 days of the receipt of an appeal. Additionally, upon the receipt of an appeal, the Principal must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act. If the still not satisfied with the School's response, parties may appeal the principal's decision to the Head of School within five school days of receiving the Principal's response. The Head of School will review all relevant information and respond within 10 school days.