April 12, 2017

███████████

RE: Reported Incident: *Bullying*

Dear █████████

This letter is in reference to concerns that were brought to the attention of DCPS on March 29, 2017 regarding your daughter, █████ Specifically, fighting with other students and not feeling safe in the classroom. ████ has had verbal arguments with some students and was in one physical altercation on school property. An exchange on INSTAGRAM was had between ███ and another student who does not attend ██████

In response, DCPS conducted an investigation which included speaking with you, your child, and other persons/students identified as witnesses and/or deemed relevant. Based on the findings of the investigation, all or some part of the reported actions constitute a violation of the District of Columbia Municipal Regulations. Please see corrective actions below with dates implemented:

1. Student mediations were held on ██████████
2. Parent meeting was held with student who ███ fought on ███████
3. Parent meeting was held with student who ███ had conflict with on ████████
4. Safety plan issued ████████

DCPS does not tolerate the mistreatment of students in any from to include bullying, sexual harassment, or other forms of discrimination. Nor does DCPS tolerate retaliation for reporting behavior that could constitute mistreatment and such behavior should be reported immediately.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

███████████