



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

January 5, 2018

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on November 20, 2017 regarding your daughter, [REDACTED]. Specifically, your concerns are as follows:

- Lack of communication from school in regard to attendance and not receiving [REDACTED] progress report or report card for Term 1
- [REDACTED] academic struggles in classes, specifically Physics, Finance, and Journalism and concerns with current course enrollment, specifically Credit Recovery for Biology
- Request for special education services
- An incident occurring in bathroom on [REDACTED] and Student A.

In response, DCPS conducted an investigation which included speaking with you, your child, and other person(s) deemed relevant. Based on that investigation, DCPS found the following:

1. On [REDACTED] DCPS Grievance sent you via email [REDACTED] progress report and report card for term 1.
2. [REDACTED] has implemented attendance protocol measures which include emails, phone calls and robocalls to you. A home visit by social worker [REDACTED] was completed on [REDACTED]

In order to address these issues, DCPS implemented the following measures:

1. A meeting was held with you and [REDACTED] attendance counselor [REDACTED], on [REDACTED] to address your concerns with [REDACTED] absences. Additionally, [REDACTED] phone conferenced with you on [REDACTED]
2. [REDACTED] will meet with [REDACTED] to address her concerns with other students upon return of winter break prior to [REDACTED]
3. [REDACTED] special education coordinator [REDACTED] has attempted to reach out to you via phone and certified mail to obtain consent for a special education evaluation for [REDACTED] and [REDACTED]. Please reach out directly to [REDACTED] at [REDACTED] to discuss next steps.
4. A meeting will be held with [REDACTED] grade level team upon return from Winter Break, and prior to [REDACTED] to put additional supports during the RTI process (response to intervention) in place for [REDACTED]
5. [REDACTED] grade level administrator, [REDACTED] attempted to reach out to you on [REDACTED] to address your concerns with credit recovery. You are able to reach out to [REDACTED] directly at [REDACTED]
6. [REDACTED] will complete daily student check-ins with [REDACTED] upon return of winter break to ensure she feels safe and address any concerns she may have.

7. An Intervention plan to track [REDACTED] homework completion, and attendance was created and implemented on [REDACTED] School Counselor.

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,

