



March 6, 2018

[REDACTED]

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 December 17, 2018 regarding your daughter, [REDACTED]. Specifically, incorrect attendance records and incorrect grade in English IV.

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

- On [REDACTED] (Journalism teacher) emailed you with a list of [REDACTED] missing assignments [REDACTED] in Journalism I class.
- As follow up, [REDACTED] emailed [REDACTED] missing assignment for Journalism class again on [REDACTED]
- On [REDACTED] Social Worker [REDACTED] explained to [REDACTED] that her English IV grade will remained an I (incomplete) until make-up work is returned. Make-up is due by the deadline of [REDACTED].
- On [REDACTED] (English teacher) emailed you in regards to [REDACTED] missing work for English IV and the due date of [REDACTED] to turn in the work which assignments includes [REDACTED] yearbook, narrative essay self-edit handout, [REDACTED] exit ticket make-ups, dystopian literature graphic organizer, and dystopian literature reading 2 and 3.
- To date [REDACTED] has 62 days absent (48 unexcused absences) and 45 tardies.
- An observation was conduct on [REDACTED] by Resolution Specialist to observe [REDACTED] in-class attendance. [REDACTED] was observed walking the hallways.

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

1. A 5-day attendance plan was created with you [REDACTED] (Pathways Coordinator), and [REDACTED] (Intervention coach) on [REDACTED]. Attendance plan is attached to this letter.
2. Per DCPS attendance policy, as [REDACTED] has a half day schedule, should she miss one class period she is considered absent for the entire day. Communication of [REDACTED] attendance has been provided to you via phone call and email by the attendance counselor [REDACTED].
3. [REDACTED] received an F in English IV and a D+ in Journalism I for term 2.

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., 9<sup>th</sup> Floor; Attn: Resolution Grievance Division or via email at [dcps.grievance@dc.gov](mailto: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.

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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](mailto:dcps.grievance@dc.gov) or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

