



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

April 25, 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 April 9, 2018 regarding your student, [REDACTED]. Specifically, *improper school procedures for early dismissal, including use of PA system, when locating your student for early dismissal on March 22, 2018.*

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

- [REDACTED] administration follows school standards for early dismissal and student retrieval the same for all parents.
- [REDACTED] administration followed these standards for [REDACTED] early dismissal on March 22, 2018:
  - [REDACTED] front office staff [REDACTED] contacted substitute teacher of [REDACTED] to send [REDACTED] for early dismissal. During [REDACTED] transition from class to office, he stopped to use restroom and then came to main office.
  - As the front office was able to locate your student in [REDACTED] and direct him to come to main office, use of PA system was not warranted.

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

1. [REDACTED] will continue to follow their school standards for early dismissal and student retrieval.

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.

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,

[REDACTED]

Principal  
[REDACTED]