



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

May 21, 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 May 1, 2018 regarding your student, [REDACTED]. Specifically, *allegations that the assistant principal's behavior was rude and unprofessional on May 1st when attempting to drop off cupcakes for your student for her birthday.*

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

- There was a break down in communication between [REDACTED] staff to you. [REDACTED] offered to have the cupcakes at the end of the day due to [REDACTED] having challenging behaviors and not responding to re-direction.

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

1. A meeting was held with you, Director of [REDACTED] and [REDACTED] Program Coordinator [REDACTED] on May 21, 2018 to discuss your concerns. The following was discussed:
 - a. You will speak with [REDACTED] mother to allow you to speak with her teachers.
 - b. Student celebration guidelines, which includes being inclusive and not disturbing classes, was reviewed with you.
 - c. You were provided with both [REDACTED] and [REDACTED] number to reduce confusion.

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,

[REDACTED]

Principal
[REDACTED]