



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

August 22, 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 August 22, 2018 regarding your student, [REDACTED]. Specifically, [REDACTED] and other students marked tardy regardless of arriving to school before 8:45am.

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

1. [REDACTED] arrived at school on time [REDACTED] at 8:30am accompanied by his mother and was deemed late by the attendance coordinator because it was 8:48am when his parent finished turning in paperwork to the main office.
2. [REDACTED] Attendance Coordinator spoke with [REDACTED] on [REDACTED] and corrected [REDACTED] attendance.

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

1. During [REDACTED] students were informed of [REDACTED] arrival and dismissal procedures.
2. [REDACTED] also distributed student handbook, highlighting attendance policy, specifically arrival and dismissal procedures the first week of school and the handbooks are still available from homeroom.
3. [REDACTED] reviewed attendance policy with students during the first week of school and will continue quarterly during homeroom.
4. On [REDACTED] sent home a letter to all parents stating arrival and dismissal procedures.
5. [REDACTED] will send home a flyer stating arrival and dismissal procedures by week ending [REDACTED] and also post the flyer on the school website. The flyer will give suggestions on how students can maximize their time in the morning to get through the security lines quickly and efficiently.

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.

[REDACTED]