



**BY FIRST-CLASS MAIL**

December 10, 2018



RE: Letter of Response for Written Grievance #2436 filed on September 19, 2018

Dear 

In accordance with 24 DCMR Subtitle 5-B, Section 2405 of the District of Columbia Municipal Regulations, DC Public Schools (DCPS) Comprehensive Alternative Resolution and Equity (CARE) team has completed its investigation of the above referenced written grievance.

**Grievance Issues**

Based on a review of the information provided, the written grievance raised the following issues under the jurisdiction of this office:

1. **24 DCMR Subtitle 5-B 2405.2 (c)** Where it is alleged that any student or group of students is being subjected to arbitrary or unreasonable regulation, procedure, or standard of conduct

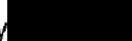

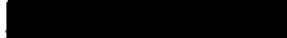
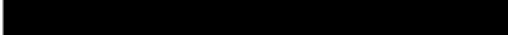
You allege your ten-year-old daughter (minor) was asked to sign an attendance contract without your knowledge or consent.

**Investigative Procedure**

The investigation included interviews with the following individuals:

1.  Parent
2. Student 
3.  Assistant Principal of 

The investigation also included review of the following documents which were either submitted by the complainant, submitted by the school, or accessible via DCPS data systems:

1. Attendance contract/document created by 
2. Excuse notes provided by  for the following dates:
  - a. 
  - b. 

**General Findings of Fact**

The following findings of fact resulted from the investigation:

1. [REDACTED] requested [REDACTED] to sign an attendance contract without your knowledge or consent.

**Discussion/Conclusion**

As a result of this review, we have found that your claim is substantiated.

1. DCPS finds Subtitle 5-B 2405.2 (c) is substantiated. You were not made aware of the attendance contract.

The school is required to take the following actions by the due dates established below:

1. Schedule a meeting with the attendance coordinator to review [REDACTED] attendance records by [REDACTED]
2. Effective [REDACTED] no student/minor child will be asked to sign a contract without prior notification of parent/guardian

The CARE team will be following up separately with the school to develop an implementation plan for the identified corrective actions.

As the complainant, if you are not satisfied with the outcome, you have the right to file an appeal. Appeals must be submitted in writing and received within 10 calendar days of receipt of this notice. Please submit appeal requests to the Office of Integrity via U.S. Postal Mail to 1200 First St., NE, 11<sup>th</sup> Floor; Attn: CIO or via email at [dcps.cio@dc.gov](mailto:dcps.cio@dc.gov). You may also contact the U.S. Department of Education, Office for Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions, please do not hesitate to contact us at [dcps.care@dc.gov](mailto:dcps.care@dc.gov) or 202.442.5405.

Sincerely,



Anitra Allen-King, Director CARE

Cc: Principal

Instructional Superintendent