



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA E-MAIL

February 6, 2019

RE: Letter of Response for Written Grievance #2660 filed on December 10, 2018

Dear [REDACTED]

In accordance with Subtitle 5-B, Section 2405 of the District of Columbia Municipal Regulations, D.C. 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. **5-B DCMR 2405.2 (f)**: Any other violation of a right granted by law that does not have a specific grievance procedure or hearing process provided in this title. You allege the [REDACTED] classrooms at [REDACTED] have been without heat for eleven days.

Investigative Procedure

The investigation included interviews with the following individuals:

1. [REDACTED] Principal at [REDACTED]
2. [REDACTED] Assistant Principal (AP) at [REDACTED]
3. [REDACTED] Custodial Foreman at [REDACTED]

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. DCPS Work Order Number [REDACTED]

General Findings of Fact

The following findings of fact resulted from the investigation:

1. On November 30, 2018, the heating system at [REDACTED] annex stopped working.
2. On November 30, 2018, [REDACTED] Foreman, [REDACTED] submitted a work order to DCPS Strategic School Operations team to address the broken heating system.

3. From November 30, 2018, the students in the impacted classrooms were moved to the gymnasium for classroom instruction.
4. On December 3, 2018, DCPS Strategic School Operations received, approved, and assigned the work order to [REDACTED]. The work order was to fix a malfunctioning climate control pilot.
5. Heat was restored to the [REDACTED] annex classrooms on December 13, 2018.
6. Students were returned to the [REDACTED] annex at [REDACTED] on December 14, 2018.

Discussion/Conclusion

1. DCPS finds that **5-B DCMR 2405.2 (f)** is substantiated. The heat was not working in the [REDACTED] classrooms at [REDACTED] due to a malfunctioning climate control pilot from November 30, 2018 through December 13, 2018.

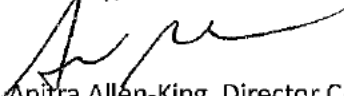
To address your concerns, DCPS has taken the following action:

1. Effective December 2, 2018, [REDACTED] is assigned an Operations Specialist from the Strategic School Operations team who conducts monthly check-ins with the [REDACTED] maintenance staff to address any concerns.

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, 11th Floor; Attn: CIO or via email at 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 or 202.442.5405.

Sincerely,



Anitra Allen-King, Director CARE

Cc: Principal
Instructional Superintendent