



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL AND REGULAR MAIL

April 7, 2020



RE: Letter of Response for Grievance #2717 filed on January 7, 2019

Dear 

In accordance with Chapter 24 Subtitle 5-E, Section 405 of the District of Columbia Municipal Regulations, DC Public Schools (DCPS) Comprehensive Alternative Resolution and Equity 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-E, Section 405.3 (d):** 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 raise concerns that student drop-off and pick-up procedures at  are inconsistent and change every day. Specifically, you report that staff typically escort students to the classroom during drop-off, however, on one occasion you were told to drop your student off to the classroom yourself.

**Review Procedure**

The review included interviews with the following individuals:

1.  Principal

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

**General Findings of Fact**

1.  reported to DCPS CARE that if students arrive on time to school, staff escort students to their respective classrooms.

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2. [REDACTED] reported to DCPS CARE that parents may be allowed to drop off students at their classrooms if the student is late, does not want to separate from the parent, or if the school is short on staff on a particular day.
  3. [REDACTED] reported to DCPS CARE that students are also escorted by staff to the playground during pick-up. On inclement weather days, students are dismissed from inside the multipurpose room.

### **Discussion/Conclusion**

As a result of this review, DCPS has found the following:

1. DCPS CARE is unable to substantiate **24 DCMR Subtitle 5-E, Section 405.3 (d)**. According to [REDACTED] staff escort students to their classrooms upon arrival. If students are late, does not want to separate from their parent, or if the school is short-staffed, parents may be permitted to drop students off in their classrooms. Staff also escort students from their classrooms during dismissal. During inclement weather, students are dismissed from the multipurpose room. As such, depending on the weather, staffing limitations, student temperament or arrival time, the procedure may vary. As such DCPS CARE is unable to substantiate **24 DCMR Subtitle 5-E, Section 405.3 (d)**.

However, in order to support your student and ensure your concerns are addressed, [REDACTED] [REDACTED] has taken or will take the following actions established by the dates below:

1. Within 10 school days of students' return to [REDACTED] school will review arrival and dismissal procedures and ensure they are available to families in writing.

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@k12.dc.gov](mailto:dcps.cio@k12.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@k12.dc.gov](mailto:dcps.care@k12.dc.gov) or 202.442.5405.

Sincerely,



Anitra Allen-King, Director CARE

Cc: Principal  
Instructional Superintendent