



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL

June 22, 2020

[REDACTED]

RE: Letter of Response for Grievance #3034 filed on March 28, 2019

Dear [REDACTED]:

In accordance with Chapter 24 Subtitle 5-B, Section 2405 and Chapter 24 Subtitle 5-E, Section 405 of the District of Columbia Municipal Regulations, D.C. Public Schools (DCPS) Comprehensive Alternative Resolution and Equity (CARE) team has completed its review of the above referenced written grievance.

Grievance Issues

We acknowledge that there has been a lapse in time since the filing of this grievance. Based on a review of the information provided, the written grievance raised the following issue under the jurisdiction of this office:

1. **5-B DCMR 2405.2(c)**: Where it is alleged that any student is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.
 - a. You expressed concerns that during the winter, students had to wait outside before school started.
 - b. You reported that you were not permitted to pick Student [REDACTED] up early from school on March 26, 2018 because early dismissal was over.
2. **5-E DCMR 405.3(b)**: Where it is alleged that any individual is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct. You reported that [REDACTED] front office staff ignored you and would not help you when you came to the school on March 26, 2018. You expressed concerns regarding the front office staff's unprofessionalism.

Review Procedure

The review included information from the following individuals:

1. [REDACTED], Grievant/Parent of Student [REDACTED]
2. [REDACTED] Principal
3. [REDACTED] Director

DCPS CARE made attempts to follow-up with you for additional information but was unable to reach you.

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

1. [REDACTED] Student Handbook

General Findings of Fact

The following findings of fact resulted from the review:

1. On May 8, 2020 Principal [REDACTED] reported to DCPS CARE that the school day starts at 8:45am and that students are allowed into the building at 8:10 am.
2. On May 8, 2020 Principal [REDACTED] reported to DCPS CARE that you were attempting to drop Student [REDACTED] off as early as 7:30 am, which is before the tour of duty for DCPS employees begins.
3. The [REDACTED] Student Handbook states that students should not arrive before 8:10 am unless they are enrolled in Before Care.
4. The [REDACTED] Student Handbook states that the school will not permit early releases after 2:30pm, unless there is an emergency.
5. You reported that you attempted to pick Student [REDACTED] up early from school because of a doctor's appointment. You attempted to tell staff but were ignored.
6. On June 9, 2020 [REDACTED] Director [REDACTED] reported to DCPS CARE that if a parent came after 2:30pm, the parent would have met with an administrator to explain the emergency.

Discussion/Conclusion

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

- a. As it relates to your concerns regarding students waiting outside in the winter before school, DCPS CARE is unable to substantiate **5-B DCMR 2405.2(c)**. In your complaint, you did not specify what time you were attempting to drop Student [REDACTED] off at school. DCPS CARE made attempts to contact you for additional information but was unable to reach you. Principal [REDACTED] reported to DCPS CARE that you were bringing Student [REDACTED] to school at 7:30 am. According to the [REDACTED] Student Handbook, students should not arrive before 8:10 am unless they are enrolled in Before Care.
- b. As it relates to your concerns regarding early dismissal, DCPS CARE finds that **5-B DCMR 2405.2(c)** is substantiated. According to the [REDACTED] Student Handbook, the school will not permit early releases after 2:30 pm unless there is an emergency. You reported to DCPS CARE that you were not permitted to pick up Student [REDACTED] from school early because early dismissal was over. You reported that on one occasion the student had a doctor's appointment, on another occasion there was a death in the family. You reported that you attempted to inform the school of the emergency, but staff ignored you.
- c. As it relates to your concerns regarding the front office staff demonstrating unprofessionalism, DCPS CARE withholds issuing a finding on **5-E DCMR 405.3(b)**. DCPS CARE does not issue findings on employee misconduct allegations. While your concerns are important to us, they fall outside of our jurisdiction.

DCPS has taken the following action as a result of these allegations:

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1. As it relates to your concerns regarding front office Administrative Aide [REDACTED], a referral was sent to Labor Management and Employee Relations (LMER) on May 11, 2020, for the review and investigation of these allegations. Their findings and any disciplinary actions will remain confidential due to employee privacy guidelines.

DCPS will review all available information related to this incident to determine whether employee misconduct has occurred. Although DCPS appreciates your need to know the results of its review, we are unable to share the results of personnel investigations, including any employee disciplinary action that may have been taken, because this information is contained in confidential employee records.

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, 10th Floor, Attn: CIO or via email at 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 or 202.442.5405.

Sincerely,



Anitra Allen, Director CARE

Cc: Principal
Instructional Superintendent