



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

BY EMAIL AND FIRST-CLASS MAIL

July 30, 2019





RE: Letter of Response for Grievance #3304 filed on July 9, 2019

Dear 

In accordance with Chapter 24 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 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, Section 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.
 - a. You alleged that  failed to notify you that your student,  needed to attend summer school as a result of a failed Geometry course.

Investigative Procedure

The investigation included interviews with the following individuals:

1. Principal, 
2. Parent, 
3. Administrative Assistant, 

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. Aspen Database

General Findings of Fact

The following findings of fact resulted from the investigation:

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1. As a result of a failed Geometry course for the [REDACTED] school year, [REDACTED] needed to complete summer school in order to pass the course.
 2. On [REDACTED], a robo-call was sent to all parents of students that needed to complete summer school. There is no proof that you successfully received this robo-call message.
 3. Geometry Teacher, [REDACTED] was responsible for informing families of students that failed his class that summer school would be needed. After looking into this matter, Principal, [REDACTED], found that [REDACTED] failed to inform you or [REDACTED] about the need to enroll in summer school.
 4. [REDACTED] did not send out anything in writing to inform families about the summer school requirement.
 5. There were no personal phone calls or meetings made to ensure that [REDACTED] was aware of the need to enroll in summer school.

Discussion/Conclusion

24 DCMR Subtitle 5-B, Section 2405.2 (f) is substantiated. Staff and Administration at [REDACTED] failed to properly notify you that [REDACTED] needed to attend summer school.

DCPS has taken the following actions below to address this incident:

1. [REDACTED] will have access to complete the Geometry course through the DCPS Credit Recovery Program during the [REDACTED] school year. For more information about this program please contact School Counselor, [REDACTED] at [REDACTED]
2. [REDACTED] will have the opportunity to participate in the [REDACTED] [REDACTED] [REDACTED]. This program is offered Monday through Thursday from 3:45pm to 5:45pm and will offer classroom instruction for various Math courses including Geometry. Students with satisfactory attendance will have the opportunity to earn scholarship dollars. For more information about this program, please contact the [REDACTED] [REDACTED]
3. [REDACTED] will be required to update and improve their process of notifying families about summer school requirements. DCPS CARE will meet with [REDACTED] and administration by [REDACTED] to develop a plan.
4. DCPS CARE will make a formal recommendation to the Office of Teaching and Learning to develop a DCPS school-wide policy that will require a standard procedure for all secondary schools to adequately notify students and families when summer school enrollment is needed.

As the complainant, if you are not satisfied with the outcome of this grievance, 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,

A large black rectangular redaction box covers the signature area. A thin horizontal line extends from the right side of the box.

Cc: Principal
Instructional Superintendent