



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

**BY EMAIL/MAIL**

November 2, 2022

[REDACTED]  
[REDACTED]  
[REDACTED]

Email: [REDACTED]

RE: Letter of Response for Case #4236 received on December 16, 2021

Dear [REDACTED]

In accordance with Title 5 Education, Subtitle 5-B, Chapter 24, Subsection 2405 of the District of Columbia Municipal Regulations (DCMR), the DC Public Schools (DCPS) Comprehensive Alternative Resolution and Equity (CARE) team has completed its review of the above-referenced matter.

**Grievance Issues**

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

1. **5-B DCMR 2405.2 (c)**: Where it is alleged that any student or group of students is being subjected to an arbitrary or unreasonable regulation, procedure or standard of conduct.
  - a. You allege that [REDACTED] converted Student [REDACTED] late arrivals into absences.

**Review Procedure**

The review included interviews with the following individuals:

1. Principal [REDACTED]
2. Parent [REDACTED]

DCPS CARE did not receive permission to interview Student [REDACTED]

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

1. ASPEN – DCPS Student Database

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### Pertinent Regulatory, Policy, and Procedural Considerations

As it relates to [REDACTED] converting Student [REDACTED] late arrivals into absences, the following applies:

1. According to the Attendance and Truancy Policy, *“Students will be marked tardy if they arrive in class 5 minutes or more after the official start of the period. On in-person instructional days, teachers must review attendance at the conclusion of each class to ensure that late students are marked tardy rather than absent. There is no point in a class period that a tardy will convert to an absence. If a student attends a portion of the class, he or she will be considered present and tardy.”*

### General Findings of Fact

As it relates to [REDACTED] converting Student [REDACTED] late arrivals into absences, the following applies:

1. According to ASPEN, Student [REDACTED] was a 4<sup>th</sup> grade student at [REDACTED] at the time of the incident.
2. On [REDACTED], you reported to DCPS CARE that Student [REDACTED] had a total of 8 unexcused absences. You also reported these absences were incorrect because Student [REDACTED] was present on the days they are listed as absent.
3. On [REDACTED] you reported to DCPS CARE that the days Student [REDACTED] is listed as absent are the days Student [REDACTED] arrived late, after the official start of the school day.
4. According to ASPEN, Student [REDACTED] has a total of 89 tardies, 16 absences, with 7 unexcused absences.
5. On [REDACTED], Principal [REDACTED] reported to DCPS CARE that Student [REDACTED] was absent on the days in question. Principal [REDACTED] also reported that teachers are required to update their attendance records if a student arrives after the official start of the school day.
6. DCPS CARE attempted to contact you to obtain additional information/any documentation that would demonstrate Student [REDACTED] was present on the days in question. Despite multiple attempts, DCPS CARE was unable to contact you. There was no documentation submitted to suggest Student [REDACTED] was present on the days Student [REDACTED] was marked as absent in ASPEN.
7. Student [REDACTED] does not currently attend [REDACTED].

### Discussion/Conclusion

As it relates to [REDACTED] converting Student [REDACTED] late arrivals into absences, DCPS has found the following:

1. DCPS CARE is unable to substantiate **5-B DCMR 2405.2(c)**. According to the Attendance and Truancy Policy, teachers must review attendance at the conclusion of each class to ensure that late students are marked tardy rather than absent. There is no point in a class period that a tardy will convert to an absence. Based on information gathered, there is no documentation to support that Student [REDACTED] was present or arrived late on the days Student [REDACTED] was marked absence. Additionally, Principal [REDACTED] reported to DCPS CARE that Student [REDACTED] was absent on the days in question. There is no evidence to suggest Student [REDACTED] was subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct.

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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](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, Director CARE

Cc: Principal  
Instructional Superintendent

