



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL

March 3, 2021

[REDACTED]
[REDACTED]

RE: Letter of Response for Grievance #3840 filed on January 7, 2021

Dear [REDACTED]:

In accordance with Chapter 24 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 that Student [REDACTED] 504 plan is not being properly implemented by teachers at [REDACTED] School. Specifically, you allege [REDACTED] is not being given additional time to complete assignments.

Review Procedures

The review included interviews with the following individuals:

1. [REDACTED] Parent of Student [REDACTED]
2. [REDACTED] Principal
3. [REDACTED] Assistant Principal
4. [REDACTED] Counselor
5. [REDACTED] English Teacher
6. [REDACTED] Science Teacher

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

1. Aspen, DCPS database for student grades and attendance
2. Student [REDACTED] 504 Plan

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3. Screenshot of date Student [REDACTED]. completed ANet 2 English Language Arts Interim Assessment sent by Teacher [REDACTED]

General Findings of Fact

1. Student [REDACTED] 504 plan indicates that Student [REDACTED]. should be allowed 50% additional time to complete classroom tests and quizzes.
2. According to Assistant Principal [REDACTED], Student [REDACTED] 504 plan has been shared with all of his teachers on October 9, 2020 and on January 6, 2021.
3. According to Principal [REDACTED], Student [REDACTED]. gets additional time to complete assignments and all assignments are accessible until the end of each term. Assistant Principal [REDACTED] reported that some assignments close automatically, however, all assignments have been updated and now have a later due date.
4. According to Counselor [REDACTED] during tests in the virtual setting, Student [REDACTED] is placed in a break-out room where he is provided specific instructions and extended time.
5. Teacher [REDACTED] reported to DCPS CARE that Student [REDACTED] was permitted the entire 9-weeks of Term 2 to complete classroom tests given to students each Wednesday of the term.
6. Additionally, Teacher [REDACTED] reported that in January 2021, students were given the ANet English Language Arts Interim Assessment to be completed in one class period from 9:00am to 11:00am, however, Student [REDACTED] was not timed and was permitted as much time as he needed to complete the assessment. ANet was assigned to students on January 11, 2021. According to the screenshot provided by Teacher [REDACTED], Student [REDACTED] completed the assessment on January 13, 2021.
7. Teacher [REDACTED] reported Student [REDACTED]. was permitted four class periods to complete the Reading Inventory Assessment in January 2021.
8. Teacher [REDACTED]. reported to DCPS CARE that Student [REDACTED]. is given until the end of the term to complete all assignments. Additionally, Teacher [REDACTED]. reported that Student [REDACTED] receives additional support by being placed in small groups or receiving one-on-one support from Teacher [REDACTED]

Discussion/Conclusion

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

1. DCPS CARE is unable to substantiate 5-B DCMR 2405.2 (b). Based on the information gathered during this investigation, there is insufficient evidence to indicate that Student [REDACTED] did not receive extended time to complete assignments. Although it was reported that some assignments had closed automatically, they have been reopened by [REDACTED] School teachers in order to allow for additional time for students to complete them.

In order to ensure your concerns are addressed, DCPS has taken the following action:

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1. As of January 11, 2021, [REDACTED] School has updated assignments to be open until the end of Term 2, which is January 29, 2021.
 2. By March 31, 2021, the DCPS Section 504 and Student Accommodations Team will meet with appropriate [REDACTED] School staff to review requirements and reinforce expectations for Student [REDACTED] 504 plan implementation.

Additionally, you raise concerns that you have made several attempts to schedule an Individualized Education Plan (IEP) eligibility meeting with [REDACTED] School but have been unsuccessful. The concerns you shared are important to DCPS but fall outside the jurisdiction of this office. DCPS CARE has made a referral to the DCPS Monitoring and School Support team on January 7, 2021 for review of this matter. For more information regarding the Individuals with Disabilities Education Amendment Act (IDEA), you may also contact DCPS Monitoring and School Support Team at dcps.spedconcerns@k12.dc.gov. Additionally, you can file a written complaint with the Office of the State Superintendent of Education by contacting hearing.office@dc.gov or call (202) 698-3819. You may also file a state complaint with the Office of the State Superintendent of Education State Complaint Office by contacting osse.IDEAstatecomplaints@dc.gov or (202) 727-6436.

For additional support regarding Student [REDACTED] 504 plan, you may also request an impartial hearing to resolve differences involving the identification, evaluation, and placement of a student with disabilities entitled to protection under Section 504. For additional information related to 504 impartial hearings, the DCPS Section 504 and Student Accommodations Team can be contacted by email at 504@k12.dc.gov or by telephone at 202-442-5471.

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, 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,

[REDACTED]



CC: Principal
Instructional Superintendent



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL

April 7, 2021

[REDACTED]
[REDACTED]

RE: Letter of Response for Grievance #3856 filed on February 17, 2021

Dear [REDACTED]:

In accordance with Chapter 24 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 review 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(a)**: Where it is alleged that any student or group of students is being denied access to an adequate educational opportunity. You raise concerns that Student N.E. is not able to attend in-person learning more than once per week in order to receive academic support.

Review Procedures

The review included interviews with the following individuals:

1. [REDACTED] Parent of Student [REDACTED]
2. [REDACTED] Director of Student Affairs

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

1. DCPS Covid Cohort Guidance
2. DESA Term 3 School Reopening Plan
3. DCPS Reopen Strong Term 3 Planning
4. February 16, 2021 email from [REDACTED] Director of Student and Parent Engagement [REDACTED] to Parent [REDACTED] confirming in-person learning for Student [REDACTED]

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5. March 11, 2021 email from █████ Director of Student Affairs █████ to parents of ninth and tenth grade students regarding additional day for Student Support Center cohort

General Findings of Fact

1. Student █████ is a tenth-grade student attending █████.
2. You reported to DCPS CARE that Student █████ was offered the option to attend an in-person social emotional learning class one day per week, however, you believe Student █████ should be able to attend in-person more days per week.
3. According to the February 16, 2021 email from Director of Student and Parent Engagement █████ Student █████ was permitted to attend in-person learning one day per week.
4. According to the █████ Term 3 School Reopening Plan, in person programming is offered four days per week with the goal of prioritizing students' █████ education, as an █████ endorsement is required for graduation. Various █████ Departments attend in person once per week for four and a half hours.
5. According to DCPS Reopen Strong Term 3 Planning, select schools offer Student Support Center programming which may provide tutoring and social emotional support. Furthermore, schools may offer this option from one half of a day to four and a half days per week.
6. Director █████ reported to DCPS CARE that █████ offers a Student Support Center (SSC) cohort on Tuesdays for ninth and tenth grade students and Thursdays for eleventh and twelfth grade students. It is reported that Student █████ attends the SSC cohort on Tuesday, according to Student █████ grade band. According to Director █████ students are allowed to participate in one of three cohorts offered by █████ in order to stay within guidelines pertaining to covid-19.
7. DCPS Covid Cohort Guidance states, "a student should only be a part of one cohort".
8. According to Director █████, Student █████ receives academic and social emotional support through the SSC cohort.
9. On March 11, 2021, Director █████ emailed you and other parents of ninth and tenth grade students enrolled in the SSC cohort to offer the option of attending an additional in-person learning day beginning March 15, 2021.

Discussion/Conclusion

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

1. 5-B DCMR 2405.2(a) is unable to be substantiated. According to the █████ Term 3 School Reopening Plan, arts education is prioritized for in person learning to satisfy

students' graduation requirements. However, [REDACTED] offers an additional in-person cohort, the SSC, to provide students social emotional support. According to DCPS Reopen Strong Term 3 Planning, schools may offer this option between one half to four and a half days per week. Student [REDACTED] has attended in-person learning one day per week in the cohort offering social emotional support for students. This schedule conforms to the DCPS Covid Cohort Guidance. It is not found that Student [REDACTED] is being denied access to an adequate educational opportunity.

While no violation was found, in order to ensure your concerns are addressed, DCPS has taken the following actions:

1. [REDACTED] offered an additional day of in-person learning for Student [REDACTED] and students in their cohort starting March 15, 2021. Director [REDACTED] sent you a follow up email on March 15, 2021 to confirm whether Student [REDACTED] will participate in the additional day of in-person learning for their cohort.

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 Chief Integrity Officer (CIO) 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,



[REDACTED]

CC: Principal
Instructional Superintendent



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

BY E-MAIL AND FIRST-CLASS MAIL

April 13, 2020



RE: Letter of Response for Grievance #3292 filed on June 26, 2019

Dear [REDACTED],

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 review 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. **5-B DCMR 2405.1 (a) & (b):** Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability. It is alleged that during the 2018-2019 school year, [REDACTED] math teacher, [REDACTED], did not implement his 504 plan which resulted in an adverse impact on his grade.

Review Procedure

The review included interviews with the following individuals:

1. [REDACTED] DCPS Specialist, Section 504 and Student Accommodations
2. [REDACTED] Assistant Principal
3. [REDACTED], Grievant, Parent of [REDACTED]

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:

1. Aspen – DCPS Student Data System
 - a. Honors Algebra I Assignment List and Grades for [REDACTED]
2. Relevant e-mail correspondence regarding [REDACTED] 504 Plan and mathematics
3. [REDACTED] Honors Algebra I assignments

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- a. "Solving Quadratic Equations by the Quadratic Formula – Guided Notes" (no date written)
 - b. "Solving Equations by Completing the Square" (no date written)
 - c. "Homework" on standard form equation of circles (no date written)
 - d. "Completing the Square: Guided Notes Version 2" (no date written)
 - e. "Vertex Form of Parabolas" dated March 29, 2019
 - f. "Class Work. Due at the end of class" on solving quadratic equations (no date written)
 - g. "Graphing Quadratic Functions" dated March 14, 2019
 - h. "Use the Examples from pages 576-579" on adding/subtracting polynomials dated 1/29/2019

General Findings of Fact

The following findings of fact resulted from the review:

1. Student [REDACTED] has a Section 504 Plan that provides the following accommodation: "[REDACTED] will be allowed extended time on assignments, without penalty, with all assignments completed by the advisory's end."
2. Student [REDACTED] was enrolled in the Honors Algebra I class of [REDACTED] for the 2018-2019 school year.
3. Student [REDACTED] received a C- as a final grade in Honors Algebra I.

Discussion/Conclusion

1. DCPS finds that 5-B DCMR 2405.1 (a) & (b) is substantiated. The assignment "Use the Examples from pages 576-579" on adding/subtracting polynomials dated 1/29/2019 has the following notation: "very late 70." There is no indication on the assignment, through marks or comments, that the 70% grade was due to incorrect or missing responses. A review of [REDACTED] final grades in Aspen show that [REDACTED] received 70% for the assignment named "Add/Sub Polynomial." The assignment date and due date in Aspen for "Add/Sub Polynomial" is January 29, 2019. It is more likely than not that [REDACTED] received a 70% grade for the "Add/Sub Polynomial" assignment due to it being "very late." This is a violation of [REDACTED] 504 Plan and constitutes discrimination on the basis of [REDACTED] disability. It is unclear but possible that other assignments were graded in violation of [REDACTED] 504 Plan.

In response, [REDACTED] High School and/or DCPS has taken or will take the following action by the due dates established below:

1. A referral was sent to Labor Management Employee Relations (LMER) on August 9, 2019, for the review and investigation of the conduct of Teacher [REDACTED]. Their findings and any disciplinary actions will remain confidential due to employee privacy guidelines.
2. A referral was sent to the [REDACTED] High School Principal, [REDACTED] and the Cluster VIII Instructional Superintendent for [REDACTED] High School to address potential inaccuracies regarding [REDACTED] grade in Honors Algebra I on September 9, 2019.

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, 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@dc.gov or 202.442.5405.

Sincerely,


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Cc: Principal
Instructional Superintendent
Section 504 and Student Accommodations Team



January 26, 2018

[REDACTED]
[REDACTED]
[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on January 4, 2018 regarding [REDACTED]. Specifically, [REDACTED] required 504 accommodations, access to the nurse, and access to her cell phone throughout the day.

In response, DCPS conducted an investigation which included speaking with you, [REDACTED]. Based on that investigation, DCPS found the following:

- [REDACTED] began working at [REDACTED] on [REDACTED]
- The 504 plan has been implemented since [REDACTED]

In order to address these issues, DCPS implemented the following measures:

1. The 504 was reviewed and communicated with teachers by [REDACTED], Social Worker on [REDACTED].
2. [REDACTED] purchased a pair of noise reducing headphones on [REDACTED] and will provide them to [REDACTED] when they arrive.
3. The nurse schedule was reviewed and the current nurse was made aware of supports needed for [REDACTED] on [REDACTED].
4. [REDACTED] no longer needs to submit her cell phone upon entry into the building as of [REDACTED].

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]
[REDACTED]
[REDACTED]





January 17, 2018

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on December 20, 2017 regarding [REDACTED]. Specifically, [REDACTED] was taking classes through [REDACTED] only and student not receiving 504 services and accommodations.

In response, DCPS conducted an investigation which included speaking with you and other persons deemed relevant. Based on that investigation, DCPS found the following:

- [REDACTED] 504 was being implemented for the [REDACTED] SY.
- [REDACTED] was enrolled in online courses due to enrolling late in the term on [REDACTED]
- [REDACTED] was enrolled in the day program beginning term 2.

In order to address these issues, DCPS implemented the following measures:

1. A 504 meeting was held on [REDACTED]
[REDACTED] 504 specialist [REDACTED]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]



January 17, 2018

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on December 20, 2017 regarding [REDACTED]. Specifically, [REDACTED] was taking classes through [REDACTED] only and student not receiving 504 services and accommodations.

In response, DCPS conducted an investigation which included speaking with you and other persons deemed relevant. Based on that investigation, DCPS found the following:

- [REDACTED] 504 was being implemented for the [REDACTED] SY.
- [REDACTED] was enrolled in online courses due to enrolling late in the term on [REDACTED]
- [REDACTED] was enrolled in the day program beginning term 2.

In order to address these issues, DCPS implemented the following measures:

1. A 504 meeting was held on [REDACTED]
[REDACTED] 504 specialist [REDACTED]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]



December 21, 2016

[REDACTED]
[REDACTED]
[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on December 8, 2016 regarding your [REDACTED]. Specifically, [REDACTED] expressed concerns with the manner in which his teacher, [REDACTED] interacted with [REDACTED].

In response, DCPS conducted an investigation which included speaking with [REDACTED]. Based on that investigation, DCPS has found that neither [REDACTED] feel that they work well together.

In order to address these issues, [REDACTED] has adjusted [REDACTED] schedule to reduce his interactions with [REDACTED]. The new schedule became effective on [REDACTED]. Additionally, [REDACTED] has also proposed a restorative justice circle with [REDACTED] to allow them the opportunity to renew their relationship in good faith. If you are interested in participating in this process, please provide us with two dates and times when you would be available to participate in the circle.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]



April 12, 2017

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on March 30th, 2017 regarding your son, [REDACTED]. Specifically, as it concerns the expiration of his 504 and the delay in correspondence from the social worker in order to meet and update the 504 document.

In response, DCPS conducted an investigation which included speaking with you, the social worker, and the 504 District Coordinator. Based on those discussions DCPS found the following: no 504 meeting for [REDACTED] had been held for the [REDACTED] SY.

In order to address these issues, DCPS implemented the following measures:

1. A meeting was held on [REDACTED] with the following participants: parent, Principal [REDACTED], District 504 Representative, [REDACTED], Social Worker/504 Coordinator [REDACTED], Teacher
2. As a result of meeting, an updated 504 has been created and agreed upon for implementation by parents, school and district 504 representative
3. Personnel discussion around email, timely communication, and documentation of 504 plan. POC is [REDACTED], Social Worker/504 Coordinator

If you are not satisfied with the outcome, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Sincerely,

[REDACTED]
Principal
[REDACTED]

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Office of the Principal

January 13, 2017

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on December 20, 2016 regarding your child, [REDACTED]. Specifically, the grievance stated your concern about [REDACTED] not being able to attend the choir field trip.

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following:

The student was indeed allowed to attend the field trip.

In order to address these issues, DCPS and [REDACTED] has implemented the following measures and accommodations (as needed):

- *Able to use elevator (with and adult)*
- *Tardiness to class excused if due to fatigue*
- *Able to leave class or activity two minutes early if needed to avoid transition with rest of students*
- *Accommodations for PE class to ensure she is provided with the opportunity to participate in activities and earn grades*
- *Upon receipt of parent signature, the school nurse will reach out to [REDACTED] to receive medical documentation*

Upon review of the medical documentation from [REDACTED] [REDACTED] would like to schedule a meeting with you to review the current accommodations, and discuss any additional concerns.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests

may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards



DCPS School Representative Name
Principal



11/22/16



RE: Letter of Response for Grievance filed

Dear [REDACTED]:

This letter is in reference to concerns that were brought to the attention of DCPS on 11/14/16, regarding [REDACTED]; specifically, your concerns about the implementation of his 504 plan.

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other persons identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following:

The IEP eligibility meeting will be held, as originally determined by the IEP team, on [REDACTED]. This date was selected to allow ample time for the psychologist to obtain and review the independent evaluation. The 504 plan was reviewed on both [REDACTED] and again on [REDACTED], at which time 4 hours of behavioral support services were added and the social worker began to process a request for a dedicated aide. In addition, a new FBA-1 was created per consultation with the DCPS 504 office.

It was also determined that the visual chart outlined in the 504 plan was being used in each classroom, and that the daily behavior sheets were being completed by teachers. The safety plan is in development.

In order to address these issues, DCPS implemented the following measures:

1. Asked teachers to send work not completed in class home whenever possible.
2. Expedited the development of the safety plan.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,





July 5, 2017

[REDACTED]
[REDACTED]
[REDACTED]

RE: Letter of Response for Grade 5

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on Tuesday, June 6, 2017 regarding [REDACTED]. Specifically, you expressed concerns with [REDACTED] access to the [REDACTED] programs. You also shared concerns that [REDACTED] efforts to comply with [REDACTED] 504 plan were insufficient and counter to her needs.

In response, DCPS conducted an investigation which included a review of your communications with [REDACTED] administration and the steps taken by [REDACTED] to address your concerns. Based on that investigation, DCPS found the following:

In order to address these issues, DCPS implemented the following measures:

1. In [REDACTED], [REDACTED] was offered the opportunity to participate in the [REDACTED]. The offer was ultimately declined by the [REDACTED] due to scheduling conflicts with [REDACTED] summer plans.
2. In lieu of the summer program, [REDACTED] has been provided with access to the [REDACTED]. To date, she is the only student with access to Imagine Math at [REDACTED].
3. Pending the successful completion of Imagine Math (80% or higher), [REDACTED] will be placed in Algebra I for the [REDACTED] school year.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



March 23, 2017

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on Wednesday, March 8, 2017 regarding [REDACTED]

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following: You have spoken to [REDACTED], the principal, [REDACTED], the counselor and also Instructional Superintendent [REDACTED] regarding this issue. [REDACTED] provided HHIP documents that were returned on [REDACTED] and scheduled a HHIP meeting to be held on [REDACTED] to determine student eligibility for these services.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]
Principal

[REDACTED]



November 15, 2017

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on November 1, 2017, regarding [REDACTED]. Specifically, you indicated that [REDACTED] is not receiving 504 services and that [REDACTED] has not been unresponsive to scheduling a meeting.

In response, DCPS conducted an investigation which included speaking with you, your child, and other persons deemed relevant. Based on that investigation, DCPS found the following:

- A 504 Meeting invitation was sent home with [REDACTED] in an attempt to schedule a 504 meeting for [REDACTED]. As attempts to schedule by phone were unsuccessful, [REDACTED] provided copies of [REDACTED] 504 plan to his teachers.
- [REDACTED] did not hold a 504 meeting or send you a copy of [REDACTED] 504 plan in [REDACTED].

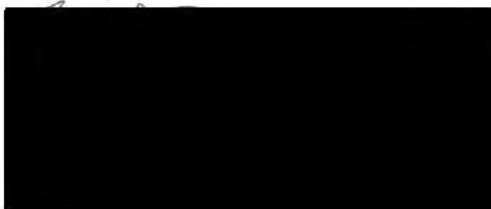
In order to address these issues, DCPS implemented the following measures:

1. Principal [REDACTED] spoke with you via phone on [REDACTED] to address your concerns.
2. Principal [REDACTED] met with [REDACTED] or [REDACTED] to hear his perspective for his 504 plan. [REDACTED] shared that the communication with teachers about classroom breaks is not working, that he does not feel he needs extended time on assignments, and that he would like more support with the high school application process.
3. A 504 meeting is scheduled for [REDACTED] team.
4. DCPS Section 504 and Student Accommodations team will provide training to [REDACTED] staff on Section 504 policies and procedures no later than [REDACTED].

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,





DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL

December 23, 2021

[REDACTED]
[REDACTED]

RE: Letter of Response for Written Grievance #4001 filed on September 27, 2021

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(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 because you filed a complaint regarding Student [REDACTED] 504 Plan, [REDACTED] are discriminating against Student [REDACTED]

Conclusion

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

1. A referral was sent to Labor Management Employee Relations (LMER) on [REDACTED] [REDACTED] 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.

You also allege that Student [REDACTED] 504 plan was changed without your permission. [REDACTED], Specialist with Section 504 and Student Accommodations reported that due to a system error, Student [REDACTED]

accommodations were accidentally changed but since then have been corrected. For additional support regarding Student [REDACTED] 504 plan, you may also request an impartial hearing to resolve differences involving the identification, evaluation, and placement of a student with disabilities entitled to protection under Section 504. For additional information related to 504 impartial hearings, the DCPS Section 504 and Student Accommodations Team can be contacted by email at 505@k12.dc.gov or by telephone at 202-442-5471.

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 Chief Integrity Officer (CIO) 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

[REDACTED]

CARE Cc: Principal
Instructional
Superintendent LMER



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

April 10, 2018

[REDACTED]
RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on [REDACTED] regarding your [REDACTED] specifically, *assistance with Discretionary Transfer request.*

In response, DCPS conducted an investigation which included speaking with you and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following:

- According to Discretionary Out-of-Boundary Transfers Policy, DCPS has 15 business days from receiving the request. DCPS received the Discretionary Transfer request on [REDACTED]

In order to address these issues, DCPS implemented the following measures:

1. [REDACTED] received the Discretionary Transfer decision the week of [REDACTED]
2. [REDACTED] enrolled [REDACTED]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

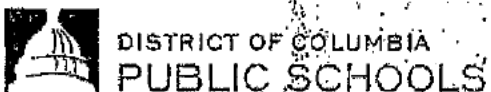
If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

Principal

[REDACTED]



April 10, 2018

[Redacted]

RE: Letter of Response for Grievance filed

Dear [Redacted]

This letter is in reference to concerns that were brought to the attention of DCPS on March 12, 2018 regarding [Redacted]. Specifically, *assistance with Discretionary Transfer request.*

In response, DCPS conducted an investigation which included speaking with you and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following:

- According to Discretionary Out-of-Boundary Transfers Policy, DCPS has 15 business days from receiving the request. DCPS received the Discretionary Transfer request on [Redacted]

In order to address these issues, DCPS implemented the following measures:

1. [Redacted] received the Discretionary Transfer decision the week of [Redacted]
2. [Redacted] enrolled [Redacted] on [Redacted]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[Redacted Signature]

Principal

[Redacted Title]



December 21, 2016

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on December 20, 2016 regarding your [REDACTED] specifically, the implementation of his 504 Plan.

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other students/person identified as witnesses and/or deemed relevant.

In order to address these issues, DCPS implemented the following measures:

1. Parent was mailed a copy of the 504 Plan via certified mail on [REDACTED]
2. Every teacher has received a copy of the accommodations for implementation of the 504 plan.
3. Every teacher has completed a monitoring form that has been submitted the guidance counselor for review.
4. The feedback received from the monitoring tool has been provided to the parent via email on [REDACTED]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

Principal

[REDACTED]



BY EMAIL AND FIRST-CLASS MAIL

September 23, 2019



RE: Letter of Response for Grievance #3194 filed on May 15, 2019

Dear [REDACTED]

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 (a)** - Where it is alleged that any student or group of students is being denied access to an adequate educational opportunity;
 - a. On May 15, 2019, you reported during the [REDACTED] school year you made multiple requests for a 504 plan for your student, [REDACTED] but never received a response. In addition, you state that [REDACTED] has PTSD and insomnia and as a result, [REDACTED] has continued to have tardy's in her Algebra 1 course and will not be able to attend the promotion ceremony.

Investigative Procedure

The investigation included interviews with the following individuals:

1. Parent, [REDACTED]
2. Principal, [REDACTED]
3. Math Teacher, [REDACTED]
4. Assistant Principal, [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. Text messages provided by [REDACTED]
2. Emails provided by [REDACTED]
3. Emails provided by Assistant Principal, [REDACTED]
4. Activity log from [REDACTED]

5. Activity log from [REDACTED]
6. DCPS Secondary Grading and Reporting Policy

General Findings of Fact

The following findings of fact resulted from the investigation:

1. On [REDACTED], Assistant Principal, [REDACTED] emailed the School Psychologist, [REDACTED] about your request to complete the 504-eligibility process.
2. On [REDACTED], School Psychologist, [REDACTED] emailed you with a list of available dates to proceed with the 504-eligibility process and asked that you complete the 504 referral form. School Psychologist, [REDACTED] never received your response.
3. During [REDACTED], you again requested a 504 plan with Principal, [REDACTED].
4. [REDACTED] Algebra 1 course is held [REDACTED].
5. [REDACTED] has accrued a total of 37 unexcused absences and 45 unexcused tardy's in her Algebra 1 course.
6. DCPS Secondary Grading and Recording Policy states that "secondary students accumulating more than thirty (30) unexcused absences in a course within a full school year shall receive a failing final grade in that course with a resulting loss of course credit."
7. In [REDACTED], Teacher, [REDACTED] provided opportunities for [REDACTED] to raise her Algebra 1 grade by coming to class during lunch and recess to make-up work, attend Saturday School, and to do work outside of school on online programs such as [REDACTED] and [REDACTED].
8. Between [REDACTED] and [REDACTED], [REDACTED] had a total of 0 hours and 0 minutes of activity on the [REDACTED] program.
9. Between [REDACTED] and [REDACTED], [REDACTED] had a total of 12.5 minutes of activity on the [REDACTED] program.
10. Teacher, [REDACTED] reported that [REDACTED] came to Saturday School three out of five weeks.
11. Teacher, [REDACTED] reported that [REDACTED] did not come to her during recess or lunch to work on math assignments.

Discussion/Conclusion

1. **24 DCMR Subtitle 5-B, Section 2405.2 (f)** is substantiated. Staff at [REDACTED] did not appropriately respond to multiple requests to begin the 504 eligibility process. After an initial attempt to reach you via email failed, [REDACTED] staff should have made additional attempts to ensure the completion of the 504 process.

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

1. On [REDACTED], School Psychologist, [REDACTED] emailed you the 504 Referral Form and requested a time to have the 504 Eligibility meeting.
2. On [REDACTED], you requested to have the 504 meeting on [REDACTED] at [REDACTED]. However, this meeting did not take place. Psychologist, [REDACTED] made additional attempts to confirm a date for a 504 meeting during that summer but have yet to receive a confirmation.
3. At the discretion of Principal, [REDACTED], [REDACTED] received a waiver for retention as a result of completing an alternate summer school plan and having demonstrated the ability to pass the Algebra I class in terms of content and work. As a result, [REDACTED] has been promoted to the next grade level.

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,



Cc: Principal
Instructional Superintendent



BY EMAIL AND FIRST-CLASS MAIL

May 19, 2020



RE: Letter of Response for Grievance #3262 filed on June 10, 2019

Dear [REDACTED]

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 reported that [REDACTED] 504 plan has not been accommodated by Teacher, [REDACTED]. Specifically, you alleged that [REDACTED] has not been given additional time to complete assignments.

Investigative Procedure

The investigation included interviews with the following individuals:

1. Parent, [REDACTED]
2. Teacher, [REDACTED]
3. 504 Coordinator, [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: n/a

General Findings of Fact

The following findings of fact resulted from the investigation:

1. As a result of an earlier dispute in [REDACTED], you requested that [REDACTED] no longer complete work in the presence of Teacher, [REDACTED]

2. The 504 accommodations to allow for additional time to complete assignments are implemented by 504 Coordinator, [REDACTED]
3. 504 Coordinator, [REDACTED] administers assignments for [REDACTED] while in her office. Those assignments are later graded by Teacher, [REDACTED]
4. 504 Coordinator, [REDACTED] reports that [REDACTED] receives an extended period of time to complete his work and often is allowed to continue working on his assignment during the next day of school.
5. Prior to [REDACTED] completing his work in 504 Coordinator, [REDACTED] office, [REDACTED] reports that Teacher, [REDACTED] did follow the 504 plan properly and [REDACTED] was given enough time to complete assignments.
6. When asked if there have been any issues with the accommodations to [REDACTED] 504 plan since [REDACTED], you stated that there were no issues that you were aware of.
7. When asked if there were any assignments that needed to be re-evaluated based on [REDACTED] not receiving 504 plan accommodations, you replied that there were none.

Discussion/Conclusion

1. 24 DCMR Subtitle 5-B, Section 2405.2 (f) is not substantiated. Based on the information gathered during this investigation, there is no evidence to suggest that [REDACTED] did not receive extended amounts of time to complete his assignments. During a conversation with you on [REDACTED], you stated that there were no assignments that you were aware of that should be re-evaluated based on [REDACTED] 504 plan and that there were no alleged violations of the 504 plan while [REDACTED] has completed assignments with 504 Coordinator, [REDACTED]

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@k12.dc.gov or 202.442.5405.

Sincerely,

[REDACTED]

Cc: Principal
Instructional Superintendent

[REDACTED]

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
[REDACTED]

[REDACTED]
Associate Principal
[REDACTED], Assistant Principal

December 2, 2016

[REDACTED]

Dear [REDACTED],

This letter is in reference to concerns you brought to the attention of [REDACTED] administration during a **November 21, 2016** meeting about [REDACTED] 504 Plan. Specifically your complaint is that [REDACTED] [REDACTED] has not monitored the implementation of [REDACTED] 504 Plan.

After our meeting with you we met with [REDACTED] teachers and investigated if the 504 Plan is implemented with fidelity. Based on our investigation, [REDACTED] administration will conduct teacher check-ins and we will monitor consistent implementation of [REDACTED] 504 Plan.

In order to address concerns you shared during our meeting the 504 Coordinator and teachers met with administration. Our discussion of [REDACTED] Plan was centered on the five areas below that teachers will monitor and implement more closely.

1. Each teacher will ensure [REDACTED] 504 accommodations are implemented consistently.
2. [REDACTED] will have preferential seating away from distractions.
3. A note-taking buddy is identified.
4. Teachers will provide outline guides to [REDACTED].

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal request may be submitted via U.S. Postal Mail to 1200 First Street, 9th Floor, Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office of Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202-442-5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]
Principal

000034



November 18, 2016

[REDACTED]

RE: Incident on 11/2/16 in which [REDACTED]

Dear [REDACTED]:

This letter is in reference to concerns that were brought to DCPS attention on [REDACTED] regarding [REDACTED]. Specifically, the grievance reads as follows:

I'm writing on behalf of my client, [REDACTED]. I am writing regarding a very serious set of incidents which occurred at [REDACTED]. I am filing a formal grievance on my client's behalf, but I am also hoping to work with your team toward a resolution which includes a safety transfer of [REDACTED] to a new school.

[REDACTED] is a chronically ill [REDACTED]. [REDACTED] were born prematurely and have been in and out of hospitals their whole lives due to [REDACTED]. I worked with [REDACTED] last year to develop enhanced 504 plans for [REDACTED].

Last week and the preceding week, [REDACTED] was out of school for a number of days with a [REDACTED]. On Wednesday, [REDACTED], she returned to school because [REDACTED] thought she might be doing a bit better, and because the school had told [REDACTED] that she was being referred to CPS for [REDACTED] excessive absences ([REDACTED] is adamant that she was told CPS had already been called, however, [REDACTED] clarified through their attorney on [REDACTED] that they had not). The school was aware that [REDACTED] had been out with an infection, and [REDACTED] provided the requisite doctors' excuses. When [REDACTED] went to pick [REDACTED] up at [REDACTED], [REDACTED] looked unwell. [REDACTED] asked her what was wrong and in response [REDACTED] listlessly asked to "just go home." [REDACTED] felt her head, noted that [REDACTED] had a serious fever, and took [REDACTED] straight to the emergency room. [REDACTED] was found to have a 105.2 degree fever. She was admitted, put on second type of antibiotics, and was later diagnosed with a kidney infection. [REDACTED] spent two nights at the hospital.

On the evening of her admission, [REDACTED] explained to a social worker at the hospital that she had asked several times throughout the school day to visit the nurse because she did not feel well. She stated that her teacher told her she could not go to the nurse. The doctor at the hospital encouraged [REDACTED] to report the school's negligence to the police.

I reached out to [REDACTED], [REDACTED] principal, the evening of [REDACTED] to share the above information and to ask her what had caused this breakdown. I did not receive a response until Friday morning, when I received an email from DCPS attorney, [REDACTED] cc'd), denying what [REDACTED] said with respect to accessing the school nurse.

[REDACTED] understandably does not trust the staff at [REDACTED] to keep her daughters safe, and feels her family's relationship with the school has been irreparably damaged. She is requesting a safety transfer for these reasons.

As a secondary matter, I would like to convene a meeting with DCPS' centralized team to develop stronger 504 plans for [REDACTED] and [REDACTED]. They miss a great deal of school due to their disabilities, and are not afforded

a meaningful way to access the instruction they miss when they are absent. We previously attempted to go through the home and hospital program, but were denied on the basis that [REDACTED] and [REDACTED] are intermittently absent, rather than absent on all days. I would like to meet with a centralized team because, in my experience, schools (including [REDACTED]) do not feel empowered to add outside services like the ones [REDACTED] and [REDACTED] need.

In response, DCPS conducted an investigation which included speaking with the teacher, your child, and other persons/students identified as witnesses and/or deemed relevant (school nurse). **Based on DCPS findings, the reported behaviors pertaining to your child did not constitute a violation of the District of Columbia Municipal Regulations. It was deemed a miscommunication.**

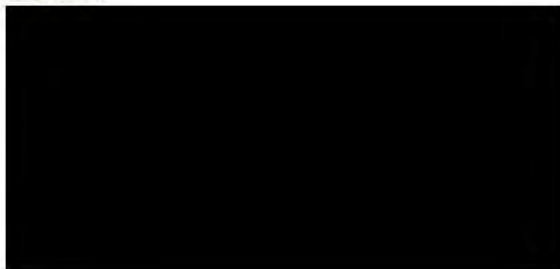
Moving forward, [REDACTED] ES staff will allow [REDACTED] access to the restroom on an hourly basis throughout the day and [REDACTED] teachers will conduct more frequent check-ins with [REDACTED] regarding [REDACTED] need to see the nurse. [REDACTED] will always be permitted to go to the nurse and encouraged to see the nurse even if [REDACTED] doesn't want to do so but complains of being ill. [REDACTED] agreed to continue working with [REDACTED] on self-advocacy so [REDACTED] is able to make [REDACTED] needs known in a strong and clear manner. [REDACTED] will provide [REDACTED] medical records that are in [REDACTED] possession to [REDACTED] ES staff during the week of [REDACTED] [REDACTED] and a 504 review meeting will be held on [REDACTED]

DCPS does not tolerate the mistreatment of students in any form to include bullying, sexual harassment, or other forms of discrimination. Nor does DCPS tolerate retaliation for reporting behavior that could constitute mistreatment and such behavior should be reported immediately.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,







Date: March 15, 2017





RE: Letter of Response for Grievance filed

Dear 

This letter is in reference to concerns that were brought to the attention of DCPS on March 13, 2017 regarding your concerns, specifically, you did not want your student to be discipline for not attending the PARCC mandatory tutorial after school.

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following: Email was sent to the  stating "In preparation for PARCC testing, the Math Department will host after school tutorials on Tuesdays and Thursdays. Tutorials will take place in the Students' Cafeteria from  Attendance is mandatory."

In order to address these issues, DCPS implemented the following measures:

1. On  phone conference with  and you was held to discuss concerns. You were informed that your student would not be disciplined for not attending the mandatory PARCC tutorial.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.





DISTRICT OF COLUMBIA
PUBLIC SCHOOLS
Office of Teaching and Learning

Via electronic correspondence

[Redacted]

[Redacted]

RE: Independent Services Authorization for [Redacted]

Dear [Redacted]

This letter authorizes you to obtain the following services, independently, at the specified duration and rate for [Redacted]

| Service | Total Hours | Maximum cost per hour | Maximum Total Cost | Deadline for completion |
|------------|-------------|-----------------------|--------------------|-------------------------|
| Counseling | [Redacted] | [Redacted] | [Redacted] | [Redacted] |

These services are to be rendered by an independent provider of your choice. A list of potential service providers for each independent service authorized under this letter can be found in the *Parent Guide* that you received accompanying this letter. You are not required to select a provider from this list, it is simply included as a reference for your assistance.

Pursuant to local regulations, an employee of the District of Columbia may not provide these independent services. The independent service provider that you select is not considered a DCPS employee. DCPS makes no guarantees regarding the quality of the provider that you select, and is not liable for any damages incurred by you or your child as a result of the provider's actions or omissions.

All independent services must be provided outside of normal school hours and may not be provided on DCPS property.

If you have any questions or concerns, you may contact DCPS Grievance at dcps.grievance@dc.gov or 202-442-5405.

[Redacted]

DCPS Grievance



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

June 19, 2018

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS Grievance on June 5, 2018 regarding your student [REDACTED]. Specifically:

- [REDACTED] not receiving 504 services for ADHD while at [REDACTED] even though provided notice
- [REDACTED] failing Health and not being able to graduate on time as a result of not having a 504 plan

In response, DCPS conducted an investigation which included speaking with person(s) deemed relevant. Based on that investigation, DCPS found the following:

1. On the Annual Student Enrollment Form for School Year [REDACTED] you indicated [REDACTED] had a Section 504 plan. [REDACTED] did not implement a Section 504 plan for [REDACTED] while at [REDACTED]. DCPS does not have a 504 plan on record for [REDACTED] for any school year he was enrolled in a DCPS school.
2. [REDACTED] received a F in Health Education for this [REDACTED] SY. A Student Support Plan was created with [REDACTED] and [REDACTED] Health Education teacher on [REDACTED] to identify missing work [REDACTED] needed to complete to earn a passing grade in Health Education. You were provided [REDACTED] missing work for Health Education on [REDACTED] to be returned for completion.

In order to address these issues, DCPS implemented the following measures:

1. A meeting was held on [REDACTED] with you, [REDACTED] administration, DCPS Director of Health & Wellness [REDACTED] and DCPS 504 Specialist [REDACTED] in which a Section 504 plan was created for [REDACTED]. A finalized copy of the 504 plan was sent to you on June 18.
2. [REDACTED] has been enrolled in course Health Education during summer school at [REDACTED] to begin [REDACTED]. Should [REDACTED] meet all requirements to pass course, he will be able to participate in the [REDACTED] graduation ceremony.
3. To provide [REDACTED] additional support, DCPS has provided 5 hours of counseling services issued by a vendor of your choice. An authorization form for these services as well as a Parent Guide have been sent with this letter.
4. DCPS school registrars will be provided training during the [REDACTED] Office of the Chief Operating Officer Summer Institute to ensure the correct process is being implemented for students who have 504 plans identified on their annual enrollment forms.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,





DISTRICT OF COLUMBIA
PUBLIC SCHOOLS
Office of Teaching and Learning

Via electronic correspondence

[Redacted]

[Redacted]

RE: Independent Services Authorization for [Redacted]

Dear [Redacted]

This letter authorizes you to obtain the following services, independently, at the specified duration and rate for [Redacted]

| Service | Total Hours | Maximum cost per hour | Maximum Total Cost | Deadline for completion |
|------------|-------------|-----------------------|--------------------|-------------------------|
| Counseling | [Redacted] | [Redacted] | [Redacted] | [Redacted] |

These services are to be rendered by an independent provider of your choice. A list of potential service providers for each independent service authorized under this letter can be found in the *Parent Guide* that you received accompanying this letter. You are not required to select a provider from this list, it is simply included as a reference for your assistance.

Pursuant to local regulations, an employee of the District of Columbia may not provide these independent services. The independent service provider that you select is not considered a DCPS employee. DCPS makes no guarantees regarding the quality of the provider that you select, and is not liable for any damages incurred by you or your child as a result of the provider's actions or omissions.

All independent services must be provided outside of normal school hours and may not be provided on DCPS property.

If you have any questions or concerns, you may contact DCPS Grievance at dcps.grievance@dc.gov or 202-442-5405.

Regards,

[Redacted Signature]

DCPS Grievance



July 24, 2018

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on June 18, 2018 regarding your student, [REDACTED]. Specifically, allegations that [REDACTED] 504 plan was not being implemented, resulting in suspensions. You are also requesting a 504 meeting to be held to determine if any changes need to be made.

In response, DCPS conducted an investigation which included speaking with you and other persons deemed relevant. Based on that investigation, DCPS found the following:

- An Annual Review of [REDACTED] 504 plan was held on [REDACTED]
- [REDACTED] is due for her 504 triennial re-evaluation by [REDACTED]

In order to address these issues, DCPS implemented the following measures:

1. [REDACTED] 504 triennial re-evaluation meeting will be held with you and relevant [REDACTED] staff and administration prior to [REDACTED] in order to ensure an appropriate 504 plan is in place for [REDACTED] to meet her needs for the [REDACTED] SY. The 504 team, along with collaboration from you, will assess if and what behavioral supports are necessary for Nevaeh.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

DCPS Grievance
Dcps.grievance@dc.gov
#202.442.5405



DISTRICT OF CO

October 17, 2018

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on October 1, 2018, regarding [REDACTED]. Specifically, *implementation of [REDACTED] 504-plan.*

In response, DCPS conducted an investigation which included speaking with you, and person(s) deemed relevant. Based on that investigation, DCPS found the following:

- [REDACTED] currently has an active 504-plan that will be expiring at the end of the month.
- [REDACTED] Assistant Principal serves as her mentor and checks in with her
- On [REDACTED] a meeting was held with [REDACTED] to address your concerns for the upcoming school year.
- On [REDACTED] you were able to meet [REDACTED] new teachers, and hear their teaching styles and express your concerns for her transitioning into a new grade level.

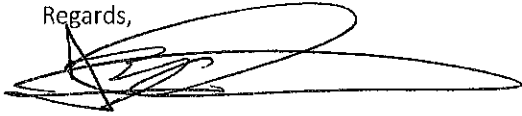
In order to address these issues, DCPS implemented the following measures:

1. [REDACTED] annual 504-plan review is scheduled for [REDACTED]
2. [REDACTED], Assistant Principal will continue to serve as [REDACTED] mentor; which intel's:
 - a. Random check-ins throughout the day to gage how she doing/feeling
 - b. Agenda book check before dismissal to ensure [REDACTED] has written down her homework and has the materials needed to complete assignments
3. A google tracker for academic and behavior reporting was created and is shared with you and all of [REDACTED] teachers and administrators. This tracker is updated every [REDACTED]
4. [REDACTED] has adopted [REDACTED] to communicate academic and behavioral expectations/goals with families. All families were supplied with their login information at Back to School night on [REDACTED]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

DCPS CARE Team
dcps.care@dc.gov

From: [REDACTED]
To: [CARE, DCPS \(DCPS\)](#)
Subject: Re: Grievance RE: Student Tardies. RESPONSE
Date: [REDACTED]

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov for additional analysis by OCTO Security Operations Center (SOC).

Thank you for being so diligent and responsive to my concerns. As I stated before, [REDACTED] matters were ultimately handled at the local school. It was because of a couple of meetings initiated by [REDACTED] and possibly your looking into matters, that a resolution was reached. Thank you again for working on behalf of students of DCPS.

On [REDACTED] AM EDT, CARE, DCPS (DCPS) <dcps.care@k12.dc.gov> wrote:

Good Morning [REDACTED]

Thank you very much for speaking with me today about the grievance you filed with our team regarding the school's response to [REDACTED] tardies. Thank you for granting me permission to close this grievance. In order to formally close, please confirm by responding to this email.

Should you wish to file a grievance in the future or seek support for your student, please do not hesitate to reach out to our team by phone at [\(202\) 442-5405](tel:2024425405) or by email at dcps.care@k12.dc.gov.

Thank you for working to make DCPS a safe and equitable environment.

Best,

DCPS C.A.R.E. Team
Comprehensive Alternative Resolution & Equity Team
Office of the Chief Operating Officer
Innovation and Systems Improvement
District of Columbia Public Schools
1200 First Street, NE
Washington, DC 20002
9th Floor
[202.442.5405](tel:2024425405) (O)
dcps.care@k12.dc.gov



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

May 9, 2017

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on April 27, 2017 regarding your, [REDACTED]. Specifically, *disability discrimination- special education students are having to sit on the stair in the entry way for arrival and dismissal.*

In response, DCPS conducted an investigation which included speaking with you, your child, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS has not found evidence of any form of discrimination towards any of the students who attend [REDACTED].

In order to address your concerns, DCPS implemented the following measures:

1. On [REDACTED] DCPS convened a meeting with you and [REDACTED] (Grievance Point of Contact) to discuss the following transition plan:
 - a. All aides will initially report to the front lobby steps by 8:10 am.
 - b. When students begin arriving, one aide will transition the first wave of students (at least 3 students constitutes a wave) to the [REDACTED] and remain with them for breakfast.
 - c. A different aide will continue to transition a different wave of students to the [REDACTED] based on bus/parent drop-off
 - d. If a bus is running late and arrives after 8:50 am, [REDACTED] will notify the classroom teacher and aide, [REDACTED] or the aides will greet the students in the morning and walk them to the atrium or classroom. The school's dean [REDACTED] has been notified to keep the area clear for special education students to minimize disruption with this new transition.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: Re: 504 plan concerns
Date: [REDACTED]

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov for additional analysis by OCTO Security Operations Center (SOC).

Hello [REDACTED], Thanks for reaching out but what concerns me is that it took over an year to get the grievance here I was concerned about them waiting to the end of the school year to do the 504 plans but this why enrollment in to an better school thanks I guess you can withdraw it ...DC school system

Has to do better

On [REDACTED] wrote:

Hi [REDACTED]

I hope this email finds you well. I wanted to follow up regarding your 504 plan concerns at [REDACTED]. You last spoke with [REDACTED] on my team and informed her that the school did complete a 504 plan for your student. I also see that your student no longer attends [REDACTED]. Since your student received a 504 plan and no longer attends the school, do you want to withdraw your grievance?

Regards,

[REDACTED]
[REDACTED]

Office of the Chief Operating Officer

District of Columbia Public Schools

1200 First Street NE

Washington, DC 20002

[REDACTED]
[REDACTED]
[REDACTED]



February 16, 2017

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on January 22, 2017 regarding [REDACTED]. Specifically, you stated that the 504 document “plan omits key protections and does not communicate the risk management measures”.

In response, DCPS conducted an investigation that included speaking with you, and relevant witnesses. Based on that conversation, DCPS found the following: a meeting to update [REDACTED] 504 plan was to be convened.

In order to address these issues, DCPS implemented the following measures:

1. A 504 meeting was held on [REDACTED]. Participants were: [REDACTED] (504 coordinator) via phone. Changes to [REDACTED] 504 plan were added. These included updates to clarify risk and protections for student.
2. Updates to 504 plan were finalized on Wednesday, [REDACTED]

If you are not satisfied with the outcome of this dialogue, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]
Principal
[REDACTED]



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Date: February 27, 2017

[Redacted]

RE: Letter of Response for Grievance filed

Dear [Redacted]

This letter is in reference to concerns that were brought to the attention of DCPS on February 1, 2017 regarding [Redacted] specifically, *504 concerns*.

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following: [Redacted] was not able to accommodate [Redacted]

In order to address these issues, DCPS implemented the following measures:

- 1. Student transferred from [Redacted]
 - 2. [Redacted] staff had an enrollment and 504 meeting to update student's 504 that included [Redacted]
- [Redacted]

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,
[Redacted]

DCPS Grievance Manager

[Redacted]




June 5, 2017



RE: Letter of Response for Grievance filed

Dear 

This letter is in reference to concerns that were brought to the attention of DCPS on May 18, 2017 regarding your student, . Specifically, allegations of failure to implement student's 504 plan, suspension given without holding a manifestation meeting, involuntarily transferring student without proper meeting and notification, and numerous isolated in-school suspensions.

An investigation of your grievance is temporarily on hold pending the due process complaint you filed. Upon closure of your case, DCPS will re-open your grievance and conduct the investigation, issuing a letter of resolution to you within ten business days.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,





DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

July 24, 2018

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on June 18, 2018 regarding your student, [REDACTED]. Specifically, your request for a 504 meeting to review her current plan, ensure it is implemented with fidelity during the [REDACTED] SY, and identify appropriate accommodations to support [REDACTED] in reading.

In response, DCPS conducted an investigation which included speaking with you and other persons deemed relevant. Based on that investigation, DCPS found the following:

- An Annual Review of [REDACTED] 504 plan was held on [REDACTED].

In order to address these issues, DCPS implemented the following measures:

1. A 504 Annual Review Meeting will be held with you and relevant [REDACTED] staff and administration prior to [REDACTED] in order to ensure an appropriate 504 plan is in place for [REDACTED] to meet her needs for the [REDACTED] SY. The 504 team, along with collaboration from you, will assess if and what supports are needed for [REDACTED] in regards to reading.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

DCPS Grievance
[Dcps.grievance@dc.gov](mailto:dcps.grievance@dc.gov)
#202.442.5405



DISTRICT OF CO

October 12, 2018

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on August 21, 2018, regarding your daughter, [REDACTED]. Specifically, a 504 evaluation for [REDACTED] to support her academically in school.

In response, DCPS conducted an investigation which included speaking with you, and person(s) deemed relevant. Based on that investigation, DCPS found the following:

- You provided documentation from [REDACTED] stating a disability of written expression disorder to the school
- 504 eligibilities were never pursued for [REDACTED] last school year, but classroom accommodations were implemented for her through our RTI process

In order to address these issues, DCPS implemented the following measures:

1. On [REDACTED] a 504-eligibility meeting was held with [REDACTED] administration and yourself. The meeting produced the following accommodations for Sarah:
 - a. Alphabet/number strip placed on her desk
 - b. Visual checklist on desk to aid [REDACTED] while writing in class
 - c. Handwriting Without Tears paper with teacher prompt to use for each assignment
 - d. Identified writing space with lines for any writing that is done in the classroom
 - e. Explicit practice of cursive writing
 - f. Triangular pencils
 - g. Occupational Therapist will observe [REDACTED] using both slant boards or pencil grips, and determine which item best supports [REDACTED] needs
 - h. Extended time for all test and assignments involving writing
 - i. Small group testing
 - j. [REDACTED] will be allowed to read aloud her writing to the teacher before assignments are graded

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.



DCPS CARE Team
dcps.care@dc.gov







DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

February 27, 2017



RE: Letter of Response for Grievance filed

Dear 

This letter is in reference to concerns that were brought to the attention of DCPS on regarding . Specifically  grade indicates that she is in  when .

Based on my investigation, I have learned the following:


 is enrolled in  which is a required class . As she is currently enrolled in the class, the Aspen Student Management System records her as a . A help ticket has been entered with central office.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact dcps.grievance@dc.gov or 202.442.5405.

Regards,



Principal




BY EMAIL AND FIRST-CLASS MAIL

September 23, 2019



RE: Letter of Response for Grievance #3194 filed on May 15, 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 (a)** - Where it is alleged that any student or group of students is being denied access to an adequate educational opportunity;
 - a. On May 15, 2019, you reported during the school year you made multiple requests for a 504 plan for your student, but never received a response. In addition, you state that HC has PTSD and insomnia and as a result, has continued to have tardy's in her Algebra 1 course and will not be able to attend the promotion ceremony.

Investigative Procedure

The investigation included interviews with the following individuals:

1. Parent,
2. Principal,
3. Math Teacher,
4. Assistant Principal,

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. Text messages provided by
2. Emails provided by
3. Emails provided by Assistant Principal,
4. Activity log from

5. Activity log from [REDACTED]
6. DCPS Secondary Grading and Reporting Policy

General Findings of Fact

The following findings of fact resulted from the investigation:

1. On [REDACTED], Assistant Principal, [REDACTED] emailed the School Psychologist, [REDACTED] about your request to complete the 504-eligibility process.
2. On [REDACTED], School Psychologist, [REDACTED] emailed you with a list of available dates to proceed with the 504-eligibility process and asked that you complete the 504 referral form. School Psychologist, [REDACTED] never received your response.
3. During [REDACTED], you again requested a 504 plan with Principal, [REDACTED].
4. [REDACTED] Algebra 1 course is held [REDACTED].
5. [REDACTED] has accrued a total of 37 unexcused absences and 45 unexcused tardy's in her Algebra 1 course.
6. DCPS Secondary Grading and Recording Policy states that "secondary students accumulating more than thirty (30) unexcused absences in a course within a full school year shall receive a failing final grade in that course with a resulting loss of course credit."
7. In [REDACTED], Teacher, [REDACTED] provided opportunities for [REDACTED] to raise her Algebra 1 grade by coming to class during lunch and recess to make-up work, attend Saturday School, and to do work outside of school on online programs such as [REDACTED] and [REDACTED].
8. Between [REDACTED] and [REDACTED], [REDACTED] had a total of 0 hours and 0 minutes of activity on the [REDACTED] program.
9. Between [REDACTED] and [REDACTED], [REDACTED] had a total of 12.5 minutes of activity on the [REDACTED] program.
10. Teacher, [REDACTED] reported that [REDACTED] came to Saturday School three out of five weeks.
11. Teacher, [REDACTED] reported that [REDACTED] did not come to her during recess or lunch to work on math assignments.

Discussion/Conclusion

1. **24 DCMR Subtitle 5-B, Section 2405.2 (f)** is substantiated. Staff at [REDACTED] did not appropriately respond to multiple requests to begin the 504 eligibility process. After an initial attempt to reach you via email failed, [REDACTED] staff should have made additional attempts to ensure the completion of the 504 process.

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

1. On [REDACTED], School Psychologist, [REDACTED] emailed you the 504 Referral Form and requested a time to have the 504 Eligibility meeting.
2. On [REDACTED], you requested to have the 504 meeting on [REDACTED] at [REDACTED]. However, this meeting did not take place. Psychologist, [REDACTED] made additional attempts to confirm a date for a 504 meeting during that summer but have yet to receive a confirmation.
3. At the discretion of Principal, [REDACTED], [REDACTED] received a waiver for retention as a result of completing an alternate summer school plan and having demonstrated the ability to pass the Algebra I class in terms of content and work. As a result, [REDACTED] has been promoted to the next grade level.

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,



Cc: Principal
Instructional Superintendent

DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Friday, June 16, 2017

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on May 16, 2017 regarding [REDACTED]. Specifically, your concerns regarding the implementation of [REDACTED] 504 plan.

In response, DCPS conducted an investigation which; included speaking with you, [REDACTED] and his teacher [REDACTED]. Based on that investigation, DCPS found the following:

- [REDACTED] 504 was implemented

In order to address these issues, DCPS implemented the following measures: [REDACTED] (Teacher), [REDACTED] (Instructional Aide) and [REDACTED] met with mom [REDACTED] on [REDACTED] via teleconference to discuss the goals of the plan, its implementation.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact the dcps.grievance@dc.gov or 202.442.5405. Thank you for your continued cooperation as we work to provide Tristan will an optimal learning environment.

Regards,



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

2/16/17

[Redacted]

RE: Letter of Response for Grievance filed

Dear [Redacted]

This letter is in reference to concerns that were brought to the attention of DCPS on 2/6/17 regarding your [Redacted]. Specifically, the concerns were that the student was not receiving accommodations for a medical condition provided for by a 504 Plan.

In response, DCPS conducted an investigation which included speaking with [Redacted] and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found that the student does not have a 504 Plan in place.

In order to address these issues, DCPS implemented the following measures:

1. [Redacted] MS 504 Plan Coordinator, called [Redacted] and left a message regarding the concerns we received. [Redacted] again called [Redacted], spoke with [Redacted] and set up a 504 eligibility meeting for [Redacted] at our school. [Redacted] was at the student's doctor's office at the time of this call, so [Redacted] also spoke with the doctor via speaker phone and requested documentation of the student's medical diagnosis.
2. [Redacted] called on [Redacted] and spoke with [Redacted] to remind her of the [Redacted] eligibility meeting and asked her to bring the medical diagnosis documentation (which [Redacted] had not received). [Redacted] also asked [Redacted] to provide the student's mental health diagnosis at the 504 meeting.
3. On [Redacted] [Redacted] met with [Redacted] and the student's outside counselor via phone-[Redacted]. During the meeting, [Redacted] [Redacted] for the student's mental health diagnosis. [Redacted] brought the student's medical diagnosis to the meeting a copy is on file with [Redacted]. It was determined that the student is eligible for a 504 plan. The plan was developed in the meeting, entered into the database [Redacted].
4. On [Redacted] [Redacted] provided the plan to [Redacted] and hopes to hear a response as soon as possible so it can be shared with the [Redacted]. [Redacted] also followed up with [Redacted] via email and again requested the mental health diagnosis documentation, which [Redacted] agreed to email [Redacted].

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

[Redacted]

Principal

[Redacted]



3/8/17

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on 2/22/17 regarding your child, [REDACTED]. Specifically, [REDACTED] and [REDACTED] as staff members stated in the grievance not following the 504 plan regarding restroom access.

In response, DCPS conducted an investigation, which included speaking with you, your child, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following: [REDACTED] and [REDACTED] were not on the original 504 distribution list because they do not work directly with the student.

In order to address these issues, DCPS implemented the following measures:

1. [REDACTED] met with the student within minutes of the incident on 2/22/17.
2. Interviewed you via phone on [REDACTED] to hear all issues related to the grievance, as well as [REDACTED].
3. [REDACTED] added [REDACTED] and [REDACTED] to the 504 in the system upon receipt of this grievance.
4. Confirmed that all staff have been and continue to adhere to the 504's accommodations, and that the student has in her possession here at school a "flash pass" which she is expected to use for restroom access upon showing it to a staff member. On the day the student called [REDACTED] from school and stated she was not given restroom access, the student told [REDACTED] shortly after the incident and later explained to you, her grandmother, that she understood she was, in fact, given access and that the teacher merely confirmed for a moment that the student knew what to do upon her return due to past re-entry issues.

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office on Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

DCPS School

[REDACTED]



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL AND REGULAR MAIL

August 5, 2020

[REDACTED]

RE: Letter of Response for Grievance #3706 filed on February 27, 2020

Dear [REDACTED]:

This letter serves as DC Public Schools (DCPS) written response to concerns your former colleague [REDACTED] brought to the attention of the DCPS Comprehensive Alternative Resolution and Equity (CARE) team on [REDACTED]. Specifically, [REDACTED] raised concerns regarding Student [REDACTED] 504 plan not being implemented by [REDACTED] and as a result, compensatory education was requested. The concerns [REDACTED] shared are important to DCPS and were forwarded to the DCPS Section 504 and Student Accommodations Team on [REDACTED]. The DCPS Section 504 and Student Accommodations Team provided [REDACTED] with the 504 Request for Impartial Hearing form via email on [REDACTED], [REDACTED] and to date, the completed form has not been received by DCPS. Additionally, the DCPS 504 Impartial Hearing Procedures state that a hearing request must be made within one (1) year of the date the parent/guardian knew or should have known about the alleged facts that form the basis of the request. This period has since passed. For additional information related to 504 impartial hearings, the DCPS Section 504 and Student Accommodations Team can be contacted [REDACTED] 504@k12.dc.gov or by telephone at 202-442-5471. DCPS CARE has closed this matter.

If you have questions or concerns, please do not hesitate to contact us at dcps.care@k12.dc.gov or 202-442-5405.

Sincerely,

[REDACTED]

Cc: Principal
Instructional Superintendent