ARNOLD & PORTER

Cynthia A. Giordano
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202.654.7058 Cell

555 Twelfth Street, NW
Washington, DC 20004-1206

September 5, 2001

Board of Zoning Adjustment
Office of Zoning
441 Fourth Street, N.W.
Suite 210
Washington, DC 20001

Re: BZA Application No. 16723; Application of McKendree-Brookland-Simms United Methodist Church for a Special Exception to Establish an Elementary School and a Child Development Center and for a Variance from the Parking Requirements at 2420 Rhode Island Avenue, N.E., Lots 3-7 in Square 4290

Members of the Board of Zoning Adjustment:

At the July 31, 2001 public hearing on this matter, the case was continued until September 11, 2001 and additional materials were requested from the Applicant. On behalf of the Applicant, these materials are attached hereto and include the following:

(1) Report from Reverend Michael Armstrong (Pastor of McKendree Brookland-Simms United Methodist Church) regarding meetings with the community (Exhibit "A");

(2) Landscape and Maintenance Plans for Playground (Exhibit "B");

(3) Bus Plan for Special Trips (Exhibit "C") (identification of buses to be used by the school along with location of where buses would park);

(4) Snow and Ice Removal Plan (Exhibit "D");

(5) Playground Lighting Plan -- to discourage illicit behavior around the playground area (prostitution and drug trafficking) (Exhibit "E");

(6) Playground Access, Hours, and Trash Receptacle Arrangements (Exhibit "F");

(7) Playground Rules and Enforcement Plan (rules for student behavior on playground (Exhibits "G" and "H"); and

BZA
Case No. 16723
Exhibit No. 40

Board of Zoning Adjustment
District of Columbia
CASE NO.16723
EXHIBIT NO.40

(8) Parking and Circulation Plan (Exhibit "I").

Thank you for your consideration of these materials.

Sincerely,

Cynthia Giordano

Cynthia A. Giordano

Enclosures

cc: ANC-5A

EXHIBIT A

REPORT OF REVEREND MICHAEL W. ARMSTRONG

1. Regarding Community Outreach Issues, a community meeting was held on Tuesday, September 4th at 7:00 p.m. at the Fellowship McKendree Brookland-Simms United Methodist Church. There were 27 people present. I informed the community about the status of the proposed WSTA Child Development Center and Elementary School. (*See* attached flyer announcing meeting, meeting sign-in sheet and meeting agenda, Attachments 1, 2 and 3 respectively.)

2. Marjorie H. Burke, Vice Chairman, Board of Directors of WSTA, presented the Mission Statement, the Philosophy and Education Plan, the proposed enrollment of 60 students and the staff. Mrs. Burke discussed the advantages of having a private and nonprofit child development center and elementary school in the 5A10 community.

3. Following the presentation, the floor was open to questions and discussions. After the discussions, I stated that I would hold quarterly community meetings to address any concerns, complaints or suggestions.

4. In order to limit the amount of noise on the playground during the day, Mrs. Burke plans to have only two regularly scheduled times for recess periods between the hours of 11:00 a.m. and 1:00 p.m. daily. This way, there will be a minimum number of no more than 15 children at any given time on the playground.

5. The designated community liaision will be Mrs. Romaine Jenkins of 2207 Otis Street, N.E., Washington, DC 20018. In this role, Mrs. Jenkins would provide a communication line between the school and the community. (*See* attached letter to Mrs. Jenkins inviting her to serve on school's Board of Directors, Attachment 4.)



McKendree-Simms-Brookland
United Methodist Church
24th and Lawrence Street, NE.
Washington, D.C. 20018

COMMUNITY MEETING

DISCUSSION OF PLANS FOR NEW SCHOOL

WASHINGTON SCIENCE AND TECHNOLOGY ACADEMY

Date: September 4, 2001

Time: 7:00PM

McKendree-Simms-Brookland

United Methodist Church—Fellowship Hall

ALL MEMBERS AND NEIGHBORS ARE INVITED TO COME OUT AND PARTICIPATE IN THIS DISCUSSION

McKendree-Simms-Brookland
United Methodist Church
24th and Lawrence Street, N.E.
Washington, D.C. 20018

COMMUNITY MEETING
Tuesday, September 4, 2001
7:00 p.m. (Fellowship Hall)

Print Name	Signature	Address
Rev. Michael W. Armstrong	Michael W. Armstrong	2421 Lawrence St. NE Washington, DC 20018.
Pastor Ruth Goodeve	Ruth G. Goodeve	3102 20th St N.E. — DC
Lynn Donaldson	Lynn Donaldson	2421 Lawrence St NE DC 20018
Yvonne R. Warner	Yvonne R. Warner	3102 - 20th St. N.E. Washington DC 20018
Joyce Y. Bowman	Joyce Y. Bowman	1512 Montana Ave NE Washington, D.C. 20018
Eldon L. Hayman, Sr.	Eldon L. Hayman	5115 11th St NE Wash, DC 20011
Sylvia W. Avery	Sylvia W. Avery	8306 Arden Lane Ft. Wash. MD. 20744
JOAN L. WHITE	Joan L. White	1308 ALLISON ST. N.E WASHINGTON DC 20017
ELLEN S. DAVIS	Ellen S. Davis	211 P ST NW DC 20001
DALE R. ORE	Dale R. Ore	3621 28th Street N.W (owner)
KARL L. ORE	Karl L Ore	3621 - 28th Street NE (owner)
Lawrence K. Johnson	Lawrence K. Johnson	4313 12th St. N.E. Wash. DC 20017
David Ratliff		3142 Monroe St. N.E. Wash DC 20018
Lucille Ratliff	Lucille Ratliff	3142 Monroe St. N.E. - Wash DC
Otelia Lyons	Otelia Lyons	8433 Hamlin St. Fort Ham MD 20706
Velma Zeigler	Velma D. Zeigler	1806 Kearny St. NE, DC. 20018
Georgia Whitener	Georgia Whitener	3411 24th St NE DC 20018
Sue Bennafield	Sue Bennafield	Sue Bennafield - 3419 - 24 St. N E Wash DC 20018

Mary E. Hayman	Mary E. Hayman	5[illegible] 11th St. N.E. D.C. 20011
Emma B. Holbrook	Emma B. Holbrook	3450 Toledo Terrace. Hyattsville md.
Elsie M. Shaw	Elsie M. Shaw	4358-19th Place NE Wash DC 20018
Martha Sullivan	M. Sullivan	2607 12th Street, NE.
LAVINIA DERR	Lavinia Derr	1237 18th St NE #1 Wash DC 2002
Carlton Yates	CARLTON YATES	2439 Monroe St NE 2008
M. Thompson		2443 Monroe St NE
Leon Harvey	L. Harvey	4500 Mass. Ave. NW #114. DC. 20016
Judy B Jones	Judy B Jones	8621 Irvin Ave, Glenarden, MD



McKendree-Simms-Brookland United Methodist Church
24th and Lawrence Sts. NE.
Washington, D. C. 20018
202 529-3075

AGENDA
COMMUNITY MEETING
SEPT 4, 2001 - 7PM

OPENING PRAYER.....Rev. Michael W. Armstrong, Pastor

WELCOME.....

INTRODUCTION TO PROPOSED SCHOOL.....Rev. Michael W. Armstrong
Washington Science & Technology Academy

PLANS FOR NEW SCHOOL .....Ms. Marjorie Burke

COMMUNITY CONCERNS/DISCUSSION .....

ADJOURNMENT.....

Washington Science and Technology Academy, Inc.
2420 Rhode Island Avenue, N.E. • Washington, D.C. 20018
Phone: 202-526-8803

September 4, 2001

Board of Directors

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Denise Anthony
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Lavinia Derr-Morris
F.D.R. Fox, M.S., M
Donald Mauney
Lanette Mauney
Daisy B. Suitt
Martha Sullivan

By Hand Delivery
Ms. Romaine Jenkins
2207 Otis Street, N.E.
Washington, D.C. 20018

Dear Ms. Jenkins:

The members of the Board of Directors of the Washington Science and Technology Academy, Inc., would like to invite your participation, as a member of the community to become a member of our Board of Directors.

The Washington Science and Technology Academy, Inc., is a non-profit independent private school which was organized by a group of concerned parents and educators to provide an educational program of high academic standards for grades 1 through 6 which focuses upon Science, Math and Computer Technology. In addition there will be a Child Development Center for children, ages 2 ½ to 5 and a Middle School.

If you have any questions, please feel free to contact me at (202) 526-8803. Thank you in advance for your consideration.

Sincerely,

Marjorie H Burke

Marjorie H. Burke
Vice Chairman, Board of Directors

EXHIBIT B

LANDSCAPE AND MAINTENANCE PLANS FOR PLAYGROUND

(1) Proposal from Waller and Sons for Lawn Maintenance

(2) Plan for Disposal and Cleanup of Contaminants

(3) Proposal from Nicklin Associates, Inc.

(4) Service Agreement from CWI of Washington for trash removal

Waller and Sons
Lawn Care and Hauling Services
6705 Janet Lane
Ft. Washington, MD 20744
(301) 449-9441

PROPOSAL

LAWN MAINTENANCE SERVICE
for
McKendree - Simms - Brookland United Methodist Church

MAY 2, 2000

Waller and Son Lawn Care and Hauling Services will propose the following services for *McKendree - Simms - Brookland United Methodist Church* located at 24th and *Lawrence Streets, N. E., Washington, D.C. 20018.* The services will include the areas surrounding the Church, the Parsonage, Education Building, Outreach House, and Playground.

Initial Clearing: Clean the playground of trees, bushes, debris and vines on the fence and clear all broken glass off play ground. Remove dead limbs by the grill and all other dangerous dead limbs around the grounds.

Cost: $1000.00 to $1500.00

Lawn Care: Clearing of all trash, branches and other debris before each cutting. The mowing of the lawn may vary depending on the weather. During raining periods, the lawn may require cutting between 5 - 7 days. If there is a dry period, the lawn may require cutting between 7 - 14 days. Trimming will be provided to all areas that are not easily accessible to mowers. Trimming areas are to include around trees and shrubs, fences, buildings, walk and steps. All excessive clippings will be removed and hauled away.

Cost: $225.00 per cut

Waller and Sons

Edging: All sidewalks, driveway curbs and patios will be edged as needed. All debris caused by edging will be removed and hauled away.

Cost: $50.00 per month

Pruning/Weeding: Hedges and shrubs will be pruned as needed, with new growth not to exceed three inches. In addition, any tree branches blocking passage on streets, driveways or sidewalks will be trimmed and removed. Seams and cracks in sidewalks and curbs and all mulch areas surrounding shrub beds, flower beds and tree rings will be kept weeded. A defined edge will be kept on all borders of mulched beds and tree rings.

Cost: $250.00 per year

Mulching: All tree rings and shrub beds will be mulched at a depth of 2 to 3 inches using a premium quality shredded hardwood mulch. Mulch preparation will include completely removing all weeds and grass, cultivating the soil, and cutting a well-defined edge around all areas to be mulched.

Cost: $300.00 1st time application
$200.00 2nd time application
(Twice per year)

Kenneth W. Waller
Waller and Sons

March - December

Application of:

- Pre-emergent herbicide for prevention of grassy weeds and heavy - rate balanced fertilizer (Early Spring)
- Insecticide for surface feeding insects (Summer)
- Heavy-rate balanced fertilizer (Early and Late Fall)
- Herbicide for various broadleaf weeds and balanced fertilizer (Fall)

Re-seeding: This service will be performed between mid-September and end of October using a premium mix grass seed at a rate of 3 ½ pounds per thousand square feet. Thin or bare lawn areas will receive special attention at this time.

Aeration: All lawns shall be thoroughly verified prior to re-seeding.

Cost: $125.00 per year (3 applications per year)
$50.00 per year for liming
$75.00 per year for fertilizing

Tree and Shrubbery Care

- Application of slow release fertilizer for good plant and health during the growing season
- Application of oil spray for effective control of insects, aphids, mites, and certain eggs of leaf feeding insects. (Early Spring)
- Second application of selective spray for the control of bag worms, webworms and other insects which are feeding during this time. (Summer)
- Application of special blend fertilizer, that will provide the needed nutrients for health root growth for winter protection. (Fall)

Cost: $225.00 per year

Fall Leaf Removal and Cleanup

Two leaf cleanups will be performed in the fall. The first will be performed in mid-November and the final property cleanup will be performed in December. This will include the removal of all fallen leaves, sticks, branches and all other debris.

Cost: $300.00 each pick up

PLAN FOR DISPOSAL AND CLEANUP OF CONTAMINANTS

The maintenance person will be responsible for the daily morning inspection of the playground and area. He will be supplied with, and required to use, protected latex gloves and dispose of any contaminants in a dirty needle box. The box will be stored in a locked storage close and discarded by an outside contractor. Providence Hospital in Washington, DC has been contacted and recommended the company, Nicklin Associates, Inc. (proposal included herein). This is the company that the hospital uses to removal all of their contaminants. If any contaminants are found on the school playground or area, the maintenance person will be required to report the incident to the Director of the school.

NICKLIN ASSOCIATES, INC.

Facilities GC21 / 110 Irving Street, NW
Washington, DC 20010
Telephone: (202) 877-0852
Facsimile: (202) 877-0857

9/5/2001

Lavinia Derr, Marketing Coordinator
Washington Science & Technology Academy Inc.
2420 Rhode Island Avenue
Washington, DC 20018

RE: Biohazard Survey / Remediation

Dear Ms. Derr:

It was a pleasure meeting with you while accompanied by Mr. Philip Kriebel, Director of Operations for Nicklin Associates inc. Pursuant to that meeting, Phil and I have assembled a summary of several options available to address the concerns of your community and indeed some very real threats to the Health and Safety of your students as follows:

To assist you in developing a scope of work in response to existing biohazards in this schoolyard environment, Nicklin Associates Inc. shall provide eight (8) hours of free consultation (a $1,000.00 value).

OPTIONS

- Contract with a service provider for representation and response to any acute biohazardous waste issues which may arise.
- Contract with a service provider to provide sensitivity and bloodborne pathogen training for all staff members working at 2420 Rhode Island Avenue.
- Remove all existing grounds mulch suspected of containing potential hazardous materials.
- Replace grounds mulch with some material affording a greater level of visual oversight.
- Remove low-lying foliage which contributes to a sense of seclusion.
- Provide additional security lighting to deter nocturnal activities.
- Partner with local law enforcement agencies to promote a "Drug Free School Zone".
- Partner with the local community to promote a "Neighborhood Watch" area.

I should expect that with everyone doing their part, the entire community shall benefit a great deal from this process.

Very Truly Yours,
John W. Nicklin

CWI OF WASHINGTON

P.O. BOX 50612
WASHINGTON, D.C. 20091-0612
301-982-2900

SERVICE AGREEMENT

CUSTOMER ACCOUNT # _____

CUSTOMER'S NAME: AC Kendrick Church
SERVICE ADDRESS: 2421 Lawrence St NE SITE TELEPHONE: 529-3015
Washington DC
CUSTOMER'S BILLING NAME: AC Kendrick Church
BILLING ADDRESS: 2421 Lawrence Street NE
Washington DC 20018

CUSTOMER SERVICE CONTACT: Hope Taylor TELEPHONE: 529-3015

- [X] NEW ACCOUNT
- [ ] CURRENT ACCOUNT [ ] NEW LOCATION
- [ ] CHANGE [ ] INCREASE [ ] DECREASE
- [ ] COMPACTOR RENTAL [ ] COMPACTOR SALE
- [ ] CONTRACT RENEWAL
- [ ] CANCELLATION
- [ ] ADDITION/MODIFICATION
- [ ] COD

SALESMAN P.O. # _____

CONTAINER SPECIFICATIONS

QUANTITY	CAPACITY (CU. YD.)	TYPE OF CONTAINER: OPEN	FALCON	RECYC.	REAR	OTHER	FREQUENCY OF SERVICE
1	4YD			X			1WO

SCHEDULE OF CHARGES

Service Charge Per _____ $ 190.67
Rental Charge For Lock Per Month $ — —
_____ locks serviced _____ Gross/Net
locks @ $ _____ per
Delivery/Exchange Charge $ _____
_____ containers @ $ _____ per container
Service Charge Per Load/Pull $ _____
Equipment Maintenance Charge/Month $ _____
Per _____
Disposal Charge Per Ton $ _____
Miscellaneous Charge $ _____

CWI has implemented a fuel surcharge on all accounts. DC sales will be applied to your account if applicable. Please send copy of tax-exempt certificate

	MON	TUE	WED	THUR	FRI	SAT	SUN	TOT
ROUTE	1			1				
O.D.								
ROUTE								

Equipment Delivery Date: 8-20-01
Effective Service Date: 8-23-01

CUSTOMER
AUTHORIZED SIGNATURE: John Young
TITLE: Pastor DATE: 8/16/01

CWI CONTRACTOR
REPRESENTATIVE'S SIGNATURE: Patricia O Thomas
REPRESENTATIVE'S TITLE: ACCOUNTS MGR. DATE: 8/13/01

EXHIBIT C

BUS PLAN FOR SPECIAL TRIPS

The Washington Science and Technology Academy, Inc. will use a local bus company to charter a bus for prearranged field trips by the classroom teacher(s). A maximum of four (4) trips per year will be scheduled. Special permission has been obtained from the Board of Trustees of the McKendree Brookland-Simms United Methodist Church for the use of space for parking. The bus will park for a maximum of 15 minutes to allow time for loading children on the bus and a maximum of 15 minutes to unload the children after each field trip. The Director, classroom teacher(s) and one parent (chaperone) will supervise these activities. The school anticipates purchasing one (1) 15-passenger vehicle, by the beginning of the 2002-2003 school year. This vehicle will be parked in the adjacent alley next to the church. A parking space has been reserved specifically for this vehicle.

EXHIBIT D

SNOW AND ICE REMOVAL PLAN

The McKendree Simms-Brookland United Methodist Church has hired an outside contractor to handle all snow and ice removal. All snow and ice will be removed from in front of the school entrances (*Lawrence Street and Rhode Island Avenue*), as well as all parking areas in front of the school on Lawrence Street. Salt will be placed in front of the school entrances and a snow blower will be used to blow the snow onto the property.

EXHIBIT E

PLAYGROUND LIGHTING PLAN

The school will install two (2) motion detectors on the inside of the playground. These motion detectors are small electronic eyes that detect infrared waves – heat waves that radiate from moving objects. When the detector senses an object moving across its field of view – especially warmer objects such as people, animals and cars – it electronically turns on the lights. The timer will be preset for the light to stay on for fifteen (15) minutes, the detector will automatically shut the light off unless it continues to sense movement. A photocell will deactivate the light during daylight hours. These motion detectors will help deter illicit behavior around the playground area and Hoover Road.

To eliminate the problem of the unwanted switching on, the distance range setting will be adjusted and aimed to limit the sensor's field of view.

EXHIBIT F

PLAYGROUND ACCESS, HOURS AND TRASH RECEPTACLE ARRANGEMENTS

Playground Access

To ensure the safety of all children, the classroom teacher and teacher's aide will accompany their class to and from the playground located on Lawrence Street in a safe and orderly manner. Teachers and students are to follow directions for crossing the street safely within the crosswalk located at the corner of Lawrence Street and Hoover Road. Teachers and aides are requested to use the appropriate scheduled times for use of the playground.

Playground Hours

The scheduled times for the use of the playground are:

a. Child Development Center: 11:00-11:45 a.m.; 3:00-3:45 p.m.
   Nursery Class (8 students maximum)
   Pre-kindergarten/Kindergarten class (12 students maximum)

b. Primary Grades (1-3): 12:00-12:30 p.m.

c. Intermediate Grades (4-6): 12:30-1:00 p.m.

d. Middle School (7^{th}): 12:30-1:00 p.m.

Trash Receptacle Arrangements

Two (2) additional large trash cans will be placed on each side of the playground. Teachers and Aides are requested to supervise all play activities on the playground: (1) Circle Games; (2) Relay Games; (3) activities on the slides, bars, swings and basketball hoop.

EXHIBIT G

PLAYGROUND RULES

To ensure that our playground is a safe environment for all children to play, WSTA, Inc. has established playground rules that will be posted in two (2) areas on the playground. These playground rules are:

Absolutely No

- **LOUD NOISE**
- **PROFANITY**
- **FIGHTING**
- **FOUL PLAY**
- **LITTERING**
- **EATING OR DRINKING**
- **PLAYING WITHOUT SHOES**
- **THROWING OBJECTS INSIDE OR OUTSIDE OF PLAYGROUND AREA**
- **LEAVING PLAYGROUND AREA, UNLESS ESCORTED BY A TEACHER/AIDE**

Students who violate these playground rules will be subject to disciplinary actions, including but not limited to, playground suspension for a period of three (3) days.

LET US MAKE OUR PLAYGROUND A SAFE AND FUN ENVIRONMENT FOR EVERYONE TO ENJOY

EXHIBIT
H

Washington Science and Technology Academy, Inc.

PARENT and STUDENT *Handbook*

The Washington Science and Technology Academy, Inc. is an equal opportunity educational institution. WSTA, Inc. does not discriminate on the basis of race, sex, age, religion, national origin, marital status, sexual orientation, or any other legally protected status

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Our Mission

The Washington Science and Technology Academy, Inc., is committed to providing an educational program that will motivate and challenge each student to achieve his/her maximum potential, provide an educational program of high academic standards, inspire and encourage students to become interested and careers pertaining to Science, Mathematics, and Computer Technology, provide first-hand experiences in the Science and computer Laboratory and develop and improve the quality of life.

Our Philosophy

- Every student has the right to a safe, healthy, well organized learning environment that promotes high academic achievement.

- Each student possesses unique qualities, characteristics, abilities, and styles of learning that allow him/her to develop and learn at his/her individual pace.

- Every student, regardless of race, sex, religion, or ethnicity, is entitled to the same educational opportunities (resources).

- Each student must have a variety of experiences which would enhance his/her dignity and self-worth.

ARRIVAL AND DISMISSAL

Class will begin at 9:00 a.m. Students should not arrive to school after 9:00 a.m. Any child arriving to school after 9:00 a.m. is tardy and should report to the Director with his parent. An excuse from home or written note from a medical doctor must be given at that point to receive a pass before going to the classroom. . If your child is participating in the before and after care program, you should drop your child off between the hours of 7:00 a.m. - 9:00 a.m. and 3:00 p.m. – 6:00 p.m. Monday – Friday. Parents must use the Lawrence Street entrance when picking up and dropping off your child(ren). Students may only be dropped off or picked up by car at the curb on Lawrence Street directly in front of the school. ***Please do not park across Lawrence Street.*** Because of the high volume of traffic, parents should not use the Rhode Island Avenue entrance as a drop off and pick up location. No child will be admitted into the building from that entrance. Please do not place your child in a dangerous situation by dropping him/her off in an unauthorized area. Your are required to sign your child in and out daily. Children may not sign themselves in and out.

ATTENDANCE

School is open for instruction 180 days each year. Our regular school hours are from 9:00 a.m. – 3:00 p.m. Regular school attendance is important. Every absence or tardy must be followed by a note from home or written excused signed by a medical doctor.

TARDINESS

Being on time for school is a valuable part of a child's learning and should be stressed. Be being on time, the child will be able to prepare for the day's worked in a relaxed manner. If

you know your child is going to be late, please send a note stating the reason. In this way, you and your child's teacher will know that the child was not lingering or playing on the way. Cases of continual tardiness or absence will be investigated by the s

Students are not to be taken out of their classes for programs other than school sponsored activities. No child is to leave the school area or a classroom with a visitor or a parent unless permission has been given from the office. The school will always cooperate with the parents in case of an emergency, but the responsibility of notifying the school lies with the parents. No student shall be kept after regular dismissal time unless the parent has been notified.

HEALTH

Children who are ill should not be in school, not only for their own health, but to eliminate spreading contagious diseases. No child will be allowed to remain in school with any of the following:

1. fever
2. vomiting
3. open uncovered oozing sores
4. head lice
5. contagious diseases

According to School board Policy, the school is prohibited from administering medicine without the completion of the appropriate forms.

Please notify to school of any chronic illnesses your child may have so that we can provide an instructional program within the framework of his limitations.

HEADLICE

Head lice in school has become a nationwide problem. The school will check the heads of all children from time to time. No child will be permitted to remain in school with any infestation, please check your child's head on a regular basis.

DISCIPLINE

We believe that firm but fair discipline is important. Your child will be expected to comply with school rules and regulations. Every phase of discipline should help build habits of self-control. When a student learns to discipline himself, he/she tends to be a dependable, reliable, and a cooperative member of his/her class. With your help and support we will be able to continue to ensure a safe and orderly environment.

Indoor Suspension

The School will have a zero tolerance for all forms of misconduct, especially fighting. **FIGHTING IS PROHIBITED INSIDE THE SCHOOL AND ON SCHOOL GROUNDS INCLUDING THE PLAYGROUND. THE PENALTY FOR FIGHTING IS FIVE (5) DAYS SUSPENSION FOR ALL PARTIES INVOLVED.** Students who have been on indoor and/or outdoor suspension may face exclusion from field trips and/or team activities. The use of profanity, abusive, vulgar language and/or gestures will not be tolerated. Racial slurs or any

degrading comments will not be tolerated. Students may not engage in any act of sexual harassment of a physical or verbal nature. This behavior is inappropriate and such acts will result in serious disciplinary action.

Outdoor Suspension

To ensure that our playground is a safe environment for all children to play, WSTA, Inc., has established playground rules that will be posted in two (2) areas on the playground. Parents and students are given this handbook to ensure that they are well aware of the playground rules *(See Sign Below)*. It will also be made clear to both parent and student that the school intends to strictly enforce these playground rules if they are violated. These playground rules are:

Washington Science and Technology Academy

PLAYGROUND RULES

Absolutely No

LOUD NOISE

PROFANITY

FIGHTING

LITTERING

EATING OR DRINKING

PLAYING WITHOUT SHOES

THROWING OBJECTS INSIDE OR OUTSIDE OF PLAYGROUND AREA

LEAVING PLAYGROUND AREA, UNLESS ESCORTED BY A TEACHER/AIDE

Students who violate these playground rules will be subject to disciplinary actions, including but not limited to playground suspension for a period of 3 days.

LET US MAKE OUR PLAYGROUND A SAFE AND FUN ENVIRONMENT FOR EVERYONE TO ENJOY

Appropriate behavior is expected of all students at all times including between classes, at assemblies and while at school related activities such as field trips, school plays and recess. Students are under direction of the school and must observe all school rules while on their way to school in the morning, while in school during the day, and on their way home after school (including while they are outside the boundaries of the school).

Classroom Behavior

All teachers will thoroughly teach and discuss their classroom expectation and procedures. Teachers will acknowledge proper behavior and provide logical consequences for behavioral infractions. The teacher's main responsibility is to teach the entire class, and therefore, he/she does not have time to explain discipline decisions. The teachers authority **can not** be challenged by students. This also means that when the teacher is disciplining one student, other students are not to interfere by "defending" the disciplined student or by criticizing the teacher's decision. Students have the right to know why they are being punished, but they must wait until the teacher has time to meet with them to discuss the situation. Students/ and/or parents have the with to schedule a conference to discuss the matter.

GENERAL SAFETY

It is the policy of the Washington Science and Technology Academy, Inc. that the possession of any kind of tobacco product, alcohol, controlled substances (drugs), deadly weapons, (i.e. knives, can openers, sticks, etc.), and firearms is prohibited in the school and on school grounds. Violation of this policy will result in expulsion. Any toys or objects which may cause an injury must be left at home. Students in grades Pre-Kindergarten through 7th Grade are required to wear school uniforms, Monday – Thursday. Students are not required to wear school uniforms on Fridays. We encourage children to wear clothing that is appropriate, practical and comfortable. The building is air-conditioned.

Student Dress Code

Clothing with written messages, pictures or symbols that relate to drugs, smoking, alcohol, sex or profanity. Clothes with metal studs, ornaments or other objects which can scratch furniture or damage property or persons. Tub-tops see-through blouses bare backs, halter tops bare midriffs, tank tops and spaghetti strap tops. Hats (except those for religious purposes). Biker shorts, boxer shorts and any short whose hem does not reach fingertip length. Pants or shorts below the waist allowing underwear to show and clogs, backless shoes and between the toe sandals are prohibited. Students who violate the dress code will be excluded from class for the day and may be subject to further disciplinary action.

HALLWAY COURTESY

Students are required to pass through the halls quietly, and be considerate of others. Horse-playing is prohibited. This may lead to injury. Walk, do not run or push and shove. Keep hallways clear by walking to the right. Do not discard trash on the floors. Do not block other students by standing around, loitering in groups.

TESTING PROGRAM

Formal and informal testing is done each year in an effort to assess the needs and obtain information regarding academic strengths and/or weaknesses of each child. These results are used, along with other information, to strengthen and revise and/or modify the instructional program.

PARENT TEACHER CONFERENCES

Conferences between parent and teachers are a critical part of our reporting system. Individual parent-teacher conference will be held at least twice during the school year. The conferences are conducted before school and after school or at another time specifically agreed upon by you and your child's teacher. A teacher may not hold a conference while he/she is instructing children, or working in the after school program.

Parents are encouraged to contact the teacher when they feel the need to discuss any phase of their child's progress. Please remember that it is important to prearrange a conference time either in writing or by telephone so that the teacher will be better prepared to inform and advise you about your child. This is *your* school and you are encourage to visit the classrooms at any time except when we are administering standardized tests. Policy dictates however, that all visitors are to sign in at the office before going into the classroom area.

HOMEWORK POLICY

Home study is a necessary part of each student's educational program. Each student must be expected to spend some independent time, in addition to class instruction to achieve satisfactory grades. At the Washington Science and Technology Academy, we believe that homework should be a vital, necessary part of the student's learning experience. No homework should be given as punishment, or as pure "busy work." Since it should be a vital part of the teaching/learning experience, it is essential that the subject area teacher assign homework that is in keeping with the instructional objective of the lesson being pursued. As a result, teachers in five four major academic areas of language arts, social studies, science and mathematics and the technology area are required to give daily homework necessary for the student to accomplish the objective(s) of the lesson(s).

Homework assignments should be definite and clear so that the student can be held responsible for a daily assignment as well as a long-range assignment. Parents should check the students homework assignments on a daily basis. Parents should contact teachers or the Director if the student repeatedly states that he/she has no homework.

Students Responsibility

- Completing assigned homework as directed and in the spirit in which it is assigned.
- Returning homework assignments to the teacher by the designated time.
- Submitting homework assignments that reflect careful attention to detail and quality of work.

Parents Responsibility

- Providing an environment conductive to study.
- Providing continued interest and concern for the child's successful performance in school.
- Encouraging and supporting the child in his/her performance of homework assigned.

- Demonstrating an interest in assignments and assisting, if possible, when requested y the child. This is not to include performing the work for the child.
- Supporting the school in regard to the student being assigned homework. Requesting assignments for students when short-term absence are involved.
- Making sure students reads for a minimum of 30 minutes each night.

TELEPHONE

The telephone located in our school office is to be used for business only. It may not be used by students except in cases of emergency. Please ask any member of the Administrative team to deliver messages *only* in case of an emergency. Members of the Administrative Team are:

1. Director
2. Assistant Director
3. Office Manager
4. PR/Marketing Coordinator

CHANGE OF ADDRESS

In the event that you change your address and/or telephone number, please notify the Director of the school in order that all records may be kept up to date. Also please notify the school if you change your place of employment and furnish us withy the telephone number at which you can be reached in case of an emergency during the school year.

WITHDRAWALS

When a child is transferring to another school, parents are required to complete a school withdrawal form at least three (3) business days in advance. Completing transfer forms require time. Notification of at least three (3) business days will save the parent time and frustration. Be sure that all textbooks and library books are turned in. Also, parents are required to satisfy all accounts with the school. Failure to return textbooks and library books will result in a delay of your form being processed. Official transcripts will not be processed if a parent has an outstanding account.

PERSONAL PROPERTY

Large amounts of money should not be brought to school. Toys and pets are to remain at home unless the teacher requests them for educational purposes and must be cleared by the Director of the school. Bicycles are prohibited. Any personal property including bicycles, money, and toys brought to school is at the risk of the owner. The school cannot assume the responsibility for the care of this property. Personal property such as, beepers, wallets with chains, permanent markers, skateboards, radios, CD players, cassette players and recorders, laser pointers, video game cartridges and CD's cellular phones, cameras, stink bombs, pepper spray, mace, animals, cards of any type, etc. are not prohibited in school. These items will be confiscated and returned only to parents. **POSSESION OF THESE ITEMS WILL RESULT IN SUSPENSION.**

LOST AND FOUND

Please be sure to have your child's name on all items which can be easily lost (sweaters, jackets, lunch boxes, etc.) If your child is missing an item, check in the lost and found located in the school computer lab.

WEATHER EMERGENCY

From time to time, hazardous weather conditions may seriously hamper safe travel to school. WSTA, Inc. follows the District of Columbia Public School System inclement weather policy.

Parental Agreement Form
of The Washington Science and Technology Academy, Inc.
Parent and Student Handbook

I acknowledge that I have received and read a copy of The Washington Science and Technology Academy, Inc. Parent and Student Handbook. I understand that the policies and procedures described in it are subject to change at the sole discretion of The Washington Science and Technology Academy, Inc. at any time, and without prior notice. I understand the importance of all the rules and regulation as stated in the handbook. I am in agreement that my child(ren) _____ will be held responsible for obeying the rules. After the third infraction of any rules, I understand that he or she will be suspended for a period of three (3) days.

I understand that parking is prohibited in front of the homes of residents. Four (4) parking spaces have been provided in from of the building located at 2421 Lawrence Street, N.E. Other spaces are provided in the alley behind the school and on Lawrence Street directly in front of the playground. Parking must be restricted to these areas. Parking will not be allowed in the middle of the street to avoid traffic congestion.

I understand that this information is critical to the success of The Washington Science and Technology Academy, Inc. and must not be given out to persons who are not affiliated with The Washington Science and Technology Academy, Inc. or used outside of The Washington Science and Technology Academy, Inc.'s premises without the prior, written permission of the Director. I agree to adhere to all of the policies and procedures of the school.

_____ _____

Parent's Signature Date

_____ _____

Parent's Printed Name Telephone Number

_____

Address

_____

Child's Name

** The signed original copy of this agreement should be given to the Director to be filed in your child's file.*

EXHIBIT I

PARKING AND CIRCULATION PLAN

Parking Hours: 7:00-9:00 a.m., 3:00-6:00 p.m.

1. Parents will be permitted to park their cars in front of the William Bishop Educational Center, located on Lawrence Street, N.E. Four (4) spaces have been allocated for parents. In addition, there will be parking spaces in the adjacent alley and across the street in front of the playground only.

2. In order to prevent a traffic jam or any danger to children, a staff member, acting as a "Crossing Guard," will control the flow of traffic. He will also direct the parking of parents, friends or visitors. Assistance will be enlisted from the traffic division of the Metropolitan Police Department.

3. Parents will be given a Parent and Student Handbook (*see* Exhibit H) containing the rules and regulations governing the school to ensure the safety of students attending the Washington Science and Technology Academy, Inc.

    a. Parents will park cars in four (4) available spaces in front of the Educational Center on Lawrence Street for 3-5 minutes in order to escort (drop off) children into the building in the morning between the hours of 7:00 a.m. to 9:00 a.m., 3:00 p.m. to 6:00 p.m. to pick up children.

    b. Parents may also park their cars in the available spaces across Lawrence Street directly in front of the playground only.

    c. Parents will be required to sign a daily log verifying their child's attendance, in the morning and in the afternoon.