



# **Health/Safety Site Visit Summary for Monument Academy Public Charter School Residential Program**

Monument Academy Public Charter School  
500 19<sup>th</sup> St NE  
Washington, DC 20002

The DC Public Charter School Board (DC PCSB) seeks to ensure that public charter schools operating residential programs provide a secure living environment that protects the health and safety of all students, as required by DC Code § 38-1802.04(c)(4). To that end, DC PCSB will conduct at least one scheduled visit to all residential programs annually to assess health and safety.<sup>1</sup> The on-site visit will be conducted by at least one DC PCSB staff member or consultant and will consist of an interview with the personnel directly responsible for the residential programming and facility, and a walkthrough of the school's residential building(s), although not necessarily on the same day. If residences are located at multiple sites, the visit may take place over multiple days.

The school visit will focus on observing conditions related to health and safety, as outlined in the attached checklist, and may occur during daytime or evening hours. Following the visit, DC PCSB will send a report to school leadership identifying strengths and areas to address. DC PCSB may conduct a follow-up visit or take further action as appropriate to ensure any areas of concern are satisfactorily addressed by the school.

School leaders should provide DC PCSB with a copy of the following documents in advance of the school visit:

- Schedules for the residential program,
- Staff roster for staff involved in the residential program, and
- Any additional documents requested by DC PCSB, which will be shared with the school prior to the visit.

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<sup>1</sup> As it deems necessary, DC PCSB may conduct additional on-site visits, either scheduled or unscheduled.

**RESIDENTIAL EDUCATION SITE VISIT SUMMARY FORM**  
**Monument Academy Public Charter School**

<b>Date of School Visit</b>	October 23, 2019
<b>School Staff Present</b>	Keisha Morris, Chief of Operations Brandon Scott, Director of Student Life
<b>Observation Team</b>	Jiselle O’Neal, DC PCSB Sr. Specialist, School Support Ryan Kool, DC PCSB Consultant
<b>Notes from School Interview</b>	<p>Monument Academy Public Charter School (Monument Academy PCS) operates a residential program. The school currently has 96 students enrolled in its residential program.</p> <p>There are 13 family-style homes on the school’s campus, each supervised by two houseparents. Each student home includes shared bedrooms and bathrooms for students and a common space for living and dining.</p>
<b>Overall Summary</b>	<p><b><u>Observation Summary</u></b> DC PCSB observed all 13 homes in the residential program. Overall, homes seemed clean and safe.</p> <p><b><u>Required Corrective Action</u></b> Monument PCS must provide its most recent Fire Marshal report to DC PCSB by January 15, 2020.</p> <p>Update: Received required documentation on January 15, 2020.</p> <p><b><u>Recommended Corrective Action</u></b> The following areas of concern were identified, which DC PCSB recommends the school address:</p> <ul style="list-style-type: none"> <li>• Chemical/cleaning supplies were not stored and locked when not in use.</li> <li>• <b>R06 and R09<sup>2</sup></b> – observers noted plaster damage and large holes in walls.</li> </ul>

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<sup>2</sup> Room number

	<ul style="list-style-type: none"> <li>• There were window screens missing throughout the 3rd floor living space.</li> <li>• <b>R09 and R11</b> – there were broken dressers.</li> <li>• Food was not always properly stored when not in use so as not to attract rodents and pests.</li> <li>• <b>R14</b> – sharp kitchen tools were left unattended.</li> <li>• <b>R09</b> – there was a missing stove vent under microwave.</li> </ul>
<b>Recommendation for Follow-Up Visit<sup>3</sup></b>	No

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<sup>3</sup> If DC PCSB staff has any serious concerns, DC PCSB will conduct a follow-up visit to ensure all concerns have been satisfactorily addressed. Failure to address concerns to DC PCSB’s satisfaction may result in further action by the Board.

### Health/Safety Site Visit Protocol Observation Checklist

<b>Criterion</b>	<b>Evidence<sup>4</sup></b>	<b>Yes/No</b>	<b>Notes</b>
<b>RESIDENCE IS SAFE AND EQUIPPED TO HANDLE EMERGENCY EVACUATION</b>			
School provides a final report via EpiCenter from the Fire Marshal indicating that it has passed its annual inspection, and that the residence is safe and equipped to handle an emergency evacuation <sup>5</sup>	N/A	N/A	Received January 15, 2020
<b>PREMISES ARE HABITABLE AND CLEAN</b>			
<b>Building/Grounds</b>			
Facility is protected from insect (including bed bugs) or rodent infestation (and is treated as needed)	No evidence of insects or rodents	Yes	
Facility is appropriately accessible to staff and students	Key cards are used by staff to enter each floor	Yes	
The living unit (hallways) is provided with emergency lights (such as flashlights, battery operated lanterns) that are in good working condition	Emergency lighting was visible throughout dorms	Yes	
All hazardous materials such as matches, lighters, medicines, drugs, cleaning materials, toxic substances, and other such materials are kept in a place inaccessible to students (with the exemption of student usage supervised by staff, e.g., cleaning materials, culinary supplies, etc.)		Yes	

<sup>4</sup> Schools may be asked to provide examples of possible evidence for each criterion in advance of the visit.

<sup>5</sup> DC PCSB may also contact the Fire Marshal directly as DC PCSB deems necessary.

<b>Criterion</b>	<b>Evidence<sup>4</sup></b>	<b>Yes/No</b>	<b>Notes</b>
Trash is removed on a regular basis and collection receptacles are stored in noncombustible, covered containers		Yes	
No significant peeling or damaged paint or plaster is present	<p><b>R06</b> substantial damage to plaster was evident in the room</p> <p><b>R09</b> large holes in wall and plaster damage</p>	No	The school reached out to maintenance staff during our visit and spoke of reminding house parents to submit repair requests
Space for informal and recreational use by the students is maintained; if applicable, outdoor play spaces with equipment must be in good working condition		Yes	No outdoor space was observed
Doors can be opened from both sides for all closets, bedrooms, and bathrooms		Yes	There are no closets in the dorm rooms
On all exterior windows large enough to be exits that can be opened and doors that may be left open, screens fit, are in good repair, and are removable in emergencies	Window screens not in place throughout the 3 <sup>rd</sup> floor	Yes	None of the windows that could open were large enough to be used as exits
Promotes a smoke free environment	"No smoking" signs were visible	Yes	
<b>Beds/ Bedrooms</b>			

<b>Criterion</b>	<b>Evidence<sup>4</sup></b>	<b>Yes/No</b>	<b>Notes</b>
Beds are adequate in height and length for student height		Yes	
Beds are solidly constructed and have a clean, comfortable, nontoxic and fire-retardant mattress capable of being disinfected		Yes	
Maintain separate sleeping rooms for boys and girls		Yes	Boys and girls are in separate homes
The mattress of any bed in use is far enough away from the ceiling to allow the occupant to sit up in bed		Yes	
Students are provided with a personal bureau or locker for clothing and personal belongings and a designated space for hanging clothing	<b>R09</b> dresser missing knobs  <b>R11</b> dresser was broken	Yes	
Every student has a pillow and sufficient covering		Yes	
School does not use temporary bedding such as cots or sleep sofas as beds		Yes	
<b>Kitchen</b>			
Sufficient equipment and clean space for meal preparation, storage, serving, eating, and clean-up of meals	<b>R16</b> a bowl of food was sitting in the microwave, uncovered, apparently having sat there for a period of time	Yes	

<b>Criterion</b>	<b>Evidence<sup>4</sup></b>	<b>Yes/No</b>	<b>Notes</b>
Maintain all equipment in working order		Yes	
Student access to the kitchen area and its equipment and tools is supervised age-appropriately	<b>R14</b> sharp kitchen tools were left unattended (a system in place for securing them was not in use)	No	
School has a system to access between-meal items which is maintained and is accessible to program residents upon request		Yes	
The exhaust systems are maintained in safe operating condition	<b>R09</b> missing stove vent under microwave	Yes	
Hoods and ducts are maintained free of grease		Yes	
<b>Bathrooms</b>			
No signs of mold or mildew	No mildew or mold observed	Yes	
Working toilets, baths, or showers that allow for individual privacy		Yes	
Sinks and bathtubs have hot and cold water and are equipped with slip-proof surfaces		Yes	
Mirrors are secured to the walls at heights appropriate for use by the students		Yes	



<b>Criterion</b>	<b>Evidence<sup>4</sup></b>	<b>Yes/No</b>	<b>Notes</b>
Toilet paper, soap, and other items required for personal hygiene are provided		Yes	
<b>Room Condition</b>			
Sufficient illumination in rooms, corridors, and stairwells to permit safe usage and lighting of exterior areas, hallways during the night		Yes	
Refrain from the use of kerosene or open coil heaters		Yes	
Windows that can be opened throughout the facility		Yes	
Working exhaust fans in the bathroom and kitchen		Yes	
Working air conditioning and heating system		Yes	
<b>Water</b>			
Adequate supply of potable hot and cold running water		Yes	
The residence has sanitary drinking fountains, filtered or bottled water and/or supply of individual drinking cups	Bottled water was observed in the homes	Yes	
Ensure that hot and cold water is accessible to the students and is regulated to an appropriate temperature		Yes	