

Policies and Procedures

Non-Discrimination

LAB welcomes all scholars equally. All scholars will be treated as individuals and different treatment based on race, color, national origin, disability status, sex, sexual orientation, religion or any other characteristic protected by local, state, or federal law will not be tolerated. Anyone who feels that he or she has been treated differently on any such basis should speak with a counselor/social worker, who will apprise the CEO of all reports. Anyone who raises any concerns of discrimination on any basis will be free from retaliation for raising such a concern.

Gun Free Schools Act Policy

Federal and state laws require the expulsion from School for a period of not less than one year of a scholar who is determined to have brought a firearm to the School, or to have possessed a firearm at school, except that the CEO may modify such expulsion requirement for a scholar on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended).

Any such expulsion must comply with the Individuals with Disabilities Education Act and its implementing regulations, for a scholar with or presumed to have disabilities.

“Firearm” as used in this law is defined by 18 USC§ 921(a), and includes firearms and explosives.

The CEO shall refer to the criminal justice or juvenile delinquency system any scholar who brings a firearm or weapon to the school. “Weapon” as used in this context shall mean any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and half inches in length.

Search and Seizure Policies and Procedures

For the safety of scholars and everyone in the LAB community, school property that is assigned to scholars, including lockers, coat racks, cubbies, and desks, remain the property of the School. Scholars, therefore, have no expectation of privacy in these areas. School authorities will make an individual search of a scholar’s bag, desk, cubbies, lockers and/or person when there is reasonable suspicion to believe that a scholar is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process. Searches may be conducted randomly or under the authorization of the CEO or his/her designee. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from scholars’ desks, bags, backpacks, cubbies, lockers or person by school personnel.

Dignity for All Scholars Act Policy

LAB has zero tolerance for bullying of any kind. LAB is committed to providing a safe and productive learning environment in which all scholars are treated with respect and dignity. In

accordance with New York State’s Dignity for All Scholars Act (“DASA”), LAB will promptly address all incidents of harassment and/or discrimination of or by any scholar enrolled at the School. This includes bullying, taunting or intimidation in all their myriad forms.

Policy Definitions

“*School property*” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section 142 of the vehicle and traffic law.

“*School function*” means a school-sponsored extracurricular event or activity.

“*Harassment*” and “*bullying*” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a scholar’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a scholar to fear for his or her physical safety; or (c) reasonably causes or would be reasonably expected to cause physical injury or emotional harm to a scholar; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based upon a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

“*Cyberbullying*” shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

Scholars’ Rights

No scholar shall be subjected to harassment or bullying, including cyberbullying, by employees or scholars on school property or at a school function. Additionally, no scholar shall be subjected to discrimination based on the scholar’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or scholars on school property or at a school function.

The LAB Disciplinary Policy and Code of Conduct prohibits harassment and bullying, and scholars who engage in such behavior will be disciplined as set forth in the Code of Conduct. Further, the School reserves the right to discipline scholars, consistent with our Code of Conduct, who engage in harassment or bullying of scholars off school property under circumstances where such off-campus conduct:

- Affects the educative process;
- Endangers the health and safety of LAB scholars within the educational system; or
- Is reasonably believed to pose a danger to the health and safety of School scholars within the educational system.

This includes written and/or verbal harassment which materially and substantially disrupts the work and discipline of the School and/or which school officials reasonably forecast as being likely to materially and substantially disrupt the work and discipline of the school.

Dignity Act Coordinator (DAC)

LAB has designated a staff member at each campus to serve as the Dignity Act Coordinator (DAC).

The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The DAC will be accessible to scholars and other employees for consultation and advice.

The name and contact information for the DAC is as follows:

Malika Lyons, HR Manager
mlyons@brooklynlaboratoryschool.org

DASA at LAB

All LAB staff, scholars, and families are educated on the meaning and importance of DASA. All staff complete a multi-day DASA training. At family orientation, we discuss the definitions of harassment and bullying, policies, procedures and consequences. At scholar orientation, DASA is one of the primary objectives; we focus explicitly on the rationale and importance of this policy and lift up scholar voices to share and enlist their peers in the value of creating a safe and inclusive community. Through advisory, success coaching, community circles and integration of our core values into lessons, we reteach and reinforce these messages. Through restorative practices and teachable moments, we use disruptions of the code of conduct (including DASA) as moments to teach the community and reinforce proper conduct.

Reporting and Investigating

Brooklyn Laboratory Charter School is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion. This expectation of conduct applies to all Brooklyn Lab sponsored buildings, spaces, events, staff, students, etc. including that in electronic/virtual/digital communication, both online and off. Any reports will be investigated and will include discipline up to and including formal reporting to appropriate agencies/authorities and removal from our school/work community (i.e. suspension, expulsion, termination, etc.)

Harassment includes the following, without limitation:

- Offensive comments related to race, religion, gender, gender identity and expression, sexual orientation, disability, or physical appearance
- Gratuitous sexual or obscene images or behavior in spaces where not appropriate
- Unwelcome physical contact or sexual attention without consent or after a request to stop
- Threats or incitement of violence towards any individual, including encouraging a person to engage in self-harm
- Deliberate intimidation by words, gestures, body language, or menacing behavior
- Stalking
- Harassing photography or recording, including logging online activity for harassment purposes
- Continued one-on-one contact or communication after requests to cease
- Deliberate "outing" of a sensitive aspect of a person's identity without their consent
- Deliberate misgendering. This includes dead naming or persistently using a pronoun that does not correctly reflect a person's gender identity

This form <https://forms.gle/y24RxL4iUi2gxZWc7> is for submitting a complaint related to harassment or inappropriate contact impacting a staff, student, or a guest (i.e. parent, contractor, etc.) serving in support of Brooklyn Lab. This form is not a replacement for exercising your own legal

rights/responsibility to report to appropriate authorities, etc. If you believe something criminal happened please contact the police directly. This form will alert and be reviewed by the CEO and relevant leaders of Brooklyn Staff. Staff will review the content of this form, and it will be made available to the board chairperson and other board members only if determined necessary by staff. The name of the accuser will not be made public or be shared with the harasser without affirmative consent.

It is contrary to the values of Brooklyn Lab for anyone to retaliate against any individual who in good faith reports a violation of Brooklyn Lab policies. Any employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or expulsion from Brooklyn Lab (in the case of students).

If you are uncomfortable using this form, or have a complaint related to any person (staff/board) who is privy to this form you may make your complaint directly to the CEO or Board Chairperson using direct and explicit language that expresses urgency and communicates a need to report harassment and/or inappropriate contact/behavior. To receive immediate and full support, please be sure to clearly indicate you wish to report a harassment complaint and identify who the complaint concerns.

No Retaliation

LAB prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of harassment, bullying or discrimination. All complainants and those who participate in the investigation of a complaint in conformity with state law and School policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Distribution of Policy

LAB shall distribute a written or electronic copy of this Policy to all employees, scholars, and parents/guardians at least once during every school year.