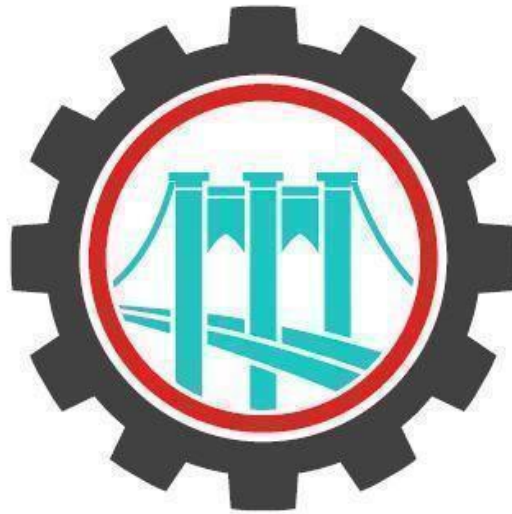


Brooklyn Laboratory Charter School
Scholar and Family Handbook



BROOKLYN LAB
CHARTER SCHOOL

2023-2024

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Mission, Model, and Core Values

Our Mission

The mission of Brooklyn Laboratory Charter School (LAB) is to prepare scholars with the academic foundation, digital literacy, and leadership skills necessary to succeed in college and professional life as they grow as ethical leaders.

Theory of Change

When scholars know what is expected, know that they are loved, seen, safe, and heard, and when they are swept up in learning, there is no limit to what they can achieve. It is on this foundation that we build staff training and coaching, to explicitly build the tools and habits in our staff that foster student success.

Together, the LAB community will achieve its mission through:

- Rigorous college-preparatory academics,
- High academic and behavioral expectations,
- An extended learning day, week, and year,
- Frequent opportunities for enrichment and passion-driven learning,
- A commitment to knowing every scholar and giving them the tools to succeed,
- An environment focused on entrepreneurial learning,
- A joyous structured school culture that encourages positive youth development and scaffolds to independence,
- Highly effective teachers and leaders, and
- Trust, relationships, and fairness.

Our Core Values

LAB provides a rigorous academic program focused on the knowledge, skills, and character necessary to master core academic subjects in preparation for success in college and careers. Scholars will receive a structured civic and leadership education so that all of our graduates are prepared to be active and productive citizens in their communities. The foundation of our school is our aligned to our 4 C's:

- **Courage**
- **Compassion**
- **Creativity**
- **Commitment**

Our Model

Academic Support and Enrichment

LAB is committed to driving substantial growth and achievement in every scholar. Therefore, we provide various opportunities for academic support and enrichment. These opportunities may include the following small group instruction during and after school.

College Trips

Brooklyn LAB promotes a college bound mindset for all of our scholars from the first day they walk into our school. We use this initiative to motivate our scholars and maintain high expectations. We support our college bound mindset by taking our scholars on trips to colleges/universities, college student open houses, college student lead forums and other collegiate events.

Recognizing and Rewarding Excellence

Academic Recognition and Celebration

Our Distinguished Honor Roll (3.5 - 4.0 GPA) and Honor Roll (3.0 - 3.4 GPA) are the highest academic recognitions that a scholar at Brooklyn Laboratory Charter Schools can receive. They acknowledge scholars who are striving for excellence in and out of the classroom each day. This accomplishment is celebrated by our staff members, classmates, and families. The Distinguished Honor Roll/ Honor Roll can be accomplished throughout the academic year. Every campus will hold a celebration every grading period to celebrate students' academic success.

Award Ceremonies and End of Year Trips

LAB campuses will recognize scholars with end of the year awards ceremonies. Our community, including parents and families, is invited to attend this event. We also celebrate scholars with an end of the year trip for each grade.

Graduation Ceremonies

LAB campuses will recognize 8th and 12th grade scholars with an end of the year graduation ceremony and a series of events. Our community, including parents and families, is invited to attend these events, however tickets and attendance may be limited based on available space and the venue at which these events are held. A scholar may be excluded from an end of the year ceremony if they are serving a suspension or expulsion on the date of the ceremony or, has not met the expectations for the 8th/12th grade contract and/or has failed to meet all NYS graduation requirements.

Family Communication and Engagement

LAB knows that our success as a school depends on the support of our families. We believe that the culture and community we create at LAB will surround scholars with a community of leaders, teachers, and parents who share a vision of academic achievement. Our families will be included in family academic events and there are potential opportunities for field trips so everyone can see the incredible growth and development of their scholar(s). Concretely, LAB staff will meet with parents in open houses throughout the school year to celebrate scholar work and achievement, and parent-teacher conferences a minimum of two times per year. We believe the key to strong school-family relationships is ongoing communication.

Communication Commitments and Expectations

We encourage ongoing, frequent real-time, two-way communication between family and school. To that end, we make the following commitments around proactive communication, availability, and strong responses. This includes but is not limited to:

- Publishing and distributing a Scholar & Family Handbook (families are required to return a signed virtual or physical copy of the handbook acknowledgement page).
- Providing frequent updates about your scholar's progress and what the school is doing to help your scholar flourish, grow, and develop. This information will be shared in progress reports, report cards and in the PowerSchool Parent Portal.
- Maintaining a visitor's policy, which allows families and guardians to ask to schedule visits to the school and observe their scholar's class by appointment. Please reach out to the Main Office to schedule an appointment.
- All LAB team member contact information will be published on the school website.
- A weekly newsletter, The Lab Ledger, that will be shared via email message to all families.
- Monthly "Coffee with the Principal." Please look out for this invitation in The Lab Ledger each month!
- A communication policy that guarantees any questions are answered within one business day. More specifically, ***staff members are expected to respond to all parent/guardian calls and emails within one business day.*** Staff members will contact parents with every behavior concern that merits a community violation or consequence as well as every time a scholar earns positive recognition. LAB also has an online system in place, PowerSchool, through which families can access information from teachers about their scholar's behavior, academic achievement, and upcoming assignments, field trips, and events. If a teacher or tutor does not return a message within one school day, you may email your scholar's advisor. In

return, we are asking that families and guardians respond to communications from Brooklyn Lab/team members within 24 hours whenever possible.

Community Building Events

We commit to the following events where we can all come together:

- An event for scholars and their families before the school year starts.
- An annual back-to-school night.
- A parent-teacher conference in Quarter 1 and Quarter 3 with school administrators, your scholar's teachers, and/or other relevant Brooklyn Lab team members about the progress of your scholar.

Opportunities for Family Involvement: Parent Leadership Council

LAB is a community partnership made up of the school leadership, teachers, scholars, and families. Although the job of making decisions about school policy belongs to the Chief Executive Officer and the Board of Trustees, family involvement is not only welcome but necessary for the success of the school. The Parent Leadership Council (PLC) is the family involvement organization at LAB. The goals of the PLC are to facilitate interaction between families through social events, meetings, and family link-ups (i.e., matching families with compatible needs for transportation, emergency pick-ups, uniforms, etc.); and to facilitate communication between parents and the school leadership.

Handbook Dissemination

LAB will disseminate and publicize this handbook by:

- Uploading an electronic copy and posting publicly to the school website.
- Sharing and discussing the handbook to all parents of scholars at the beginning of the school year.
- Making handbooks available for families at the front desk
- Providing all current teachers and other staff members with a copy of the Handbook and a copy of any amendments to the Handbook as soon as practicable after adoption.
- Providing all new employees with a copy of the current Handbook when they are first hired.
- Including a signature page at the end of the Handbook and asking that families sign (either physically or electronically) and return the page as an indicator that they have received the Handbook.

Academic Policies and Practices

Homework

Homework is an important element of our model and is essential for academic success. Scholars will have an opportunity most nights to practice the skills and content learned in class. LAB staff hold scholars to high levels of accountability with regards to homework, evaluates homework based on accuracy, and checks homework completion each day. Scholars will receive homework most days in each of their core content classes. Please see the grading policy below for details on how homework factors into scholar grades.

Field Trips and Lessons

- **Field trips:** may happen during the school day. Likewise, a scholar who fails to meet LAB's community core values may be excluded from a trip at the discretion of campus leadership and/or the Director of Culture. Scholars are held to high expectations during field trips and will receive consequences outlined in the Code of Conduct for failing to represent LAB in any way that goes against LAB's core values.

Academic Communication and Collaboration

Regular reporting of scholarly achievement is essential in ensuring that teachers, families and scholars are aware of their performance and are able to make necessary adjustments. To ensure that all stakeholders are aware of scholar progress and are actively working together to improve outcomes as a team in support of the scholar, LAB prepares two types of reports. Each quarter, all scholars will receive a Progress Report that informs the scholar and their family about how they are progressing within that marking period. At the end of a quarter, all scholars receive a formal Report Card that contains their final grade for the quarter. As such, scholars and families can expect to receive one Progress Report and one Report Card for each marking period. In addition to scholar grades, these reports will also include basic scholar information (e.g., name), attendance (e.g., number of absences and tardies), and comments from teachers.

Grading

LAB grades on a mastery-based letter system; those grades are used to calculate a scholar's grade point average (GPA). Please refer to the table below for conversions. At the end of the school year, performance from all 4 quarters is aggregated to determine a "Final Grade." The final grade is translated into a GPA.

Grading is used to evaluate and provide feedback on student work. Grades are a form of communication between school and home, which offers our scholars' parents/guardians an understanding of how they are growing and learning at school.

Brooklyn LAB Grading Scale

Numeric Value	Letter Grade	Passing/Not Passing	In Good Standing*
90 - 100	A	Passing; earns credit needed in that content area	In Good Standing
80 - 89	B		
70 - 79	C		
65-69	D	Not passing; has not earned credit in that content area yet	Not considered “In Good Standing”
55-64	F		

***Students who are not in good academic standing are required to attend academic supports throughout the year and may be ineligible for athletic teams, trips, and other non-academic activities**

Gradebook Categories

Category	Percent	Description
Assignments	55%	Classwork, guided practice, graphic organizers, projects etc.
Assessments	25%	Quizzes, tests, end of course assessments, exit tickets
Citizenship & Homework	20%	Engagement, participation, values, effort, homework

- Gradebooks will be updated weekly.
- Scholars will receive at least 1 grade from each category per week (excluding assessments).
- Scholars will receive at least one assessment grade bi-weekly.

- Brooklyn LAB Middle School has a “no zero” policy. The lowest possible grade a scholar can receive for any assignment (even a missing assignment) is a 55.

Quarters

Our school is organized around quarters. There are four quarters in each school year. Every quarter, scholars receive report cards that aggregate their performance into a letter grade. Scholars also receive a progress report halfway through each quarter. School leaders may decide to send home grades more often to maintain consistent communication with families.

School Promotion Policy

LAB exists to support every scholar’s growth and development. In this effort, we know that we must have clear policies for promotion to the next grade. On one hand, we don’t want to promote scholars to the next grade if the scholar is not prepared and will struggle to master the higher-level content they will face. On the other hand, we know that being retained is our highest level of intervention and can potentially have a negative impact on a scholar's development. The Principal will make final decisions on whether a scholar will be retained. All decisions regarding promotion and/or retention are final. In order to be promoted to the next grade, the Principal will evaluate the following criteria:

- Whether the scholar is passing all of their courses with a grade of 65 or higher
- Performance on the New York State Exams (Math and English Language Arts)
- NWEA MAP Test Performance Data
- Interim Assessment Performance Data
- Attendance

Since we know that promotion to the next grade is very important, we take responsibility for keeping scholars and families informed if there is a potential to be retained. We use a “Promotion-in-Doubt” (PiD) letter to communicate this to families. If a scholar is promotion in doubt, the scholar’s family will receive the following notifications from LAB:

- PID Letter #1 – Communicated in conjunction with Report Card 1 <Fall>
- PID Letter #2 – Communicated in conjunction with Report Card 2 <Winter >
- PID Letter #3 – Communicated with Progress Report 3 <Spring>

If the Principal makes the decision to retain a scholar based on this criteria, we will communicate that via a Retention Letter after the conclusion of Report Card #3.

Graduation Requirements

High School Promotion and Graduation Policy

Our promotional and graduation standards stem from our commitment to prepare all scholars for college and professional success. For example, we will apply graduation standards that are

more rigorous than state requirements to make our scholars more competitive in the college-admissions process. We will ensure that all scholars—including those with diverse learning needs such as ELLs and scholars with disabilities—meet our high expectations by deploying multiple programmatic and instructional resources.

High School Graduation Requirements: The Brooklyn Lab Honors Diploma

[The school adheres to all general education regulations and diploma requirements of New York State.](#) Then, we have added courses that will allow scholars to develop a transcript that makes them competitive for college admission and financial support.

Content Area	# of credits needed for a Lab diploma
English	4
Social Studies	4
Science	4
Mathematics	4
LOTE (Languages Other Than English)	2
Art/Music/Visual Arts	1
Physical Education	2
Health	.5
Electives (Foundations of Leadership/Seminar)	4
Total	25.5 credits

To receive a high school diploma at Brooklyn LAB, all scholars (except where IEP explicitly states otherwise) must meet the following requirements:

- Earn 25.5 course credits in required courses;
- Pass Regents examinations in the five content areas (or the state-approved equivalent);
- Gain entrance in the post graduate program of their choosing that is appropriately rigorous.

Testing

LAB assesses scholars frequently so that teachers always know where each scholar is excelling and what they can focus on to improve. Assessments will include:

- Daily “Exit Tickets” at the end of each class period
- Regular quizzes
- Unit tests
- Fountas & Pinnell reading assessment
- Quarterly assessments
- NWEA MAP (an exam used nationally in core academic subjects. The MAP assessment allows us to focus on the individual growth of scholars, while also designing instruction to “meet scholars where they are at.”)
- PSAT/SAT
- Regents exams, beginning in 8th grade.

New York State Tests

The New York State Testing Program consists of several high-stakes tests—one in English Language Arts and another in Mathematics. Additionally, Regents Exams are conducted in grades 8-12. All assessments are criterion-referenced and scholars are expected to meet very specific benchmarks for performance on these assessments as they are summative in nature and aligned to the Common Core State Standards (CCSS) in ELA and Math. Scores are reported as performance levels (1-4) that are based on scale scores derived annually by the Department of Education based on cuts from raw scores. The test is administered to our 6th-8th grade scholars.

All 8th grade scholars take the Living Environment Regents Exam in place of the Science exam, and the Algebra I Regents Exam in place of the Math Exam, and must complete the requisite number of lab hours by June 1 of the academic year in order to sit for the exam.

Opt Out Policy

LAB fully supports a parent’s right to choose what is best for their children— including family members who decide to opt their child out of state tests. Parents must notify the school in writing and complete an opt out letter prior to the first day of the test that the student is opting out of. In the event that a scholar and family decide to opt out of the test, LAB will provide an alternative location or activities for individual students while the tests are being administered.

Transportation

Some LAB scholars will be eligible for full or reduced fare MetroCards to take public transportation to and from LAB. LAB will help scholar’s secure transportation as per state and city regulations. All requests or concerns regarding transportation must be communicated to the

campus Office Managers.

Any updates to a family's address or other contact information may result in up to a two-week delay in the school's ability to provide a MetroCard. This is due to the requirements from the NYCDOE Office of Pupil Transportation.

If a scholar loses a MetroCard the school will make its best effort to replace it immediately but there may be up to a two-week delay in the school's ability to provide a MetroCard given required notification and timelines with the NYCDOE Office of Pupil Transportation. Parents are responsible for the cost of transportation due to a delay in receiving a MetroCard.

For scholar's whose IEP recommends bussing or other transportation, scholars will be picked up and dropped from their appropriate campus. Scholars who are tardy or late due to late bus arrival will not be marked tardy in the scholar's attendance record.

Routines and Procedures

School Hours are as follows (doors open 35 minutes before class starts):

8:45 a.m.–3:45 p.m. Monday, Tuesday, Thursday, Friday

8:45 a.m.–12:30 p.m. Wednesday

After School programming occurs Mondays, Tuesdays, Thursdays, and Fridays from 3:45–5:30 p.m. and Wednesdays from 1:30–3:45 p.m. After School programming will include but is not limited to sports, after school clubs, academic tutoring, and Missed Work Academy.

School Closings

LAB will follow the New York City Department of Education's decisions relating to weather or emergency related closings (e.g., for a hurricane or snow storm). If there is a current emergency and all NYC DOE schools are closed, LAB will most likely be closed as well.

Outside of these unplanned closures, please examine the LAB calendar carefully as there are occasionally instances where LAB will be closed though other NYC schools are open, and vice versa.

Attendance

Scholars being present and on time every day will have a huge impact on their learning. In order for scholars to reach their full potential, they must show up and put forth their strongest effort at school every day. The curriculum at Brooklyn Lab is rigorous and demanding, and for scholars to keep pace, every day is essential. We need parents to ensure that their child is in

school every day and we hope that you do not allow your scholar to miss school except for serious illness or family emergency.

A record of all absences and absence notes will be maintained by the school and consulted if needed for academic purposes.

Families, we ask that you commit to working to ensure that your child is in school each day of the school year to the best of their abilities.

→ **If your child is going to miss school**, call our Main Office at 347-429-8439 or email attendance@bklabprep.org. If your child is absent, we will follow up with a phone call that morning.

Latenesses

If you know your scholar will be tardy, please call the school. Scholars are marked late if they arrive after 8:46 AM.

Absences

All Absences – “Excused” and “Unexcused” – are Considered Absences.

While there are exceptions for extended medical/mental health leave, we treat all absences as absences. We do not distinguish between Excused and Unexcused (except in cases of religious observances, medical exemption, requirement to attend court.) Students must not exceed 15 absences.

We have strong Tier 1 systems for attendance: We take attendance daily at the start of the day and communicate swiftly with the families of any scholar marked absent. Any scholar that is absent for three consecutive days receives a phone call from a school leader. We use surprise (earned-unexpected) rewards to celebrate on time arrival, and we have sporadic incentives such as the AttenDANCE. To participate in school events, students must meet our school attendance expectations. We note all absences and tardies on report cards/progress reports. Scholars and families must arrange a way to complete all missed assignments and homework. Since missing class affects academic achievement, repeated absences may be reflected in the scholar’s participation grades.

Supports for Students and Families to Encourage Attendance

At LAB, we pride ourselves on having a partnership between parents, teachers, and staff to provide the best possible education for our children. We are committed to providing families with open and clear communication on our policies. Please see the chart below for the action steps to make sure we are communicating and working together on your child’s attendance.

Cumulative Number of Absences	Action Step	School Point Person
2-3 Absences	Phone call and information gathering conversation with parent/guardian. Review of the Attendance Policy.	Advisor
4-6 Absences	Phone call and information gathering conversation with parent/guardian. Review of the Attendance Policy. Development of an attendance support plan occurs.	Campus Ops Associates
10+ Absences	A Parent/guardian will be required to attend a meeting with the Associate Dean. Scholar is at great risk of holdover. Attendance plan is updated or revised.	-Flagged by campus Office Manager -Meeting is hosted and logged by Associate Dean
Every absence above 10	Reminder of the scholar's attendance plan and what is at stake regarding their attendance moving forward	Social Worker
15+ Absences	The individualized attendance plan will be revisited. Administration for Children's Services may be contacted if staff determines that the child is experiencing educational neglect.	Principal with support from Lead Social Worker

Note: In the event of chronic absenteeism (15+ absences) LAB will contact the appropriate authorities and follow the articulated steps as required by law. This is as a last resort, our intention is to provide resources and assistance to the family.

Important Notes about Attendance

Rationale for Full Day Attendance

The experiences in the classroom and in school can not be replicated remotely or through make up work. An on-time arrival and minimizing early dismissals to school is crucial to laying the foundation for academic success as we take advantage of every second.

Absences for Doctor Appointments or Illness

We encourage parents/guardians to schedule doctor's appointments outside of school hours, as every absence will have a detrimental effect on a scholar's academic grade and growth. If a scholar has a doctor's appointment for which they must leave the school early, we ask that the family notify the school at least 24 hours prior to the appointment or with as much advance notice as possible. It is requested that when possible, parents/guardians provide proper and adequate documentation to the school upon the scholar's return. If a scholar needs to travel to a doctor's appointment without a parent/guardian, a written letter or email to the attendance office must be submitted to the Main Office team of Brooklyn LAB with the parent/guardian's signature OR the scholar must reach out to their guardian by phone in the Main Office. If a scholar is unable to provide the documentation or reach their guardian by phone to speak with a Brooklyn Lab employee, the school is unable to release the scholar.

In the event that a doctor's appointment cannot be scheduled after school or on Wednesday afternoon, scholars are still responsible for completing their missed assignments. If and when possible, families are strongly urged to provide documentation for absences for any reason.

Makeup Work

In the event that a scholar misses an assignment due to absence, the scholar has until the end of the quarter to make up the work for partial credit. For example, if a scholar is absent in Quarter 2, they have until the Quarter 2 Final Exam to submit missing work for partial credit.

Early Dismissal Expectations and Procedures

In the event that a Scholar needs to be picked up or dismissed early from school Brooklyn Lab is requesting advance written notice.

Given the importance of school, we ask that families do their best to avoid picking up their child early from school so that their scholar can benefit from the entire day's learning. If a family needs to pick up their child, the person picking up the child must have a photo ID. If the person is not the parent or guardian, written or verbal permission from the parent/guardian needs to be communicated to the school.

Students may be dismissed at the request of parents by sending an email to the Main Office with the scholar name, grade, time of dismissal and reason. Unless the appropriate documentation is provided, the remaining class absences will be unexcused.

Mandatory Notification of NYC Administration for Children’s Services

According to New York State Law, if a child is not in school for ten consecutive days without notification, NYC Administration for Children’s Services (ACS) will be contacted and an investigation will take place. Parents should not remove a scholar from school without prior notice. If an emergency should arise, please contact the administrative office within a 24 hour period. The School Social Worker will be the point person for notification of ACS.

Scholar Uniform

Rationale for Uniform

All LAB scholars must come to school wearing the required uniform. Uniforms create a sense of unity and professionalism for the scholars and for the school.

The LAB dress code has been adopted to improve the educational environment for all scholars. Specifically, we wear uniforms for the following reasons:

- To foster a sense of community and identity;
- To prepare scholars for the expectations related to professional attire that future institutions, organizations and employers will have;
- To ensure that our scholars focus on learning instead of clothing;
- To increase school safety and security by making the presence of visitors/outside immediately apparent;
- To reduce the cost of clothing for families.

Uniform Support

LAB is committed to ensuring that every scholar has the uniform items they need. If a family is unable to obtain the uniform, we ask that they reach out to the Main Office to explain their need. Brooklyn Lab has a uniform support program in place to assist families and scholars who may be unable to afford the school uniform. A family who qualifies for Free and Reduced Price Lunch may request the uniform support which can include two polo shirts and one LAB uniform sweater or fleece. Families should see their Campus Operations Manager for more information or to request additional services.




Uniform Procedures and Communication

Like all school policies, the uniform policy is consistently and fairly enforced. Although it may seem as if small exceptions should be no problem, we cannot allow deviations from this code.

Please help your scholar to meet the terms of the dress code every day.


Scholars who are out of dress code may be provided with a uniform if available and the family will be charged for the replacement. A phone call will be placed to the scholar's home to notify a parent/guardian of the incident. A scholar who is repeatedly out of uniform will be asked to join a meeting with their parent/guardian and the Director of Culture or Associate Dean.


Middle School School Uniform Requirements

Uniform	Required/Permitted	Uniform Violation	Photo
<p>Shirt</p>	<ul style="list-style-type: none"> ● Short-sleeved or long-sleeved Gray LAB polo shirt (required) ● Navy blue cardigan or fleece with LAB logo (permitted) ● Navy blue sweater vest w LAB logo (permitted) ● Shirt needs to be tucked in 	<ul style="list-style-type: none"> ● Any shirt other than those distributed by LAB ● Hoodies ● Arms not fully extended through sleeves ● Untucked shirt 	
<p>Undershirt (optional)</p>	<ul style="list-style-type: none"> ● Solid white or black tank top or t-shirt, no patterns or words ● Long-sleeve solid white or black shirt, thermal, or turtle-neck, no patterns or words 	<ul style="list-style-type: none"> ● Visible patterns anywhere on the undershirt on the collar or sleeves of the undershirt ● Untucked shirts 	
<p>Pants/ Skorts/ Shorts</p>	<ul style="list-style-type: none"> ● Navy bottoms ● Skort (At least knee length with visible shorts in the back) ● Pants/shorts with a belt loop 	<ul style="list-style-type: none"> ● No jeans, tight-fitting pants/jeans, leggings, and shorts. ● Jegging pants or cargo pants ● Scholars may wear any bottoms with the appropriate lengths of no shorter than 2" above the knee ● No short skirts/shorts/skorts (need to be below the fingertip) 	

<p>Shoes</p>	<ul style="list-style-type: none"> ● Sneakers ● Boots ● Close-toed shoes with a back 	<ul style="list-style-type: none"> ● Slides ● Flip flops ● Slippers ● High heels/platforms ● Crocs, Foam Runners, shoes with holes
<p>Accessories</p>	<ul style="list-style-type: none"> ● Glasses ● Religious necklaces (must be tucked under uniform shirt) ● Religious necklaces (must be tucked under uniform shirt) ● Black or brown leather belt 	<ul style="list-style-type: none"> ● Accessories with any inappropriate words (including names, brands, logos, etc.) or images ● Bandanas, hats, handkerchiefs, or other head coverings which do not have a religious purpose. ● Outer garments – such as hoodies or sweatshirts – other than the LAB logo sweater, are not allowed

High School Uniform Requirements

Uniform	Required/Permitted	Uniform Violation	Photo
<p>Shirt</p>	<ul style="list-style-type: none"> ● Short-sleeved or long-sleeved LAB polo shirt (required) MS: Gray Polo; HS: Navy Polo ● HS only: White Oxford button down with the Lab logo in navy/red/turquoise ● Navy blue cardigan or fleece with LAB logo (permitted) ● Navy blue sweater vest w LAB logo (permitted) ● Shirt needs to be tucked in 	<ul style="list-style-type: none"> ● Any shirt other than those distributed by LAB ● Hoodies ● Arms not fully extended through sleeves ● Untucked shirt 	
<p>Undershirt (optional)</p>	<ul style="list-style-type: none"> ● Solid white or black tank top or t-shirt, no patterns or words ● Long-sleeve solid white or black shirt, thermal, or turtle-neck, no patterns or words 	<ul style="list-style-type: none"> ● Visible patterns anywhere on the undershirt on the collar or sleeves of the undershirt ● Untucked shirts 	

<p>Pants/ Skorts/ Shorts</p>	<ul style="list-style-type: none"> ● Khaki pants (MS: Navy bottoms; HS: Dark khaki bottoms) ● Skirts (need to be below the fingertips) ● Skort (At least knee length with visible shorts in the back) ● Pants/shorts with a belt loop 	<ul style="list-style-type: none"> ● No jeans, tight-fitting pants/jeans, leggings, and shorts. ● Jegging pants or cargo pants ● Scholars may wear any bottoms with the appropriate lengths of no shorter than 2' above the knee ● No short skirts/shorts/skort (need to be below the fingertip) 	
<p>Shoes</p>	<ul style="list-style-type: none"> ● Sneakers ● Boots (weather permitting) ● Closed toed shoes with a back 	<ul style="list-style-type: none"> ● Crocs/Foam Runners ● Slides ● Flip flops ● Slippers ● High heels/platforms 	
<p>Accessories</p>	<ul style="list-style-type: none"> ● Glasses (prescription only) ● Religious necklaces (must be tucked under uniform shirt) ● Black or brown leather belt 	<ul style="list-style-type: none"> ● Accessories with any inappropriate words (including names, brands, logos, etc.) or images ● Bandanas, sweatbands, hats, handkerchiefs, durags, bonnetts or other head coverings which do not have a religious purpose. ● Outer garments – such as hoodies or sweatshirts – other than the LAB logo sweater, are not allowed throughout the school building 	

Cell Phone Policy

Students are not permitted to have cell phones on during the school day or on their person. If a parent or guardian needs to reach their scholar, please reach out to the Main Office with a message for your scholar. If a scholar is caught with their cell phone, Apple Watch, or any other similar device (“Electronic Device”) on, in use and/or on their person, there is the potential for the Electronic Device to be confiscated by a school official and held in the Main Office until the Electronic Device can be retrieved by a legal guardian. School administration will develop their own internal procedures for implementing this policy. The internal procedures are available upon written request to the Principal. A scholar’s Electronic Device may be searched by the

appropriate School Personnel or other authority in accordance with the law should the circumstances so warrant.

Locker Policy

All High School scholars will be assigned lockers and a lock within the first week of school. Scholars will place all unnecessary items for the day inside of lockers. These items include but are not limited to:

- Backpacks
- Coats, jackets, non- LAB sweaters.
- Electronics outside of the Brooklyn LAB provided Chromebook and charger
- All items and materials needed for afterschool
- Cellphones

Let it be known that the provided lockers and locks are property of Brooklyn LAB. If for any reason Brooklyn LAB staff is made aware of or has suspicion that a student or students have anything in their locker(s) that can be a violation of school policy or harmful to the school community, Brooklyn LAB reserves the right to search any and all lockers without consent from the scholar or parent. These suspicions can include but are not limited to:

- Drugs or drug paraphernalia (including marijuana)
- Weapons of any kind (guns, knives, switchblades, stun guns, pepper spray, etc.,)
- Tobacco or vaping products
- Tobacco related products such as lighters or anything that can cause a fire
- Harmful or toxic substances
- Pornographic or lewd materials
- Stolen property of any type
- Inappropriate materials of any kind

Health, Safety, and Security

All scholars entering a New York City public school for the first time must have a complete physical examination. All scholars attending LAB must meet the immunization requirements set forth by New York State law. These immunizations include Measles, Rubella, Mumps, Polio, Diphtheria, Tetanus, Hepatitis B, and Varicella (chicken pox). Scholars must have a TDAP shot in order to continue attending school. Seventh grade scholars must also have a meningitis vaccination. Updated immunization requirements are available via the NYCDOE.

Complying with NYCDOE and NY State of Health vaccination guidelines for scholars is the law. We will work with families to make sure that all vaccination requirements are met according to city and state regulations. If scholars fail to meet this standard by the specified date set by the City of New York and the State of New York a scholar may be excluded from attending school until the vaccination requirements are met.

Scholars and families will be notified if they fail to meet these requirements by phone and/or

mail with a letter detailing missed vaccination according to the Citywide Registry for Immunizations. This letter will include an exclusion date when the scholar will no longer be permitted to attend school until the vaccination requirements are met.

School Nurse

The nurse's office exists to provide medical services for scholars. When teachers refer a scholar to the nurse, the reason for the referral should be noted in the scholar's pass. The following services are offered by the nurse's office:

- Emergency first aid is given with referrals to appropriate persons;
- Vision and hearing screening (as required by law);
- Maintenance of scholar health records and emergency notification cards;
- Processing of accident reports;
- Dispensing of physician approved medication;
- Dispensing of feminine products;
- Monitoring of scholar injuries.

The School Nurse may authorize a scholar to go home for sickness or illness by calling a parent or guardian. The scholar is not allowed to be dismissed until the parent or guardian has notified the school that the parent is aware of the dismissal and provides written approval through fax or e-mail. If the Nurse is unable to reach a parent or guardian the scholar WILL NOT be dismissed until the scheduled end of instruction.

Medication at School

In accordance with New York State law, scholars who require medication during school hours must bring the Medication Administration form, completed by a physician to the School Nurse. Please request the Medication Administration form from the Operations Team.

We strongly prefer that scholars take medication at school only when absolutely necessary. Non-prescription medications (e.g. pain relievers, cough lozenges, etc.) will be administered only with written parent/guardian authorization. Scholars with severe asthma may carry their inhaler with them during the school day, so long as there is a prescribed medication administration form on file. All other medications will be administered under the following guidelines:

- The medicine is prescribed by a physician;
- The medicine is in its original container with printed directions from the pharmacy;
- Written permission from the parent/guardian is on file.

Food and Meals

LAB participates in the National School Lunch Program, which provides free or reduced-price

lunches to eligible scholars. Applications and eligibility criteria are provided to all parents and applications are required to be completed by all families every year.

Breakfast is available each day for LAB scholars.

Lunch is available for scholars on each school day. Scholars whose families meet the eligibility requirements and complete the requisite paperwork will receive free or reduced priced lunch. Scholars must follow the guidelines provided by the school regarding food items brought from home. These guidelines include:

- Scholars are asked not to bring gum, candy, or soda
- Scholars will not have access to refrigerators
- Scholars will not have access to microwaves
- Scholars will not have access to tea or coffee
- Additional restrictions may be put in place in the event that a classmate has a severe food allergy

The school reserves the right to confiscate any items not meeting these guidelines. Please see the School Wellness Policy for more information.

Illness, Accidents and Emergencies

At the time of registration, the school is provided with a scholar's physician and emergency contacts. In the event of illness which is not an emergency, the school will attempt to contact a parent/guardian or an emergency contact.

Incident Reports

Any accident involving a scholar will be documented. The Director of Culture will contact the parent or guardian; in the event that the parent or guardian cannot be reached, the Director of Culture will send a report home with the scholar.

Suicidal or Homicidal Threat

If a scholar threatens their own life or the life of someone else, this will be brought immediately to the attention of the Principal. If the Principal feels that the scholar is in imminent danger, the parent will be contacted and a psychological evaluation will be required before the scholar can return to school. When a scholar exhibits potentially suicidal behavior and the parent refuses to cooperate with the school or to take alternative preventive measures, the Lead Social Worker must report this information immediately to the Administration for Children's Services.

Emergency Drills

Our school's Safety Plan identifies procedures in response to different types of emergencies.

Some require everyone to “stay-put” while others require evacuation of the building. While exiting the building, scholars should move quickly, without running, and remain silent. Attendance will be taken outside the building. Tampering with fire alarms, firefighting or security equipment, whether a drill is in progress or not, will lead to suspension from school.

Policies and Procedures: Student Technology

Laptops

Each LAB scholar will be issued a Chromebook for their work throughout the school year. Starting in the 2021-2022 school year, connectivity to school learning resources will only be permitted using a LAB issued ChromeBook. Personal devices will be blocked.

All LAB scholars must follow the *LAB Technology Use Policy* outlined in [Appendix A](#) of this document. Before being issued an email address, LAB scholars, and their families, must sign the technology use policy.

Intentional damage to Chromebooks will result in disciplinary action as per our code of conduct and families will be expected to make monetary restitution for the technology. Materials are considered damaged if they meet one of the following criteria: cracked screens or hardware, water damage, electrical damage, or other damages that prevent them from being given to or used by another scholar. All issued tech should be treated with care in accordance with the [LAB Technology Use Policy](#).

Book and Mixed Media Borrowing at LAB

For LAB to maintain its electronic and paper books, software collections, media, and design equipment they must be respected. Scholars must be accountable for all materials and equipment they have borrowed and return them promptly, in the near-same condition as when they were borrowed. Damage to materials may result in loss of borrowing privileges, financial responsibility for the equipment or material, or community service. Materials are considered damaged if they meet one of the following criteria: torn or ripped pages, water damage, electrical damage, food or drink stains, or other damages that prevent them from being given to or used by another scholar.

Undesirable Materials

LAB will take all possible precautions to restrict access to undesirable materials including, but not limited to: installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet websites by URL and by keyword search. However, scholars must also accept responsibility for restricting access to these materials. Scholars who gain access to undesirable Internet materials must report these materials to their teacher immediately. All LAB scholars must follow the *LAB*

Technology Use Policy.

Security

Scholars must not allow others to use their network accounts. Designated school officials may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school file servers to be private. All LAB scholars must follow the *LAB Technology Use Policy*.

Email

Only school-approved email will be allowed on school premises. All LAB scholars must follow the *LAB Technology Use Policy*.

Chat Groups and Social Networking

Scholar use of chat and user groups or social networking sites (e.g. Twitter, Facebook, or Instagram) is not allowed during school hours unless it is part of a teacher's lesson plan and adequate supervision is provided. All LAB scholars must follow the *LAB Technology Use Policy*.

Cyberbullying

See code of Conduct for more detail. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. Cyberbullying will not be tolerated. Cyberbullying can potentially result in disciplinary action even if it does not occur at school. Scholars will be provided lessons on Cyberbullying to help aid them in their social media usage.

Additional Policies and Procedure

Gift Giving

LAB discourages parents from giving gifts to individual teachers. In lieu of a gift, a handwritten note from a scholar is a more appropriate and powerful way to show appreciation. Parents wishing to give to the school should contact the school leadership or see the Parent Leadership Council for creative ways to show appreciation.

Birthdays

Out of fairness to all of our scholars and our desire to ensure an academic environment free of distraction, gifts/food for scholars/visiting scholars is not allowed unless all scholars are able to participate and the gifts/food for scholars/visiting scholars has been pre-approved by the

campus principal. Likewise, we ask that scholars refrain from distributing invitations at school to birthday parties, etc.

Procedure for Parent/Guardian Concerns

If a parent has a concern or disagreement about a classroom event, curricular decision, or other academic issue, they should first contact the teacher to attempt to resolve the disagreement through informal discussion. If the concern is not adequately resolved, the parent should request a further meeting. Parents/guardians or the teacher may contact the Principal to schedule the follow-up conversation. If the situation is not adequately resolved, the parent may request a meeting with the Chief Executive Officer .

If you would like to file an official grievance with the Board of Trustees, you have the right to request in writing from the Chief Executive Officer the document that describes the process of filing a grievance. Please see the [Brooklyn Laboratory Charter Schools Complaint Policy and Procedures](#) for specific guidelines and procedures on the main school website (also included as Appendix E).

Mandated Reporting

Members of the Brooklyn LAB staff are known as “Mandated Reporters” in compliance with state law. If a member of the staff suspects that a child is being abused or neglected, they are obligated to report their suspicion to the Administration for Children’s Services (ACS). Signs of abuse or neglect may include but are not limited to: patterns of lateness to school and absence from school, late pick-up from school or the school bus, being consistently unkempt or dirty, and/or signs of physical abuse.

Visitor Policy

LAB traditionally welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all scholars and staff, all visitors – including parents and guardians – are required to report to the Main Office via the main entrance of the school. A driver’s license or government issued photo identification is required for each individual upon entering the building. The school adheres to the City’s guidance on vaccination requirements and expectations. A visitor will be required to have a visitor’s pass that has to be visible once he or she has checked in. Any visitor who does not report to the office, or is found in the building without authorization and a visitor’s pass, will be asked to leave immediately and the authorities called if the request is not adhered to.

LAB maintains an open door policy with our parents and families provided they are not a distraction to the learning environment. Family members who are over 18 are welcome to come and observe classes. Parents and family members are also welcome to request meetings with any

member of the LAB Team. Meetings will be scheduled at the team member's earliest possible convenience. If requests for a meeting are not met, family members should report the concern to the Chief Executive Officer. Please understand that our team is in the middle of a workday whenever visitors come to call. If you are hoping to meet with a specific staff member, we recommend making an appointment. If you do not have an appointment, there is a strong likelihood the team member may not be able to meet with you.

In case of an emergency, parents or guardians should contact the Main Office either by phone, email, or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including while scholars are in enrichment classrooms and the after school programming, or attempt to withdraw scholars from the building without notifying the Main Office.

Please note that while families may visit the school at any time, family visitations to their own child's classroom are generally not permitted during the first four weeks of school. This allows teachers to establish a strong classroom culture that is focused on academic learning and is distraction-free.

Disruptive Visitors/Communication and Restricted Access

LAB works hard to maintain a safe and orderly environment for all faculty and scholars. To that end, the school reserves the right to restrict visitors (including family members of scholars and staff) who do not display the values of the larger community. Examples of disruptive visitors include those who raise their voices, use profanity, threaten scholars or staff, or are physically or verbally aggressive in any way. This also includes but is not limited to letters, emails, and/or text messages.

If a visitor's access must be restricted due to inappropriate behavior of any kind, they will receive a letter from the Chief Executive Officer outlining the events that led to the restricted access and will be notified as to proper procedures for contact and communication with both staff and their scholar while on LAB's property.

Discipline Policy & Code of Conduct

As a school community, we believe in the dignity and value of each member of our extended school family. We believe that it is incumbent upon us to provide clarity of expectations and build genuine investment among scholars, staff, and families such that our policies feel fair and scholar-centered. Our "no surprises" approach begins with clarity to families and scholars via the Scholar and Family Handbook, family orientation, family events and preparation academy. It is reinforced by our focus on supporting our teachers to become the best teachers and role models they can be. From there, formal and informal structures sustain and reinvest scholars in how each and every decision is made in the best interest of the community and each member therein. Through training and coaching of culture, and relationship-building moments such as advisory and community circle, our scholars, over time, come to understand, adhere to, embrace

and (eventually) explain our policies and practices to our incoming scholars. We strive for a culture where it's cool to be smart and where scholars feel safe to take academic risks.

Our belief is that every disruption to our values is an opportunity to understand both the individual and those impacted. These “teachable moments” are fundamental to our approach to a culture. By conversing openly with scholars about our rationale, purpose and impact of behavior, we show scholars why our expectations matter, how they impact others, and how to avoid repeating such behaviors. Our approach uses incremental interventions to address inappropriate behavior with the goal of teaching prosocial behavior.

Our approach to discipline does not seek punishment. Instead, our approach to discipline seeks to identify and address the root cause of the behavior, help scholars build the lagging skills needed to help them navigate difficult situations, and support scholars in advocating for, and holding themselves accountable for change. This scholar-first approach teaches scholars and creates positive behavioral change, while holding scholars accountable and clarifying for the community our core values, the rationale for them, while reinforcing them. We believe that responsible educators use a combination of strong tier 1 expectations and supports - great teaching, strong routines, engaging classrooms. When those are not enough, we increase our support, individual attention and accountability in order to teach lagging skills and help scholars learn from their mistakes.

To learn more about our Discipline Policy and Code of Conduct, please visit this [link](#) or request a copy from the Main Office.

Incentives

At Brooklyn LAB we maintain very high expectations for scholar choices. To that end, we have established a clear glow and grow system in which feedback is used to both deter scholars from making choices that negatively impact themselves and their teammates, as well as to teach and promote better choices on the part of our scholars.

However, while we have explicit ways to acknowledge and correct choices that negatively impact the school community, as a school we recognize and reinforce positive choices as well. While all teachers regularly acknowledge and praise positive or exemplary behavior through a variety of methods (for example, positively narrating desired behavior or awarding glows for exceeding expectations), there are also a number of school wide systems that are designed to “routinize” the recognition of positive scholar choices.

Scholar Impact System

The Scholar Impact System will be a consistent, common-language way to track and communicate the impact of scholar choices throughout each day. This system is designed to provide students, families, and teachers with clear and detailed understandings of scholar impact on their own learning and the community around them. Though this is the most visible level of

the overall system, it is to be used as a support, and will include *both* rewarding and corrective feedback.

Of course, Brooklyn Lab teachers will use an array of strategies to promote positive scholar impact: throughout the school day teachers will model and teach the 4 C's, Courage, Compassion, Creativity and Commitment), give shout outs for exceptional choices and performance, write positive notes to students, and much more. The scholar impact system is another way the school rewards students for positive choices that better themselves and the community while simultaneously helping them build the skills necessary to be successful as they develop when choices are made that are harmful to learning and/or the community.

Bonusly

Serves as the platform that qualifies scholars' positive impacts (glows) into points that accumulate in a summative value. Glows are tracked as Lab Loots and are redeemable to use in an online school store that allows for scholars to exchange the summative value for gift cards to their favorite stores. Bonusly only tracks positive behaviors outputs.

Core Components: Grows and Glows

Scholars can earn Glows (+1 impact point) and Grows (-1 impact point) throughout their school day. Glows will be for going above and beyond basic expectations. While there are some Glows that can be earned for school-wide priorities, this is *not* a tool for students to get recognized for doing the basics during the school day. The corrective marks (*Grows*) will be deducted from impact totals for behavior and choices detrimental to the scholar or their peers. Parents will have the ability to be updated on their scholar's impact by way of Dean's List.

Glows List

Glows		
Core Value	Positive Impact Choice	Example
Courage	Self-Advocacy	Maturely waiting for the right moment and asking a staff member to explain oneself in a collaborative tone.
	Enthusiasm	Being bold enough to show genuine excitement or interest in learning, the school, or a peer's ideas
	Seeking Support	Going out of one's way to find support in academics, habits, peer conflict, or other critical pieces of growth.
Compassion	Taking Ownership	Accepting the impact of a choice made regardless of intent
	Doing the Right	Finding someone's valuables and returning them.

	Thing	
	Volunteering	Without an offered incentive, offering the school time and energy for its betterment.
	Empathy	An action of respect or kindness for a peer or staff member.
Commitment	Academic Achievement	Remarkably absolute or growth performance (without offered incentive - which shouldn't happen, anyways).
	Top Quality Effort	Taking the time to ensure work quality or presentation is notably professional, clear, or revised.
	Urgency	Being one of the first to "jump to it", or showing a genuine respect for not wasting time.
Creativity	Creativity	Thinking about a topic in class deeply enough to offer creative solutions or ideas.
	Insight	Making and offering deep connections to life, other subjects, or larger implications for the world in class.
	Initiative	Researching relevant subject matter outside of classroom expectations.
	Collaboration	Strong group work or building off of a peer's ideas in class.
Other	Other	Situational discretion

Grows List

Grows					
Impact Type	Detrimental Impact Choice	Example	First Teacher Response	Second Teacher Response	Third Teacher Response
Community Impacted	Low-Level Distraction	Talking to peer(s) during silent work time. Getting out of seat w/o permission	Least Invasive	Logical Consequence	Grow Assigned

		Calling Out			
	Disruption	Making Noises Intentional Derailing Argument w/peer	Grow Assigned	Grow Assigned + Logical Consequence	Grow Assigned + Family Phone Call
	Verbal/"On Stage" Refusal or Argument	Responding out loud "I don't care" to teacher address	Grow Assigned	Grow Assigned + Logical Consequence + Family Phone Call	Dean Support
Self-Impacted	Off-Task/Not Following Directions	Scholar is doodling during Do Now (w/o started Do Now).	Least-Invasive	Logical Consequence Assigned Privately	Grow Assigned Privately
	Sleeping/Head Down	Work being clearly assigned, but not touched, or stopped abruptly before completed	Least-Invasive	Logical Consequence Assigned Privately	Grow Assigned Privately
	Low Effort	A two word answer to a question for which directions are for two sentences.	Least-Invasive	Logical Consequence Assigned Privately	Grow Assigned Privately

		Not checking math work.			
	Unprepared	Missing Materials (Novel, Laptop, Study Sheet etc.)	Logical Consequence	Escalated Logical Consequence + Grow Assigned	Family Phone Call + Grow Assigned

Logical Consequences

Grows are a strong system for feedback and communicating impact, but the more the system is used, the risk of *overusing* it grows (see what we did there?). Oftentimes, what feels most fair and clear to a student is called a “logical consequence” - a small, non-punitive measure a teacher can take to communicate that a choice negatively impacted the scholar’s learning or the community and they deserve better. Below you will find a starting point list for common logical consequences. More importantly, below that you will find a table that can be used to help someone develop the means of coming up with the appropriate logical consequences in the moment.

Reflection

Reflection can also be earned through a more egregious scholar choice, or as assigned by a culture team member.

The purpose of Reflection is two-fold:

- Reflection on the impact and origin of a scholar’s choices as a means of restorative justice.
- To account for missed or interrupted learning time by extending the school day

The culture team operates the Reflection system, but the core effectiveness comes from teacher involvement.

Push-In Class Support

When student behavior has escalated and the teacher is unable to support the student in correcting behavior, Dean support is called in. This is the step between in-class support from the teacher (Glow, Grow, and Logical Consequences) and a student removal/reset. At all costs, we will do as much as possible to ensure that students are not losing learning time. With that being said, learning time for all students is precious and we cannot allow that to be compromised, not to mention a student in this state is not experiencing “learning” anyhow.

When is it necessary (examples):

- Multiple instances of verbal or onstage refusal to follow directions

- Four or more impact point deductions that impact community (impacting self is also important and cannot be implicitly endorsed by being ignored, but allowing Deans and leadership to first focus support on scholars impacting community creates a space wherein students making choices that solely impact themselves can be better served and supported).
- Peer conflict that may escalate and cannot be handled by teacher in the moment

Reset Removal

Under rare circumstances, a student might need to be removed from class when they are seriously disrupting the academic environment and/or creating an unsafe space. If a student is removed from class, these instances involve actions that significantly impact Brooklyn Lab's culture and community of safety, respect, and cooperation. We believe in keeping the learning environment sacred for all students. It is our firm belief that the classroom should exist as a place where every student is able to learn and is as free from distraction as humanly possible. In the event that a student is continuously disruptive to the learning environment, the scholar will be referred to the Dean for a Reset Removal using the below protocol:

Family Meetings with Grade Team Members

When we have exhausted our efforts to use the Scholar Impact System as a means of supporting scholar choices, yet students are still making repeated choices that are detrimental to their learning environment and that of others, other interventions have to be put in place. One of those interventions is a scheduled meeting with the student, family, and grade team. This meeting is connective and restorative. It is an opportunity to ensure that all parties involved have a shared understanding of what should be done moving forward to support the student.

Family Meetings with Senior Leadership

One of the largest escalations possible is a full family meeting with a scholar and the Senior Leadership. The agendas of these meetings are up to the discretion of the leaders and the specifics of the unique scholar's circumstances. Though this escalation is a part of the system, it is a sign of a healthy Scholar Impact System and its implementation for these meetings to be rare or non-existent. This is not to say that Senior Leaders shouldn't engage with families or have meetings, but to avoid the escalated need for a specific troubling set of scholar choices is a sign of the overall health of that school's culture. Deans are the point-person to escalate scholar support to this level.

In-School Suspension

An In-School Suspension (ISS) is a classification of a suspension due to serious or egregious behavioral infractions. Examples for when a scholar might earn an in school suspension include, but are not limited to the following:

- Hate Speech Profanity
- Physical harm
- Consensual Sexual Engagement in School (Non-Intercourse)
- Repeated, Escalated Disruptive/Dangerous Choices in Reset Spaces (Reflection, Reset Room)
- Extreme Destruction to Property

Out-of-School Suspension (OSS)

Out of school suspensions are reserved for the most serious student infractions which can have the most detrimental impact on school culture. By any measure, out-of-school suspensions are an imperfect consequence that carries the serious downside of missed class time for students who earn them. However, the highest performing schools in the country do use them, in conjunction with

support mechanisms, to communicate the severity and create the appropriate level of urgency around student behaviors that can significantly damage the learning environment. Out of school suspensions are generally earned for serious issues of safety.

Scholars who have been suspended out of school may not participate in after-school activities, events or off-site school events during the duration of their suspension. For example, a scholar who is suspended out of school may not attend a school dance that is held on a day during the suspension.

When a scholar engages in a behavior that results in an out of school suspension, the Dean or designated leader calls the scholar's family to inform them of the event. The Dean or Associate Dean also writes a "Notice of Out-of-School Suspension" letter describing the event and consequences. The Dean or designated culture team member logs the parent or guardian communication in Infinite Campus and saves a copy of the notice. Another copy of the notice is given to the scholar to bring home to a parent or guardian and the Dean or designated leader notifies the parent or guardian that the notice is in the scholar's possession.

At the time of suspension, the family is contacted. The family needs to come immediately (or as soon as possible) to the school to pick up their student and meet with the Dean or designated leader to discuss what happened and ways to avoid this problem in the future.

Returning to school post-suspension may include requirements to be fulfilled outside of the suspension days, including written essays, projects, mediations, community service etc. These requirements must be communicated with the family in the initial communication, or at an agreed upon time decided in the initial conversation, so the family can support and will not be caught off guard. All out of school suspensions will require a mandatory meeting with a parent or guardian and the Director of Culture or Associate Dean in order to return to classes.

Appendix

Appendix A: Scholar Technology Use Policy

PURPOSE

Brooklyn Laboratory Charter Schools (LAB) may provide and assign scholars a device for use at school as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about LAB expectations for scholars and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation is that scholars will responsibly use LAB technology and that they understand the appropriate and acceptable use of both the technology and LAB network resources. We also expect that scholars will make a good faith effort to keep their LAB-issued devices safe, secure, and in good working order.

Privilege vs. Right

Scholar use of computer equipment, networks, and internet services provided by the school are a privilege, not a right. Scholars are required to comply with school policy in order to maintain access to LAB technology. Scholars who violate the policy may have their computer privileges revoked at school. The Chief Executive Officer shall have final authority to decide whether a scholar's privileges will be limited or revoked.

RESPONSIBILITIES

The scholar will:

1. Use LAB-provided technology for school-related purposes only.
2. Make available for inspection by a staff member any messages or files sent or received to or from any Internet location using LAB technology. Files stored and information accessed, downloaded or transferred on BLCS-owned technology are not private insofar as they may be viewed, monitored, or archived by LAB at any time.
3. Make sure Chromebooks are closed and in their protective case/cart whenever transported between locations.
4. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
5. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either LAB owned or personally owned technology, is to be reported to responsible school personnel.

Communication should be conducted in a responsible, ethical manner.

6. Respect the Internet filtering and security measures included on the device. All scholars 1:1 computing devices are configured so that the Internet content is filtered both when the scholar is at school and when on any other public or private network.
7. Follow copyright laws and fair use guidelines.

RESTRICTIONS

The scholar will not:

1. Mark, deface or place stickers on the device.
2. Have beverages or food near their Chromebook which may result in damage.
3. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
4. Attempt to override, bypass, or otherwise change the Internet filtering software, device settings or network configurations.
5. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
6. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
7. Download and/or install any programs, files or games from the internet or other sources onto any Brooklyn LAB- owned technology. This includes the intentional introduction of computer viruses and other malicious software.
8. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
9. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to scholars by administrators, teachers, and the school media center.
10. Modify or remove LAB asset tag or the manufacturer serial number and model number tag. In addition to the specific requirements and restrictions detailed above, it is expected that scholars and families will apply common sense to the care and maintenance of BLCS-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines

Computer Loss/Damages

1. **If a Chromebook is lost:** the scholar or their family/guardian must contact the Tech department via email (techsupport@bklynlab.org). The Tech department will lock the Chromebook and attempt to locate the device via the internet tracking service. When the Chromebook is locked, if turned on, it will display a message explaining that the device is the property of Brooklyn Lab and offers contact information in an attempt to recover the device. If the Chromebook is not located and recovered, the scholar's family/guardian will be required to pay a fee of \$250.00 to replace the Chromebook.
- **If a Chromebook is damaged:** a warning will be issued the first time that a Chromebook is damaged. If a Chromebook is damaged a second time, the scholar's family/guardians will be responsible for paying a \$100 repair fee. The \$100 fee will apply for each additional instance of damage that may occur. If additional frequent occurrences of damage occur further disciplinary action will be taken and Chromebook access could be limited or revoked.
 - **If a Chromebook charger is lost or damaged:** A warning will be issued for the first occurrence. In the event a Chromebook charger is lost or damaged again a \$25 replacement fee will apply for each additional occurrence.

A scholar who does not have a computer due to a computer being damaged will be allowed to use a loaner from the school depending on availability. Scholars whose computer has been damaged due to negligence may have their privilege of computer use revoked.

Appendix B: Student Bill of Rights

[K-12 Student Bill of Rights and Responsibilities](#)

Appendix C: [Special Education and English Language Learners](#)

LAB provides special education services and English Language Learner (ELL) services for scholars in accordance with state and federal special education laws, the Individuals with Disabilities Education Act (IDEA), and the regulations implementing those laws.

LAB works with the Committee on Special Education (CSE) and families to ensure that each scholar with an Individualized Educational Program (IEP) receives the mandated services prescribed for his or her unique educational needs.

504 A student who is ineligible for special education services may still be eligible for accommodations under Section 504. LAB works with families to identify supports appropriate

for the individual student's needs and develop a 504 plan independent of the CSE.

General type of specially designated instruction for students labeled ELLs will include:

1. Sheltered stand-alone instruction in a small group (for those with the lowest proficiency)
2. Push-in supports in the ELA classroom (for students of all proficiency levels)*

*Proficiency is determined annually by the NYSESLAT test.

Appendix D: FERPA Notification of Rights and FERPA Notice for Directory Information

Federal and state laws provide parents and eligible scholars (those who are age 18 or older) with rights of confidentiality, access, and amendment relating to scholar records. The following is a general overview:

- Access and Amendment: A parent or eligible scholar has the right to access scholar records and to seek amendment if the parent or eligible scholar believes them to be inaccurate, misleading or otherwise in violation of the scholar's privacy rights.
- The FERPA Notification of Rights states that in this situation, the school may disclose education records without consent but will make a reasonable attempt to notify the parent or eligible student.

Appendix E: Complaint Policy and Procedures

Any parent/guardian who has a concern about a school policy, academic grade, discipline decision, or anything else, is encouraged to contact the appropriate staff member at your scholar's school by telephone or email, which are provided to all LAB families. Families are provided with staff contact information. All staff members are committed to responding promptly to parent/guardian concerns. If an issue is not resolved promptly or satisfactorily, please contact the School Director of your scholar's school to discuss the matter further.

Any individual or group may bring complaints or concerns of any kind to the School Director of your scholar's school. The School Director will work to resolve conflicts fairly and informally, as quickly as possible. After reviewing the complaint, the School Director will respond either in writing, by telephone, or in person depending on the circumstances. If the School Director is unable to resolve the complaint to the individual or group's satisfaction, or if the complaint is about the School Director, the individual or group may bring their complaint to the Executive Director of Brooklyn Laboratory Charter Schools. After reviewing the complaint, the Executive Director will respond as quickly as possible and shall take such steps as he/she deems necessary in order to resolve the complaint.

The Board of Trustees of Brooklyn Laboratory Charter Schools shall serve as the appeals body

for any complaints that are not satisfactorily resolved. The complaint may be presented to the Board in an open meeting, in written form, by letter or via email to board@brooklynlaboratoryschool.org.

The Board of Trustees shall investigate and respond to all complaints in a timely manner. Procedure for Complaints under Section 2855 of the Charter Schools Act Section 2855(4) of the New York Education Law (part of the New York State Charter Schools Act (CSA)) provides that any individual or group may bring a complaint directly to the Brooklyn Laboratory Charter Schools Board of Trustees alleging a violation of the CSA, a school's charter, or any other provision of law relating to the management or operation of the schools.

All such complaints should be in writing and include the following:

1. the name, address, and phone number of the complainant
2. a detailed statement of the complaint, including the specific provision of the charter or law that allegedly has been violated
3. the relief sought by the complainant; and
4. the response, if any, received from the school thus far.

The Board of Trustees will respond in writing to any complaint submitted in writing no later than 30 days from receipt of the written complaint. Depending upon the circumstances, the Board's first response to a complaint may be to advise the complainant as to the timeline for further review, investigation, and resolution of the complaint, rather than an immediate resolution of the complaint. {00035517.1} Adopted by the Board of Trustees July 24, 2018

If the complainant believes that the Board of Trustees has not adequately addressed the complaint, the individual or group may then present the complaint to the charter entity for Brooklyn Laboratory Charter Schools, the Board of Regents of the University of the State of New York ("Board of Regents"). The Board of Regents has delegated authority to handle complaints concerning charter schools to the Commissioner of Education. The Charter School Office of the New York State Education Department, on behalf of the Commissioner, will investigate complaints concerning charter schools that have been appropriately filed. The Commissioner will issue a decision, which may include appropriate remedial orders involving any such complaint.

The process for bringing a complaint to the Board of Regents can be found here: <http://www.p12.nysed.gov/psc/complaint.html>. The complaint may be submitted via email to the Board of Regents at charterschools@nysed.gov, or by writing to the Board of Regents at the following address: New York State Education Department Charter School Office, 89 Washington Avenue, Albany, NY 12234.

Brooklyn LAB Charter School: Family/Guardian Partnership Agreement

Attendance:

Attendance is crucial to every scholar's academic success. We expect scholars to be on time and present each day. In the event that your scholar will be late or absent, we ask that families communicate with the Main Office (attendance@bklabprep.org) before the school day begins.

Homework:

Brooklyn LAB believes that homework is an essential part of content reinforcement. When completing homework, scholars have the unique opportunity to independently assess their progress in an untimed environment. We expect all homework assignments to be completed, and ask that families ensure that all assignments are completed. Assignments will be posted on Google Classroom and recorded in their school planners.

Uniform:

Uniforms maintain our team culture of unity and excellence. Our dress code requires that students wear the Brooklyn LAB uniform everyday. This includes the Brooklyn LAB polo shirt, khaki pants and sneakers. More specific guidance on uniforms can be found on our website. We ask that families ensure that their scholars are in uniform daily.

School Communication:

We are partners in this work. As such, we need to ensure timely communication. We expect parents to read the Lab Ledger weekly, as well as respond to any individual school communication within 24 hours of receipt. Examples include, but are not limited to, phone calls from teachers, texts from staff requesting a callback, and meeting requests.

4 CORE Values:

In addition to being academically excellent, we expect our scholars to be kind and self-reflective humans. Brooklyn LAB's four values are compassion, creativity, commitment and courage. These values are modeled by adults and expected to be front of mind in all interactions throughout the day. We ask that parents continue to exemplify these values and reinforce them at home and in conversations regarding conduct as well.

Community Participation:

At Brooklyn LAB, we consider parents to be our partners in this work. We expect that families attend at least two community events per year. Examples include, but are not limited to, sporting events, art shows, science symposiums, plays, talent shows and Honor Roll ceremonies.

I acknowledge that I received and understand the parent agreement and Scholar & Family Handbook.

Parent/Guardian Signature

Date