

**GORDON A. BROWN MIDDLE SCHOOL**

2800 St. Clair Avenue East, Toronto, Ontario, M4B 1N2

Phone: 416-396-2440



*This agenda belongs to:*

NAME: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_

TEACHER: \_\_\_\_\_

**2024 - 2025**

**ALLERGEN-SAFE and SCENT AWARE ENVIRONMENT**

We live in a world full of potential allergens. For anaphylactic students, allergies (e.g., peanuts, nuts, and latex) can cause serious health concerns.

We encourage students to help by reading labels before bringing food to school to support us in creating a safe environment. In addition, individuals with asthma, allergies, migraines, or chemical sensitivities can have severe reactions when exposed to perfumes and other scented products. We encourage staff, students, and visitors to avoid or reduce the use of fragranced and aerosol products and to replace them with unscented alternatives.

**MR. GORDON A. BROWN**

**1922-1983**

Born in East York, Mr. Brown attended Danforth Park School and East York Collegiate Institute. He was a teacher, a principal and, after his retirement from St. Clair Junior High School, served as a School Trustee. He was active in his church and enjoyed travel, horticulture, stamp collecting, amateur photography and reading.

**THE SCHOOL DAY**

<b>08:50 – 09:00</b>	<b>Entry</b> -lockers, prepare for class, go to washrooms and be seated in class on time.
<b>09:00 – 10:00</b>	<b>Period 1</b>
<i>10:00 – 10:02</i>	<i>Transition Time</i>
<b>10:02 – 10:42</b>	<b>Period 2</b>
<i>10:42 – 10:44</i>	<i>Transition Time</i>
<b>10:44 – 11:34</b>	<b>Period 3</b>
<b>11:34 – 12:26</b>	<b>LUNCH</b>
<b>12:26 – 12:31</b>	<b>Entry</b> -lockers, prepare for class, go to washrooms and be seated in class on time.
<b>12:31 – 1:31</b>	<b>Period 4</b>
<i>01:31 – 01:33</i>	<i>Transition Time</i>
<b>01:33 – 02:13</b>	<b>Period 5</b>
<i>02:13 – 02:15</i>	<i>Transition Time</i>
<b>02:15 – 03:05</b>	<b>Period 6</b>
<b>03:05 – 03:15</b>	<b>Student Dismissal</b>
<i>03:15 – 04:00</i>	Completion of class work assignments, homework remediation, tutoring and extra-curricular activities.

**SAFE ARRIVAL –**

**SCHOOL MESSENGER PROGRAM**

**Regular, punctual attendance is essential for success in school programmes.**

**We are all responsible for ensuring that we have a safe, secure school. Be in the right place at the right time.**

**Students:**

Students need to sign in or out at the office when entering or leaving the building after attendance has been taken. **Parental permission is required:** a dated signed note or a phone call to the office.

**Parents:**

Please call the school to report your child's absence or late arrival at **416-396-2440**.

After school hours please select the Safe Arrival line and follow the prompts. Alternately you can contact the School Messenger system at **1-833-250-2290** or **go.schoolmessenger.ca**.

If you know of an absence in advance, send a signed note to the school office indicating your child's name, date(s) of absence, reason, and expected time of return. If you do not notify the school of your child's absence or late arrival to school our automated attendance system, Safe Arrival - School Messenger Program will call you in both the morning and afternoon.

All parents/guardians of students who were late will receive a daily call informing them of their child/ren's tardiness from our automated attendance system.

**It is essential that parents/guardians keep current contact information on file at the school office.** Please let the office know immediately if your contact information changes at any time throughout the school year.

### **HABITUAL ABSENCES/LATES**

Excessive absences and lates interfere with your own learning and the learning of others. You may be required to remain at school during lunch or after school and/or have the privilege of attendance at school activities (e.g., dances, special events) withdrawn.

Parents will be contacted to help resolve the problem. Further intervention may include the involvement of school administration, the guidance counsellor or attendance counsellor.

### **WHAT'S HAPPENING AT G.A. BROWN?**

Our school website provides up-to-date information on what is happening in our school. <http://schools.tdsb.on.ca/gordonabrown> including our Twitter feed [@GABrownMS\\_TDSB](https://twitter.com/GABrownMS_TDSB)

The School Messenger automated system will call and/or email you periodically with school specific information, GAB weekly updates & reminders are emailed each Sunday afternoon or TDSB announcements.

### **BICYCLES, SKATEBOARDS, ETC.**

Bicycles that are brought to school need to be securely locked to the bicycle racks. The school cannot be responsible for damages to or theft of bicycles. Skateboards, scooters, and rollerblades are **not** to be **used** on school property.

### **G.A. BROWN DRESS CODE**

Please see the TDSB common pages of the student agenda for the **new Student Dress Policy – PO42.**

### **G.A. BROWN PERSONAL ELECTRONIC DEVICE (PED) POLICY**

*My digital footprint is my responsibility*

#### **Acceptable devices:**

- strictly for teaching and learning (e.g., mobiles, tablets, laptops, iPods with learning tools)

#### **Acceptable use:**

- The use of PEDs and TDSB's network and online resources and materials must ALWAYS follow TDSB's Code of Online Conduct (PR571).
- In addition, during instructional hours, PEDs can ONLY be turned on and used:
  - with the explicit permission or approval from a staff member AND
  - ONLY for specific and supervised academic purposes (e.g., research; Google apps; class websites/online environments; calculator or timer; music for Dance class)
  - Emergency phone calls to parents/guardians can be made in the main office.

#### **Consequences for Inappropriate Devices and/or Use:**

- In the event of any illegal/criminal use of PEDs, police and/or safe schools will be notified.

- Otherwise, consequences are:
  - 1<sup>st</sup> incident – student name will be recorded in the Class attendance folder to notify other staff members
  - 2<sup>nd</sup> incident – PED will be taken away and kept with the teacher until lunch or the end of the day
  - 3<sup>rd</sup> incident – PED will be taken away and kept with the P/VP for the rest of the day and a phone call will be made to notify parent/guardian that inappropriate PED use has been a repeat occurrence
  - If inappropriate use continues, the consequences will be decided by the P/VP. This may include having parents come to the school to collect the phone, prohibiting phone use at school, and/or suspension.

**Inappropriate devices:**

- any device not being used for teaching and learning (e.g., handheld gaming consoles; iPods/mp3s for entertainment)

**Inappropriate Use:**

- Students cannot create, modify, store, post, share, download/upload any content (e.g., text, images, recordings) that is illegal, hateful, threatening, a criminal offence, or that negatively impacts another person (e.g., pornography, discrimination, threats, cyberbullying)

- PEDs CANNOT be used for:
  - Recording, videotaping, photographing others without their permission
  - non-academic purposes during instructional time (e.g., social media, texting, videos, games)
  - academic dishonesty (e.g., communicating during tests or summatives, plagiarism)

**Responsibility:**

- The safety of all personal electronic devices is the responsibility of the student who owns the device. Do **not** allow others to misuse and abuse your PEDs.
- Neither the school nor the school board is responsible for the loss or damage to personal property including personal electronic devices.
- PEDs not being used in class with the teacher’s permission are to be kept in the student’s locker.
- Teachers/Staff will clearly outline the use of PEDs in their classes and enforce the school’s policy.

## G.A. BROWN CODE OF CONDUCT

### **Consistent with the Ontario Schools and TDSB Code of Conduct**

Overall G.A. Brown expects students to follow our 3Rs: ***Be Responsible, Be Reasonable, and Be Respectful***. To achieve these 3Rs parents, staff, and students at G.A. Brown work together as partners to provide a secure, supportive, and stimulating learning/teaching environment. Students are encouraged to develop those abilities that help them become productive and responsible citizens.

As a student, you are expected to:

- follow school rules/routines and instruction from all staff
- speak and act respectfully to everyone
- show respect for school property and the property of others
- complete all assignments to the best of your abilities
- keep your hands, feet, and objects to yourself
- refrain from using racist, sexist, and homophobic language
- show responsibility when using school technology
- not have electronic devices distract or disrupt learning/lessons
- be respectful of our community (people, homes, businesses, TTC travel & roadways)

The above code of conduct applies to face-to-face and all social media & electronic interactions.

## TDSB STANDARDS OF BEHAVIOUR

Under the Provincial Code of Conduct, **all members** of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas, and their opinions
- treat one another with dignity and respect at all times, and especially when there is a disagreement
- respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils, including of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect all members of the school community, especially persons in positions of authority
- respect the needs of others to work in an environment that is conducive to learning and teaching
- not swear at a teacher or at another person in a position of authority

## **PROGRESSIVE DISCIPLINE**

When students do not follow the Code of Conduct, consequences will be consistent with progressive discipline techniques. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build on strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools use a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

## **INTERVENTIONS OR CONSEQUENCES**

The list of interventions or consequences are intended to help students develop self-discipline and to promote positive behaviours. Inappropriate behaviour will result in one or more consequences being applied, depending on the circumstances, age of the student and any mitigating factors:

- encouraging discussion with a staff member
- making amends, conflict resolution
- Parent/Teacher, Parent/Vice-Principal or Parent/Principal contact
- reflection sheet/think sheet
- time out/detention (at lunch or after school)
- parental contact and involvement in applying appropriate remedy

- peer mediation
- counselling
- community service
- restitution for damage or stolen property
- loss of privilege to participate in specified school activities
- restorative justice practices
- suspension

## **HOMEWORK**

Homework is a learning activity related to the school curriculum. Students may be:

- completing class assignments
- reading
- preparing for lessons
- studying and reviewing for tests
- working to consolidate skills and knowledge
- extending projects and research

**Academic success is supported by establishing daily homework routines and effective study habits.**

## **ASSESSMENT, EVALUATION AND REPORTING IN TDSB SCHOOLS**

“The primary purpose of assessment and evaluation is to improve student learning.”  
(Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, Grade 1- 12, 2010, p.6)  
Teachers will make contact with parents to share concerns when students are not meeting set expectations or are struggling to improve their learning. Through consultation, a plan will be

developed to help students sustain improved learning.

In the Term 2 report card, it will be noted if students are promoted or transferred to the next grade. Promoted means students have successfully completed the curriculum expectations in their classes/subjects. Students will be transferred if their overall achievement indicates they are not ready to meet the expectations in all of the subjects for the next grade.

For a copy of the Procedures on Promotion, Transfer and Retention PR548 (Grades 1 to 8) & PR543 (Grade 8 to 9):

Go to TDSB website at [www.tdsb.on.ca](http://www.tdsb.on.ca)  
Select 'Policies' (upper right corner) then select 'Procedures' from list on left side of page.

### **Academic Honesty: Cheating and Plagiarism Grades 1 – 12**

All students in the Toronto District School Board are expected to submit their own work for evaluation. Cheating and plagiarism will not be condoned.

***Cheating*** is usually defined as the act of practising deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. (e.g., copying; using technology in a test situation)

***Plagiarism*** is defined as the use of close imitation of the language and thoughts of another without attribution in order to represent them as one's own original work.

(Growing Success, Assessment, Evaluation and Reporting in Ontario Schools, Grade 1- 12, 2010, p. 151) Examples include copying and pasting from the internet or other electronic sites without citing the source or omitting quotation marks for direct quotations even if the sources have been cited.

### **Consequences of Academic Dishonesty**

When plagiarism/cheating is detected, it will be investigated. If plagiarism/cheating is confirmed by the teacher, they will inform the principal/vice principal, the student, and the parent/guardian of the specific details regarding the plagiarized assignment or the allegation of cheating and the resulting consequences.

For a copy of the Procedure on Academic Honesty PR613:

Go to TDSB website at [www.tdsb.on.ca](http://www.tdsb.on.ca)  
Select 'Policies' (upper right corner) then select 'Procedures' from list on left side of page.

### **The Evaluation of Late and Missed Assignments Grades 7 – 12**

Students are responsible for their own behaviour and for completing and submitting work for evaluation on time.

### **PHYSICAL EDUCATION**

It is recommended that all students change into a **dedicated gym shirt**. Students may bring their own shirt from home. GAB Spiritwear will also be on sale in the Fall.

**Pool:** is a mandatory part of our Physical Education programme - a full bathing suit and towel are required. String or plastic bags can be used to carry gym uniforms, bathing suits and towels.

**No photography** is permitted in the change rooms, gym or on the pool deck at any time.

Students must participate in all aspects of the programme unless excused for an extended period of time with a medical certificate.

Parental notes are accepted on a limited basis.

Parents will be contacted should participation be of concern.

### **PHYSICAL EDUCATION DEPARTMENT**

#### **Attendance, Conduct, Character and Conflicts**

- Student athletes are expected to make school attendance a priority.
- Students shall not be eligible to participate as athletes if they do not represent our school in a becoming manner or their academic commitments are not up to date.
- Interscholastic sports at our school level require a substantial time commitment, which usually extends Monday through Friday from the first official day of practice until the end of the season. A commitment to our school athletic team indicates that all non-school conflicts will be resolved in favour of the school team. This would not include such things as significant religious holidays, a family obligation, etc.
- If a conflict between activities arises, the student should notify the teacher coach

involved and attempt to resolve the conflict as equitably as possible.

#### **LUNCH HOUR 11:34 am -12:26 pm**

- **Gr. 6 students remain on school property and/or can go home for lunch**
- **Gr. 7 and 8 students can remain on school property, go home or out for lunch**

#### **Expectations during the Lunch Hour**

- Demonstrate appropriate behaviour in the cafetorium
- Co-operative, **respectful** conduct toward all staff and students
- Eating areas left neat and tidy
- No food or drinks consumed in the halls
- Come to the cafetorium prepared to go directly outside after eating
- Students are not to go back to their lockers until 12:26 pm

Parental permission forms to leave school property at lunch hour must be on file in the office. All students not in a supervised extra-curricular activity are expected to go outside and remain on school property. **Be dressed appropriately for the weather.**

Supervision is provided on our GAB school property. **Topham Park is not part of the GAB supervised area. The Topham Clubhouse area is out of bounds.**

Students with parental permission to leave school property for lunch need to return in time for our 12:26 pm entry. Students who are late



returning from lunch may have to serve a lunch detention the following day. Parents of chronically late students may be contacted to discuss a plan.

**Students enter at 12:26 pm to go to their lockers. Afternoon classes start at 12:31 pm** and students are expected to be in their class at 12:31 pm. Failure to meet expectations may result in having lunch at school. Parents will be contacted should this be necessary.

### **EMERGENCY PROCEDURES FOR LUNCHTIME AT G. A. BROWN**

#### **Fire**

- All students and staff will exit the building using the appropriate designated exits and proceed to the staging area (basketball nets between Selwyn and GAB).
- Students and staff already outdoors will proceed to the staging area

#### **Hold and Secure**

- All students inside the building will not be permitted to exit – they will remain inside - cafeteria/library/classrooms
- Staff will remain inside in the area that they are and with students
- Staff to record names of students with them
- Admin will monitor Exit 1 and the STEM Room Exit, allowing students who are on school property to safely enter the building
- Lunchroom Supervisor will monitor Exit 4, allowing students who are on school property to safely enter the building.

Students entering Exits 1 or 4 will proceed to the cafeteria and remain there. Students entering through the STEM room will remain there.

- Doors will be monitored carefully, and a decision will be made by Admin to either allow returning students and staff to enter the building, or signs will be posted on the doors, explaining that the school is in Hold and Secure and no one is permitted to enter or exit the building. Students and Staff will be redirected to Presteign Heights Public School
- Students will remain where they are (STEM room, library, cafeteria, pool, etc.) until the bell rings.
- Admin to notify parent community through School Messenger, X (formerly Twitter), GAB website etc.

#### **Lockdown**

- Police on site will determine if a lockdown is needed and will advise what to do with students who are outside the building at lunch and returning to school (likely redirected to Presteign Hts PS or if no imminent internal threat, they may direct them into the building).
- Students entering Exits 1 or 4 will proceed to the cafeteria. Students entering through the STEM room will remain there.
- Students and staff who are in the building will follow lockdown procedures – no one will be allowed out of classrooms/library/gym and will stay away from windows and doors until the lockdown is lifted

## **Relocation**

- If upon returning to school in either a lockdown or hold and secure situation, and entry to the school is not permitted (signage indicating this on the doors, or police redirection), Staff and students are to report to the gym at Presteign Heights Public School (2570 St. Clair Ave. E – east of O’Connor Dr.)

### **STUDENT SAFETY**

For safety and security reasons, all doors will remain locked during school hours.

Students/Visitors are to enter and exit from either Exit 1 (St. Clair Ave., E.) or Exit 4 (Selwyn Ave.).

### **VISITORS**

All visitors (parents, visiting staff, trades people, etc.) are asked to start their visit by reporting to the school office to sign in and sign out when leaving. Arrangements to visit your child’s class can be made by contacting your child’s teacher. Please remember that all students must be signed in or out at the office if late or leaving early.

## **LOCKERS**

**Times of use: 8:50 am, 11:34 am, 12:26 pm, and 3:05 pm**

- Keep neat and organized
- Post timetable inside the door
- Keep locker combinations confidential
- Combination locks are available for purchase in the school office and are recommended
- Do not store food other than daily lunch
- Switch lockers only with teacher permission and register change with the office
- Periodic locker clean-up is expected
- Backpacks are to remain in lockers
- Misuse or abuse of locker may result in the loss of privilege

**RECOGNITION AWARDS**

**Grade 6 and 7 Students**

Award Name	Criteria
Character & Citizenship Award	A person who has consistently shown all the TDSB character traits.
Grey Hawk Award	A person who excels in Physical Education and demonstrates great sportsmanship.
Academic Achievement Award	A person who excels in Math, Language, Science and Social Studies.
Excellency Award	A person who excels in academics, learning skills and participates in various school activities.
Most Improved Award	A person who has demonstrated growth over the school year.
French Award	A person who excels in French.
Arts Award	A person who excels in Visual Arts, Dance, Drama and Music.

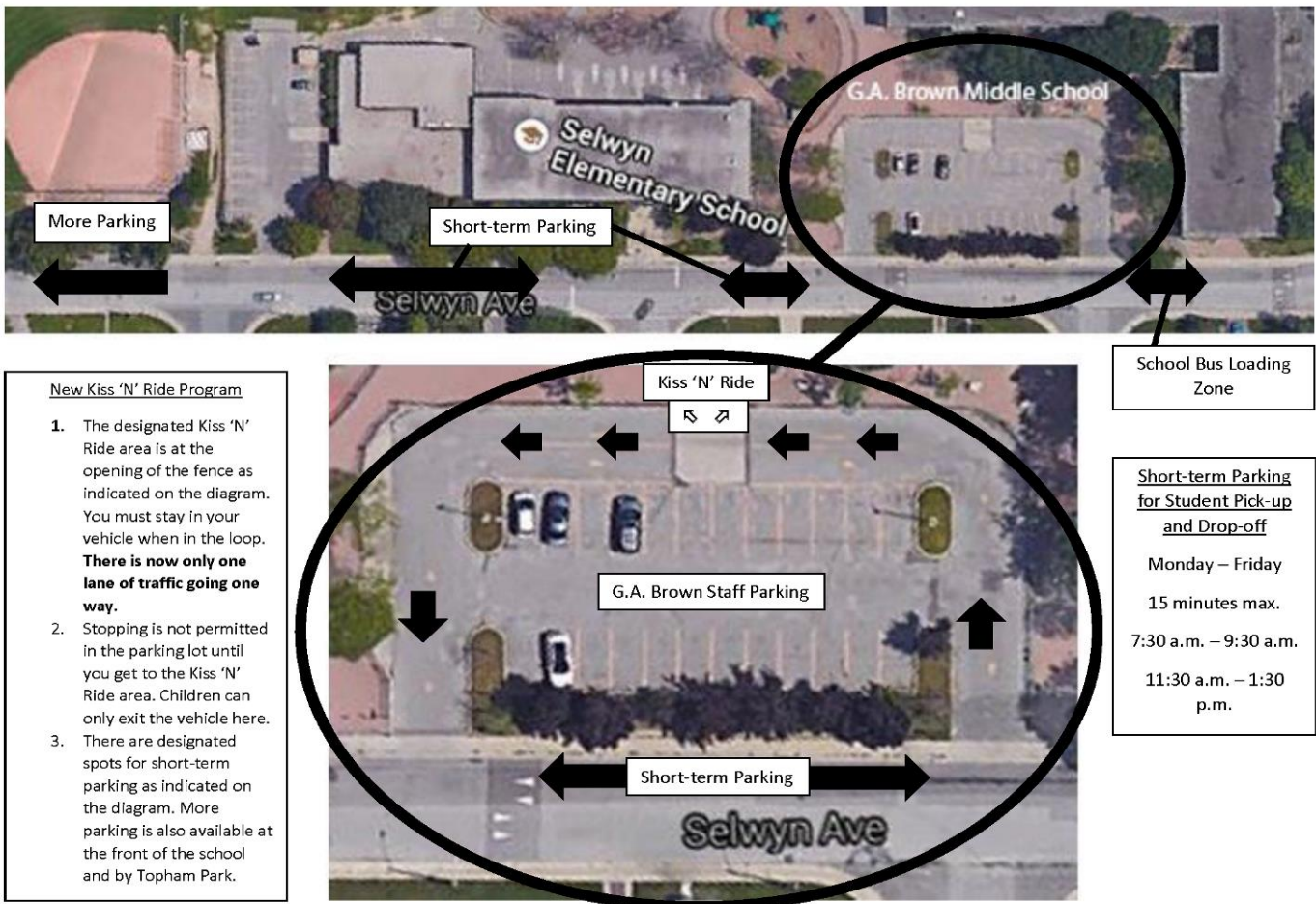
**RECOGNITION AWARDS**

**Grade 8 Students**

Award Name	Criteria
G.A. Brown Award	A person who excels in Visual Arts, Dance, Drama and Music.
G.A. Brown Home & School Award	A person who has made voluntary contributions to the community and school.
G.A. Brown School Council Award	A person who has demonstrated overall achievement in History and Geography.
Grey Hawk Award	A person who excels in Physical Education and demonstrates great sportsmanship.
Award of Merit	A person who has demonstrated growth over the school year.
Ontario Principal's Award	A person who takes initiative and has demonstrated great leadership in the school.
Norm Allen Award	A person who excels in Math and Science.
D.A. Morrison Award	A person who has demonstrated outstanding overall academic achievement.
R.G. Taylor Award	A person who has the highest combined average in English and French.

**G.A. BROWN PARKING LOTS**

The safety of our students is of paramount importance to all members of the GAB community. Please make sure that you drop off and pick up your children within the **designated ‘Pick-Up and Drop-Off Zones.’** Please see below for designated zones. The school parking lots are designated for TDSB staff and volunteers.



New Kiss 'N' Ride Program

1. The designated Kiss 'N' Ride area is at the opening of the fence as indicated on the diagram. You must stay in your vehicle when in the loop. **There is now only one lane of traffic going one way.**
2. Stopping is not permitted in the parking lot until you get to the Kiss 'N' Ride area. Children can only exit the vehicle here.
3. There are designated spots for short-term parking as indicated on the diagram. More parking is also available at the front of the school and by Topham Park.

School Bus Loading Zone

Short-term Parking for Student Pick-up and Drop-off

Monday – Friday  
 15 minutes max.  
 7:30 a.m. – 9:30 a.m.  
 11:30 a.m. – 1:30 p.m.