**The Kaufman Constitution: I.e. Class Expectations & Procedures**

**1) THE GOLDEN RULE: RESPECTFUL BEHAVIOUR!!!** Have respect for me, for your fellow students, for yourself, and for our environment. Respect is a complicated issue as it encompasses so many different things but as a simple example please do not talk while I, or others, are talking (to the class). Having said that I understand that many of you like to chat with each other while you are individually working. You can and will learn a lot from each other. Please keep it at a low level to respect those who need it quieter to work effectively, and please try to keep it on topic. I understand the need to debrief with your friends. If you generally use your time wisely it will not be an issue.

**2) INTERNSHIP:** Most classes assess your work habits as separate from your learning of the objectives. In other words you get a “G” on work habits and a 88% for your overall grade. That still applies here but in this class employability skills are a part of the curriculum so they can and will be assessed. As a result, I am treating this course as a sort of internship in that I will assess your employability skills as part of this class and I will let you know how you are doing on a number of different skill sets. In your area of future employment if you work habits were bad you might not receive or keep your job after your internship. Here it will instead affect your grade.

**3) TRANSITIONS:** When I need your attention, I will usually just start talking but if I cannot get your attention I will put my hand up in the air. **If I raise my hand I am clearly trying to get your attention. Please give it to me immediately. If this is a problem we will practice it as a class. If it continues to be a problem individuals may be asked to come by after school to talk about it.** The more effectively we use our time, the less homework you will have.

**4) PARTICIPATION**: Participation is an absolute necessity in this classroom if you want to do well. Being engaged almost always leads to success. I do acknowledge that this is difficult for some people but you must try to overcome your shyness, nervousness, anxiety, or apathy. If you are shy, I ensure you this is a safe environment. Effective and engaged communication is one of the most important job skills along with collaboration. In this class one of the primary ways to do these things, (and show you can do them) is by participating and asking question of myself and each other. The ability to work well with others and participate is one of the primary precursors to success in not only this course but in life itself.

**5) LATES/ABSENCES:** Being absent or late constantly can affectyour ability to do well in class. Do your best to be on time. I do understand that things happen but if you take the course seriously you should be able to make it on time fairly regularly. (After all I make it to work every day as do pretty much all of your teachers) If you are late please enter the room quietly, find out what’s going on, and get to work. If you don’t make a big deal out of it, I probably won’t make a big deal out of it. I take attendance near the beginning of class so if you arrive after the class has started working please let me know you were late, (and who you are) so that I can update the attendance. Do not trust that I saw you, or remember your name early in the term; I get busy and forget just as you do. If lates /absences become a problem, we will talk about it. If they continue I will contact your Parents / Counsellor / Administration.

**6)** **LEAVING CLASS:** Sometimes you have to leave the class. (Bathroom, Sickness, Brain Break, Emotional or Personal Issues, Etc.) I understand. Please be responsible. Don’t disrupt classes while you are out. **If you do you will lose the benefit of the doubt when you ask to leave and ultimately if it continues you will not be allowed to leave.** There is a general school policy of one student out, one student in. That is generally how I work. If you really need to leave, please let me know. Do not just walk out. It is for safety reasons. Generally I ask that you put your name on the board and erase it when you get back. It just helps me keep track of where people are. **Also please do not leave the class before the bell rings. Admin really hates that. Also remember to take the hall pass!**

**7)** **MATERIALS:** Bring what you need! Pretty obvious but also ridiculous how often people forget. Bring your pencil, pen, eraser, paper, book, etc. **Being prepared is an important part of career training!**

**8) HOMEWORK & ASSIGNMENTS:** **I do not give a lot of homework**. I understand that you have other classes and outside responsibilities. I try to give you the time you need in class so if you work hard in class you will generally have minimal homework. However, if you waste your time in class or use the excuse I would rather do it for homework then I will give you class work to do in my class and assign the bigger projects for homework. **DO NOT WASET TIME!!!** Beyond this I generallyexpect you to do what you need to do to come to class prepared, to **actively participate** while in class. (Ie. A little pre-reading now and then – Ensure you check the course website daily!) If it becomes clear that people are not doing the reading quizzes will be added to the course curriculum. Having said that, for the most part you will decide how much homework you may or may not have. History has shown me that the top students spend the most time doing homework. This makes sense. Generally, the more work you put in the more you take out, and that corresponds to academic success (and frankly any real success in anything in life).

**9) LATE ASSIGNMENTS POLICY: Individual** late work will directly affect your work habit marks but not your overall assessment mark. The quality of your work is the quality of your work. However, you still need to understand that you need to learn to be responsible for your work. To mitigate the overabundance of late work that comes in when students know that late work is not penalized I have decided that personal work handed in overdue will affect your ability to reexamine and resubmit your work. Late work cannot be resubmitted, period. In conjunction with this policy it will only receive the barest of commentary. Work handed in on time, will be allowed to be occasionally revised and resubmitted for re-evaluation. Lastly, in general group work must be handed in / presented on the day it is due and will not be allowed to submitted late. Unless it is a state of emergency group work must be presented the day it is due. Lastly I do keep track of late work and if you have over three late assignment it is very difficult to receive better than a “S” on your work habit mark and likely a “N”.

**10) TECHNOLOGY IN THE CLASSROOM:** Technology use is fine as long as it is not abused. (I.e. you shouldn’t be playing videogames or watching YouTube videos, etc.) Music is fine while you work as long as others can’t hear it. In general Technology is not a problem but I am trying something new this year. **I am asking everybody (no exceptions) to deposit your phone in our phone dock at the beginning of class. I will let you know when you can collect it.** They are simply too distracting while I need your attention whether for a lesson or whatever. Once that is over and you are off to work I will let you can collect your phone to use for your work as you see fit. I understand that they are incredibly useful tools.

**11) AFTER SCHOOL LEARNING CLUB:** This club will meet daily as needed in Mr. Kaufman’s room. Everyone is welcome for extra help as needed, or to ask questions, or raise concerns, etc. but attendance may be mandatory for students who are falling behind or consistently late or absent. You will be notified. The club meets from 3:00 – 3:30 and extra help will be available.

**12) ENVIRONMENTAL CITIZENSHIP:** This has become a significant issue with me. Be respectful of our environment. I repeat be respectful of our environment. Our planet has limited resources and can only deal with so much waste. Recycle!!! Also the Janitorial staff has enough work to do. Be neat and tidy. If you make a mess clean it up. If you drop something on the floor pick it up. There is absolutely no excuse to leave your garbage all over the place. Please put your desks back and make sure your chairs are pushed in at the end of class. If it is the end of day please stack your chairs in the corner neatly. If there is consistently garbage or food left all over the place there will be a zero tolerance policy put in place for everybody so if you are clean but your neighbor is not please mention it to him.

**13) I LOVE OUR COMMUNITY FORMS:** If you are unable to comply with any of the expectations you may be asked to leave the room for a few moments and collect yourself. (Usually immediately for the more serious stuff or after I have reminded you of your behavior a few times by putting your name on the board) This is not intended as a punishment or to ostracize you from our community. It is simply an acknowledgement that you have behaved poorly and you need a moment to reflect on your behavior and hopefully correct it. Please leave quietly and complete the, “I Love Our Community!!! Please Let Me Back In” sheet and carefully follow its instructions. We will be happy to have you back.

**14) IN THE EVENT OF AN EMERGENCY:** Please take it seriously, remain quiet, and follow my instructions.