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| **Instructional Focus Syllabus** |
| **Course Title:** Instructional Focus (non-credit bearing)  **Teacher:** Shelly Smith  **Email:**   shelly.smith@henry.k12.ga.us  **Class Schedule: 5th Period - Monday/Wednesday – 12:00 – 1:30**  **4th Period– Tuesday/ Thursday – 10:00 – 11:30** |

**Course Description**

Instructional Focus (IF) is a fifty minute, non-credit bearing course that affords students the opportunity for tutoring and/or enrichment during the school day. IF is often an extension of the fourth/fifth period class in which students have scheduled time to complete various assignments, homework, or projects. IF also serves as a vehicle for mandatory tutoring for those students who may need additional assistance in mastering concepts, or assistance in preparing for the content portions of the Georgia Milestones.

**Class Expectations**

Students are ***REQUIRED*** to bring academic assignments, projects, study materials, or homework assignments to IF **every day**. It is the responsibility of each student to come to IF prepared to utilize this valuable time in an appropriate and quality manner. Students must bring the necessary books, notebooks, and other supplies needed to class each day as students will not be allowed to return to lockers to retrieve missing items.

Instructional Focus time is ***not*** social time. Students are expected to sit quietly at their desks and complete assignments without disrupting other students. If students are in needs of assistance from another student, permission must be granted by the teacher. If a student is caught using this time to copy another student’s work, both students will receive disciplinary action.

Students may **NOT** use electronic devices such as I-Pods or cell phones during IF time. Class disruptions during IF time deprive your classmates of the opportunity to study, do homework, and complete assignments. Therefore, if a student chooses to cause a disruption during IF time, they will receive a 4-step. If further disruptions occur, a parent conference will be scheduled. Technology may be used for academic purposes per teacher discretion.

\*\*\*\*Students may not leave the classroom without a pass from the teacher whom they are going to see. If they are in need of extra assistance or to make up a test, see that teacher **BEFORE** IF to receive a pass from that teacher. Students will not be allowed to leave and the teacher will **NOT** email another teacher to ask permission for a student to leave. This is the student’s responsibility and should be completed prior to class. **NO EXCEPTIONS**!

***Please take advantage of this excellent opportunity for academic enrichment by arriving prepared, and by being courteous to your classmates.***