*UNION GROVE HIGH SCHOOL*

***Instructional Focus Syllabus***

**Instructor: Mrs. Alexandria King Room #: 216 Year: 2021-2022**

**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 instructional time in which students have scheduled time to complete various assignments, homework, or projects.

**Course 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 need 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.

***Classroom Rules and Discipline Procedures*:**

All students must adhere to the rules and expectations outlined in the Henry County Schools student handbook and the Union Grove High School student handbook addendum.

***Cell Phone/Electronic Device Policy:***

The cell phone/electronic device policy begins when students enter the designated classroom area. All students will place their cell phone/device in the teacher assigned caddy. During this time, the cell phone must be turned off. Additionally, all smart watches or other electronic devices connected to the phone must also be caddied until the end of class. Cell phone/device will remain caddied until the end of class. Students will NOT be allowed to take their phone/device out of the room when they have a hall pass to the restroom, media center, etc. Students will be allowed to use cell phones/devices before first period, during lunch and during class transition.

***On Time Policy:***

In order to be considered “on time” to class, the student must be across the threshold of the classroom or designated classroom area by end of the last bell.

\*\*\*\*Each student at UGHS is issued a Chromebook. The Chromebooks may be used for research and collaboration. This should limit the need for students to leave the classroom during IF time. Students will not be permitted to leave the IF class without a specific academic purpose. Each teacher has a limited number of passes that may be issued during the IF time. Please plan ahead if you need extra assistance or need to make up a test. Please make arrangementsdavis in advance.

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

I have read and understand all of the objectives, requirements, and expectations for the course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ taught by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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**Student signature Date**

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**Parent signature Date**