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*Unity            Grit            Helpfulness            Self-Respect*

**UNION GROVE HIGH SCHOOL**  
*Course Syllabus*

**Instructor: Sherry Crown**

**Room #: 410**

**Year: 2022-2023**

**Course Name and Code: Instructional Focus**

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**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 material, 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 the locker to retrieve missing items.

All students will be required to complete goal setting tasks and chart grades at each grade positing. Students will be asked to reflect on their progress and conference with their IF teacher to ensure success.

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***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.

**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.*

Students may NOT use cell phone during IF time. Class disruptions during IF time deprives 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.*

**Expectations and Classroom Behavior:**

The following are classroom instructions and expectations and if not followed can result in a 4 step and up to a office referral:

- Bring all materials to class each day. (notebook, paper, pen/pencil, *charged* computer, etc.)

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- Upon arriving in the classroom, telephone, Apple Watch or other brand devices, such as watches, or electronic communication device, earbuds or any other must be placed in the caddy and students are expected to proceed to their assigned seat. Devices should be placed in a corresponding caddy pocket with student seat number.
- **Use restrooms, get water, etc. during 5 minutes between classes.** You may have to arrange locker & restroom breaks wisely. Please don't be late to class, as tardy's will result in 4-step and potentially ISS.
- Cell phones cannot be picked up out of caddy until the release bell sounds. **Remain seated until the bell.**
- Be respectful of your fellow classmates, teachers, other's property, and school property.

**Hall Pass Policy:** Students are required to utilize and wear around their neck the standard issued UGHS pass at all times while out of the classroom, failure to do so will result in disciplinary consequences. Students are also required to fill out the student location log prior to leaving the classroom and document their return time on the same form. Teachers will not give out hall passes during the first ten minutes or last ten minutes of class. ***It is the teacher's discretion to allow or deny a hall pass request.***

***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.

**Chromebook Policy:** It is an expectation for students to have their charged Chromebook with them every day. Failure to do so will be regarded as "not being prepared for class."

**Cell Phone/Electronic Device Policy:**

**The cell phone/electronic device policy begins when students enter the designated classroom area. All students will place all cell phones/devices in the teacher assigned caddy. During this time, cell phones must be turned off.** Additionally, **all smart watches** or other **electronic devices** connected to the phone must be caddied until the end of class. Cell phones/devices will remain caddied until the end of class. **Students will NOT be allowed to take their phones/devices 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 the end of the tardy bell. **The wall at the phone caddy is the established point for being not considered late in Room 410.**

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

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I have read and understand all of the objectives, requirements, and expectations for the course Instructional Focus taught by Sherry Crown.

\_\_\_\_\_  
**Student Name Printed**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**