

Anatomy & Physiology Syllabus 2017 - 2018 Academic Year

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Course Description

The purpose of this course is to provide students with the opportunity to investigate and learn about the human body, while developing decision-making and critical thinking skills. Students will have a thorough understanding of both the structure (anatomy) and function (physiology) of the human body by the completion of this course.

Required Supplies

- ***Textbook:** *Hole's Essentials of Human Anatomy & Physiology*
- *1 Notebook (Student's choice, for non-collected assignments)
- *Notebook paper (***NOT SPIRALED***, preferably college ruled)
- *Blue or black ink pens (other colors are not accepted)
- *Sharpened pencils (Needs to say #2)
- *Colored pencils (***NOT*** crayons)
- **Internet Access (home, public library, etc.)**
- **Access to a printer**

* - These items are required in class each day

Grading Scale:

Overall grading is based on the District's 10 point per letter grade scale (See Figure 1). Grades are not rounded; meaning if the student earns an 89.99 it will result in a letter grade of a "B" being awarded. Grades are not given; they must be earned. This is non-negotiable!

Figure 1: District Grading Scale	
A	100.0 – 90.00
B	89.99 – 80.00
C	79.99 – 70.00
D	69.99 – 60.00
F	59.99 – 0.00

Grading:

Units will be broken down into multiple lessons. Each lesson will involve Cornell Notes and an assignment. Units may also include hand-on or lab activities and quizzes. Each Unit will conclude with a Unit Test. Figure 2 shows how points will be distributed for each assessment.

Figure 2: Assessment Points	
Cornell Notes, Daily Assignments, and Quizzes	5-20 pts.
Hands-on and Lab Activities	10-25 pts.
Tests and Projects	100 pts.

STUDENT ASSESSMENT METHODS

Cornell Notes

Students will be required to keep Cornell Notes for all lessons; to include the provided lesson information (topic, objectives and essential question), notes, student designed questions, and a summary. The instructor will provide additional information on the Cornell Notes format and grading. It is the student's responsibility to acquire all missed Cornell Note templates from the class website (IsonBiology.com) and complete them on their own time, before the Unit Test date.

Assignments & Activities

There will be an assignment and/or activity for every lesson. By default all assignments are due at the end of class, unless specified differently by the instructor. It is the **student's responsibility** to store non-collected assignments in their notebook. Assignments turned in after it is collected will be late whether completed during the same class period it was collected or not. DO NOT LOSE YOUR NOTEBOOK! *** Lost notebooks will not be provided extra time! ***

Assignments will be graded primarily on the **correctness** of the responses, not on completion. Late assignments will be penalized 20% up to two days after the due date. Assignments after this will result in a zero grade. Assignments submitted more than two days after the due date, but prior to the recovery date, earning a 100% grade will result in an "excused" grade for that particular assignment. Assignments will not be accepted after the Unit Test recovery date. Dependent upon the student's test performance low assignment grades may be dropped (See the Figure 3).

A	3
B	2
C	1
D or F	0

If a student misses class, daily assignments and activities may be found on the class website. If a lab or data collecting activity is missed the student must see the instructor upon their return for an alternative assignment. The instructor reserves the option of excusing the activity if no alternative assignment can be provided. Students have one class period for each day they missed to make up the missed assignment or activity.

Each unit will include an assignment grade for discussion. Students who are tardy, absent, unprepared, a class disturbance, or not meaningfully participating for more than one lesson during a unit will earn a non-penalizing "no grade" (designated as "excused") for the discussion grade. A student may also forfeit their discussion grade for excessive hall pass usage (see Hall Passes).

Tests & Quizzes

Tests will be announced no less than two class periods prior to being given (ex. A test given on Friday will be announced Monday, assuming there are no holidays during that week). Quizzes will not require any advanced notice.

Students will be given one opportunity to recover a test grade. To be allowed recovery on a test the student must have all Cornell Notes, assignments, and activities completed with reasonable responses and submitted by the scheduled retake date. Quizzes will not be retaken, but may be excused if the test covering the same content is higher.

Students may make up missed tests on the scheduled recovery date. Quizzes will not be eligible for make-up (zeros will be excused once the test has been taken covering the content). Students continually missing tests and recovery dates will forfeit their retake opportunity, with exception for students with proper documentation determined by the instructor in accordance with DCPS Policy and parent/guardian contact.

ADDITIONAL INFORMATION

ATTENDANCE: Attendance has a tremendous impact on student achievement. Research indicates that students with good attendance habits make higher grades. It is the responsibility of students/parents to be aware of all absences and to verify all absences in the event of any questions. Students and parents may review attendance in Focus.

TARDY POLICY: Students outside the class after the tardy bell will be marked late, as determined by the instructor. Students hanging out in the doorway will be considered late. Students more than 15 minutes late to first block or 5 minutes late to second, third or fourth block must acquire a tardy slip from their Dean's Office. The instructor will follow the school's progressive tardy plan.

SEATING ASSIGNMENTS: The instructor will assign classroom seating. Desks are arranged in accordance to best instructional practices and may only be rearranged with the instructor's permission. Students may be asked to move at any time and are expected to do so with a positive attitude and in a timely fashion. Relocation may be due to accommodations, disciplinary or academic reasons related or un-related to the student being asked to relocate.

HALL PASSES: Students are allowed two emergency hall passes per quarter of no consequence. In accordance with school policy, hall passes will not be permitted during the first or last 30 minutes of the period. Once a student has taken more than two hall passes during a quarter their unit discussion grade may be effected. Student's called out of class by administration will not affect the two hall pass allotment. A single hall pass is for 5 minutes and only for the designated reason(s). Students abusing their hall pass privilege may have all hall pass privileges revoked for the remainder of the quarter or year. Students with extenuating medical issues must provide proper paperwork with the school and the instructor so accommodations may be made.

ACADEMIC HONESTY: All student assessment products should reflect the work of the individual student, unless specifically stated by the instructor. **PLAGIARISM AND CHEATING WILL NOT BE TOLERATED.** Any student caught cheating, copying or plagiarizing will receive a permanent zero for the assignment and additional disciplinary action may be taken against the individual. It will be the instructor's judgment to whether plagiarism or cheating penalties are applied.

LEARNING RECOVERY: No Grade Recovery is available in accordance with DCPS policy. However, students will have multiple opportunities to demonstrate knowledge along the standards and remediate throughout each quarter.

ASSIGNMENT CLARITY: Due to issues with legibility, the following requirements are mandatory for all assignments to be graded:

- The student will label all assignments with the assignment heading provided by the instructor at top middle of each page of assignments.
- The student will write in the upper right-hand corner their legal name (first and last) provided to the school, date, and period. The assignment grade cannot be assigned to the proper student if it is not provided or legible.

Assignments turned in that are illegible will not be graded, and no credit will be given. It is the student's responsibility to provide legible work for grading or the student has failed to demonstrate knowledge of the subject. Students submitting work in red ink will have it returned to re-write in blue or black ink, or standard No. 2 pencil with a late penalty of 20%.

EXTRA CREDIT: There will be *** **NO** extra credit *** opportunities in the course. The instructor has already provided additional opportunities to earn points, drop low scores, and/or remediate grades. Do not ask for extra credit.

CLASSROOM BEHAVIOR: Students are responsible for adhering to the student code of conduct. In addition, students are expected to be respectful to peers, teachers, administrators, and property. Failure to maintain proper conduct will result in parent contact, in-class time-out, out-of-class time-out, a referral, or a behavioral contract dependent of the severity of the offense. The instructor also reserves the right to isolate any student causing excessive classroom disruption and assigning individual instruction and assignments at a minimum of equal to that of the other students in the class. This shall be at the instructor's professional judgment.

COMPUTER AND INTERNET USE: Students using any computer must remain on sites approved by the instructor. Students found browsing the web on unapproved sites will have internet and computer privileges revoked or suspended and possibly receive additional consequences from the school. A student having their computer and internet privileges at school revoked will not excuse them from assessments requiring computer and internet use.

PROGRESS REPORTS: Grades will be available online through Focus. Access to Focus is available to both students and parents. If students or parents have difficulty with accessing Focus contact the school's curriculum office. When the instructor publishes grades to Focus the grade will be visible to parents and students. Grades are continuously being updated throughout the quarter and may fluctuate day-to-day. Grades will be posted on Focus at minimum every 10 school days. Further, all students will receive a printed progress report midway through every quarter. Students will also be provided a tracking sheet so they may track and calculate their own grade.

ELECTRONIC DEVICES: The instructor does not permit students to use electronic devices (ex. Cell phones, hand-held gaming devices, audio devices, etc.) in class without specific permission by the instructor. Students will not be granted permission to record in class due to privacy laws, listen to music, or play games. School board policy states that all electronic devices are to be turned off and put up during school hours. Consequences for improper use of electronic devices:

- **First and Second offense:** Student requested to put the device away.

- **Third offense:** Student will be requested to surrender the device to the instructor to be secured in the teacher's desk until the completion of class. This is to help the student from being distracted.
- **Fourth offense:** Student will be requested to surrender the device to the instructor to be secured in the teacher's desk until the completion of class and parent/guardian contact. This is to help the student from being distracted.
- **Fifth (or more) offense:** Student will be requested to surrender the device to the instructor to be secured in the teacher's desk until turned over to administration. The phone will then be available for pick up from their administrative office (will result in student referral).

Note: ** Failure to surrender an electronic device upon request will result in immediate disciplinary action in accordance with school policy and parent/guardian contact. **

FOOD AND DRINKS: Due to the nature of activities carried out in the classroom/lab room (ex. Chemical based labs, dissections, etc.) food, candy, gum etc. is not to be consumed in the class. Students are highly encouraged to wash their hands thoroughly before eating anything after leaving the classroom. Drinks will be permitted in the classroom, as long as they have a lid. Drinks must be put away during labs. Failure to clean up spills and throw away empty drink containers may result in a class having their drink privilege revoked.

SCIENCE SAFETY: Students will be provided a DCPS Science Safety Agreement that must be signed by a parent/guardian and returned prior to participating in any laboratory activities. Failure to adhere to the safety agreement or return the safety agreement will result in the student earning a failing grade for the lab activity.

CLASS DISMISSAL: The bell is to inform the instructor when classes are scheduled to end. If the bell fails to ring it may be for safety reasons the school had held the bell. Whether the bell rings or not, for safety reasons please wait for the instructor's signal or direction to leave. Upon exiting please throw away all trash in the trash bin, be sure all work is turned in to the proper bin, and any borrowed books/supplies are returned to their proper location.

SYLLABUS AMENDMENTS: The instructor reserves the right to amend the syllabus at any time to improve the overall structure and direction of the course. Amendments to the syllabus will be made available to the students though the website after being announced in class.

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