

Anatomy & Physiology Syllabus

2021 - 2022 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*
- **Supplemental Textbook:** OpenStax Anatomy & Physiology
<https://openstax.org/details/books/anatomy-and-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**
- ***School issued or personal laptop (access to Duval Home Room/Teams)**
- 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 by the instructor; 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!

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:

Modules will be broken down into multiple lessons. Each lesson will generally involve an introduction, notes, assignment(s), and exit ticket. Modules may also include activities, quizzes, or projects. Each Module will conclude with a Test. Figure 2 shows how points are distributed for each assessment.

Introduction & Exit Tickets	1-15 pts.
Cornell Notes	10 pts.
Assignments, Activities & Quizzes	10-50 pts.
Tests and Projects	50-100 pts.

STUDENT ASSESSMENT METHODS

Cornell Notes

Students are expected to keep Cornell Notes for all lessons to include the provided lesson information (e.g., topic, objectives, and essential question), notes, and student designed questions, and a summary. A notes template will be provided for students attending in class on the date the notes are covered. The instructor will provide additional information on the Cornell Notes format and grading. Students who miss class will be provided access to notes on Microsoft Teams under the files tab. Cornell Notes may be submitted for grading on the official scheduled date of the test and are an optional grade. Students missing the test on its original date or not submitting their Cornell Notes on the scheduled date will have an excused grade entered.

Assignments & Activities

There will be an assignment and/or activity for every lesson, with rare exception. By default, all assignments are due at the start of the following class, unless specified differently by the instructor. It is the **student's responsibility** to store non-collected assignments in their notebook. Most assignments will be submitted digitally via Microsoft Forms with rare exception. Assignments turned in after it is collected will be late. 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% after the due date and time until the assignment is closed (dates are and will be available on the student calendar posted on the class website and in the assignment details on Microsoft Teams). Assignments not submitted by its designated closing date will result in a zero grade. No assignment will be accepted after the designated testing date for the specific Module.

A student earning an A or B on the Module Test may be eligible to have one assignment grade dropped for the Module(s) covered. *This does not include the Quarter Recovery Test. This will be determined by student data showing ability to meet or master the designated standards.

If a student is absent from class, daily assignments and activities may be found in the class Teams page. If a lab or data collecting activity is missed, the student must see the instructor upon their return for an alternative or modified assignment. The instructor reserves the option of excusing the activity if no alternative or modified assignment can be provided. Students have one class period for each day they missed to make up the missed assignment or activity. It is the **STUDENT'S RESPONSIBILITY** to acquire any missed work! Once an assignment is closed, it will no longer be accepted.

Tests, Quizzes & Exit Tickets

Tests will be announced via Weekly Announcement (Teams), on the Course Calendar, or in class no less than two class periods prior to being given (ex. A test given on Friday will be announced Wednesday, assuming there are no holidays during that week). Quizzes and Exit Tickets will not require any advanced notice.

The teacher may provide, at the teacher's discretion, one of three options for making up a missed test:

- (1) Students may make up missed tests upon return to the class but are responsible for any missed work during that class period.
- (2) The student may make up the test at the next module's testing date or during the Quarter Recovery Test date.
- (3) The student may be provided an online version of the test to take by at a designated appointment time if an online version is already available.

The make-up test may be modified at the teacher's discretion (i.e., multiple choice questions may be replaced by fill in the blank or short response). Students that continually miss tests or refuse to take tests upon their return may forfeit their retake opportunity, with exception for students with proper documentation determined by the instructor in accordance with DCPS Policy and parent/guardian contact.

Quizzes will not be eligible for make-up (zeros will be excused once the test has been taken covering the content, unless it is determined the student skipped class). Missed Exit Tickets, at the discretion of the teacher, may be excused if make-up time cannot be provided (this only refers to in-class, printed Exit Tickets). If the Exit Ticket is made available through Teams or Forms the student shall have it completed for make-up by the closing date of the Module or the zero will remain. Late credit may still apply. Students continually missing class time without a properly documented reason (DCPS approved reason) may receive a permanent zero on the missed Exit Tickets.

The instructor may provide a remediation opportunity at the end of each quarter in the form of a Quarter Recovery Test. To qualify for the Quarter Recovery Test the student must have completed all assignments for the quarter prior the teacher designated closing date(s). There will be no extensions for this opportunity beyond the end of the quarter unless determined appropriate by the instructor.

Kahoot! Recovery Points

Throughout each quarter students will have the opportunity to participate in a Kahoot! Live or a Kahoot! Challenge. The instructor will designate a point system prior to the Kahoot! activity identifying how students can earn recovery points to apply toward their grade. These recovery points may only be applied to the respective module the Kahoot! covers. Points earned on a Kahoot! will be applied first to warm-up/exit tickets, then assignments, and then tests. Points earned are recovery points, not extra credit - in other words, students cannot earn more than 100% of the points available on any assessment. Also, if a test waiver was applied by the instructor, points will apply toward the waived assignment prior to being applied toward the test.

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. The instructor will follow the school's tardy plan and take necessary actions as outlined in the policy.

SEATING ASSIGNMENTS: The instructor will assign classroom seating. Desks are arranged in accordance to best instructional practices and CDC guidelines. Desks 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, safety guidelines, or disciplinary or academic reasons related or un-related to the student being asked to relocate.

HALL PASSES: Students will have access to emergency hall passes in accordance with school policy. Students continually using or found to be abusing the emergency hall pass may have their ability to use the hall pass revoked. An emergency hall pass is for a maximum of 5 minutes and only for the designated reason(s). 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 physical assignments submitted for grading, if applicable:

- 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 recovery points and/or drop low scores. 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 may 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 updated throughout the quarter and may fluctuate day-to-day. Grades should be posted within 10 school days of when it is submitted. Further, all students will receive a printed progress report midway through every quarter, but dependent on modification of progress report procedures by the administration. Students may utilize an assignment log to keep track of submitted work but is the sole responsibility of the student to keep up with this.

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, play unapproved games, watch unauthorized videos, or browse social media. If permission is granted by the instructor, the student must maintain a volume not disturbing to the classroom environment as determined by the instructor. 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.) and student safety food, candy, gum etc. is not to be consumed in the class. Students are highly encouraged to wash their hands and/or use hand sanitizer thoroughly before eating anything after leaving the classroom. Drinks will be permitted in the classroom if 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 submitted as designated by the instructor, any borrowed books/supplies are returned to their proper location, and any designated safety/sanitizing procedures are followed.

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 through the course website and/or Teams in conjunction with being announced in class.