**ANATOMY & PHYSIOLOGY**

Syllabus and Procedures

Ms. Keegan

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**COURSE DESCRIPTION**

Anatomy refers to the study of bodily structure. Physiology refers to the study of bodily function. This course will explore both of these aspects, as well as how the two work together. Our goal is to study all of the 11 human body systems. This course will include several dissections to further learning. At the end of this year, you will be prepared for a **college level** Anatomy & Physiology course.

**LEARNING**

Learning will take place in several forms: lecture/note-taking, group and partner work, labs, case studies, and investigations.

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**GRADES**

Your overall grade will be broken down and weighted as follows:

**Tests** 50%

**Labs**/**Project** 40%

**Formative Assessments** 10%

**TEST/ASSESSMENT RE-DO’S**

If you receive a 73% or less on a **Test:**  fill out a “**Re-test Request**” form and see me about scheduling a re-test. It is up to you to take initiative to do this. Your final score will then be an average of your original test score and your new test score. You may do this one time per test.

Formative Assessments (homework/class work) may be corrected for chance to earn full credit. You will have two days after the assessment to get it done or the grade will remain as is.

Lab and project grades are final. Be sure to do your best the first time!! ☺

\*\*\*There will be NO extra credit offered under any circumstances!\*\*\*

**PROCEDURES**

**ENTERING THE ROOM**

-Hand in any work that is due to your class’s designated tray.

- Be seated in your assigned seat **BEFORE** the bell rings.

-Check the screen for directions in getting started on your beginning of class assignment or other instructions for the day.

\*\*If you are not in the room and ready to begin when the bell rings, you will be counted **TARDY**!

**LEAVING THE ROOM**

Please do not start packing up your things while I am still talking.

Please remain seated until I dismiss you to leave.

**ABSENT**

See me BEFORE or AFTER class, to see what you missed and what you need to do to get caught up.

However many days you were gone=the number of days you have to turn in the work

\*\*\*YOU are responsible for obtaining work if you miss class\*\*\*

NOTE: If you are absent during a **test day** you will have a different version of the test than the rest of the class. You will have as many days that you missed class to make up the test. It is up to YOU to get with me to figure out when you can make up the test.

-If you are absent during a **lab day,** see me about possibly making up the lab or doing an alternate assignment for a chance to earn points.

**LATE WORK**

-There will be a two day grace period after the due date in which I will accept late work. After that the grade is a zero.

-Every student will have “ONE FREE PASS” per **semester** to be able to turn in late work with no repercussions. If you choose to use your one pass, you must tell me and I will record it. I will not assume that because you hand in something late that you are using your free pass, nor will I be asking you if you want to use it. YOUR “free pass” is YOUR responsibility!

-When you turn in late work, I will grade it and return it to you at my own convenience.

**RESTROOM**

You may use the restroom before or after class.

You may use the restroom during independent work time. (No more than 1 student allowed at a time)

You may NOT use the restroom during note-taking, labs, or tests unless it is an absolute emergency!

**ELECTRONICS**

Your laptops and cell phones are to be put away unless instructed otherwise.( see school policy)

**SUPPLIES/MATERIALS**

The following materials must be brought with you to class each day:

1. Pencils/Pens (something to use for note-taking)
2. Notebook (used only for science)
3. Class folder
4. Colored pencils
5. Highlighter
6. Textbook

**CLASS RULES**

1. Work hard
	1. Come to class prepared
	2. Be ready when the bell rings
	3. Stay on task
2. Be respectful
	1. Of the teacher
	2. Of other classmates
	3. Of yourself
	4. Of property

**CONSEQUENCES**

1. Verbal warning
2. Meeting with me
3. Contact home
4. Meeting with principal

\*\*If a sub is here and a disciplinary issue arises= automatic meeting with principal\*\*

**SUMMARY OF LAB RULES**

1. No food or drink at any time during a lab activity.
2. Any pre-lab assignments **MUST** be completed in order to participate in lab. Missing a lab due to not having your pre-lab completed on time will result in a “0”.
3. No horseplay
4. *Listen* carefully to my instructions and *follow* them
5. Clean up your space at the end of the lab. Return your equipment to the correct drawer/cupboard
6. If you have questions…ask me!

**PLAGAIRISM:** Cheating of any kind will NOT be tolerated. School policy will be followed.

1. 1ST Offense = “0” on the assignment
2. 2nd Offense = “0” on the assignment + detention
3. 3rd Offense = “0” on assignment + detention + referral to the office

\***NOTE**: As your handbook states, repeated offenses may result in the **LOSS OF CREDIT FROM THIS COURSE!**

**What constitutes plagiarism/cheating?**

-Copying & Pasting work from another individual

 -Cheating on a test or assignment

 -Allowing another student to copy (or use in any way) your work

**MY PET PEEVES**

1. Talking when I am talking!
2. Packing up your stuff to leave while I am still talking!
3. Trying to grade your work and not being able to read it!

**Syllabus Agreement**

After reading and understanding the contents of this syllabus, please sign below. See me if you have any questions or concerns.

I, , have read and understood the classroom syllabus and procedures for

 (Student)

the upcoming school year. I agree to abide by the rules and to accept any consequences that may follow if I choose not to abide by the rules.

 (Student signature) (Date)

 (Parent signature) (Date)