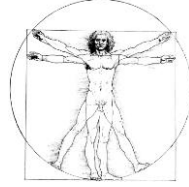


Terry Sanford High School
Anatomy and Physiology



Instructor: Estelle Vorreyer
Room Number: 55
Tutoring Hours: 7:30.m. – 8:00 a.m. Tuesday - Thursday
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Course Description

Anatomy and Physiology focuses of the eleven human body systems and their functions throughout all levels of organization.

Required Materials

- ❖ Hole's *Essentials of Human Anatomy and Physiology* textbook (issued by the instructor)
- ❖ Three-ring notebook with 4 section dividers
- ❖ Two 1-subject spiral notebooks – 1 for Body Builders and Journal and 1 for Interactive Notebook
- ❖ Loose-leaf notebook paper
- ❖ Four-colored pen or pens
- ❖ Colored pencils
- ❖ Glue sticks
- ❖ Highlighter
- ❖ Tissue, paper towels, latex free gloves, individual alcohol wipes, and dry erase markers for the classroom would be greatly appreciated!

REMEMBER: The Final Exam is administered at the end of the course. It counts 20% of the student's final grade!

Evaluation Criteria

- ❖ Classwork/Homework 25%
- ❖ Labs/Activities/Bodybuilders 20%
- ❖ Quizzes 25%
- ❖ Tests/Interactive Notebook/Projects 30%

Grading Policy

A	90 - 100
B	80 – 90
C	70 – 80
D	60 – 70
F	59 & below

Body Builders and Journal

- ❖ Body Builders, or warm-ups, and/or journaling will be assigned on a daily basis and graded after each set of ten. If a student is absent, it is the responsibility of the student to make up the body builder from the day(s) missed.
- ❖ Body Builders and journal entries are to be kept in the 1-subject spiral notebook.
- ❖ Procedures for Body Builders and entries will be discussed and modeled by the instructor during the first week of the course.

Classwork

- ❖ Classwork and notes will be assigned daily. It is extremely important to complete & return ALL assignments ON TIME.
- ❖ If the student is absent the day a written assignment is given he/she will have three school days to make-up the assignments. It is the responsibility of the student to obtain missed assignments and see the instructor for any copies of handouts needed.
- ❖ It will be the student's responsibility to obtain missing notes from a classmate or from the instructor.

Homework

- ❖ Homework will be assigned daily.
- ❖ All homework is due the next class day. Students should have their homework ready to be checked at the BEGINNING of class.
- ❖ If a student is absent the day homework is due, the assignment will be due the day the student returns to school.
- ❖ If a student is absent the day the homework is assigned, he/she has three school days to make-up the assignment.
- ❖ It is the responsibility of the student to obtain the missed homework assignment.

Do NOT use another student's work to complete yours! If you are found using other students work, both your work and the work of the other student may not be accepted!

Laboratories & Activities

- ❖ Laboratory work will be performed regularly to support science inquiry skill and support understanding of the curriculum
- ❖ Students must follow the safety rules and procedures at all times during a lab. Students may be suspended from laboratories for failure to comply.
- ❖ Safety is very important in the laboratory. **Any students caught not following safety guidelines may receive a zero for the lab and may not be able to participate in labs for the remainder of the grading period.** Please refer to the Lab Safety Contract for details pertaining to labs.
- ❖ Due to safety regulations some labs cannot be made up, therefore daily attendance is important. For those labs that can be made up, a time to do so should be coordinated with the instructor.

Quizzes

- ❖ Quizzes will serve as a review. NOT all quizzes may be announced in advanced. Be prepared at ALL times!
- ❖ All quizzes must be made up three days prior to the end of the grading period. Be sure to use PAWS time to your advantage to make up quizzes.
- ❖ It is the responsibility of the student to make-up a missing quiz. Failure to do so will result in a zero.

Tests

- ❖ Tests will be administered after completion of specific objectives.
- ❖ It is the student's responsibility to make-up a missed test. Failure to do so will result in a zero. Make-up and Retesting are offered Tuesday – Thursday mornings & afternoons by appointment. Be sure to use PAWS time to your advantage to make up tests.
- ❖ All missed tests must be made up three days prior to the end of the grading period.

The FINAL EXAM counts 20% of your final semester class grade and will consist of both a written test and a dissection/laboratory evaluation.

Interactive Notebook

- ❖ Interactive Notebooks will serve in aiding for review of each objective tested. It will be an additional tool to be utilized for in class preparation.
- ❖ Procedures for the Interactive Notebooks will be discussed and modeled by the instructor throughout the course.
- ❖ Interactive Notebooks will be collected each test day & each will count half a test grade.

Projects

- ❖ Projects will be assigned in each grading period.
- ❖ Projects will count 1 to 2 test grades.
- ❖ Rubrics with special instructions will be sent home regarding the requirements for each project.
- ❖ Late projects will result in a reduction of 5 points per day late.

Class Notebook

Students should keep a notebook throughout the grading period. All notes, illustrations, lab questions, etc. should be included. The notebook should consist of sections for:

- ❖ Notes
- ❖ Classwork & Homework
- ❖ Labs & Activities
- ❖ Quizzes & Tests

Late Assignments

- ❖ Late work for a full grade will only be accepted by the third day after an absence. If you are absent the day an assignment is due, but present when it was given, it is due the day you return.
- ❖ LATE CLASS WORK & HOMEWORK IS NOT ACCEPTED UNLESS YOU HAVE BEEN ABSENT. IF YOU ARE PRESENT THE DAY AN ASSIGNMENT IS GIVEN & ABSENT THE NEXT DAY YOUR WORK IS DUE AT THE BEGINNING OF THE NEXT CLASS FOR WHICH YOU ARE PRESENT.
- ❖ If you are absent and work is turned in within 3 days it is NOT late. However, do NOT use another student's work to complete yours!
- ❖ Late Bodybuilders will result in a 25 point reduction and late Interactive Notebooks will result in a 10 point reduction.

Tutoring

- ❖ Tutoring & Retesting will be offered Tuesday – Thursday mornings from 7:30-8:00 a.m. If necessary, afternoons can be arranged by appointment.
- ❖ The instructor may leave if no student has shown by 7:45 a.m. Students who will be late need to inform the instructor prior to the tutoring.
- ❖ Please see the instructor for a morning pass at least one day prior to tutoring

Retesting & Make-up Tests

- ❖ Retesting for any test (not quizzes) is offered to anyone before school or afterschool by appointment. Students are allowed 1 retest per grading period. Please contact the instructor if another day is needed to retest.
- ❖ It is the student's responsibility to make up missed tests. All tests must be made up within three days prior to the end of the grading period.
- ❖ Students who are absent the day a test is given forfeit the retest privilege.

Class Procedures and Rules

1. Obey ALL rules in the County and School Handbooks.
2. Come to class EVERYDAY and ON TIME!
3. Enter the classroom quietly, prepare your class materials, turn in your homework to the box BEFORE the bell, and begin your Body Builders before the bell rings. Your socializing is done in the hallways. The classroom is for learning.
4. Always bring ALL required materials to class. I will NOT let you out because you forgot something.
5. No eating in class. I do not need any unwanted class pets.
6. Show respect and courtesy for the instructor, yourself, fellow classmates, and the classroom. DO NOT INTERRUPT ANOTHER STUDENT'S LEARNING.
7. Electronic devices are only permitted in class for instructional use. Permission from the teacher is necessary for use. All cell phones will be collected during any assessment. If you do not want to turn in your cell phone do not bring it to class!
8. The teacher dismisses the class, NOT the bell. If you all are in your seats & quiet when the bell rings, you will get to leave faster.
9. A student caught cheating (copying homework, class work, quizzes, tests, etc.) will receive a zero and will result in immediate disciplinary action. ALL STUDENTS INVOLVED in cheating will receive a zero. Cheating is a self-inflicted insult.
10. Think before you speak or act. Is it a good choice?

We have read & understand the course requirements and expectations for Honors Anatomy & Physiology.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____