

**ANATOMY & PHYSIOLOGY REQUIREMENTS**

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**\*\* KEEP IN NOTEBOOK AT ALL TIMES FOR QUICK REFERENCE !!!!! \*\***

**I. GRADING PROCEDURES:** Your grade is determined by your performance in the following three categories:

- A. **CLASSWORK (10% of grade)** which includes: worksheets, labs, group work, and video worksheets.
- B. **TESTS (70% of grade)** which includes; exams, quizzes, and twice a quarter current event.
- C. **EMPLOYABILITY SKILLS (20% of grade)** As if you are a company employee, you will be evaluated using the following criteria: Does your behavior, attendance, and work ethic contribute to the smooth functioning of the class?
  1. Attendance (see Student Handbook for school policy) **2 points deducted for each unexcused absence.**
  2. Is not tardy. **2 points deducted for each unexcused tardy.**
  3. Completion of and turning in work. **--1 point deducted for each zero**
  4. Brings all equipment necessary for class.
  5. Dresses according to SHS dress code.
  6. Attitude of cooperation with teacher and fellow students.
  7. Participates in the day's assignment including group projects and completes assignments on time.
  8. Uses **ALL** class period for Anatomy/Physiology --NOT SOCIALIZING!
  9. When told, wears protective lab equipment.
  10. Always works to his/her capabilities.
  11. No electronic device usage

**II. CALENDAR:** Every student will receive a calendar *for each unit* showing the due dates of all assignments, test dates, and a day by day record of class activities. This calendar is a reference for both the parent and student. Extra calendars are available for parents and are posted online.

**III. MAKE UP WORK FOR AN ABSENCE:** I follow school board policy.

**Excused Absences and make-up work**

Students will be permitted to make up all missed assignments/tests for EXCUSED absences. You will have *one day* to make up your work for *each day* of excused absence. For example, if you are absent on Monday and Tuesday, you would have Wednesday and Thursday to make up all work.

**Unexcused Absences** *Every unexcused absence results in the loss of 2 Employability Skills point(s).*

"Unexcused Absence" is defined as having missed the entire class without a parent/guardian's permission, or submitting an Attendance Request form to Attendance Office beyond the three (3) school days after the absence.

Unexcused absences result in the loss of employability points for each class. Student is permitted to complete work missed on their day of absence, however they will receive a **30% reduction** on all assignments, homework, class work, tests, labs etc., due on the date(s) of the unexcused absence(s). You will have *one day* to make up your work for *each day* of unexcused absence. For example, if you are absent on Monday and Tuesday, you would have Wednesday and Thursday to make up all work.

**IV. TARDIES:** An unexcused tardy **will** result in losing employability skill points (*2 points per tardy*). Unexcused tardies are defined as not being in the classroom **when the bell rings**. After the bell has rung, a written excused hall pass will be required for an excused admission to class. **NO EXCEPTIONS!!!**

**V. NOTEBOOK: KEEPING A COMPLETE WELL ORGANIZED NOTEBOOK IS VERY IMPORTANT.**

**a. YOU WILL BE ALLOWED TO USE YOUR NOTEBOOK ON THE MIDTERM AND FINAL EXAM.**

**b. At the end of each grading period, you may turn your notebook in to be graded, and that grade can be used to replace a quiz or test grade.**

**VI. MISCELLANEOUS: EXTRA CREDIT**--Rarely available...there may be some online quizzes to help you prepare for exams. Check with Mrs. D to see what is available. Do your work correctly and on time the first time!

**VII. EQUIPMENT NEEDED EVERY DAY IN CLASS:**

- A. **LARGE** (200 pg) 8 1/2 x 11 spiral notebook (hard or plastic cover,) with pockets ; folder or small notebook for labs if no pockets in spiral notebook. Probably need one for each semester
- B. Glue sticks or tape- I prefer glue sticks (UHI brand are nice) , the big ones. Buy them as you need them or they dry out.
- C. Colored markers or pencils (**numerous colors!!!!**)
- D. GOOD TO HAVE: highlighter; durable write-on, stick-on tabs to mark chapters; scissors; fine line markers in red and blue.
- E. Bring a GOOD ATTITUDE and GOOD QUESTIONS!!!

**VIII. EQUIPMENT NOT NECESSARY BUT VERY HELPFUL:**

Internet access

Cliffs Quick Review, Anatomy and Physiology - ISBN 0 7645-6373-4

Anatomy & Physiology for Dummies - ISB # 0-7645-5455-0