

**Human Anatomy & Physiology Class Policies and Guidelines**

Welcome to Human Anatomy and Physiology and the 2020/2021 school year! I am excited to be working with all of you and am looking forward to a fun and challenging year. As much as possible, I want my students to practice in class what scientists do: observing, hypothesizing, experimenting, and drawing conclusions. Learning content (facts) about the human body and the medical field and helping students to think like scientists (critically, logically, using justification for arguments) is my emphasis. To achieve this; students will participate in lectures, labs, activities, dissections and research projects along with various class work and homework assignments.

Subject: **Human Anatomy and Physiology**

Teacher: Mrs. Meadows

**Recommended Materials**: Laptop with easy access to the internet, Spiral- Bound Notebook (~120 pages), pen and pencil, markers or colored pencils, highlighter and glue sticks. Student must have these materials each day in class to be successful. Textbooks will be checked out in August for students to have until June. Textbook should be left at home unless otherwise instructed.

\*\*\*If a student cannot afford to purchase the recommended materials, the student should contact the teacher and materials will be provided.

Communication: Teacher’s google voice number (559) 475-8206

 Teacher’s Email jennymeadows@cusd.com

Zoom Office Hours Monday 1:20-2:40, Wednesday-Friday 8-9 am, Tuesday- Friday 2:10-2:40

Teacher’s Website meadowscloviseast.weebly.com

\*See teacher’s email for zoom links, google classroom and remind codes.

1. **Attendance**

Attendance will be taken each class period. Call Attendance Clovis East High School (559) 327-4000 to clear attendance.

1. **Course Description**

Human Anatomy and Physiology is a one-year high-level science course designed for college-bound students who desire to develop an understanding and appreciation of the human body. Students will learn the structures, functions, and regulation of the human body systems through a variety of strategies.

**Course Main Objectives:** By the end of this course, students should be able to:

* Name and understand the terms that describe relative positions, sections, and regions of the human body.
* Distinguish types of tissues.
* Identify parts of the integumentary, skeletal, and muscular systems.
* Describe the conduction and transmission of nerve impulses and integration with the special senses.
* Associate various hormones with functions and glandular origin.
* Understand the function, cells, tissues, and organs involved in the circulatory and immune systems.
* Identify and describe functions of organs in the digestive, respiratory, and urinary systems.
* Compare/contrast male and female reproductive organs.
* Compare/contrast human anatomy with cat anatomy.
1. **Grades**

Student progress and understanding will be measured using a variety of assessments including: laboratory write-ups and dissections, activities, research projects and presentations, various classwork and homework assignments, quizzes, tests- both lab and written, and keeping a science notebook.

Grading scale: A 100%-90%, B 89.9%-80%, C 79.9%-70%, D 69.9%-60%, F 59.9 % and below.

1. **Assessments**

Tests and quizzes will be given on a regular basis in class. Tests will be written and as laboratory practical exams. Students will be notified at least 4 days prior to a test; quizzes may be unannounced. If a student misses a quiz or test he/she will be given **ONE WEEK** to make it up. All students are expected to study on a consistent basis to keep Anatomy concepts fresh in his/her mind. Assessments will make up at least 60% of your semester grade. A comprehensive final will be given each semester. All assessments will be timed and open notebook.

1. **Homework**

Homework will be given to reinforce, or introduce, key concepts covered in the classroom. Homework will be given most nights. Anatomy and Physiology requires a lot of memorization so I ask my students to stay on top of studying and review what we are working on in class for at least 10-20 minutes every day.

1. **Notebooks/Lab Work**

Work not completed digitally for this class will be kept in a science notebook. Notebooks will be graded on a regular basis. In order for a student to earn credit for his/her notebook the student must have assignments glued in number order with all assignments, notes and summaries complete.

Labs and dissections will be completed on a regular basis in class. There will be a writing/report component to each lab completed in class.

***As a part of the participation grade students can only receive credit for labs if they are in class on the assigned day.***

1. **Absence/Make up work/Late Work**

Students with excused absences will have **1 week** from the absence to make up missed assignments and exams. It is the student’s responsibility to schedule a make-up time for an exam, and it is the student’s responsibility to pick up/access missed work and to turn it in on time. When a student returns to class from an excused absence it is best to pick up/access missed work immediately. No exceptions to this policy will be made. Late work for current units of instruction will be accepted for up to 75% credit one week past the assignment’s due date and up to 50% credit until the day of the unit assessment. No late work for the unit will be accepted past the unit assessment date.

1. **Tardies:** This class follows the school tardy policy and will be strictly enforced. If you are not present inside the classroom at the scheduled class time you are tardy. All tardies and absences will be tracked and standard SRC/Site policies apply.
2. **Support**

Instructor will be available during scheduled office hours/intervention times or via email for review, questions and assistance. This is a very challenging science course so please come and get my help whenever it is necessary. I highly encourage students to form study groups with other students from the class.

1. **Behavioral Expectations**

Students are expected to know and adhere to all school and district policies and behavior standards outline in the Student and Parent Information Handbook of CUSD and CEHS.

1. **Plagiarism**

Do not cheat or copy. Do not use or borrow other people’s ideas. Students are expected to do their own work at ALL times. Do not lend your work to another student to use. Any student who is caught cheating or plagiarizing will be given a zero on the assignment or test and will be referred to the SRC for disciplinary action.

1. **Note to parents**

Some zoom sessions may be recorded for instructional purposes. Student privacy will be protected.

You can do many things to make sure your student is successful in class. Please check your student’s notebook on a regular basis. If the assignments are in number order, and they look complete, your student is on track to earning a good grade. If there is no official assignment for the evening (homework) or your student has completed their daily work, your student should be taking 10-20 minutes to review their notebook or textbook. This helps to keep concepts fresh in a student’s mind, and they will be ready to move on to new concepts at the next class meeting. **Please check your student’s progress on parent connect.**

Contact the teacher anytime to check on your student’s progress.

Last but not least, visit the CEHS Main Office to sign up for Zangle Parent Connect. You can check your student’s grades and attendance in real time, 24 hours a day, via the internet.

The Clovis Unified School District does not discriminate on the basis of race, color, disability, or national origin in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX, and Section 504.  Complaints:  Contact Dr. Barry Jager, Human Resources, (559) 327-9308.

Favor de llamar a la oficina para assistencia in espanol.

Thov tiv tauj peb lub hoob kas yog xav tau kev pad nrog lus Hmoob.

ਕਲੋਵਸ ਯੂਨੀਫਾਈਡ ਸਕੂਲ ਡਿਸਟ੍ਰਿਕਟ ਜਾਤ, ਰੰਗ, ਅਪੰਗਤਾ ਜਾਂ ਰਾਸ਼ਟਰੀ ਮੂਲ ਦੇ ਆਧਾਰ ਤੇ ਵਿਤਕਰਾ ਨਹੀਂ ਕਰਦਾਟਾਈਟਲ 6 ਦੇ ਲੋੜ ਅਨੁਸਾਰ ਆਪਣੇ ਪ੍ਰੋਗਰਾਮਾਂ ਅਤੇ ਗਤੀਵਿਧੀਆਂ ਵਿੱਚ ਭਰਤੀ ਜਾਂ ਪਹੁੰਚ ਅਤੇ ਉਨ੍ਹਾਂ ਦੇ ਇਲਾਜ ਵਿੱਚਟਾਈਟਲ IX ਅਤੇ ਸੈਕਸ਼ਨ 504. ਸ਼ਿਕਾਇਤਾਂ: ਸ਼੍ਰੀ ਬੈਰੀ ਜਾਗਰ, ਹਿਊਮਨ ਰਿਸੋਰਸ, (559) 327-9308 ਨਾਲ ਸੰਪਰਕ ਕਰੋ

**Site Zoom Expectations**

Essential Agreements for CUSD Students:• Log-on daily, each period, on time. • Enable video the entire class period with face shown • Use first and last name as your computer Zoom name (unless approved by teacher)• Be seated in an appropriate learning space (e.g. desk, table, counter, quiet space)• Must follow CUSD Dress Code policy while on Zoom.• Abide by the Technology Agreement form• Actively participate in online learning the entire time with teacher, support staff, and peers, daily via online learning, email, google classroom, etc.• Stay on pace with daily assignments• Take assessments online as directed by teacher• Have access to laptop/Chromebook and internet for work completion (devices available through the site

**Mrs. Meadows In-Person Class/Student Expectations:**

**A. Put forth your best effort to learn in school.**

 1. Keep up with your studies; study for a few minutes every day.

2. Write your name, date and period on every assignment.

3. Keep everything done in class in your science notebook. Bring this notebook with you every day to class.

4. Do high quality work of which you can be proud. Think about your work; type it or write it neatly and legibly. Unless otherwise instructed, always write in complete sentences.

5. Check on your progress on the grade printouts-even teachers can make mistakes.

**B. Be prepared to learn**

1. Be in class every day and be on time.

2. Turn in work on time. Turn in all work- even if it is late. Late work will receive partial credit.

3. Unless otherwise stated, all work is due at the beginning of the period.

**C. Respect the rights of students to learn and the teacher to teach.**

1. Be appropriately quiet and on task during class.

2. Be respectful in class and when working in groups. Cursing, teasing and bullying in any form is not acceptable.

3. The teacher excuses you, NOT THE BELL!

4. No cell phones, iPods, cameras or other electronic devices unless instructed by teacher.

5. Headphones are never allowed in class. Wearing hats or hoods is never allowed in class.

**D. Respect the property of others and demonstrate pride in the appearance of school buildings, equipment, and grounds.**

1. You will not be excused until your workstation in clean and all equipment is returned to the teacher.

2. Keep desks, tables, chairs, and equipment free of writing. Failure to do so will result in a lunch detention and parent-teacher contact.

3. NO FOOD, GUM, OR DRINKS OTHER THAN WATER IN CLASS.



**Student Laboratory Safety Contract**

**Purpose:** Science includes a lot of hands-on labs. In this class you will be doing many laboratory activities that require the use of expensive equipment and chemicals. Safety in the science classroom is always the #1 priority for students, teachers and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. **These rules must be followed at all times**. Both you and your parent/guardian must sign these rules before you can participate in the laboratory. Failure to follow the laboratory safety rules may result in students being removed from the laboratory, detention, and/or a failing grade on the lab.

**General Laboratory Rules:**

1. Follow all written and verbal instructions completely. If you do not understand a direction or part of a procedure, ask the teacher before proceeding.

2. When first entering a science room **do not** touch any equipment, chemicals, or other materials until you are instructed to do so.

3. **Do not** eat food, drink beverages, or chew gum in the laboratory.

4. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and not allowed.

5. Laboratory work spaces should be kept clean and tidy at all times.

6. Keep aisles clear of chairs, stools, and backpacks.

7. Be familiar with the locations and operating procedures of all safety equipment.

8. Notify the teacher immediately of any unsafe conditions you observe.

9. Dispose of all chemical waste properly. The teacher will always explain how to safely dispose of laboratory waste. **THE SINK IS NOT A TRASHCAN!**

10. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments.

11. Experiments should be personally monitored at all times. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.

12. When using knives or sharp objects, always carry with tips and points pointing down and away from you. Always cut away from your body. Never try to catch falling sharp objects. Grasp sharp objects only by the handles.

13. Anytime chemicals, heat or glassware are used, students will wear safety goggles.

14. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Open toed shoes are not allowed during labs.

15. Report any accident or injury to the teacher immediately, no matter how trivial it may appear.

16. If you or your lab partner is seriously hurt, immediately yell to get the teacher’s attention.

17. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless told to do so by the teacher.

18. Check the label on chemical bottles twice before removing any of its contents. Take only what you need.

19. Never remove chemicals or other materials from the laboratory area.

20. Never handle broken glass with your bare hand. Immediately tell your teacher and they will clean up any broken glass. Never use chipped, cracked or dirty glassware.

21. Do not immerse hot glassware in cold water because it will cause the glass to crack or shatter. Never point the end of a test tube at yourself or anyone else. Never look into a container that is being heated.