**Syllabus – Anatomy and Physiology**

**Teacher:**Ms. Jordan

**Website:** **http://www.bath.k12.va.us/bchs/kayalaj/default.aspx**

**Email:**kayalaj@bath.k12.va.us

**Course Description:**Human Anatomy and Physiology is a laboratory-based course that investigates the structure and function of the human body. Topics covered will include the basic organization of the body; biochemical composition; and major body systems along with the impact of diseases on certain systems. Students will engage in many topics and competencies related to truly understanding the structure and function of the human body. Working from the topics of basic anatomical terminology to the biochemical composition of the human body, all the way into great detail of each of the major systems of the body, students will learn through reading materials, study guides, unit worksheets, group work, projects, and labs. High levels of achievement will be in effect. Students will be responsible for proper use of lab equipment, lab reports, and projects assigned throughout each unit. One of the goals of this course is to prepare students with the skills necessary to be successful in future science classes in college.

**Materials:**

* 3-ring binder (1")
* Dividers
* Composition notebook (or a notebook)
* Glue sticks and/or tape
* Colored pencils and/or markers
* Pencils!!! Please do not forget to have a writing utensil!

**Classroom Policies:**

1.      RESPECT your teacher and your classmates.

2.      NO CURSING will be tolerated in the classroom at any time.

3.      TIMELINESS is an absolute must!  You must be in the room when the bell rings every day.

4.    ALL WORK MUST BE TURNED IN ON TIME…no excuses!

5.      DO NOT HOVER AROUND THE DOOR WAITING FOR THE BELL TO RING!

6.      NO DRINKS OR SNACKS ARE PERMITTED IN CLASS! The only thing you will be allowed is water.  No soft drinks, juices, or snacks of any kind.

7.      ORGANIZATION IS NOT AN OPTIONAL REQUIREMENT!  Your binder should be with you at all times and should be organized so you can find things easily.  KEEP EVERYTHING AND THROW AWAY NOTHING! We will be using interactive notebooks, so please keep your notebook neat and tidy and make sure everything goes in it!

8.      USE THE RESTROOM BEFORE CLASS STARTS. When you get to class, there should be no reason to go to the restroom, your locker, or to the office unless it is an EXTREME emergency.

9.      ABSOLUTELY NO COPYING OF WORK WILL BE TOLERATED!

10.  NO iPods, tablets, IPads OR MP3 PLAYERS ARE NOT PERMITTED IN CLASS EVER!

11.  NO SLEEPING IN CLASS.  I will not wake you up, nor will I give you extra time to do your work.

12. If you are absent a day, then you need to get in the folder and get out the work you missed. If the work is not completed you will not be graded.

13. All school rules apply in this class including the cell phone policy, if I see it, I take it, even if it is in your pocket!

**Classroom Procedures:**

1.      All classwork is to be turned in to the designated folder.  Find the folder for your class, and place your work in the folder to be graded.  If you don’t put it in the folder, it won’t be graded and it will be given a zero.

2.      Extra credit opportunities are available in the “Extra Credit Corner” on the table in the back of the room.  Most of the time, you will be permitted to complete 1 of the available assignments.  All the extra credit is to be turned in to the folder on my desk at least 1 DAY BEFORE A TEST. Not all units will have extra credit available.

3.      If you miss school, the number of days that you miss will determine the amount of time you have to make up your work.  Make-up work can be found in the folders on the cart by the door.  Just find the folder for your class and look for the work with your name.

4.      If you miss a test day, you need to see me personally to set up a time either before or after school to make the test up.  I am very flexible and will stay after just about any day that you would need.

5.      Leaving the classroom should be kept to a minimum.  You will be issued 9 passes each grading period.  That works out to be one pass per week.  When you find an appropriate time in class to use a pass, you need to ask to leave. Sign out and then sign in when you return. Failure to sign in/out will result in losing your privileges to leave class.

6.      Textbooks are your responsibility to keep up with. There will be times when we do not use the textbook, but it is still necessary for you to have it. You may leave your textbook in the classroom, however it is still your responsibility and there have been instances that there have been textbooks taken.

7.      Some items in Mrs. Jordan’s room are off limits….sitting in her chair/stool, file cabinet and lab cabinet in the back of the room.  Also do not write on the boards or open up a window without permission. Don’t get caught being disrespectful!

**Homework/Reading Assignments:**

Most homework assignments will be due the next day! I always write the assignment on

The whiteboard, but it is your responsiblility to record the due date as well. DUE DATES mean DUE DATES! If it is not turned in on time it will result in a ZERO.

**Class participation:**

Participation is expected in both classroom and laboratory situations. It is your responsibility to be attentive. This will help you get the most out of this class. It will also help to make or break your grade at the end of each 9 weeks. Participation is counted for your grade.

**Evaluation:**

You will be evaluated on classwork and homework assignments, quizzes (both announced and pop quizzes, formal tests, laboratory assignments, laboratory tests, class participation, projects/presentations and exams.

**Home involvement:**

I want to encourage that you inform your parents/guardians about what we are doing. I also will ask throughout the year for items from home to be brought in, as well as seeking outside help with projects. If there is a letter to be brought home, please take it home!

**Remind 101:**

I will be using remind 101 this year as a way to keep open communication. I want to encourage both students and parents/guardians to utilize this tool.

**Lab Safety Rules for Ms. Jordan’s Earth Science**

1.   Conduct yourself in a responsible manner at all times in the laboratory.

2.   Follow all written and verbal instructions carefully.  If you do not understand a direction or part of a procedure, ASK YOUR TEACHER BEFORE PROCEEDING WITH THE ACTIVITY.

3.   When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.

4**.   Do not eat food or drink beverages in the laboratory**.  Do not use laboratory glassware as containers for food or beverages.

5.   Never fool around in the laboratory.  Horseplay, practical jokes, and pranks are dangerous and prohibited.

6.   Observe good housekeeping practices.  Work areas should be kept clean and tidy at all times.

7.   Be alert and proceed with caution at all times in the laboratory.  Notify the teacher immediately of any unsafe conditions you observe.

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

9.   Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.

10.      Know what to do if there is a fire drill during a laboratory period; containers must be closed, and any electrical equipment turned off.

11.      Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it seems.  Do not panic.

12.      Never handle broken glass with your bare hands.  Use a brush and dustpan to clean up broken glass.  Place broken glass in the designated glass disposal container.

13.      Examine glassware before each use.  Never use chipped, cracked, or dirty glassware.

14.      If you do not understand how to use a piece of equipment, ASK THE TEACHER FOR HELP!

15. Make sure that you are wearing personal protective wear and that if you have long hair, have a hair tie to put it up. Also sandals and open toed shoes are prohibited in the lab, as well as loose clothing, you may not be able to participate if your clothing will be a hazard to you or your classmates.

And remember…ALWAYS USE COMMON SENSE!

You are responsible for earning your grade. I am always willing to help you, but you must do the work! Please ask me for help if you need it!

***Please sign here to show that you have read this syllabus and return it to me. I will give 5 extra credit points for this!***

***Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***