

# Anatomy & Physiology Syllabus

## Ben Barber Career Technology Academy

**Instructor:** Crista Parr

**Work Email:** [cristaparr@misdmail.org](mailto:cristaparr@misdmail.org) - Emailing is the best way to contact me!!

**Work Phone:** 682-314-1600

### Course Information:

A & P is a **laboratory based** class concentrating on the organization, function, and integration of the human body systems. All major body systems will be covered including integumentary, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, urinary, reproductive, endocrine, and lymphatic. In-depth dissections will be part of the curriculum. This a non-certification course, however, is considered as part of the requirements to be eligible for future certification courses in health science. Students will receive a **Science Credit** for this course on successful completion of this course. Students are encouraged to participate in M<sup>2</sup>, a co-curricular youth organization. (Grades 11-12)

### Textbook:

#### Introduction to Anatomy and Physiology

\* This book is an on-line book.

- Step 1 – **Locator:** Click on <http://www.g-wonlinetextbooks.com/> or copy and paste the link into your web browser
- Step 2 – **Login:** “My Bookshelf” page: Username: bbcta02      password: anatomy14
- Step 3 – **My Bookshelf:** Select the student content you would like to review

### Recommended Supplies:

- Spiral Notebook ( 1 subject)
- Colored Pencils/Markers (your own set)
- Ipad - We will be using google classroom amongst other things, so please bring a fully charged Ipad to class daily.
- **Project supplies when needed**

**Google Classroom:** – A classroom code will be needed in order to join and submit **ALL** electronic work.

# Semester At A Glance

## Anatomy & Physiology - Year At A Glance (Schedule Subject to Change)

1st/4th Grading Period		2nd/5th Grading Period		3rd/6th Grading Period	
<b>Unit of Study:</b>	Introduction to the Body	<b>Unit of Study:</b>	Joints	<b>Unit of Study:</b>	Digestive System
<b>TEKS:</b>	1b; 2a;3h; 4d-4f; 7a-b	<b>TEKS:</b>	1b; 2a; 3h; 6d; 11a-d	<b>TEKS:</b>	1b; 2a; 3h; 5b; 11a-d
<b>Unit of Study:</b>	Biochemistry	<b>Unit of Study:</b>	Muscular System	<b>Unit of Study:</b>	Urinary System
<b>TEKS:</b>	1b; 2a; 3h; 5a	<b>TEKS:</b>	1b; 2a;3h; 6a,d; 8a; 11a-d	<b>TEKS:</b>	1b; 2a; 3h; 9a-c; 11a-d
<b>Unit of Study:</b>	Cells	<b>Unit of Study:</b>	Lymphatic System/Blood	<b>Unit of Study:</b>	Endocrine System
<b>TEKS:</b>	1b; 2a; 3h; 7a-b; 13a	<b>TEKS:</b>	1b; 2a; 3h; 10a; 11a-d	<b>TEKS:</b>	1b; 2a; 3h; 11a-d
<b>Unit of Study:</b>	Integumentary System	<b>Unit of Study:</b>	Cardiovascular System	<b>Unit of Study:</b>	Nervous System
<b>TEKS:</b>	1b; 2a; 3h; 11a-d	<b>TEKS:</b>	1b; 2a;3h; 9a-c; 11a-d	<b>TEKS:</b>	1b; 2a; 3h; 6c; 8a; 10 a;11a-d
<b>Unit of Study:</b>	Skeletal System	<b>Unit of Study:</b>	Respiratory System	<b>Unit of Study:</b>	Reproductive System
<b>TEKS:</b>	1b; 2a; 3h; 11a-d	<b>TEKS:</b>	1b; 2a; 3h; 9a-c; 11a-d	<b>TEKS:</b>	1b; 2a; 3h; 11a-d; 12a-c

### First Semester:

1st grading period 08/14 - 09/20  
 2nd grading period 09/23 - 11/1  
 3rd grading period 11/4 - 12/18

### Second Semester:

4th grading period 1/08 - 2/21  
 5th grading period 2/24 - 4/09  
 6th grading period 4/13 – 5/28

**CERTIFICATIONS:** No certification received in this course

### **GRADING POLICY:**

Six weeks grades shall be obtained by averaging daily work (homework, class work, or daily/pop quizzes, MISD Curriculum Based Assessments, etc.) and major grades (tests, projects, lengthy assignments, etc). The exceptions include science classes which include grades for labs, English classes which include grades for writing assignments, and Foreign Language which include grades for speaking/listening. Daily assignments may count more than once, but no more than twice.

### **POSTING STUDENT WORK:**

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments. Parents and students wanting more frequent grade status updates are encouraged to request a password and user name to access the district's Family Skyward Access Program. Skyward can be found on the school's website.

#### **MISD GRADING SCALE:**

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = Below 70

I = Incomplete work (not considered an academic grade)

#### **GRADING PERCENTAGES:**

Tests/Projects 50%

Labs/Interactive Notebook 30 %

Daily Work/Quizzes 20%

#### **NUMBER OF GRADES EACH SIX WEEKS**

- Regular Classes: 8 grades (minimum)
- Pre-AP/AP Classes: 8 grades (minimum)
- All Classes: 2 grades minimum per each grading category
- 

#### **SEMESTER GRADES**

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods and the course semester exam.
- All courses
  - First Six Weeks = 26%      Second Six Weeks = 27%      Third Six Weeks = 27%
  - Semester Exam = 20%
- Course credit is awarded with a grade of 70 or higher. If a student fails either semester of any MISD yearlong course and passes the opposite semester with a high enough grade for an overall average of 70 for the full course, a full credit will be granted. In this situation, for averaging to occur, the courses must have been taken during the same school year and in consecutive semesters.

#### **STUDENT WORK**

The amount of time to complete assignments may vary with each student's study habits, academic skills and selected course load. This includes major projects such as research reports, book reports, major essays, and other assignments teachers designate as major projects.

#### **LATE WORK**

Students may be assessed a penalty of **30% points** for up to one class period. A score of zero may be given for work turned in after one day late.

#### **MISSED EXAMS OR ASSIGNMENTS: (administration will be notified for special circumstances)**

- Daily Work/Labs: Students are expected to ask for and make up missed assignments; missed assignments will be treated as late work once administered and due date is set.
- Major Work: missed exams are to be **completed immediately** upon returning to school; late work policy will be effective upon student return.

## **TEST RETAKES**

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.

## **TUTORIALS:**

If you are having any problems with the assignments, or have a failing grade, tutorials are available for you to get help.

Tutorials are offered **Monday-Friday** after school (until 3 pm), unless I am scheduled for a meeting, out for the day, or have hall duty. Extended Tutorial Hours are available upon request and/or as deemed necessary.

## **POSTING STUDENT WORK**

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

## **WEIGHTED CREDIT**

Per MISD Board Policy EIC (LOCAL):

- The District uses a weighted numerical grading system. In calculating GPA, ten points (per semester) shall be added to a student's average in Advanced Placement (AP), Pre-AP, Academic Decathlon, and courses considered to be District-approved college level dual credit courses. All other courses shall not receive weighted points for completion.
- No weighted credit point shall be added for grades lower than 70.
- Weighted grading shall be reflected in the student's GPA and not numerically per course on either the student's report card or transcript.

## **UIL ELIGIBILITY ("No Pass/No Play")**

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
- Each six week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student's grade averages are 70% or higher at the subsequent 3 week grade reporting period.
- See MISD Board Policy FM (LOCAL) – Exempt Courses.

**CLASS PARTICIPATION:** Students will be expected to participate in class and in lab groups. The class will be structured to allow students to master time management. This requires students to take the responsibility for the time they spend in class. Students will have the opportunity to complete most/all of the work in class if they remain on task. Some of the materials we use will not be available outside of class, so they are encouraged to use class time wisely.

**RESTROOM/LEAVING CLASSROOM:** Students are to remain seated, listening/working, and raising their hand to ask questions. No restroom breaks are allowed during lecture or instruction. Allowing students to leave the classroom will be at the discretion of the teacher, unless otherwise noted by administrator.

### **TARDY TO CLASS:**

Students not in the classroom when the tardy bell rings will be considered tardy. Consequences will follow MISD policy.

### **ENTERING THE CLASSROOM:**

Students are expected to enter the classroom in an orderly manner. **ID's are required to be visible and worn by the student.** **Small snacks** are the only food items that may be brought into the classroom. Students will need to look at the white board/overhead in the front of the room for the day's agenda and any assignments that are due. You are expected to start working on the Start-Up or Warm-Up activity that is listed as soon as the tardy bell rings.

### **CONSEQUENCES:**

Consequences for classroom violations are based upon the severity of the violation, the behavior/attitude of the student, and the frequency of the violation.

#### **Consequences include:**

- Verbal warning to student.
- One-on-one conversation with student (will have another staff member present)
- If electronic device - taken up and turned into office
- Call home or office referral.
- Office referral and call home.

### **LAB SAFETY:**

Science is a lab-based class and it is of utmost importance that students become familiar with and follow all lab **safety rules**, lab procedures, and oral instructions. A MISD **safety contract** will be completed and turned in by each student before they are allowed to participate in a lab activity. Failure to turn in the safety contract will prevent a student from participating in lab. Students will also be required to take a **lab safety test** in which they must make a 100 before performing any lab.

**Cell Phones:** It is not appropriate to use cell phones during the class period for any reason, unless the teacher has identified an educational reason. The school will not be responsible for damaged, lost, or stolen telecommunication devices. If a student uses a telecommunication device without authorization during the school day, the device may be confiscated. **Cell phones/smart watches will NOT be allowed anytime during a quiz/test.** **Students may not video during class unless permission has been given for a project.**

### **ACADEMIC DISHONESTY: MISD POLICY WILL BE FOLLOWED.**

*“Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information, not properly using citations to give the owner credit, submitting the work of another person, allowing another person to substitute for oneself in completing the course work or taking a test, submitting work previously used without informing the instructor and securing approval, or tampering with computer files and/or academic work of others.”* – As defined by the MISD High School Student Handbook.

## **Consequences for academic dishonesty**

### **Daily Work**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement

### **Exams or Other Major Assessments**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement
  - An alternative exam or major assessment can be completed for a maximum grade of 70%
  - Academic Associate is notified and will schedule a meeting with student, parent and teacher

## **SELECTION PROCESS FOR UPPER LEVEL COURSES: -**

Step 1: Ben Barber administration determines the number of seats available, per campus, in each Health Science course identified and will share this information with the campus counselors.

Step 2: Students request courses through the counselors at their home campuses. Counselors will verify pre-requisites to ensure students are eligible for the course before the student is allowed to request a course. Students that have not met the pre-requisites will not be considered for any of the identified Health Science courses.

If the number of students requesting the course exceeds the number of seats available, the BBCTA administration will use the following selection process:

Step 1: Rubrics will be completed on an as needed basis. Health Science teachers will complete a rubric and submit this rubric on students they are NOT recommending for upper level placement. A copy of the rubric is available upon request.

Step 2: Completed rubrics will be evaluated by an administrator.

Step 3: Seniors will have priority over underclassmen as long as prerequisites and rubrics have been met.

Step 4: After senior placement, names will be drawn for remaining seats and five to ten alternates.

**ELECTIONS:** – Mansfield M<sup>2</sup> officers shall be elected by ballot by the organization members at a regular meeting of Mansfield M<sup>2</sup> at which the election will have been on the agenda. A majority of the votes cast shall be necessary for

election. In the event no candidate for an office receives a majority of the votes cast, there shall be a “run-off” ballot between the two candidates receiving the largest number of votes for that office. New officer elections will be held in December and these officers will hold their new positions as “officer elect” until the installation ceremony in April.

#### **COMPUTER LAB PROCEDURES: MISD POLICY**

- 1) Students must have proper student ID and campus authorization before use of computer equipment is allowed.
- 2) Students’ internet activities should be directly related to the current assignment.
- 3) Students are to log-off the computer at the end of each session. The last class of the day should shut down the computer being used.
- 4) Students will not download software or data nor install software unless specifically instructed to do so by the teacher.
- 5) Students may not bring outside media into a computer area without prior approval. This would include USB drives, floppy disks, CDs, DVDs, or any other form of electronic media.
- 6) The use of the district network services is a **PRIVILEGE**, not a right. Students will follow the acceptable use policy of Mansfield ISD at all times. Inappropriate use may result in the cancellation of those privileges.
- 7) Violations will be referred to a campus administrator for disciplinary or legal action.

## **Group Norms:**

We will be courteous **to teachers, classmates, MISD staff, and visitors at all times.**

We will come prepared to class – id, ipad, pencil/pen, notebook, etc.

We will all participate – random daily grades given for participation.

We will respect each other and all **EQUIPMENT** at all times!

We will remain seated until the bell rings to dismiss the class.

## **A & P Syllabus Confirmation**

**A day class code – 1<sup>st</sup> session – 80ol55l**

**B day class code – 1<sup>st</sup> session – c8fjwI**

**A day class code – 2<sup>nd</sup> session – 4ekscu**

**B day class code – 2<sup>nd</sup> session – 3czd7l**

**Signatures will serve as acknowledgement that the student and parent(s) have read and understand the course syllabus found on Google Classroom.**

**Student Name:** \_\_\_\_\_

**Home Campus:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:**

\_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_

**Parent/Guardian Email that you want me to use so I can keep you informed about grades, absences, and tardies:**

\_\_\_\_\_

**Parent/Guardian Telephone # that you want me to call so I can keep you informed about grades, absences, and tardies:**

\_\_\_\_\_

**Date:** \_\_\_\_\_





