



The SEED School of Maryland

ANATOMY AND PHYSIOLOGY

Course Syllabus

Welcome to the School Year 2019-2020. Below are some of the class policies established to facilitate success for all students in this class. The SEED School of Maryland school policies will take the place of any of the following if they are found to be contradictory.

COURSE DESCRIPTION:

The course is for those interested in science-related fields. Anatomy and Physiology is a discussion-based study of the human body. This course provides the foundation for an understanding of the human body. The study will range from molecules, cells, body systems, and processes. This course is designed for college preparation, especially for biology and those planning a career in health care.

MAJOR TOPICS OF STUDY: This course is divided into 16 units of study.

First Quarter	Second Quarter
1. Human Body: An Orientation	9. Endocrine System
2. Basic Chemistry	10. Blood
3. Cells and Tissues	11. Cardiovascular System
4. Skin and Body Membranes	12. Lymphatic System and Body Defenses
5. Skeletal	13. Respiratory System
6. Muscular	14. Digestive System and Body Metabolism
7. Nervous	15. Urinary System
8. Special Senses	16. Reproductive System

TEXTBOOK INFORMATION:

Essentials of Human Anatomy and Physiology 10th edition by Elaine Marieb

ISBN 978-0-321-69598-7

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Anatomy and Physiology Coloring Workbook: A Complete Study Guide 10e by Elaine Marieb

ISBN 978-0-321-74305-3

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GRADING POLICY:

The following letter grades are issued at the Upper School, SEED School of Maryland:

A – 100% to 93% (4.0)	B – 86% to 83% (3.0)	C – 76% to 73% (2.0)
A- – 92% to 90% (3.75)	B- – 82% to 80% (2.75)	C- – 72% to 70% (1.75)
B+ – 89% to 87% (3.25)	C+ – 79% to 77% (2.25)	F – 69 & below (0.0)

The following percentage will be utilized in calculating a student grade:

FORMATIVE ASSESSMENT	
Class work assignments (independent practice), In class written responses (warm-up, journal reflection entries) Group work, Class Participation Grade (see below)	70%
Quizzes	
SUMMATIVE ASSESSMENTS	20%
Tests, Projects Major presentations (lab reports), Long writing assignments (term papers, lab skill)	
HOMEWORK	10%
Homework (and vocabulary) worksheets	
Quarter Grade	100%

CLASSWORK/HOMEWORK:

All class work assignments are due at the end of the period unless otherwise stated. This grading category include many types of assignments including (but not limited to) daily warm-up which will be checked and collected at the end of the time allotted, routine assignments completed in class, regular homework assignments, and class participation. Participation grades will be included in the grading policy, and they will be given according to the following system.

PARTICIPATION & BEHAVIOR: KICKBOARD

“SEED Maryland will effectively measure school culture by consistently capturing student behavior data for all students. SEED Maryland leaders will ensure success by aligning behavior logic in Kickboard to the culture systems used at SEED.”

This chart contains behaviors that are recorded in Kickboard.

Skills Strengths	Improvement Areas
Compassion (+1)	Appropriate dress (-1)
Integrity (+1)	No homework (0)
Perseverance (+1)	Accepting feedback (-1)
Respect (+1)	Appropriate words (-1)
Responsibility (+1)	Contraband (-1)
Self-discipline (+1)	Disagreeing appropriately (-1)
Teamwork (+1)	Following instructions (-1)
Appropriate dress (+1)	Out of bounds (-1)
	Tardiness (-1)
	Using technology appropriately (-1)

ATTENDANCE:

You are strongly encouraged to come to class every day so that you will successfully **pass the course and eventually finish High School**. Attendance will be taken at the beginning of the class period. Secure a pass from your previous teacher if you know that you will be late for class. Students who come late to class will be assigned **after school detention** from 3:15 – 4:00 pm. Repeated tardiness will result in a **referral to PYD** and a **call home to your parent or guardian**. Students who are absent will have the opportunity to make-up any missed work in as many days as they have a **valid, excused absence**, and will receive full credit for that work. If you are absent you must provide a note signed by your parent/legal

guardian to the school nurse in order for your absence to be excused. Without a proper documentation your absence may not be excused and this will result in your inability to make up any work. You may lose course credit if you fall below 90% attendance.

MAKE-UP WORK POLICY:

Students will have as many days as they have excused absence to complete missing work. Students on academic probation must attend **Coach Class** (3:10 PM – 4:00 PM Monday and Thursday). **Re-testing** is available to those who fail their weekly exam, and is scheduled the same time as coach class. Sign-up sheets for re-testing will be posted on the Biology room door. No student will be allowed to re-test if their name is not on the list. Students who choose **not** to complete an assignment during class will not be given an opportunity to make-up that work. For example, if a student falls asleep in class or refuses to do the work, the teacher will grade the assignment as submitted. That grade earned stands, and the student will not have the opportunity to re-do the work for additional points.

LATE WORK POLICY:

* Assignments in the Homework Category must be turned in on time. Failure to submit work in this category will result in a “zero” grade.

* Assignments in the Formative categories will be accepted late as follows:

- Up to 1 day – 20% reduction
- Two days late – 40% reduction
- Three days late – 60% reduction
- Four days late – 80% reduction

* Students with special circumstances should work with teachers to determine alternate individualized due dates when appropriate. Extensions to original due dates are subject to teacher discretion.

* Extensions for due dates should be requested **in advance** and must be **noted in** the comment section in **PowerSchool**. Asking for an extension on or after the due date is not acceptable practice.

CLASS NOTEBOOKS & HALL PASS:

Students are expected to utilize their class notebooks to record homework assignments, project due dates, student life events and other information critical to their planning and organization. Teacher created HALL PASS, not a notebook of a piece of paper, will be used by students if they need to travel from one location to another with teacher permission. **Passes will not be issued the first 10 minutes of class or the last 10 minutes of a class period.**

LAB SAFETY:

To avoid accidents, each student must be responsible for pre-reviewing and observing proper safety laboratory procedures. If a student needs clarifications regarding any aspect of the laboratory or classroom exercise, he/she must not continue until after consulting with the teacher and fully understanding the procedures enough to proceed safely.

INSTRUCTOR CONTACT INFORMATION:

Dr. MA Legaspi

Room 216

Phone: 410-843-9477 ext 720

Email: mlegaspi@seedschoolmd.org

Anatomy and Physiology in the News:

On the final day of class, each student will prepare a PowerPoint presentation to share with the class on a current news topic, which relates to anatomy and physiology. The presentations should be about 10 - 15 minutes followed by a brief class discussion. This presentation will be equivalent to a TEST grade. A rubric will be provided with the project guidelines. The instructor reserves the right to change this project with 4 weeks notice.



The SEED School of Maryland
ANATOMY & PHYSIOLOGY PROCEDURES

Before entering the classroom

- Attend to your personal needs before coming to class.
- Come to class promptly with the least amount of noise.

Getting the Teacher's Attention

- a. Raise your hand quietly
- b. Wait to be recognized

Entering the classroom

- Exchange greetings with Dr. Legaspi
- Proceed to the assigned seat quietly
- Start working on the bell work/warm-up immediately.

Leaving the classroom

- Clean your area and dispose all trash properly
- Wait for the teacher to finish final instructions and dismiss the class
- Push in the chair under the desk and leave the classroom quietly

Distribution of Worksheets and Handouts

- Classroom helper may distribute handouts
- Each student will get a copy and pass the rest of the stack to everyone on the table
- Extra papers should be handed back to the teacher for placement in the absentee folder.

Submission of Worksheets and Handouts

- Pass the paper(s) toward the front of the room quietly.
- All papers not submitted when prompted will be marked late.

Tardy

- Enter quietly and sign your name on the tardy notebook
- Place the tardy pass on the teacher's desk
- Unexcused: sign the detention folder
- Try and catch up with work immediately.

Returning from an Absence

- Check Absentee Folder for missed worksheet.
- See the teacher after class to confirm missed activities.
- Arrange due dates for missed work and activities with the teacher.

**Getting the Class' Attention Quietly
(Give me three)**

- 1 finger: eyes and ears on me
- 2 fingers: all should be seated and quiet
- 3 fingers: ready to listen and begin

**Getting textbooks/other materials in the
room/ sharpening pencil**

- Raise hand quietly and wait for teacher approval
- Only one student is allowed to sharpen his/her pencil at a time
- Return to seat quietly

CONSEQUENCES

- Verbal/Written Warning
- Student-teacher conference
- Loss of participation points
- Detention
- Call home
- Parent/Guardian conference
- Write-up/Office Referral

- Positive phone calls or notes to parents
- Verbally citing student accomplishments
- Displaying student work
- Bonus Points/Surprises
- Recognition
- Recommendation letters for colleges, work and scholarships