



# Anatomy Classroom Procedures

Grand Haven High School  
Science Department



Anatomy A 2016-2017

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**Syllabus:** \* Find it separately on Google Classroom  
It contains chapters covered & objectives

## **CLASS PROCEDURES:**

- **Important Aspects of Mr. D. and this class for students to remember:**
  1. Do not be tardy...it is disrespectful and disruptive to me and your classmates.
  2. **Do not use any shade of red pen** on anything to be graded...loss of 10% of grade.
  3. PENCIL should be used on graded work (homework, labs, quizzes, tests)...**Scribbled out work/answers is loss of a point.** \*EXAMPLE: must change as shown: ~~barin~~ brain
  4. **No food is to be eaten in the lab room during lab day.** Non-disruptive snacks are permitted.

## **REQUIRED DAILY SUPPLIES (Bring everyday)**

1. Notebook (3-ring binder) \*MUST STAND UP WITHOUT ADDITIONAL SUPPORT
2. **Note paper**, pen, pencil
3. **Colored Pencils (Have at all times): Minimum is red, blue and 2 other colors**

**\* PHONE USE DURING CLASS:** Students must learn to acknowledge appropriate an inappropriate use of phones during their daily lives. Please understand that use during inappropriate times not only disrupts the teacher and flow of class information, but it also interferes with the engagement of the student with peers.

1. Student phones are not to be visible or in use during class. Most days, students will be permitted to check phones during the last 5 minutes of the class period, however, at NO TIME during a testing day.

2. Students are encouraged to ask the instructor if phone use at a specific opportunity is acceptable (example: pics of models or dissection, music with ONE ear bud during classwork time etc.) but the instructor will have final say.

3. **\*VIDEO RECORDINGS OF CLASSROOM ACTIVITIES ARE NEVER PERMITTED!**

4. Students believed to be observed using phones will place their phone in the “Phone Parking / Recharging” Area and will be allowed to retrieve their phone at the end of class. This procedure will occur for first three times will result only in a warning. Beginning with the 4<sup>th</sup> offense, the procedure will also include a loss of a pass use. If the number of passes provided in class have been used up, a tardy will be assigned in its place. (\*See consequences for tardies at this time.)

**TARDY POLICY:** \*You are allowed 5 free tardies. Tardy #6-#9 results in loss of a hall pass for each tardy. Tardy #8 & #9 will also result in an after school detention with Mr. D. Tardy #10 begins administrative sanctions.

**ABSENCES: See Student handbook** When absent, it is YOUR responsibility to: 1. Check the daily assignment notebook to see what work must be made up. 2. Turn in any work previously asked for. 3. Make up the missed work before the established deadline. 4. Place the work directly into my hands.  
**The teacher is not responsible for work left on the desk.**

*You will be given the same number of days that you are absent to complete the work.* Work not made up in that time results in a grade of “credit” or “zero” depending upon date of completion.

**HALL PASSES:**.....*You are allowed 5.*

**Tardies may be used in place of passes needed beyond 5.**

**Passes not used during the semester will count as bonus points on the last test.**

It is expected you will come to class prepared. **Permission for pass use is left to the discretion of the instructor.**

**TESTS** ... Will be announced with, usually, at least a week’s notice. (\*See White Board)

Material to be tested ends the day before the test.

- ◆ if you miss the day before the test, you will have a choice....still take Mr. D’s test on test day since you have not missed much material covered on the test, or take the “make-up” test on the next day.

**HINT: Take home your material 2 days before the test in case you miss the day before.**

**MISSED TEST DAY** - if you miss the test day, you will take the make-up test upon your return. The make-up test is the combination of the Textbook Author’s Chapter Test (usually covers the entire chapter) and Mr. D’s questions & problems.

**GRADING SCALE:**

A = 100.0 – 92.5%	B+ = 89.4 – 86.5%	C+ = 79.4 – 76.5%	D+ = 69.4 – 66.5%	F = ↓ 89.4
A- = 92.4 – 89.5%	B = 86.4 – 82.5%	C = 76.4 – 72.5%	D = 66.4 – 62.5%	
	B- = 82.4 – 79.5%	C- = 72.4 – 69.5%	D- = 62.4 – 59.5%	

**COURSE GRADING BASIS:** Semester Grade will be calculated according to the following:

“Class Grade” = 65% Assessment (Tests & Quizzes); 35% class work/homework & labs;

“COURSE GRADE” = 80% Class Grade + 20% Final Exam

**HOMEWORK:**

Homework is assigned almost daily and you are expected to stay on top of the assignments. Homework is discussed the next day and is frequently collected online or infrequently collected as hard copies AT RANDOM for grading. (My most common way of checking to see if students are remaining on task and are understanding concepts is to give frequent POP QUIZZES that may or may not be open note quizzes.)

**LATE WORK:** *All HARDCOPY late work will be accepted LATE but will have late points deducted. Every day late is loss of 25% until the work is discussed in class.....once it is discussed in class the grade is a zero.*

- Please note: Most hardcopy work is graded and handed back within 2 days so late work is rarely accepted after 2 days. Grades of “X” are left to the discretion of the teacher on certain assignments in specific student absent situations.

**ONLINE HOMEWORK:** Many homework assignments are given in the form of an online quiz format. Students are provided a link to these assignments at the end of class and must be submitted before 7:30 am the next day for full credit. If not submitted by that time, the resulting grade is “0”. This holds true for ALL STUDENTS, regardless the reason for missing class, including illness. These are questions that a student can search online if a student is without notes or textbook. Students will be allowed to submit once, check their score for accuracy, see the questions that were missed, and resubmit a second time. The grade after the second submission stands.

- Because students may have legitimate reasons for missing a specific online assignment, the following offer will be made to ALL students: \*At the end of the semester, students may indicate up to FIVE (5) assignments in which they would like to have their grade changed to an “X”.

### **NOTEBOOKS**

Students must have a 3-ring notebook (preferably with a 2 or 3 inch width) THAT STANDS UP ON ITS OWN. In this notebook the student will keep ALL notes, handouts, homework, notes, quizzes and tests.

**EVERYTHING WILL BE ORGANIZED. IN ORDER BY DATE is the preferred method but you may choose other organizational methods. You will be given the opportunity to receive a grade on your notebook as a bonus opportunity.**

**GETTING HELP FROM MR. D:** *Beginning at 7 am each day.*

- \* Students who miss class should plan on this time for make-up/lecture notes.
- \* I expect that athletes and others who know ahead of time they will miss should see me BEFOREHAND!
- \* I am available at A lunch, (BY PRIOR APPOINTMENT and NOT on test day) and also after school most days for help.... Please, first check with me to verify my availability.