

# Honors Anatomy/Physiology A/B

**Mr. Manalastas**  
Room 301

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Website: [www.wranatomyclass.weebly.com](http://www.wranatomyclass.weebly.com)

Tutorial: 8:00am – 8:20am

School Website: [www.westtranchhighschool.com](http://www.westtranchhighschool.com)

## **West Ranch High School Mission Statement:**

*“West Ranch High School is committed to challenging and motivating each student to achieve excellence and become a responsible and valuable member of society. Through relationships, rigor, and relevance, West Ranch High School promotes integrity, distinction, and vision.”*

## **West Ranch Science Department Vision:**

Through relationships, relevance and rigor, the West Ranch Science Department is dedicated on teaching, providing, and giving the students the necessary tools to investigate the natural world. Through the use of these tools, students will be able to ask questions, apply their knowledge and pursue investigations outside of class.

## **Introductory Statement:**

Anatomy/Physiology is a course designed to broaden the knowledge of the student about the structure, function, and interactions of body systems. Through different learning strategies and lab investigations, students will develop an appreciation of the human body. With the use of the Next Generation Science Standards as a guideline, students will meet, if not exceed, the minimum requirements set forth by the state.

## **Course Outline:**

### **Fall Semester - A**

Lab Skills, Practices and Safety, Intro to Human Anatomy and Physiology, Tissues, Integumentary System, Skeletal System, Muscular System, Nervous System, Special Senses

### **Spring Semester – B**

Endocrine System, Cardiovascular System, Lymphatic System, Respiratory System, Digestive System, Urinary System, Cat Dissection (Required)

**Class Materials:**

**Lab Materials Donation:**

Students enrolled in a science course will be given numerous opportunities to advance their understanding of fundamental scientific concepts by participating in a variety of laboratory activities. In order for the science department to provide these experiences, voluntary donations are welcome. No student will be precluded from participating in any activity based on whether or not he/she contributes. Below is a list of Laboratory experiences that I have planned to conduct this school year in Anatomy.

| Semester 1   | Semester 2   |
|--|--|
| <ol style="list-style-type: none"><li>1. Microscopes</li><li>2. Tissue Identification</li><li>3. Skeletal Models and Bone/Landmark Identification</li><li>4. Forensic Anthropology</li><li>5. Cat Dissection</li><li>6. Measuring Grip Strength and Fatigue</li><li>7. Measuring EMG</li><li>8. Sheep Brain Dissection</li></ol> | <ol style="list-style-type: none"><li>1. Blood Spatter Analysis</li><li>2. Sheep Heart Dissection</li><li>3. Analyzing EKG</li><li>4. Lung Modeling</li><li>5. Measuring Lung Volumes</li><li>6. Pig Kidney Dissection</li><li>7. Cat Dissection</li></ol> |

**Materials:**

Pens, pencils, college rule paper

- Students are expected to bring the appropriate materials to class, including pen, pencil, paper, and assignments every class meeting (unless otherwise specified).

**Textbook:**

Students are responsible for caring for their books. Lost or damaged books must be replaced and paid for by the student to whom the book was issued. Loaning books to others is not an excuse. Textbooks must be covered at all times. You may not write in the textbooks. Fines for damages to the textbook will be assessed upon return of the textbook. Bringing your textbook to class is not necessary. The textbook will serve as a reference for students to use.

**Textbook:**

Essentials of Anatomy and Physiology 6<sup>th</sup> ed. by Seeley, Stevens, Tate- McGraw-Hill

**Replacement cost:**

\$111.00

## **Classroom Policies, Behavior Expectations, Technology Use and Academic Integrity:**

### **Classroom Policies:**

1. Be here, be on time, be prepared, and be ready to learn.
2. Be polite, be courteous, and be respectful to all.
3. **Classwork**
  - Work assigned in class will have an allotted time for completion. At the end of the allotted time, students' in-class assignments will be collected, stamped, or time stamped. Students, who DO NOT complete the in-class assignments during the allotted time, MUST finish by staying after class. Failure to stay after will result in NO STAMP awarded and NO CREDIT earned. Forgetting to stay after is NOT AN ACCEPTABLE EXCUSE.
  - If students require more time to complete classwork, they are encouraged to start classwork before the start of class, so that they will be able to finish. NOT ENOUGH TIME IS NOT AN ACCEPTABLE EXCUSE.
  - Students having to leave before the end of class must get their work stamped at the beginning of tutorial upon return to school.
    - o Make-up assignment grading rules will apply if students fail to get their work stamped at the beginning of tutorial upon return to school.

### 4. **Homework**

- Work assigned as homework will be due as assigned by the teacher. No exceptions, since homework is rare.

**HOMework ASSIGNED THROUGH GOOGLE CLASSROOM WILL HAVE A DUE DATE OF 11:59PM THE NIGHT THE ASSIGNMENT WAS ASSIGNED (REFER TO THE CLASS CALENDAR FOR DUE DATES)**

**HOMework ASSIGNED AS A HARD COPY IS TO BE TURNED IN THE FIRST 5 MINUTES OF CLASS. (If you are tardy after the first 5 minutes of the start of class, your work is late).**

**\*\*\*I DO NOT ACCEPT ANY LATE HOMEWORK.**

### 5. **Make up work**

- The class calendar is online. A student is never unaware of the day's agenda or what they missed on the day they were absent.
- Students that are absent will get all of their missed assignments and information for the day(s) they missed from **Google classroom**, or the **website- [www.wranatomyclass.weebly.com](http://www.wranatomyclass.weebly.com)** and/or **calendar (located on the class website)**. If a student is going to be absent for multiple days, he/she must get all of the assignments for all of the days prior to missing those days unless arrangements have been made with the teacher. **It is the student's responsibility to get all of their work.** Only prior arrangements made with the teacher and a valid reason can result in an extension of time. Failure to turn in absent work will result in zero points awarded.

**Absent work/ Make-up work is always due on the scheduled due date or by the class meeting upon return from the absence unless arrangements have been made with the teacher. Your attendance will be verified. You have 24 hours to clear your absences with the attendance office. If your absences are unexcused or unwarranted, your absent work will NOT be accepted.**

### **Make-Up Assignments will be graded as follows upon return to school and verification of absence:**

1. Make-Up assignments turned in at the **beginning** of tutorial on the day of return to school = NO % deducted
2. Make-Up assignments trying to be turned in towards the end of tutorial, brunch, lunch or after school on the day of return to school= **-50%**
3. Make-Up assignments turned in the next day after return to school or next class meeting after due date or after return to school = **NO CREDIT.**

**Class time will never be used to collect make-up work. It is your responsibility to turn in your assignments during the correct times.**

**Turning in assignments during brunch and lunch is at your own risk. I have other things that I must do to prepare for the next classes. Brunch and Lunch are also my personal times for my personal business. If I am busy, I will refuse to accept make-up work.**

### **IF YOU ARE ABSENT YOU SHOULD:**

1. Find out what you missed and what is due upon your return to class.
2. Print out missed assignments from the class website
3. Complete the assignment
4. Have it checked at the **beginning of TUTORIAL** on the day of your return to school

If you are unable to print out your missed assignments, you must pick up make-up assignments between class days (if your period is on block schedule) at the beginning of tutorial. Students that meet 1<sup>st</sup> period are also to printout missed assignments from the website. 1<sup>st</sup> period students who are unable to printout missed assignments will receive a copy after class and will work on the missed assignments at the beginning of tutorial.

If a student requires worksheets in advance due to printer issues, you must see me before the start of each chapter. Failure to obtain your work will not result in an extension of time.

**Do not wait till tutorial of the next class meeting to pick up any make up assignments.** You may not have the needed time to complete the assignment by the start of class, if it is due that day.

**No make-up work will be given to students during class. All make up assignments must be picked up at the beginning of tutorial or printed out from the class website.**

**\*\*Being absent and not being able to pick up the assignment is not a valid or acceptable reason as to why students could not turn in absent work upon return to class.**

**All make up work must be completed by the given due date AND by the TEST DAY!**

Once the chapter has been completed, no make-up work for that chapter will be given to students unless prior arrangements have been made with the teacher.

**Computer or printer issues are not an excuse. The school provides 4 computer labs for student use.**

6. **Make up labs and quizzes-** It is the student's responsibility to find out if they have missed a lab or quiz. **Missed labs and quizzes will be made up by the next class meeting upon return from the absence.** All make up labs and quizzes will be given at the beginning of tutorial on the day upon return to school. Make-up assignment grading rules will apply for failure to make up labs and quizzes on the day upon return to school. Only prior arrangements made with the teacher and a valid reason can result in a change of time (brunch or lunch) or an extension of time. Failure to make up a lab or quiz will result in zero points awarded.

7. **Tardies-** students will adhere to the tardy policy stated on the school tardy contract.

|  |   |                                  |
|--|---|----------------------------------|
| 1 <sup>st</sup> and 2 <sup>nd</sup> Tardy                      | - | Warning                          |
| 3 <sup>rd</sup> , 6 <sup>th</sup> , and 9 <sup>th</sup> Tardy  | - | Student Conference and detention |
| 4 <sup>th</sup> , 7 <sup>th</sup> , and 10 <sup>th</sup> Tardy | - | Parent Contact and detention     |
| 5 <sup>th</sup> , 8 <sup>th</sup> , and 11 <sup>th</sup> Tardy | - | Saturday Opportunity Class (SOC) |

8. No Food Allowed! You will be asked to throw away any open food items. Only water bottles are allowed.

9. Some electronic devices (iPods, MP3 players, gaming devices, cell phones) will be permitted to be turned on during class for specific assignments and for the use of viewing lecture notes from the class website. **Students using electronic devices for personal use and not for class use will be disciplined.**

**Consequences for phones and music devices in class:**

1. Warning- turn off and put away
2. Confiscate- students can get their devices back after serving a detention after class. Failure to serve detention will result in a failure to get back their device.
3. Confiscate- parent(s) can get their student's device back after school and the student will serve a detention after class.
4. Saturday School and/or removed from class and sent to the student responsibility center.

**Improper use of cell phones and/or other electronic devices are a distraction in the classroom and will take away from valuable instruction time. Students have the right to learn without distractions.**

10. Follow the dress code as outlined in the Student Planner.
11. Follow lab safety rules as outlined in the State Regulations for Science Safety and in class. Inappropriate conduct will **not** be tolerated. Materials broken in class by the student will result in a fine to the student for the cost of the materials. Failure to follow lab rules will result in the student receiving a zero for the lab and a zero for all future labs until a parent/teacher conference is had and an acceptable resolution is created.

**If a student is unable to follow the rules stated, the following steps will be taken:**

1. Verbal warning
2. Placed on a probationary step and a phone call home. 5<sup>th</sup> step is an In-Class Suspension or Saturday School.
3. Suspension- 1 or 2 Day In-Class Suspension or Saturday School.

**Keep in mind that these are school and district guidelines and are in place to foster a healthy and positive learning environment.**

### **Technology Use**

Our science department integrates the use of technology as often as possible in all disciplines. There is frequent use of Chromebooks in the classrooms and desktops in the core. In order to maintain our current use of technology, all users must realize that the use of such technology is a privilege, not a right.

1. Inappropriate use or carelessness may result in losing technology privileges
2. Internet must be used appropriately by keeping personal information out of submissions and not posting on websites that are unauthorized by the teacher.
3. Username and password must be not shared with others, nor can a student login as another student
4. Engaging and posting anything online must be done with respect and reflective of our school values
5. Communications with teachers must be relevant to the course and learning

Failure to abide by these rules and conduct oneself in a respectful manner, utilizing all common sense etiquettes, will result in losing the privilege to use technology.

### **Academic Integrity Policy:**

**West Ranch High School will consistently enforce the William S. Hart Union High School District Board Policy on Academic Integrity which is based on Educational Code 44806.**

**The following actions will be deemed violations of Academic Integrity and/or Board Policy:**

- Students taking credit for work that is not their own or allows someone else to copy their work
- Students looking at another student's paper or sending or receiving test data during or before a quiz or test or using materials on a test or quiz that has not been approved
- Students plagiarizing someone's work, whether it is another student's or reference material
- Students have cell phone or other electronic device out during an assessment (test or quiz)

**The following consequences will be enacted if a violation occurs:**

- Parents will be notified of the event and a report will be filed in the student's permanent record
- Student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.
- Student will be dropped from the National Honors Society (NHS) if the student is a member of that organization.
- Student will be dropped from the California Scholarship Federation (CSF) if the student is a member of that organization.

**The following consequences may be enacted if a violation occurs:**

- Student may be removed from the class for one day at the teacher's discretion, according to the California Educational Code.
- Student may be given Saturday School.
- Student may face suspension from extra-curricular activities, including sports programs.

### **Grading:**

Grades will be computed on a weighted basis and each assignment will be given point values. A variety of assignments and assessments are listed, but not limited to the following: lecture, homework, projects, in class activities, labs, research papers, power point presentations, quizzes, tests and lab practicals. Grades will be calculated every 5 weeks where a progress report or report card will be issued by the school. Appropriate interventions will be provided for any student still working toward mastery of the state standards.

#### **Grading Scale**

**A = 90 – 100%**  
**B = 80 – 89%**  
**C = 70 – 79%**  
**D = 60 – 69%**  
**F = 0 – 59%**

#### **Grade Breakdown**

|   |            |
|---|------------|
| <b>Assessment- Tests, Quizzes, projects</b> | <b>35%</b> |
| <b>Labs</b>                                 | <b>25%</b> |
| <b>Work- homework, classwork</b>            | <b>5%</b>  |
| <b>Lab Practical</b>                        | <b>15%</b> |
| <b>Final Exam</b>                           | <b>20%</b> |

**I encourage all parents to review their students Chapter Packets with them. All Chapter Packets have a coversheet with a list of all of the assignments for that chapter along with assigned point values and points earned.**

### **Extra Help**

Parents and Students, I cannot emphasize enough how important it is for us to communicate at the first sign of a problem (e.g. your student is unable to understand the assignment, your student does not have the resources required to complete the assignment, etc.). Also, please do not hesitate to contact me via phone or e-mail.

I am available for extra help every day from 8:00-8:25 a.m., and by appointment at lunch or after school on most other days.

### **Expectations:**

At West Ranch High School our goal is to create a diversity sensitive environment for equitable results.

**As your teacher, here is what you can expect from me to help you succeed in this course:**

1. I will be prepared to teach each day.
2. The content standards, daily objectives, and agenda will be written on the whiteboard daily.
3. I will teach the district-approved curriculum.
4. I will prepare interesting and engaging lessons.
5. I will be available during tutorial if you need extra help.

**Here is what you, as a student, can do to be successful in my class:**

1. Come to class on time, prepared to learn each day.
2. Complete your assignments on time.
3. Turn in your assignments.
4. Be responsible for obtaining make up work at the appropriate time.
5. Be responsible for obtaining extra help when having difficulty with the material.
6. Be organized by keeping an assignment log and neat binder
7. Take responsibility for your learning. Listen to instructions, ask questions and participate.

**As parents you can help your child by:**

1. Taking an interest in your child's studies.
2. Talking with your child each night about what they learned in school and ask to see their binder or packets.
3. Helping your child develop good time management strategies.
4. Working with your child to set realistic goals for success.
5. If you see that your child is having difficulties in a class, please intervene immediately – contact the teacher and encourage your child to attend tutorial each morning with the teacher from 8:00 a.m. to 8:25 a.m.
6. Attending Parent Advisory Council (PAC) meetings and other school events.

### **Closing:**

I look forward to working with you this semester. I am dedicated to helping you succeed. If you find that you need extra help, please come to my classroom for tutorial any day before school between 8:00 a.m. and 8:25 a.m.

West Ranch High School  
Honors Anatomy/Physiology A/B- Mr. Manalastas  
Student/Parent Biography

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

Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_

Primary Parent/Guardian name and cell phone: \_\_\_\_\_

Primary Parent/Guardian name and e-mail: \_\_\_\_\_

From the parent/guardian to the teacher:

Here is some important information that I would like you to know about my child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From the student to the teacher:

Here is some important information that I would like for you to know about me:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My signature below indicates that I have read and understand the requirements for this class as outlined in this course orientation.**

Student signature: \_\_\_\_\_ date: \_\_\_\_\_

Student First and Last Name (Please print clearly) \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ date: \_\_\_\_\_

**My signature below indicates that I have read and understand the requirements and expectations for using the computers, Chromebooks, and all other technology privileges available, as described in TECHNOLOGY USE section of the class syllabus.**

Student signature: \_\_\_\_\_ date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ date: \_\_\_\_\_

**West Ranch is proud to be able to offer many opportunities for extra academic help. We need your permission to allow your child to be on campus after school, or on weekends, for these review sessions. Please initial in the appropriate space below:**

\_\_\_\_ Please initial here if you give your student permission to attend after school or weekend academic intervention sessions to receive the help they need to be successful in this class.

\_\_\_\_ Please initial here if your student is *NOT* allowed to attend any after school or weekend academic intervention sessions.