

## Allied Health Assisting 3

### Grading Policy and Classroom Procedures

Dear Parents and Students,

Parental involvement in partnership with the teacher plays a vital role in the success for our children. This letter is intended to outline my grading policy and my expectations during class.

Health Science I is the foundation of our Medical Academy here at South Fort Myers. In order to be successful in this program, it is the student's responsibility to ensure that they are learning and forming a solid foundation. Their understanding of the human body and how it functions will only better assist them as they progress through their three years in the academy.

Grades can be checked via parentlink. It is the student's responsibility to keep track of all assignments, completed and missing. If a student has an excused absence, make up work will be done based on district policy. If a student is absent and does not turn in makeup work within the allotted time, the assignment is considered late and will result in a "0". It's the student's responsibility to check their grades and missing assignments.

Makeup tests will be given two days after the student has returned to class. Make-up tests will NOT be administered during class time, the student will need to make arrangements to make up the test after school. No makeup work or late assignments will be accepted after the test for that unit. If you are present the day of an assignment is given, it is your responsibility to complete the assignment in the allotted time. If the assignment is not completed a "0" will be given.

#### CLASSROOM PROCEDURES:

Laboratory procedures are an integral part of this course. It is imperative that all students follow the student's safety guidelines. DO NOT TOUCH any class materials other than books without my permission. This includes all anatomy models, equipment that may be set up for a laboratory procedure and especially sinks and faucets.

Clean up your work area when you leave class. Anything left in class will be taken and/or thrown away. Please keep a neat and orderly classroom.

Enter the room quietly, be seated, have the needed supplies and begin the bell ringer. Please stop socializing when the bell rings. The bell signals the beginning of class. If you are not seated when the bell rings you are tardy.

1. Disrespect WILL NOT BE TOLERATED. Keep your hands and derogatory comments to yourself. Discipline problems disrupt the learning of other students.
2. Do not put away work early. No other class work or magazines will be read in this room. Stay seated until the bell rings. Do not hover near the door.
3. Do not abuse your bathroom privilege. I understand that sometimes you need to use the restroom, however, attempt to use the restroom between classes or at lunch.
4. NO FOOD or DRINK is allowed in the classroom. A bottle of water will be allowed at your desk, but not in the laboratory section of the classroom.

STATEMENT OF ACADEMIC HONESTY: CHEATING AND PLAGIARISM WILL RESULT IN A ZERO. THIS WILL NOT BE TOLERATED DURING ANY WORK OR ASSIGNMENT. You must be responsible and complete your own work.

Please review this policy and return it to me with the appropriate signatures. If there are any questions, I can be contacted at 239-561-0060 or via e-mail: [angelamma@leeschools.net](mailto:angelamma@leeschools.net)

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|------------------------------|----------------------|
| _____                        | _____                |
| Parent Name (print)          | Student Name (print) |
| _____                        | _____                |
| Parent Signature             | Student Signature    |
| _____                        | _____                |
| Date                         | Date                 |
| Parent e-mail address: _____ |                      |