

# Policies and Procedures

## Anatomy & Physiology

### Mrs. Patil

**Welcome! I expect each student to follow the Classroom Policies and Procedures listed below.**

#### **Respect**

**Who:** Each other, the classroom, the teacher, and most importantly, yourself

**When:** All the time

**Where:** Everywhere, of course. I specifically expect everyone to demonstrate this respect in the classroom.

**How:** Follow all instructions completely

Observe all lab safety procedures

Be “nice or neutral” in your interactions with others

Demonstrate academic integrity

#### **Materials for the lecture and lab class**

Everyday, you are expected to have:

- 1) 3-ring binder (1½”) with dividers
- 2) Chromebook
- 3) 2 pencils (sharpened when the bell rings) (# 2 pencils)
- 4) Eraser
- 5) Highlighters of 2 different colors (if desired)
- 6) Loose-leaf papers

#### **Tardies**

Students who are late to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students. If for any reason your entire body is not inside the classroom when the bell rings, you will be marked tardy. Repeated unexcused tardiness will result in consequences as listed in the Student Handbook.

#### **Going to the Restroom**

Class time is valuable, and I expect you to go to the restroom before or after class. **Students are not permitted to take a bathroom break during a test or quiz.** There is plenty of time between classes to take care of your business. I understand that special circumstances do arise, and in these situations, I will sometimes permit a student to use the restroom, provided:

- It is a genuine emergency and you have to go.
- You must wait until I am **done giving notes or instructions.**
- Be respectful of this privilege. If a student violates this restroom privilege, he/she will not be allowed to use the restroom for the remainder of the semester. Violating this privilege includes going somewhere other than the restroom, being noisy in the hallway, habitually needing to go to the bathroom, etc.
- Any student with special circumstances regarding restroom privileges needs to give me a note written by one of the School Nurses, Mrs. Morales or Ms. Prezioso.

#### **Cell Phones/Any Electronic Devices**

Cell phones should be turned off and stored away during class (Refer to the Student Handbook). Please inform all your contacts (parents, siblings, friends etc.) of this policy. If your cell phone/other electronic device is active during class, you will need to give it to me, and you will receive a zero for the class activity/test/quiz.

#### **Student Movement**

No student should be wandering around class at any time. Do not get up to sharpen your pencil, throw things away, hand a paper to someone, etc. If you have trash, hold it until the end of class or raise it up and I will throw it away for you.

#### **Participation**

Everyone is expected to participate in class. This includes answering/attempting to answer questions, participating in labs or demos, or anything else that Mrs. Patil dreams up for you to participate in. Calling out is strongly discouraged. Please raise your hand and wait for me to call on you. Talking on topics other than those being discussed in class or any other form of time wastage will result in point deduction. Doing work/printing material for other classes is prohibited.

## Class Dismissal

Class is dismissed by Mrs. Patil, **not** the bell. The class will be dismissed only if all cleaning requirements are complete, I have stopped speaking, and all students are in their seats. One of the most disrespectful actions is students packing up while I am talking or worse lining up at the door and waiting for the bell. These practices are not acceptable.

## Absences

- Class time is very important. If you are absent, it is your responsibility to make up the work.
- Please follow the schedule posted on my Google Classroom. The schedule is also posted on my Teacher Pages on the school's website. Check for exams, quizzes & homework assignments regularly.
- In case you are absent, check on google classroom for notes/assignments. When you get back to school after an absence please do not distract the class to check for work missed. At the beginning or the end of class make sure to ask me if there was anything you missed or that you need to do.
- Make-up work for exams, quizzes, class assignments and labs are to be done during an agreed upon time with me. Come prepared to take the missed exam/quiz the day you return to school irrespective of whether Anatomy and Physiology is a part of that day's schedule. **You will need to contact me first thing in the morning and take the missed exam/quiz later that day.** All make-up labs must be completed within one week of the missed assignment. **Please note:** If a topic was completed when the student was in class, no extensions will be given to take a quiz.

## Make-up Exam Policy

Each student is required to take all the exams. Make-up exams for all lecture exams and lab practicums (including the final exams) will be provided only for **extreme emergencies**. If an emergency prevents a student from taking an exam at its scheduled date, the student/parent has to notify the instructor within 24 hours of the exam date. Failure to comply with notification within 24 hours will result in receiving a zero. In case of extreme emergencies due to sickness, a doctor's note needs to be provided immediately upon the student's return to school. **Please note that all lecture make-up exams will consist entirely of essay questions.** If school is canceled on a scheduled exam day, the exam will be during the next scheduled class.

## Late Work

Homework is assigned at the time for a reason. For this reason, homework late by 1 day will receive a 10% deduction. Beyond that period homework will not be accepted at all. This goes for homework that was not done, left at home, left in your locker, left in the car, eaten by a pet shark, etc. Doesn't matter, if it's not there, it's late.

## RVCC Policies and Resources

Detailed information about RVCC Student Resources and College Policies is available in Canvas under the link RVCC Student Resources. This includes information about technology support, counseling, accommodations and/or services to persons with disabilities, academic integrity, and more. You can also access it by going to this website:  
<https://raritanval.instructure.com/courses/3795531>.

## Consequences

Consequences are used for tardiness and disruptive/disrespectful behavior in class.

1st offense – Warning

2nd offense – Personal conference with Mrs. Patil

3rd offense – Parent Phone Call

4th offense – Office Referral

Note: I reserve the right to skip consequences for major offences or repeat offenders.

## Contacting Mrs. Patil

- (908) 526-8900 ext. 7185
- [ppatil@scvts.net](mailto:ppatil@scvts.net)

Once again, welcome back! I look forward to working with you and making it a wonderful learning experience.

**Good Luck**