

MS. GUERRA

HEALTH SCIENCE TECHNOLOGY

You have all chosen a most rewarding field of study to explore for future employment. Good study habits and an adherence to policy rules and regulations will make this a successful year for you with far reaching goals. Because this is a new field of study for many of you, it will require good study habits. What you learn today will help you in the tomorrows to come!

CLASS RULES:

Be respectful

▼ Of all people

 ✍ Yourself, Teachers, Classmates, Administration and Support Personnel

▼ Of all equipment

 ✍ Room, Furniture, Lab Materials and Computers

Be responsible

▼ Attend class everyday

▼ Be on time

▼ Be prepared

▼ Be on-task

Be resourceful

▼ Read

▼ Think for yourself

▼ Prioritize - Plan your work & work your plan


Be careful

▼ Follow all lab safety procedures in the lab and classroom.

▼ Report any problems that occur to the appropriate adult

SUPPLY LIST

 **Binder-** big enough to fit either a semester/year worth of papers, worksheets, tests, quizzes, etc.

 **Index cards:** used for medical prefixes, suffixes, and terms which we will have weekly quizzes over
 You will need approximately 300 index cards

 **Dividers:** **only Practicum in Medical Assisting will need dividers--** (package with at least 10).

 **Pens:** black or blue ink

 **Colored Pencils or Crayons**

 **Scissors**

 **Glue Sticks**

GRADING

Retesting: Students will be provided the opportunity to make-up or redo any summative assessment for which the student received a failing grade. The teacher shall record the average of the two grades. If mastery is not demonstrated, the higher grade will be recorded.

Late work: is accepted 3 days after its due date. 10 pts per/ day will be deducted up to a max of 30 pts.

Summative: 50%

Tests, Projects, Research, Extended Labs, Unit Common Assessments, Major Writing Assignments

Formative: 50%

Daily work, Labs, Quizzes, Homework, Reading Logs, Minor Writing, District Benchmarks

Classroom Policies and Procedures:

1. Demonstrate respect for instructor and other students.
2. Come to class on time. The school and district policy will be enforced in this class. I do count tardies!
‣ If you are tardy to class you must sign in to the binder by the door before taking your seat.
3. There is to be absolutely no talking during the pledge and moment of silence
4. Foul or abusive language will not be tolerated.
5. In order to be recognized, raise your hand and wait to be called on before speaking.
6. No visitation allowed by friends in the classroom unless invited by teacher.
7. Cosmetic and grooming aids may not be used in the classroom.
8. If you are absent from a class, you are responsible for the make-up work. Students will get time for make-up work as per district policy. It is the student's responsibility to get their make-up work upon their return to class.
9. Any time you need to leave the room you must ask for permission from the teacher.
‣ If permission is given you must fill out the sign in/out sheet with your name destination and time you are leaving class.
‣ Take the corresponding pass so any administrator/faculty members knows where you are going.
‣ When you return back to class, make sure to note the time on the sign in/out sheet
10. Each student will be given 4 restroom passes per semester so use them wisely.
‣ You must return back to class with 5 minutes when using a restroom pass.
11. **Cell Phones/Headphone Policy:** In order to create a more positive learning environment, we will limit our cell phone use in class, and use the following phone "code system" in class.
CODE BLUE: Cell phone is **unresponsive** for the day and must remain packed away and OUT OF SIGHT
CODE PINK: Cell phone is **abducted** if misused/may use for instructional purpose but must ASK FIRST.
CODE ORANGE: Cell phone is **hazardous** to work if not on task. May use for group/instructional work however no YouTube, personal social media or games are allowed at any time.
‣ There will be a numbered cell phone holder in the back of the classroom.
‣ When asked, students will place their cell phone in the holder in their assigned spot.

CONSEQUENCES

- ♥ 1st offense: warning and put in the cell phone jail and given back after class
 - ♥ 2nd offense: put in the cell phone jail and given after lunch or school and parent contact made
 - ♥ 3rd offense: put in the cell phone jail, home call, and administrative notification
12. **COURTESY RECEIVES THE HIGHEST AWARD IN THE CLASS. DEMONSTRATE A POSITIVE, HELPFUL, SUPPORTIVE AND ENCOURAGING ATTITUDE TO ONE ANOTHER.**

Special COVID-19 Procedures

- Students must adhere to the policies and procedures set forth in the SCUC Instructional Plans for both on campus and @home learning. Information can be found at the following website:
<https://www.scuc.txed.net/site/Default.aspx?PageID=32969>
- If a student has chosen on campus learning, the student must comply with the following to help mitigate the spread of Covid-19
 - Face Masks: To help keep close contact from occurring on campus, all SCUCISD students will be required to wear masks inside the building, and outside when unable to maintain six feet of distance from others.
 - Maintain a social distance of 6ft from other students in class.
 - Sanitize and/or wash hands frequently
 - No food or eating will be allowed in the classroom

If you need to contact me, please call the school @ 619-4000 or e-mail me at lguerrra@scuc.txed.net