**Please share this information handout with your parent or guardian. After your parent/ guardian reads the information, have them complete the attached form. You need to sign it also. Return the form to school.**

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| **Instructor: Mrs. Janelle Williams, RN**  **Room: 310**  **Telephone: (919)496-3975 EXT: 350**  **Email: janellewilliams@fcschools.net**  **Planning Period: 3rd**  **Virtual Office Hours: Mon-Thurs 2:30-3:00** | **YOU WILL NEED:**  **CHROMEBOOK**  **ACCESS TO YOUR CANVAS PAGE**  **Pencil, Blue or Black ink pen for taking notes**  **1 pack of colored pencils**  **NOTEBOOK PAPER IF NEEDED** |

**Course Description: This course is developed to focus on human anatomy, physiology and human body diseases and disorders, and recognizing and responding to first aid emergencies. Students will learn about healthcare careers within the context of human body systems. Projects, teamwork, and demonstrations serve as instructional strategies that reinforce the curriculum content. English language arts and science are reinforced in this course.**

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| **Course Main Objectives:**  **1.00 Understand structural organization of the body and initial roles of the first responder.**  **2.00 Understand the body’s support exchange systems.**  **3.00 Understand the body’s nutrient exchange and communication systems.**  **4.00 Understand the body’s hormone control systems** | **Grading Criteria:**  **Formative Assessments**:  Notes/Vocab/Worksheets **40%**  **SummativeAssessments:**  Quizzes  **20%**  Objective/Unit Tests & Projects **40%** |

**Exams:**

➤ Regular Objective/Section tests will be announced several days in advance.POSTED on CANVAS

➤ State EOC exam. TBD at this time Take advantage of all assignments, quizzes & reviews done throughout the semester.

**Notes/Vocab/Warm-Ups**

➤ **Warm-ups/Bell ringers Vocabulary & NOTES: Will count as a part of your formative assessment grade** and is **essential aid in passing the class & exams**. EVERYTHING IS ACCESSIBLE ON CANVAS. NO REASON FOR IT NOT TO BE DONE!

**ASSIGNMENTS**

➤ All work for Monday - Friday will have due dates listed (A grace period will be allotted in that all assignments for that week be completed by Sunday at 11:59 p.m.)

➤ **Late Work:** Anything after the grace period will have an automatic grade reduction of 5% for each day an assignment is late, **and will only be accepted up to 5 days after the assignment grace period. After that you will receive a ZERO.**

**Remote Learning Expectations**

Students are expected to:

* Be on time to the Google “Meet”
* Have active and appropriate conversations during the “Meet”
* Wear school appropriate clothing while “Meeting” - remember...the Google Meets are being recorded!!
* Complete assignments on time and submit them on time!! Please understand that late work is penalized!
* Be proactive...Ask for help if you don’t understand or have problems. Communicate with me quickly. You are always free to email me at [janellewilliams@fcschools.net](mailto:janellewilliams@fcschools.net) anytime!! I will respond as soon as possible.

**VIRTUAL DAILY SCHEDULE**

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| **8:00-9:00** | **Teacher will be: Conferencing with students or in PLCs/ Department meetings or planning.** |
| **9:00-9:45 (1st Period)** | **9:45-10:15** |
| **LIVE GOOGLE MEET 10:15-11:00 (2nd Period)** | **Independent Work 11:00-11:30** |
| **11:30-12:00** | **Lunch** |
| **12:00-12:45 (3rd Period)** | **12:45-1:15** |
| **1:15-2:00 (4th Period)** | **2:00-2:30** |
| **2:30-3:00** | **Conferencing with Students** |

**Virtual Class Rules:**

➤ Log into GOOGLE MEET a few minutes prior to the beginning of the class period.(will last approximately 45min) **Attendance will be taken in PowerSchool (NOTE: Recording of the Google Meet will be posted in Canvas later)**

➤All attendance, whether you join Google Meet or just log into CANVAS to work will be documented in a separate Attendance log detailing: Completion of your work(full or partial), time spent each day logged into CANVAS.

* Mandatory contact after every third absence in your class
* Mandatory contact after three zeros in your class

➤ PLEASE **NO INTERRUPTIONS** when I’m teaching/lecturing or giving directions during the Google Meet. Place your microphone on “mute” during this time. I will ask for questions throughout the lecture/discussion or after directions. You can then turn on your microphone and speak. Or easiest is to write in the CHAT PARTICIPATION & DISCUSSION IS HIGHLY ENCOURAGED!!!!!!!!!

➤ **REMAINING 30 MINUTES OF CLASS PERIOD**: IS FOR WORKING ON ASSIGNMENTS. (Please use this time wisely and get your assignments completed)

➤ **BEHAVE LIKE LADIES & GENTLEMEN** during the LIVE MEET gossiping, profanity and offensive, vulgar, racial or sexiest slurs are not needed or welcomed

➤ Dress appropriately: Fully dressed the Google meet is **being recorded**

➤**NO Cell Phones FIRST 45 MINUTES ⇨ UNLESS YOU ARE ARE ACTUALLY USING IT FOR THE GOOGLE MEET**

Please make sure to Identify yourself if you are doing the GOOGLE MEET from your cell phone

➤Be PROACTIVE ...ASK for help if you don’t understand or are having any problems of any kind..COMMUNICATE with me I AM HERE TO HELP & SUPPORT YOU!!!

**Please complete GOOGLE FORM**