**Veterinary Assisting**

Disclosure Statement

**Instructor:** Ms. Tiffany Bushman **E-mail address:** tiffanybushman@alpinedistrict.org

**Course Outline & Introduction**

Welcome to Animal Science! This class will cover the following topics:

-FFA & SAE program -Health Management -Wound Care, Bandaging, Splints

-Veterinary Careers -Animal Nutrition -Exotic and Lab Animal Care

-Breed Identification -Animal Behavior & Restraint -Veterinary Office Procedures

-Medical Terminology -Laboratory Testing & Radiology -Surgical Procedures & Assisting

**Absences/Tardies**

Attending class daily AND arriving to class on time is a must! This is an extremely hands-on class, and it is importand for you to be there. Excessive absences and tardies will result in an overall grade reduction on your final grade according to the scale. School excused absences do not count against your grade, but all other absences do. (including verified absences) If extenuating circumstances occur requiring you to miss an excessive amount of school days, talk to the instructor. An exception can be made **IF all missed work is completed** so that your grade isn’t affected severely. All grade reductions will be made at the END of the quarter.

*\*Number of absences & tardies will be added together to calculate grade deduction*

*\*Tardies cannot be made-up*

**Late Work**

Assignments must be turned in on time. **If you are absent, it is up to YOU to get your missed work the day you return!!** Students with excused absences will have **1 week** to complete and turn in make-up work for full credit. **Unexcused and/or truant absences will not be able to make-up work.** No late work is accepted for ANY credit unless you have a late pass.

**Behavior Policies**

Coming to class prepared, having a good attitude, and respecting all members of the class is expected. Students are expected to respect the rights of others and their property including the classroom, lab materials, computers, books, etc. **Electronic devices (cell phones, iPods, etc.) are not allowed in the classroom unless Ms. Bushman approves them for a class activity.** If they become a problem in the class, they will be confiscated. I will not tolerate cheating, offensive language, disruptive behavior, dress code violations, or harassment in my classroom.

**Materials Needed for Class**

Each student is required to have a **3-ring binder** (1-1 ½”) for organizing and keeping notes, assignments and handouts. It is recommended that you have a separate binder for **this class only,** but you can also have a section in your binder if you prefer. Students are expected to be prepared with their binder, paper, and pen/pencil EVERY DAY. Binders will be graded each quarter for neatness and completeness. It’s very important to keep track of your binder and **all** of your papers throughout the year. There will be a cupboard in the classroom where binders may be stored. However, you do so at your own risk. If your binder comes up missing, you are still responsible for the content.

**Tests, Quizzes, and Grades**

I will give prior notice before giving a test, but quizzes are unannounced. I will follow the MCHS grading scale for final letter grades. Grades will ALWAYS be finalized the second to last day of each trimester.

**FFA Membership**

This class is part of a complete Agriculture Program. FFA will be taught and participation encouraged according to the state curriculum. The National FFA Organization is the nation’s largest youth leadership organization. The main focus of the FFA is to develop leadership traits in youth. The FFA is a vital organization at American Fork High School. Students enrolled in agricultural classes are encouraged to become members of FFA. The annual dues are **$20.00** and can be paid to the financial secretary. By becoming a member of the FFA students will be able to participate in contests, develop leadership skills, be eligible for many scholarships, and possibly qualify to receive a number of awards. Full FFA membership and participation will also give you several opportunities for extra credit.

***The Mission Statement of the Agricultural Education Program American Fork High School is three fold:***

1) ***CLASS*** Instruction in the classroom and laboratory is the beginning of an agriculture program. In this class, students will learn principles and skills related to the animal industry. This program will strive to provide an ethical, sound understanding of American Agriculture.

2) ***FFA*** In addition to the classroom atmosphere, students will be encouraged to join the FFA and participate in FFA activities and leadership opportunities. The FFA makes a positive difference in the lives of students by developing their potential for **premier leadership, personal growth, and career success.**

3) ***SAE*** Students can choose an area of interest in agriculture and have a project called a “Supervised Agricultural Experience.” It can be as simple as caring for their lawn/garden or as complex as operating their own small business. It is their choice. Many students use the part time job they already have as their project as long as it can be related to agriculture. The SAE program provides students with hands on, real life, learning opportunities that will develop life skills and prepare them for a career.

Thank you, I’m looking forward to a great year! Feel free to contact me with any questions,

Ms Bushman

**Veterinary Assisting**

Disclosure Statement Parent/Student/Instructor Agreement

*I have read, understand and agree to abide by the procedures for this class.*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I have read and understand the information in this course disclosure statement. I have also discussed the policies and procedures with my student.*

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/day phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Method of Contact: \_\_\_\_Email \_\_\_\_Phone

Does your student have access to a computer and the internet at home? Yes No

Additional Notes:

Sign and return this portion. Returning this assignment is required and will be worth 20 points.

**Veterinary Assisting**

Medical Information & Release

This veterinary assisting class endeavors to provide as many hands-on learning opportunities as possible. As students explore the veterinary field and learn skills necessary to be a veterinary assistant, they will have opportunities to work with animals in class.

Every effort is made to ensure that only well behaved, healthy, and vaccinated animals are used in class to teach and demonstrate with, but parents and students should be aware that there is always a possibility of an accident or injury. The most likely injury would be scratches, but animal bites are also a possibility.

It is extra important in this class for students to be attentive, especially during labs to receive and follow all instructions.

**Allergies:** Please indicate any animal related or hay-fever allergies. Include severity of symptoms and necessary treatment if an allergic reaction were to occur in class.

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**Other Pertinent Health Information:** If there are any other health conditions that may affect the student’s participation in the class, please indicate them here.

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*I have read and understand that there are risks associated with this class. The student agrees to follow all directions and procedures to ensure the safety of themselves and their classmates. Parents and students agree to release liability of Alpine School District and American Fork High School in the case of an accident or injury.*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_