**Student-Parent-Teacher Contract  
Veterinary Assisting**Mrs. Kelly Foster [kfoster@wcpss.net](mailto:kfoster@wcpss.net) (919) 562-3600  
[www.wakefieldffa.com](http://www.wakefieldffa.com)

**Course Information:**

* Pre-requisite: Animal Science I/II and/or Equine Science I/II (Preference will be given to seniors with an interest in animal medicine.
* Veterinary Assisting: Students in this class have a love for small animals. This course is an inherently honors curriculum meaning essential standards of this course are held to a higher, more challenging level. This course provides instruction for students desiring a career in animal medicine. Topics include proper veterinary practice management and client relations, pharmacy and laboratory procedure, enhancement of animal care learned in previous animal courses, and surgical/radiological procedures. Advanced FFA leadership will be infused throughout the curriculum to develop the student’s ability to work with the public. All aspects of this course will have hands-on skill sets that will be enforced with both laboratory and veterinary-related experience working in animal medicine. Applied mathematics, science, writing, and skill sets are integrated throughout the curriculum. Students will not only complete assignments and make regular presentations in class, but will also work at times with a veterinarian.
* FFA Competitive Events: Veterinary Science

**Wakefield High School Honor Code:**

The students of Wakefield High School are committed to being honest and responsible in the completion of academic materials and interactions with the school administration and community. Cheating, stealing, plagiarism (passing off another’s work, words, or ideas as one’s own), and lying (including willful distortion or misrepresentation) are considered violations of the Honor Code. Through a joint fulfillment of this code, students and faculty will achieve their fullest potential in academic excellence and character.

**Electronics and Headphones:**

The use of electronics (cell phones, ipads, computers, etc.) and headphones are to be for classroom material ONLY. The teacher will specify when the electronics are used; headphones are NEVER to be used in class. The use of either without permission will result in a write-up, parent notification, and collection of device. With the 1st warning, the electronic will be collected and kept until the end of the period. With the 2nd warning, the electronic will be collected and taken to the office; where the parent/guardian will only be able to pick up the device (not the student).

**Main Classroom Rules:**

1. Give respect…get respect
2. All students will remain quiet during announcements and while the teacher is talking
3. All students are expected to conduct themselves in a manner that is considered to be safe by the teacher.
4. Food and **water** is permitted in the classroom (if wrappers or trash are found on the floor, privileges will be revoked).
5. Lab activities, field trips, etc. are a part of classroom instruction. All students are expected to stay with the class at **ALL** times. Leaving the class without prior approval from the teacher is considered skipping class.
6. All students are expected to be in their assigned seat, ready to begin class with the tardy bell rings.
7. All students are expected to follow the rules of Wakefield High School and Wake County Public Schools.

**Tardies:**

* Report to the faculty member located in the locker bay
* Provide accurate information to the faculty member
* Return promptly to class
* If you are more than 15 minutes late, go to the attendance office

**We are going to have a GREAT time this semester, but those who fail to meet expectations will face the following consequences:**

1. Work detention: There are many jobs to be done in the agricultural classrooms, poultry area, and even Mrs. Riedel’s fantastic gardens and greenhouse. If you choose to break a rule, you will be awarded a 30-60 minute detention with Mrs. Foster (SMART Lunch Work Detention OR afterschool). Parent/Guardian will be notified.
2. You will be sent to ISS. Parent/Guardian will be notified.
3. If these don’t work, I will then refer you to an administrator where you will receive consequences for your actions.

**Absences:**

* Everyone has the tendency to be absent at some point, but it is YOUR responsibility to get the makeup work. You must get your work made up within 5 days (1 pride time) upon returning to school. After 5 days (1 pride time) the score is a 0%. Assignments for UNEXCUSED will be made up during Pride Time ONLY. Quizzes/Tests will be made up during Smart Lunch, Pride Time, OR before/after school.
* If you are going to be absent for more than 1 day your parents should call student services (562-3600) and arrange for work to be picked up by a parent or friend
* To obtain assignments from a day when you are absent, look in the “Absent” bin in class, and then ask your neighbor for assistance.
* If there are extenuating circumstances for a student’s excessive absences, makeup work will be discussed accordingly.

**Grading:**

* Everything you complete in class has the chance to be graded. If you are given a task in class, I will tell you when it is due. If you are unsure of due dates, please ask. I will NOT constantly remind you; you must learn responsibility.

SAE 🡪 20%

Equipment ID 🡪 10%

Tests/Quizzes 🡪 25%

Portfolios 🡪 20%

Projects 🡪 10%

Honors Projects/Internship 🡪 15%

* Final Exam: The EOC exam for this class is called VOCATs exam. **SENIORS ARE NOT EXEMPT**. This counts for 20% of your final grade.

**Classroom Procedures and Assignments:**

* SAE: Supervised Agricultural Experience is a unique learning practice where students will plan a practical activity outside of class time in order to develop and apply their agricultural knowledge and skills. Students will choose an experimental, entrepreneurship, OR internship project of their choice. The students will work a minimum of 30 hours into this project over the course of the semester. The student has the chance to take ownership in his/her learning and do a project that they feel interested in; the opportunities are endless. This project also gives the students the skills in record keeping, time management, leadership, critical thinking, & problem solving.
* Equipment ID: Every third Friday students will be tested on various pieces of equipment used at a veterinary clinic (147 total). Students should make an effort to come to class and not miss the quiz, however, if a student misses a quiz the score from the following Monday will be used to fill in that zero.
* Tests/Quizzes: At no time should any student talk during a test or quiz with another student. Eyes on his/her test!
* Portfolios: A compilation of 3 weeks’ worth of assignments. **3-ring binder** and organized with a table of contents.
* Projects: From time to time students will be given an assignment that requires a little more effort than a simple homework or classwork assignment. These assignments should show significant effort and thought. Agriculture students will sell plants during the spring and fall plant sale.
* Internship: Students will be working with a veterinary clinic throughout the semester and additional documentation MUST be completed in the specified time period in order for the student to work with the veterinary clinic. Students MUST check in with me prior to driving to the clinic. If the student does NOT check in with me prior to going to the clinic, OR there are various issues at the clinic that I am notified of, there will be “3 strikes” and the student will then be working at school and NOT at the clinic.

**Leaving the Classroom (Bathroom, Locker, and so on):**

Each student will be given 3 common passes per quarter. The student may use these passes to go to the restroom, their locker, or wherever else they may feel necessary to visit. Students may not use these passes for first 15 minutes or last 15 minutes of class. If additional passes are needed, this will be deducted in points from your quarterly grade.

**Student Responsibility:**

* It is the student’s responsibility to follow the rules and do the work; Mrs. Foster cannot turn in the work for you. The student may ask at any time for a grade update, however, the student and parents can always access updated grades on PowerSchool. It is the student’s right and responsibility to ensure that his/her grade is accurate. Being a high school student means that it is the student’s responsibility to check for missing/late/absent work. I will update the students of missing assignments when progress reports are distributed.
* Students have the responsibility to do their own work. This means that not only is cheating not permitted, but also plagiarism will not be allowed. It is very easy for anyone to determine if someone has plagiarized. If a student is caught plagiarizing, the first offense will result in a reduction of the original assignment grade, as well as the students having to redo the assignment. If the student is caught again there will be no points given for this assignment.
* Students have the responsibility of being honest. If a student forges a parent/guardian’s signature, he/she will be assigned a work detention.

**FFA Participation:**

Students in Agricultural Education have the exclusive opportunity of participating in an agriculture leadership club called FFA. FFA is a national organization that strives to promote career success, leadership, and personal growth. It is the ideal experience for any youth. If a student chooses to become involved in the organization there are dues of $25 annually (includes an AWESOME t-shirt). Students can receive up to 3% extra credit on their final grade as well. The extra credit will be awarded as follows: 1% for paying dues, and 2% for participating in a CDE, or officer position.

**Certification:**

Students will learn the material in order to be prepared for the Veterinary Assisting certification exam. ***This exam is offered separately from the course, by the Texas Veterinary Medical Association at a cost of $125.*** The exam is **NOT** required to participate in the course, but highly recommended and required for certification. *Completion of only the course does NOT guarantee certification*. Upon successful completion of the TVMA exam, validation checklist and hands-on hours, students will be able to be a Certified Veterinary Assistant (CVA) Level 1. You will be notified of the testing date and site once they become available.

**Materials Needed:**

As a member of the Ag. Ed. class, you are responsible for the following materials to ensure your learning:

1. A 3-ring binder with dividers
2. Pencils, pens, paper
3. Flash drive
4. Appropriate clothing when working with animals (Closed toed shoes, jeans, glasses, etc)
5. Appropriate clothing when working with the veterinary clinic
6. Rain gear or coats when needed – you will go outside!

**Course Outline and Tentative Test Dates:**

Unit A: Veterinary Practice Management and Client Relations (Wednesday, 9/27)   
Unit B: Pharmacy and Lab Procedures (Wednesday, 10/18)  
Unit C: Animal Care and Management (Wednesday, 11/29)  
Unit D: Surgical and Radiological Procedures (Friday, 1/5)

|  |  |
| --- | --- |
| **Classroom Wish List**  *\*\*These items are not required, but are VERY much appreciated\*\** | |
| Paper Towels | Pet Supplies (Litter – Rabbits) |
| Kleenex | Pet Supplies (Treats – Carrots, Raisins, Seed Mix for Pets) |
| Clorox Wipes | Pet Supplies (Chew Toys) |
| Hand Sanitizer | Pet Supplies (Timothy Hay) |
| Pet Supplies (Bedding) | Pet Supplies (Food – Guinea Pig, Chinchilla, Rabbits) |