

Medical Administrative Specialist

2017 - 2018

Instructor: Mrs. Sara Tobias

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GENERAL RESPONSIBILITIES AND PROCEDURES

1. All students must adhere to the Bay District School dress code. For this program, Business casual for New Students and Black Scrubs with closed toe shoes for Returning Students.
 - a. Students not adhering to the dress code will lose points from their Employability Score.
2. Be sure your unaltered student identification badge is visible on you before entering the classroom.
3. Sign In and Sign Out is required Daily using Student Tracker.
 - a. Be on time!
 - b. There are NO excused or unexcused absences. Your employer doesn't excuse absences nor does HTC.
 - c. You will be dropped from school after 6 consecutive absences.
 - d. Unexcused absences - Students are allowed to miss a maximum of 10% of hours per payment period. Payment period is 450 hours - allowed 45 hours.
 - e. Excused absences - Students are allowed to miss a maximum of 8% of hours per payment period. Payment period is 450 hours - allowed 36 hours.
 - f. You are considered TARDY if you are 6 minutes or more late.
 - g. You are not allowed to leave the classroom to smoke.
4. Cell phones should not be heard during class time. Must be silent and put away during class. Please review the school policy as written in the school handbook.
5. Food/drink(s) are NOT allowed in the classroom. Only LABELED clear bottle water. There are NO exceptions!
6. Do not leave the classroom unless you inform the instructor.

ASSIGNMENTS

7. Include the following heading on ALL assignments to be graded:
 - Name
 - Assignment Name
 - Date
8. When you complete formative assignments, check the work using the binders on the grey book shelf. Do not take the binders to your desk, review at the student test tables.
9. Place your work that needs to be graded in the black metal basket on the teachers' desk. No other work should be in the folder.
10. DO NOT take your red student folder home.
11. Test will be taken at the test tables located at the front of the classroom. Do not talk to students who are testing.

TEST TAKING

12. DO NOT start a test if you can't complete the test fully in the time left in the class period.
13. When ready to take a test, see the instructor/paraprofessional.
14. Sit in the testing area.
15. DO NOT talk to students who are testing or while you are testing.
16. NO notes or books unless allowed by the instructor.
17. If you score below a 70, you can retake that test (if you have completed all formative assignments). The two tests will be averaged together for your final grade.

ACADEMIC MISCONDUCT

18. Students caught cheating will be subject to penalties, including a zero for the assignment and possible dismissal from the program without a refund.

MUSIC IN THE CLASSROOM

19. You may listen to music in the classroom IF:
 - a. You are on-target for your completion dates.
 - b. You listen through the computer (Pandora).
 - c. No music is loaded on the machine.
 - d. Provide your own headphones.
 - e. You can hear when the instructor addresses you.

VISITORS

20. All visitors to Haney Campus MUST sign in at the front office.
21. Students should not have friends coming to the classroom.

COMPUTER USE

22. Access only the files and programs that you need in the daily tasks as assigned.
23. Do not change computer settings or move equipment. Settings include, but are not limited to screen savers, backgrounds, display size, or any setup changes.
24. At the end of class/day you should shut down your computer and leave your workstation neat and clean.
25. THERE IS NO WEB SURFING UNLESS AN ASSIGNMENT REQUIRES IT.
26. DO NOT DOWNLOAD ANYTHING ONTO THE COMPUTERS OR GIVE PERSONAL INFORMATION VIA THE WEB!!!!!!!
27. Save everything to the location given by your instructor. Save often ~ before you walk away from your computer or print. You are responsible for keeping up with all your work.
28. Before you print a final copy, preview the document on your screen.
29. During inclement weather, save often.

KEEP UP WITH YOUR STUDENT FOLDER AT ALL TIMES!

THE RED STUDENT FOLDER SHOULD NEVER LEAVE THE CLASSROOM.

GRADING POLICY

Grades are based on the following:

- Formative Assessment
- Summative Assessment
- Employability Skills Assessment

Formative Assessments are Non-test assignments that should be completed by the student as a learning assignment and will count for **25%** of your grade. The student will review their own assignments.

Summative Assessments are those that “sum” or measure what you have learned and will count for **75%** of your grade. Examples of summative grades are quizzes, projects and portfolios. All qualifying students with a summative grade below a C (70) may qualify for a retake.

Formative and Summative Assessments will make up 85% of total OCP grade and Employability will make up 15% of total OCP grade.

Employability Skills Assessment (15% of total OCP grade) will reflect time-management, preparedness, attitude, punctuality, quality of work and dress. You will be evaluated according to the Employability Skills rubric (attached). Again, this will comprise of **15%** of your total OCP grade.

RETAKES:

Qualification to retake:

- ✓ Retakes can only be awarded if all formative work is finished before the test. Students who have not completed all formative work will not qualify to retake.
- ✓ Retakes must be completed within 5 school days.
- ✓ If you score below a 70, you can retake; the two tests will be averaged together for your final grade.

For each grade sheet, your grade will be calculated as indicated: →

Grading Scale:

A	=	100 – 90
B	=	89 – 80
C	=	79 – 70
D	=	69 – 60
F	=	59 – 0

Formative	_____ X.25 = _____
Summative	_____ X .75 = + _____
_____ / _____ = _____ <small>points earned # of assignments</small>	
Progress (# of Days Behind)	_____
FINAL GRADE	= _____

Be aware that you must complete each Occupational Completion Point with an average of 80% and within the allotted industry time frame in order to receive a certificate.

You must also complete your vocational program and earn a 2.0 grade point average in order to graduate from Haney Technical Center.

One point will be deducted from your final grade **for each day** that you go beyond your Estimated End Date on each grade sheet. No points will be deducted if you exceed your Estimated End Date due to:

- Excused/Unexcused absences as defined in the Haney Technical Student Handbook
- Approved school leave as defined in the Haney Technical Student Handbook