

HEALTH & MEDICAL CAREERS ACADEMY 2018-2019 HANDBOOK



HMCA Mission Statement: *The mission of the Health & Medical Careers Academy (HMCA) is to develop in our students the necessary academic and practical competencies to pursue a successful careers in the healthcare industry.*



Students Today...Professionals Tomorrow

HMCA TEAM

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Anatomy and Physiology & Honors Anatomy and Physiology



I. ACADEMY OVERVIEW

Preparing for your future.

IN THE ACADEMY YOU WILL LEARN SKILLS THAT ARE VITAL IN COLLEGE AND IN THE WORKPLACE:

- Computer applications (MS Word, Excel, PowerPoint, and more)
- Business basics
- Résumé and interview practice
- Effective communication and people-skills
- Collegiate-level lecture note-taking
- Collegiate-level writing
- Test-taking preparation
- Time management and punctuality
- Organizational methods
- Lab skills

YOU WILL LEARN THESE SKILLS THROUGH UNIQUE ACADEMY OPPORTUNITIES:

- Specifically designed course for the Academy
- Cross-curricular group projects
- Educational simulations
- Internships/Mentorships
- Job Shadows
- Guest Speakers
- Fieldtrips
- Community Service (20 hours a year grades 10-12, 10 hours a year grade 9)

CULTURE OF TRUST:

In the Academy, we pride ourselves on having a diverse “family atmosphere.” This means every student has a responsibility to be trustworthy and respectful. We want our students to get to know each other and work as a team.

ACADEMY REPUTATION/CLASSROOM RULES:

On campus, HMCA students have a reputation for being mature and professional. It is the responsibility of the HMCA students to set a good example. Breaking school rules will not be tolerated. Anyone in the HMCA who is suspended for fighting, drug or alcohol use, inappropriate posts on social media, or any type of behavior that may harm another student, that student may be dismissed from the Academy. We strongly enforce all school rules as stated in the TCHS Student Handbook.

ACADEMIC DISHONESTY:

Students who are caught plagiarizing, cheating, helping others cheat, copying student work, using technology for answers, claiming other student work that isn't your own, meddling with/altering teacher's grades, etc. will be placed on academic dishonesty probation. If it happens a second time, you will be removed from HMCA as soon as possible.



ACADEMIC SUCCESS

You are here, first and foremost, to learn. Put your academics first.

A. HMCA Courses

(*denotes optional course taken with online PE)

9th Grade	10th Grade	11th Grade	12th Grade
Regular College Prep Cohort	Regular College Prep Cohort	Regular College Prep Cohort	Regular College Prep Cohort
<ul style="list-style-type: none"> • Health/Academic Essentials • Biology • English 9 • AP Human Geography* 	<ul style="list-style-type: none"> • Sports Medicine • Microbiology • English 10 • World History 	<ul style="list-style-type: none"> • Medical Terminology • Chemistry • Applied Medical English • US History 	<ul style="list-style-type: none"> • Pharmacology/Medical Scribe • Anatomy & Physiology • Expository Reading & Writing • Government/Economics
Advanced College Prep Cohort	Advanced College Prep Cohort	Advanced College Prep Cohort	Advanced College Prep Cohort
<ul style="list-style-type: none"> • Health/Academic Essentials • Advanced Biology • Advanced English 9 	<ul style="list-style-type: none"> • Sports Medicine • Microbiology • Advanced English 10 • AP World History 	<ul style="list-style-type: none"> • Medical Terminology • Honors Chemistry • AP Language & Composition • AP US History 	<ul style="list-style-type: none"> • Pharmacology/Medical Scribe • Honors Anatomy & Physiology • AP English Literature & Composition • AP Government

B. PREPAREDNESS/RECOMMENDED MATERIALS

We expect students to come to class every day ready to learn. We recommend that you have the following materials with you. If you are unable to acquire any of the listed materials, please see Ms. Fink or Mr. Lovingood for assistance.

- 3-ring binder
- Spiral notebook (as required per teacher)
- Highlighters
- Lined paper
- USB Flash Drive
- Blue and black ink pens
- TCHS Planner & HMCA Handbook
- Pencils
- Academy textbooks
- At least one “business professional” clothing outfit (see Section V)

C. KEEPING GRADES UP

You are here to learn; therefore your GPA is important to us and should be to you. You must communicate with your teachers when you are not doing well. Seek academic tutoring when necessary. Keep up with your homework and study for tests. If you do not maintain a 2.0 overall GPA, or you receive a D or F in an Academy class or other core academic class, you are at risk of being put on academic probation and may eventually be dropped from the HMCA. We encourage all students to strive for a 3.0 GPA and no Ds or Fs. If grades do not improve at the semester, you may be removed from the Academy.



II. ACADEMIC PROBATION

Every five week grading period, the teachers will assess all Academy students on Academic grades.

A. HOW DO I GET ON ACADEMIC PROBATION?

- If your overall GPA falls below a 2.0 for a grading period or if you are the bottom 10% of your class.
- If you receive a D or F at the end of the grading period in any HMCA or core academic class.

B. WHAT ARE THE CONSEQUENCES OF BEING ON ACADEMIC PROBATION?

- You will be required to meet with the Academy Directors and any other teacher in whose class you are struggling in to set up an intervention meeting. You will complete the academic probation contract that details what steps you will take to improve your grade(s). This contract will be sent home for a parent signature. A parent conference may ensue if grades do not improve.
- You will be required to attend mandatory tutoring.
- Students who fail to show up for their intervention meeting, mandatory tutoring, or signed contract will be assigned lunch detention. Failure to show up to lunch detention will result in a suspension of academy privileges, such as field trips and other service activities.
- Continued failure to attend detention/tutoring will result in a parent meeting with Academy Administration and potential removal from the program.

C. HOW DO I GET OFF ACADEMIC PROBATION? WHAT HAPPENS IF I DON'T?

- If you show improvement by bringing up your grades and GPA, you will be taken off of probation at the beginning of the next five week grading period.
- If you do not improve your grades after being on probation for one of more grading periods, you are in danger of being dropped from the academy at the end of that semester.
- If you are dismissed from the Academy, we will notify your parent and counselor and they will rearrange your schedule. Keep in mind that if you are rescheduled, your other non-HMCA classes may also change to accommodate your new schedule.



V. ATTENDANCE

**are preparing you for a career. You must attend to succeed. We
come
every day on time and we expect you to show us the same respect.**

A. ATTENDANCE POLICY

Attendance and punctuality are vital to academic success. Your attendance will be monitored each semester and a conference may be necessary if absences and/or tardies become excessive. Poor attendance in any one class can negatively impact a student's grade. Students may be placed on attendance contracts if necessary and eventually removed if attendance does not improve. Please refer to the TCHS student handbook for more information on this policy.

B. TARDY POLICY

Being late to class is disruptive and disrespectful. We define being on time as **being in your seat when the tardy bell rings**. If the bell does not ring, you are still required to be in class at the scheduled time and any tardies as a result will not be excused. Students may be placed on tardy contracts if necessary and eventually removed if tardies continue.

C. TRUANCY POLICY

Truancy is defined as being over a half an hour late to class without an excused pass or ditching class. Students with a truancy will have their name given to the HMCA Administrator who will then assign Saturday School.

D. IF ANY OF THE ABOVE HAPPENS 5 OR MORE TIMES, A MEETING WILL BE SCHEDULED WITH A HMCA ADMINISTRATOR.

E. PERFECT ATTENDANCE

Students who have no absences and no tardies (in all classes) at the end of each semester will be recognized, and will receive a reward.



V. HMCA PROCEDURES

An organized classroom ensures learning. All Academy teachers will be following these common procedures.

A. DAILY PLANNERS

Students will learn the habit of organization by formally recording assignments and important dates in a daily planner. Planners should be carried every day.

B. ABSENT WORK POLICY

Students are responsible for finding out what they miss if they are absent. Missing class is **never** an excuse for not turning in an assignment. Take some responsibility for your grades and turn in the work you were absent for. If you are absent, you will have the **number of days you were absent** to turn in your missing work. For example, if you miss two days in a row, you will have the two days after the day you return to submit any missed classwork or homework. After that, it becomes a zero.

C. MAJOR ACADEMY ASSIGNMENTS

Major Academy assignments such as essays, tests, and presentations will be treated like a college assignment and cannot be turned in late for *any* reason. **If you are absent on the due date of a major academy assignment, you will still receive a zero.** If you know you will be absent, you will have to find a way to turn in the assignment by giving it to a reliable friend, e-mailing it to the teacher, or turning it in a day early. If it is a presentation that you missed, you will automatically receive a zero. Please discuss all absences with your teachers.

D. UNIFORM POLICY

Students will be required to wear their HMCA uniform every Tuesday to school. Freshmen, Sophomores, and Juniors are to wear their polo shirts and Seniors are to wear their scrubs (unless instructed differently by Mr. Cox). Wearing your uniform appropriately each Tuesday will be counted towards your grade in your HMCA classes.

E. PROFESSIONAL DRESS

To learn the practice of dressing appropriately in the workplace, there will be times that you will be required to dress professionally. Professional dress days will occur if there is a special event or if you are scheduled to give a presentation. Please see Ms. Fink or Mr. Lovingood if you have difficulty finding professional clothing.

Acceptable Attire:

Males: Suit or sport coat, dress slacks, belt, dress shirt, tie, dark socks, and dress shoes.

Females: Suit, dress, dress slacks, or skirt with a blouse or jacket, nylons, dress shoes.

**Shirts should be tucked in. HMCA polo with slacks or skirt is acceptable.*

Unacceptable/Inappropriate Attire:

Hats, ripped jeans, mini skirts, backless and sleeveless shirts, dresses or blouses, sagged pants, t-shirts/tank tops, sneakers, flip flops.



VI. TECHNOLOGY

This equipment belongs exclusively to the Academy—please treat it with care.

The Academy is fortunate enough to have access to its own iPads, computers, printers, flash drives, handheld responders, SmartBoards, and several other pieces of equipment thanks to outside grant funding. This equipment is not purchased by Temescal Canyon High School and therefore it is not replaceable unless we take more money out of our own funding or fundraising. It is the responsibility of every Academy student to maintain the equipment using the following guidelines.

- A. **ONLY HMCA STUDENTS** may access and utilize the technology purchased by the Academy. Ms. Fink (room 555) and Mr. Lovingood (room 553) have a shared office, which is the HMCA lab. **ONLY HMCA STUDENTS** are allowed to use the technology during lunch if you need to print or access the computers for an assignment Tuesdays-Thursdays only. It is recommended you bring a flash drive to save your work. You will need to sign in with Ms. Fink in room 555 to reserve your spot in the lab.

- B. Absolutely **no food or drink** should come near the iPads, computers, etc., or will be allowed in the HMCA lab at any time. Students and/or parents may be held liable for damaged equipment.

- C. Using the internet is a **privilege** that can be taken away. If students are abusing the privilege by looking at inappropriate sites, or checking e-mail during curriculum time, Internet access will be revoked.

- D. Any equipment that is vandalized will be paid for by the student and/or parent. This includes graffiti, stickers, removing an item from the equipment, etc.

- E. Students should inform a teacher *immediately* if there is any problem with any piece of equipment, otherwise you are in danger of being blamed for it.

- F. E-mail will be utilized for class and program assignments. Inappropriate use of e-mail will result in e-mail privileges being revoked.



VII. ACADEMY HONORS

Be proud of your academic achievements!

Throughout their four years of high school, students will have the chance to work towards graduating with HMCA Medal Recognition and HMCA Honor Cords. Students will also have the opportunity to be recognized for staying in the Academy all four years of high school. These achievements will be recognized at the awards night in May.

HMCA Medal Requirements:

- Successful completion of grade level projects during years within the Academy—passing with a C or higher
- Successful completion of the Mentor Program year
- Successful completion of the Mock Interviews Junior year
- Successful completion of the 50 hour Internship Program Senior year
- Successful completion of the Senior Exhibition—passing with a 76% or higher
- No more than 5 unexcused absences and tardies per semester
- Must obtain a C or higher in all academy classes senior year

HMCA Honor Cord Requirements:

- 3.5 and above in all HMCA classes
- Successful completion of grade level projects during years within the Academy—passing with a C or higher
- Successful completion of the Mentor Program Junior year
- Successful completion of the Mock Interviews Junior year
- Successful completion of the 50 hour Internship Program Senior year
- Successful completion of the Senior Exhibition—passing with a 76% or higher
- No more than 5 unexcused absences and tardies per semester



VIII. SOCIAL MEDIA **It's important for us to stay connected!**

Students, parents, and industry partners are invited to be a part of our social media outlets. Throughout the year, we will be showcasing in class activities, field trips, service projects, mentor meetings, internships, announcements, and other academy events. We invite you to follow us on Twitter, Facebook, and Instagram to stay connected to what is going on in the academy.

Facebook: TCHS Health Academy

Twitter: @tc_hmca

Instagram: @tc_hmca

Please be aware that your student will at one point be photographed in the classroom, on field trips, be a part of the HMCA class photo, etc. This will be posted on all social media outlets. We understand that not all students are allowed to have their photo posted on and/or access social media. Therefore, we ask that you sign a photo release form to allow your student to be photographed. Please fill out the bottom portion so we know if your student is allowed to participate in our social media outlets.

_____ Yes, my student may have his/her photo taken and posted on HMCA social media.

_____ No, my student may not have his/her photo taken and posted on HMCA social media.

Grades 10-12: Please return this form back to Mr. Cox by _____

Grade 9: Please return this form back to Mrs. Nelson by _____



PARENT/STUDENT CONTRACT

2018-2019 HMCA Handbook

I have read and understand the policies and expectations of the Health & Medical Careers Academy. I agree to uphold the standards of the HMCA, and understand that if I do not I may be removed from the Academy.

PRINT STUDENT NAME

DATE

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

Grades 10-12: Please return this form back to Mr. Cox by _____

Grade 9: Please return this form back to Mrs. Nelson by _____

