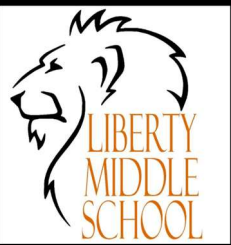


Liberty Middle School
281 Dock Murphy Drive, Madison, Alabama 35758

Career Prep
Mr. D. Brown

Teacher Contact Information	Email: dlbrown@madisoncity.k12.al.us Classroom Phone: 256-430-0001 ext. 83112
Classroom Digital Platforms	Webpage Link: https://www.madisoncity.k12.al.us/Domain/3346 Schoology Link: Can be accessed through MCS account
Textbook Information, Required Texts, and Other Instructional Materials	Financial Literacy https://www.ngpf.org/ Internet Skills https://edu.gcfglobal.org/en/subjects/internet-skills/ <i>Alabama Career Planning System accessible via Clever Can be accessed through MCS Clever account</i> <i>Parents and guardians can access other supplementary materials through the Schoology platform.</i>
Course Description	Students will learn about real life topics such as careers, post secondary education, and money management.
Course Objectives	The Career Preparedness course focuses on three integrated areas of instruction-academic planning and career development, financial literacy, and technology. Course content ranges from college and career preparation to computer literacy skills to ways to manage personal finances and reduce personal risk.
Course Outline	Unit 1 - Online Environment Unit 2 - Tech Basics Unit 3 - Office Applications Unit 4 - Career Planning and Post Secondary Options Unit 5 - Employment Process Unit 6 - Bank/Financial Services Unit 7 - Credit/Debt Unit 8 - Manage Finance/Budget Unit 9 - Savings and Investment Unit 10 - Risk Management Unit 11 - Taxes
Classroom Expectations	1. Cell phones must be powered down and in a backpack from 8:15 am - 3:20 pm. 2. Be seated and ready for class when the bell rings. Students tardy to class will receive a detention per LMS policy. 3. Come prepared for class. Bring all necessary supplies 4. Respect your teacher, your classmates, and yourself. 5. If it's not yours, don't touch it. Keep your hands and feet to yourself. All students must follow the Madison City Schools Code of Conduct .
Technology & Cell Phone Procedures	Effective July 1, 2025, the use, operation, or possession of Wireless Communications Devices including but not limited to cellular telephones, tablet computers, laptop computers, pagers, gaming devices, smart watches, earphones or headphones in school buildings or on school grounds during the Instructional Day, is prohibited. Violation of Board policy with respect to such use, operation, or possession of Wireless Communication Devices will constitute a Class II violation. Madison City Schools has outlined an Electronic/Wireless Device Policy (Policy 6.20) on page 137 of the MCS Policy Manual. Students should bring their MCS Chromebook and chargers to class each day. Teachers monitor student activity and participation; however, students are responsible for their activity on school-issued devices and using their MCS accounts.



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Progressive Discipline	Liberty Middle School Classroom Management Plan: Step 1: Verbal warning Step 2: Student/teacher conference with parent notification Step 3: Parent contact/conference Step 4: Detention Step 5: Referral to administration for repeat Class I violations and initial Class II and Class III offenses (Madison City Schools Code of Conduct)
Grading Policy (MCS Policy)	70% = High School Credit Assessments 30% = High School Daily Grades
Late Work Policy	<i>Late assignments will be reviewed and considered on an individual basis. As CTE/STEM courses simulate real-world work environments and emphasizes project-based learning, timely completion of tasks is essential. However, if circumstances arise, students are responsible for communicating with the teacher emulating positive employability traits; each situation will be assessed fairly and thoughtfully.</i>
Make-up Work/Test Policy	Students with excused absences will be allowed to make-up all work within three days of returning to school. It is the student's responsibility to ask for make-up work. Students can get with a classmate or ask the teacher for help. Work that is not made up will become a zero (including quizzes/tests).
Homework	<i>All assignments should be done in class.</i>
Parent & Student Acknowledgment Form	<i>Please sign and date the acknowledgment form.</i>

This syllabus is subject to change.



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Sign and Return

Acknowledgment Statement of the syllabus for Career Prep.

We, the undersigned, acknowledge that we have read and understood the syllabus for this class. We agree to support our student's learning and abide by the policies outlined.

Student Name: _____

Parent/Guardian Name: _____

Signature of Student: _____ ***Date:*** _____

Signature of Parent/Guardian: _____ ***Date:*** _____

Video/Media Authorization

I, the undersigned parent/guardian, authorize the teacher to show videos or movies rated up to PG-13 during class. I understand that these materials will be selected to enhance the learning experience.

Parent/Guardian Name: _____

Signature of Parent/Guardian: _____ ***Date:*** _____