



Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

8th Grade Career Preparedness

Ms. Courtney Kelley

Teacher Contact Information	Email: cmkelley@madisoncity.k12.al.us Classroom Phone: 256-430-0001
Classroom Digital Platforms	Webpage Link: https://www.madisoncity.k12.al.us/Domain/1077 Schoology Link: Will provide link in class Distribution List Link: Power Schools will be used for parent contact info
Textbook Information	Students will refer to Schoology for weekly agenda and assignments.
Course Description	<p>Career Preparedness is a required course in the state of Alabama that focuses on four primary areas of instruction: Personal Discovery and Planning, Career Exploration, Financial Literacy, Technological Skill Building and Integrations. Students must pass Career Preparedness (with greater than a 60%) in order to receive an Alabama High School Diploma. Career Preparedness is meant to be a project-based learning course that encourages students to fully engage with the content and material. This course begins with personal exploration in order for students to determine their strengths and potential career pathways that align with their personality and interests. Students will compare and contrast college pathways and career pathways by analyzing the requirements of each. Students will also learn personal financial management strategies to assist them in making wise financial decisions after high school. Technology and computer literacy will be interwoven throughout the Career Preparedness course and applied to each concept. This course will help students with employability skills (to include soft skill training, resume building and mock interviews); an entrepreneurship overview (to include the fundamentals of business plans and marketing); and career advancement opportunities through continuing education opportunities.</p>
Course Objectives	<p>Students will be preparing to be college and career ready. This course also equips them with the skills needed for business and industry, continuing education, and lifelong learning. Acquisition of these skills is achieved by incorporating content and strategies that can easily allow students to meet the required 20 hour online experience as defined in Alabama state department of education high school distance learning: online/technology enhanced course or experience guidance document.</p>
Course Outline	<p>Unit 1: Personal Decision Making Unit 2: Academic planning and Career Development Unit 3: Managing Finances and Budgeting Unit 4: Saving and Investing Unit 5: Banking and Financial Institution Unit 6: Credit Unit 7: Debit Unit 8: Stocks Unit 9: Risk Management Unit 10: Insurance</p>
Classroom Expectations	<ol style="list-style-type: none"> 1. Be seated and ready for class when the bell rings. 2. Work Hard on every project 3. Take Pride in neat work. 4. Be collaborative team player 5. Build each other up 6. Never give up
Progressive Discipline <i>(LMS Policy)</i>	<p>Step 1: Verbal warning Step 2: Student/teacher conference Step 3: Parent contact/conference</p>

	<p>Step 4: Detention and a parent contact Step 5: Office referral</p>
<p>Grading Policy <i>(MCS Policy)</i></p>	<p>70% = Assessments (Tests, Projects, Mini-Assessments) 30% = Daily Grades (Quizzes, Exit Slips, Progress Checks, Classwork, Daily Activities, Participation) PowerSchool Students are required to keep up with their daily grade averages in this course. From time to time, I will require students to log into PowerSchool to show me their grades. PowerSchool will be the accurate platform for students to review their grades. When students and parents review PowerSchool, the code Missing will indicate "0." This code states that the student has not turned in their assignment. Incomplete will be for incomplete assignments in which students are still working on.</p>
<p>Late Work Policy</p>	<p>Students must request an extension before the due date. It will be approved at the teacher's discretion.</p>
<p>Make-up Work/Test Policy</p>	<p>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). Many times, missed quizzes and tests can be made up during school.</p>
<p>Technology</p>	<p>Student laptops should not be hard-wired to the network or have print capabilities. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. Laptops and other electronic devices will be used at the individual discretion of the teacher.</p> <p>Computer Guidelines The Liberty Middle School policy for computer usage is located in the Student/Parent Handbook and is strictly enforced. Madison City Schools' Acceptable Use of Computer Technology Policy is also enforced. Students who misuse LMS computers are subject to denial of computer usage, detention, suspension, and/or expulsion.</p>
<p>Accommodations</p>	<p>Requests for accommodations for this course or any school event are welcomed from students and parents.</p>
<p>Ms. Kelley's Amazon Wishlist (These items are not required, but always appreciated!)</p>	