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|  | **Liberty Middle School**  ***281 Dock Murphy Drive, Madison, Alabama 35758***  **Career Prep**  **Mr. Yocom** |

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| **Teacher Contact Information** | **Email:** dwyocom@madisoncity.k12.al.us  **Classroom Phone:** 256-430-0001 ext. 83114 |
| **Classroom Digital Platforms** | **Webpage Link:** [**https://www.madisoncity.k12.al.us/Domain/1080**](https://www.madisoncity.k12.al.us/Domain/1080)  **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/*](https://edu.gcfglobal.org/en/subjects/internet-skills/)  *Parents and guardians can access other supplementary materials through the Schoology platform.* |
| **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. Have a great attitude 2. Communicate your concerns and questions 3. Respect everyone   **All students must follow the** [**Madison City Schools Code of Conduct**](https://www.madisoncity.k12.al.us/site/handlers/filedownload.ashx?moduleinstanceid=3761&dataid=28027&FileName=Madison%20City%20Schools%20Code%20of%20Student%20Conduct%202024-2025.pdf). |
| **Technology &**  **Cell Phone Procedures** | Students should bring their MCS chromebooks 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.  Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. Students will have access to their phones and earbuds/headphones outside of classroom instruction time, such as between classes and during lunch, but devices should be put away when students are in the serving line. Failure to follow these procedures will result in a disciplinary referral to the office. |
| **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**](https://www.madisoncity.k12.al.us/site/handlers/filedownload.ashx?moduleinstanceid=3761&dataid=28027&FileName=Madison%20City%20Schools%20Code%20of%20Student%20Conduct%202024-2025.pdf)) |
| **Grading Policy**  ***(MCS Policy)*** | **60%** = Assessments (Tests, Essays, Projects)  **40%** = Daily Grades (Quizzes, Homework, Classwork, and Participation)  **70%** = High School Credit Assessments  **30%** = High School Daily Grades |
| **Late Work Policy** | ***Assignments should be completed on time. Any adjustments need to be discussed with me. Potential late penalties include 10-30% of the grade.*** |
| **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** | ***All assignments should be done in class.*** |
| **Parent & Student Acknowledgment Form** | ***Please sign and date the acknowledgment form.*** |

***This syllabus is subject to change.***