



Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

Career Prep Ms. Courtney Kelley

Teacher Contact Information	Email: cmkelley@madisoncity.k12.al.us Classroom Phone: 256-430-0001 ext. 83130
Classroom Digital Platforms	Webpage Link: https://www.madisoncity.k12.al.us/Domain/1077 Schoology Link: Can be accessed through MCS account
Textbook Information, Required Texts, and Other Instructional Materials	<i>Parents and guardians can access all instructional materials through the Schoology platform.</i>
Course Description	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. Students will also be taught financial literacy concepts and will be required to take a financial literacy test.
Course Objectives	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.
Course Outline	Unit 1: Online Environment Resources Unit 2: Technology Basics Unit 3: Office Applications Unit 4: Career Plans and Post-Secondary Options Unit 5: Employment Process Unit 6: Banking & Financial Services Unit 7: Credit & Debt Unit 8: Managing Finances/Budgeting Unit 9: Savings & Investments Unit 10: Risk Management Unit 11: Taxes
Classroom Expectations	<ol style="list-style-type: none"> 1. No cell phones allowed during instructional time. 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	<p>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.</p> <p>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.</p>
Progressive Discipline	<p>Liberty Middle School Classroom Management Plan:</p> <p>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)</p>
Grading Policy <i>(MCS Policy)</i>	<p>70% = Assessments (Tests, Essays, Projects) 30% = Daily Grades (Quizzes, Classwork, and Participation)</p>
Late Work Policy	Students may arrange to submit late work by communicating via email with their teacher.
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).
Parent & Student Acknowledgment Form	<p style="text-align: center;">Ms. Kelley's Career Prep Signature Form</p> <p>Please Complete the Following with either <u>YES</u> or <u>NO</u> in the blank, then sign below and <u>return by FRI, AUG 9.</u></p> <p>_____ I have read and understand Ms. Kelley's classroom policies, procedures, expectations, and syllabus.</p> <p>_____ I have additional comments/concerns about my child. (If so, please list below or email me at cmkelley@madisoncity.k12.al.us)</p> <p>Student signature: _____</p> <p>Parent signature: _____</p> <p>Parent signature: _____</p> <p>Today's date: _____</p>

This syllabus is subject to change.