Liberty Middle School
281 Dock Murphy Drive, Madison, Alabama 35758
Career Prep
Ms. Leah Rise

Teacher Contact Information	**Email:** lkrise@madisoncity.k12.al.us **Phone:** 256-430-0001
Classroom Digital Platforms	Webpage Link: Ms. Rise's LMS Webpage Schoology Link: https://madisoncity.schoology.com/ Online Platform: Alabama Career Planning System (Accessible through Clever)
Textbook Information	Financial Literacy https://www.ngpf.org/ Internet Skills https://edu.gcfglobal.org/en/subjects/internet-skills/ Alabama Career Planning System can be accessed through the MCS Clever account
Course Description	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 interwoven throughout the course. Mastery of the content standards provides a strong foundation for student acquisition of the skills, attitudes, and knowledge that enable them to achieve success in school, at work, and across the life span.
Course Objectives	In Career Prep, students will learn workplace behaviors and skills. Students will explore financial literacy, including budgets, savings, and investments. Students will complete activities that correspond to real-world scenarios, such as job interviews, resume creation, as well as role-playing to discuss appropriate responses. Public speaking is another area of focus for Career Prep. Office technology skills are covered to help students become proficient in various forms of digital literacy. Academic planning and career development are also essential to this course.
Course Outline	Unit 1 - Online Environment Unit 2 - Career Planning and Post Secondary Options Unit 3 - Employment Process Unit 4 - Bank/Financial Services Unit 5 - Credit/Debt Unit 6 - Manage Finance/Budget Unit 7 - Savings and Investment Unit 8 - Risk Management Unit 9 - Taxes Unit 10 - Tech Basics Unit 11 – Office Applications *These units are subject to change depending on the needs and interests of students in the class.*
Classroom Expectations	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. 6. Bring your school-issued Chromebook (fully charged) and charger daily. Keep all personal electronic devices (cell phones, AirPods, headphones, tablets, etc.) silenced and stored in the designated classroom location. **All students must follow the Madison City Schools Code of Conduct**.
Technology & Cell Phone/Digital Device	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

Procedures	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 Chromebooks and chargers to class each day. Teachers monitor student activity and participation; however, students are responsible for their use of school-issued devices and their MCS accounts.
Progressive Discipline *(LMS Policy)*	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%** = Assessments (Tests, Essays, Projects) **30%** = Daily Grades (Quizzes, Homework, Classwork, and Participation) Writing may be assessed using Turnitin.
Late Work Policy	10% will be deducted off the assignment per week late. After three weeks, the maximum grade a student can receive on a late assignment is 65%.
Make-up Work/Test Policy	Students with excused absences will be allowed to make up all work within THREE (3) days of returning to school per excused absence. **It is the student's responsibility to ask for make-up work**. Students are asked to check Schoology for any work missed in class. There is a weekly folder where the lesson will be available to access. Students will need to connect with the teacher to pick up any missed handouts upon return. **For each assignment submitted on Schoology after the deadline, a Late/Missing Work Submission Form must be completed in order to receive a grade.** The scheduled test days for Electives are **Mondays and Thursdays**. If school is closed, tests may be given on the following school day.
Materials & Supplies	Supplies are provided for students, but a folder or dedicated space in a binder for organization is recommended.
Homework	Students will not be assigned work to complete outside of the class block. The only way students will have homework is if they do not complete their classwork within the class block. Students will be given ample time to complete the assigned writing assignments in class.

Cheating, Plagiarism, and AI	**Cheating (Per the MCS Student Code of Conduct):** A student who cheats will not receive credit for the work in question. If any other student has cooperated in the cheating, that student is also considered to have cheated and will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Section XXII.
	
	 Cheating is defined to include, but is not limited to:
	     a) Copying someone else's work in or out of class and identifying it and submitting it as your own
	     b) Failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own
	     c) The use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class
	     d) Any other situation in which the student attempts to or accepts credit for work not his or her own
	
	 Plagiarism: Plagiarism on an assignment directly violates the above excerpt from the MCS Student Code of Conduct; therefore, the student will not receive credit for the work in question.
	
	 Artificial Intelligence (AI): The unauthorized use of AI on an assignment directly violates the MCS Student Code of Conduct; therefore, the student will not receive credit for the work in question. Any work written, developed, created, or inspired by artificial intelligence without the teacher's explicit

	permission is considered plagiarism.

This syllabus is subject to change.

Please return this signed slip by _____.

Syllabus Acknowledgement

Please sign below to acknowledge the following:
I have read and understand Ms. Rise's classroom policies, procedures, expectations, and syllabus.
As a **student**, I agree to abide by the classroom guidelines.
As a **parent**, I am aware of the policies/procedures and have discussed them with my child.

Parent/Guardian Name *(printed)* _____

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

Student Name *(printed)* _____

Student Signature _____ **Date:** _____

Question/Comments/Concerns

Please return this signed slip by _____.