

# Life Connections & Career (LCC)

Casteel High School

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Teacher: Ms. [Mary Kavan](#)

Room: A37

Phone: (480)-424-8167

Remind Code: @p1kav

*(to join our Remind, text the code to "81010" or enter it in the Remind app; students AND parents are welcome to join)*

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## Course Description

LCC is a semester-long class that helps students gain a greater understanding of themselves and what it means to be a successful student. We will be focusing on learning good study habits, time-management and organizational skills, and note taking strategies like Cornell note-taking. We will examine our strengths as we begin career profiles and fine-tune our goals when we create college portfolios. The course will provide you with important skills that you can take with you throughout your educational career and beyond. It's your job to take them and USE THEM!

\*Please keep in mind that this syllabus was created with the understanding that students will be learning virtually and certain guidelines may be adjusted once in-person learning resumes.

## Student Supplies

### Necessary:

- Notebook
- Pencils
- Black or blue pen

### Optional:

- Highlighters
- Colored pencils and/or Markers
- Book: [The 7 Habits of Highly Effective Teens](#) by Sean Covey

## Grading Guidelines

### Quarterly:

- 40% - Projects
- 35% - Tests/Quizzes
- 25% - Classwork/Participate

### Semester:

- 40% - Quarter 1 Grade
- 40% - Quarter 2 Grade
- 20% - Semester Exam

Classwork is expected to be submitted through an instructed platform (i.e. Google Classroom, Brainology, Everfi) before the beginning of the next class period. A student turning in a late assignment (but within two weeks of the due date) can earn a maximum score of 80%. After two weeks, a student turning in a late assignment can earn a maximum score of 50%. Failure to turn in assignments will result in a zero. Late assignments submitted during the last two weeks of the quarter will not be accepted.

## Grading Guidelines (cont.)

- **Test/Quiz Correction Guidelines** - May choose to do corrections for any test or quiz based on student request; must be completed within two weeks of posted grade; all classwork must be completed for that unit; corrected work can earn back a total of 50% of the total points missed if completed correctly.

## General Information

### Absences

- Students are responsible for advocating for themselves and using the available opportunities, such as recorded instructional videos, teacher notes, small-group meetings and office hours
- Students have one week to complete missing assignments or assessments

### Communication

- The two best ways to contact the teacher are email and Remind.. Email is the preferred method of communication, however, you can also use Remind for quick messages, questions or clarifications. Students will be taught how to send a professional email from their school email address.
- Please be mindful of our time outside of the classroom, as we will be mindful of yours.

### Technology

- Google Classroom
- FlipGrid
- Seesaw
- Socrative
- Brainology
- Everfi

## LCC Class Schedule - Virtual Learning

<b>Periods 1</b> 7:35am-9:32am	7:35am-8:00am 8:00am-8:30am 8:30am-9:32am	Warm Up, Review Agenda, Prepare for Live Class Live Google Meet Class Classwork, Pre-recorded Lessons, and Time for a Stretch Break  *This schedule may not always be EXACT but we will start our Google Meet session promptly at 8:00 am each class period.
<b>Office Hours</b>	11:30am-12:30pm	*Optional Immediate email or Remind responses from teacher; ability to hop on an additional Google Meet call if needed.
<p>Please note that students are asked to attend all Live Google Meet class sessions. If they are unable to attend, students should email Ms. Kavan and request the make up participation point opportunity.</p>		
<p>Students MUST be respectful and responsible during all virtual learning, especially during Live Meet class sessions. Failure to do so will result in the student being removed from the Live Meet class, having parents contacted, and/or a referral being given. Specific expectations will be outlined during the first week of class.</p>		

## Other Important Information

- Once you have read through the syllabus, please complete:
  - Student Survey: <https://bit.ly/lcckavan2020students>
  - Parent Survey: <https://bit.ly/2020kavanlccparents>
- [Block Day Schedule](#)
- [Remote Learning Attendance Guideline](#)