



DONALDSON

CAREER CENTER

2023 – 2024
Student Handbook

DONALDSON CAREER CENTER
100 Vocational Drive
Greenville, South Carolina 29605
Website Address: www.greenville.k12.sc.us/donaldsn
Phone: (864) 355-4650 Fax: (864) 355-4683

DISCLAIMER

THIS HANDBOOK IS INTENDED TO PROVIDE GUIDANCE TO GREENVILLE COUNTY STUDENTS AND PARENTS BUT DOES NOT CREATE A CONTRACT BETWEEN THE STUDENT AND THE SCHOOL DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REVISE THIS HANDBOOK IN WHOLE OR IN PART AT ANY TIME. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE POLICIES OF THE SCHOOL DISTRICT AND BECOME FAMILIAR WITH THIS HANDBOOK.

I ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT.

Printed Name

Signature

Date

“The administration of Donaldson Career Center reserves the right to modify this student handbook as deemed necessary throughout the school year provided students and parents are notified of the revision using email through the Greenville County Schools Backpack system.”

Administration & Support Staff

Director
Assistant Director
School Counselor
Work-Based Learning Coordinator
Special Education Assistant
Full-Time Substitute
Credit Recovery Aide

Leland Blankenship
Bridget B. Coleman
Sheay McHenry
Stella Grove
Jean Dixon
Tonya McAbee
TBD

Office Staff

School Secretary/Bookkeeper
Attendance Clerk/Receptionist

Becky Luedtke
Jamee Hendrickson

CTE Instructors

Automotive Technology
Barbering
Building Construction
Career Exploration/Personal Finance
Cosmetology Level 1
Cosmetology Level 2
Culinary Arts
Diesel Mechanics
Esthetics
Firefighting
Machine Tool Technology
Mechatronics
Nail Technology
Welding

Jeff Cole
Randy Murray
Dennis Pedersen
Brittany Duncan
Casey Mosley
Klarissa Hunt
Drew Archer
Chris Schafer
Nikki Byrum
Bryan Riebe
Brian Lane
Michael Wilson
Tamara Walker
Billy Hines

Staff

Plant Engineer & Head Custodian
Groundskeeper
Custodian
Custodian

Shannon Franklin
Emily Horne
Eileen Penland
Kimberly Henderson

DIRECTOR'S MESSAGE

Welcome to Donaldson Career Center, where students “Learn Today to Earn Tomorrow.” Our faculty, staff and administrators are dedicated to preparing our students for their future. At Donaldson, students have the opportunity to learn under the guidance of a dedicated and caring faculty that has great experience in the “real world” and critical technical skills that allow them to be successful in business and industry. Students at Donaldson have the opportunity to develop the workplace skills necessary to compete in a global economy through courses that are hands-on, rigorous and relevant. Donaldson Career Center prepares students for life after graduation by giving them the opportunity to earn industry recognized credentials. Our students develop leadership skills, employability skills and gain recognition through student organizations and competitions at the local, state and national level. Partnerships with community organizations, businesses and industries provide our students opportunities for work-based learning experiences including field trips, job shadowing, internships and apprenticeships.

Parents and students should carefully read this handbook which contains high expectations and information to help students take advantage of the opportunities available at Donaldson Career Center. Our expectations for academic performance and behavior ensure a positive, productive learning environment focused on student success and preparation for life after high school whether it is directly into employment or post-secondary education. At Donaldson Career Center we expect students to do their best every day. Students choose to come to Donaldson and it is the school's responsibility to help prepare them for a great future!

We are looking forward to a great school year at Donaldson Career Center. We care about our students and are dedicated to preparing them for a great future.

NON-DISCRIMINATION STATEMENT

Donaldson Career Center does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, application for employment, educational programs, activities, or access to its facilities.

MISSION

Donaldson Career Center's Mission is to provide students with marketable skills through academic and job- related experiences and assist them in pursuing and attaining their post-secondary goals.

VISION

Every student will be trained to achieve employable skills and recognize that learning experiences do not terminate upon graduation, but will continue throughout life.

BELIEFS

- We believe that education is a part of a lifelong learning process.
- We believe that every student should acquire values, understandings, and an appreciation of job-related skills.

BELL SCHEDULE

CLASS	TIME
Warning Bell	8:55
A.M.	9:00- 11:40
Teacher Planning/ Lunch	11:45-12:40
Warning Bell	12:40
P.M.	12:45-3:25

ACADEMIC INFORMATION SECTION

REPORT CARDS

Students will receive four report cards during the year, one for each nine-week grading period with progress reports issued at the middle of each quarter for students at risk of failing.

Quarter	Grading Period Ends	Report Card Date
1 st	October 11, 2023	October 19, 2023
2 nd	December 19, 2023	January 10, 2024
3 rd	March 14, 2024	April 1, 2024
4 th	May 22, 2024	Mailed

GRADING SCALE

A = 90-100, B = 80–89, C = 70–79, D = 60–69, F = 59 & BELOW, FA = ATTENDANCE FAILURE
Student progress is cumulatively assessed each nine weeks in the following way:

- ☐ 60 Percent: Major Grades - Major Tests, Projects, and Major writing Assignments
- ☐ 40 Percent: Minor Grades - Formative Assessments, Quizzes, Employability Skills
- ☐ Each semester final grades are calculated by: 45% for each quarter grade and 10% for the Final Exam

All teachers will give final exams. Exams will not be given early without the director's approval (medical emergencies only).

GENERAL STUDENT INFORMATION AND EXPECTATIONS

An atmosphere of mutual respect between students and instructors is key to a positive learning environment. The general responsibility of classroom management rests with the faculty, and each instructor has the authority to exercise appropriate discipline. Students of Donaldson Career Center are expected to cooperate with and obey requests of faculty members and staff. Students are expected

to work diligently, study and participate in class. Students are expected to be respectful and responsible learners as they prepare for their future. Summaries of Board policies related to student behavior can be found by following this link: [Student Behavior Code - Greenville County Schools](#). Attending a career center is a privilege and an opportunity for a great future!

ADDRESS AND CONTACT INFORMATION CHANGES

Students should report changes in address and contact information to the main office at their homeschool or parents may update their address and contact information through the Backpack Portal.

ARRIVAL TO CAMPUS

1. When students arrive, they should report directly to their classroom. All students arriving after 9:00 (AM classes) or 12:45 (PM classes) must report to the front office for a tardy slip.
2. Student ID badges (home school badges) must be displayed at all times. A temporary badge will be given in the front office if a student does not have their home school badge.
3. Faculty offices, restrooms and workrooms are off-limits to students.
4. Parking lots are off limits during school hours without permission from an administrator.
5. Hallways or classrooms not in respective program areas are considered unauthorized areas.
6. Students should not loiter in the hallways or near the entrance of any building on campus.

ASSEMBLIES

Student behavior should be respectful and courteous. This is extremely important during assemblies to ensure others can hear the presentation and to be respectful. This standard for behavior applies regardless of who may be presenting - other students, career center faculty or visitors. Students are to follow instructions of Donaldson Career Center faculty and staff coordinating the activity.

ATTENDANCE GUIDELINES

The Attendance Office will be open each day from 8:30 AM until 4:00 PM. Students are encouraged to resolve attendance issues before class starts. This includes retrieving an admission slip for a previous day's absence and leaving early dismissal notes. A student must be present for at least half of the class to receive credit for the day. If a student is on time for the start of class, half day for morning classes is at 10:20 AM and 2:05 PM for afternoon classes.

Procedure for make-up work:

Provision for makeup of school work missed shall be arranged with the instructor at the earliest time possible. Assignments made prior to the absence are due upon the students return to school. Assignments missed during the absence must be made up within a time set by the instructor, not to exceed **five** days after the student returns to school.

Early Dismissals:

Students are to bring early dismissal requests to the office before class. Requests for early dismissals must be in writing and will be verified by the attendance clerk to be considered legitimate. Students will not be permitted to leave early without written parent/guardian authorization, regardless of age. Phone calls are not an acceptable form of parent authorization. However, situations will be reviewed on a case by case basis.

If an early dismissal results in a student missing more than half of the class, he/she will be counted absent.

For more information, reference the GCS District Unified Handbook pgs. 2-3.

BACKPACK INFORMATION/STUDENT PROGRESS

A backpack for parents account provides the ability to view student information, apply for special focus programs, receive notifications, update contact information, and more.

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

BUS RIDERS

- Buses unload and load at the front of A building.
- Upon arrival, all students should unload quickly and proceed directly to class. Students must not loiter outside or in the hallways.
- Cell phones, including ear buds, must be put away immediately upon arriving on campus.
- Upon dismissal, students should quickly and orderly proceed to the loading area and board the appropriate bus to return to his/her home school. Homeschool shuttle buses will not return to Donaldson to pick up students left behind..

For additional information, reference the GCS District Unified Handbook pgs.7-8.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to possess cell phones on school property, school buses, and while attending school-sponsored and school related activities unless specifically banned due to prior misuse. Use of cell phones and other electronic devices by students is at the discretion of the instructor within the classroom for instructional purposes only. These items must be put away as directed by the instructor or any member of the faculty/staff of the school or discipline will be assigned. Cell phones and ear buds/air pods must be put away during announcements, when the instructor is presenting and during emergency drills. Repeated violations of this policy will result in a discipline referral to the office. The school will not assume responsibility (financial or otherwise) for the loss, theft or damage to a cell phone or other electronic device.

Cell phone and other electronic device use will not be permitted during work-based learning experiences, field trips, guest speakers, school assemblies, while in hallways/walkways or bathrooms on campus during class time unless permission is specifically granted by the instructor or an administrator. Students are not to bring external/bluetooth speakers on campus at Donaldson Career Center. Violation of this policy will result in the confiscation of the device by administration. The device will be returned to a parent.

CLOSED CAMPUS

Donaldson Career Center, as all Greenville County Schools, operates under a closed campus policy. No student may leave campus without written authorization from an administrator or through the early dismissal procedure. Doing so may result in a suspension. Students are not allowed visitors on campus.

DEBT

All debts to the school (driver permits, class fees, locks, book fines, etc.) must be paid before students are allowed to participate in any school related extracurricular activities.

DELIVERIES & GIFTS

Donaldson Career Center cannot accept deliveries for students. Prohibited items include but are not limited to food, flowers, balloons, stuffed animals and/or special occasion items.

DISTRIBUTION OF LITERATURE

No pamphlets, posters, literature and/or media of any kind may be distributed on school grounds without the written approval of the Director.

DRESS CODE

Regardless of feeder school policy each student will adhere to the Donaldson dress code while on campus.

- Students must be job ready and prepared to speak to and interview with business partners.
- Tops must meet or overlap the waistline (even when working in the lab), free of inappropriate language or images, free of excessive or large rips, tears or holes and keep skin covered and protected from harm from lab substances..
- Bottoms must be professional, rips, tears or holes must be below finger-tips. Pants are recommended in most programs. Attire must meet business and safety expectations.
- Shoes must be closed-toe.
Could be program- specific reference teacher syllabus
- No pajama pants unless participating in homeschool's spirit week.
- A valid school ID must be worn.
- All non-religious head coverings such as hats, scarves, bonnets, do-rags etc. are not permitted.

Program Specific Dress Codes

- Each program may have program -specific requirements. Refer to the teacher's syllabus for more information.

For additional information, reference the GCS District Unified Handbook pg. 6.

DRIVERS AND PARKING

Students who wish to drive to and/or from Donaldson Career Center must purchase a driver's permit. Work-Based Learning students must purchase a permit at the beginning of the school year so their car is identifiable on the designated day on campus. Students must use this driving privilege responsibly or risk losing it without refund.

1. Morning students who drive or ride to Donaldson Career Center must be in class by 9:00 AM.
2. Afternoon students who drive or ride to Donaldson Career Center must be in class by 12:45 PM.
3. Students tardy to Donaldson must report to the office to receive a tardy slip (excused/unexcused).

4. Students on time must report directly to class and cannot return to the parking lot until dismissed or with the approval of an administrator.
5. Any student driving to and from Donaldson without a parking pass will face disciplinary action including suspension and possibly towing of the vehicle.
6. Drivers must maintain their parking space and surrounding area free of litter.
7. Drivers must park in their assigned parking space as well as display the assigned hang tag. Off campus parking is not permitted.
8. Drivers must not play loud music while on campus.
9. If a student cannot safely arrive at school without being tardy, he/she should ride the bus. Continued excessive tardies may result in revoking of a parking pass without refund.
10. If a student needs to drive to Donaldson Career Center for one day only, the student should notify the front office PRIOR to the event and complete a One-Day Driving Form (parent signature required). No passengers are allowed to ride with the one-day permit driver. Donaldson provides one-day permits for special circumstances (for a job interview, to bring items for class that cannot be transported on a bus, etc.) The request must be approved by both the high school principal and career center director. Therefore, a one-day permit request must be made at least one day in advance of driving/parking.

DRUG, ALCOHOL AND TOBACCO USE

For additional information, reference the GCS District Unified Handbook pg. 5-6.

EMERGENCY EVACUATION PROCEDURES

An Emergency Evacuation Plan is part of our Emergency Preparedness Program. An evacuation diagram is posted in each area of the school building and should be referenced by the instructor when explaining evacuation procedures to students. In addition, the procedures for an Emergency Evacuation are in each instructor's handbook. Students must be aware of these procedures and know how to evacuate the building in case of an emergency.

EMERGENCY DRILLS

All students should be familiar with the emergency and fire drill instructions posted near the door in each classroom/lab. When the signal for an emergency drill is given, students should move quickly, quietly and orderly to the appropriate location. Complete silence is necessary in the event vocal instructions are given. There will be no early dismissals during drills. In addition, during an emergency drill there must be no use of cell phones and/or wearing ear buds/headphones.

FIELD TRIPS

Instructors or Administrators may deny a student permission to miss class for a field trip for sound, educational or safety reasons. This includes, but is not limited to, low or failing grades, excessive absences, and other reasons related to academics or discipline. Refunds will not be given for field trips after the date specified by the instructor.

FINES/ASSOCIATED COSTS

To offset the cost of educational materials and supplies, the Greenville County School Board has authorized the collection of fines (textbook) and associated costs which will vary per program area. See teacher websites for individual program costs.

FOOD AND DRINK

Open food and drink items should be confined to break areas. Items found outside of designated areas will be confiscated or discarded. Disregarding these rules will be treated as insubordination. Use of vending machines is prohibited during classes without permission from your instructor.

FUNDRAISING ACTIVITIES FOR CLUBS

All fundraisers for DCC clubs or classes must be pre-approved by administration. Fundraising for non-DCC organizations must have the written approval of the Director.

HOMEWORK

For additional information reference, the GCS District Unified Handbook pg. 10.

HONOR CODE

Donaldson Career Center expects all students to be honest in academic matters. The faculty and administration are dedicated to maintaining an academic environment that is impartial, rewarding genuine achievement and true scholastic advancement. All stakeholders believe academic dishonesty compromises academic integrity. Academic compromise will result in academic and disciplinary consequences.

Donaldson Career Center students are required to refrain from all forms of academic dishonesty: cheating, plagiarizing, lying, and other forms of trickery.

ID BADGES

For safety and identification, all faculty, staff and students must wear school ID badges. A student will be issued a temporary badge in the absence of their official ID badge administered by the home school.

1st-2nd	Warning/Free Temp ID from Front Office
3rd-4th	Warning/Purchase(Or Credit) Temp ID from Front Office (Parent Contact)
5th-6th	Warning/Purchase(Or Credit) Temp ID from Front Office (Parent Contact)
7th +	Students can accumulate a maximum of \$5 in credit. Parent must provide ID or clear debt in order for student to attend class - ISS/OSS

INSURANCE

Due to the hands-on nature of the classes at Donaldson Career Center we highly recommend that students have health/accident insurance but it is not required.

For additional information reference the District Unified Handbook pg 12 or

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

LOSS OF DRIVING/RIDING PRIVILEGES

Students who continually violate the student discipline code may have their driving/riding privileges suspended or revoked without refund of their parking/riding permit.

LOST AND FOUND

Found items should be turned in at the Main Office. Lost items can be reclaimed upon proper identification. Items not claimed will be donated to charity or discarded after the last day of school.

MEDICATIONS

Donaldson Career Center does not have a school nurse or health room facility. However, there is a supply of first aid materials available to students. Students may not possess any medication, prescription or non-prescription, at any time on school grounds without the approved form on file with the home school and a copy provided to Donaldson. Students found in possession of any (unapproved) medication on school grounds will be in violation of the School District's drug policy and may be recommended for expulsion. If a student becomes ill or injured at school, he/she should report it to the instructor who will then send the student to the main office. No medication can be given to students. Special circumstances requiring medication needs should be communicated by the parent to the Donaldson Career Center office in writing.

PHYSICAL SEARCH

As provided by state law, anyone (student, parent, staff member, or visitor) who comes onto the Donaldson Career Center campus is deemed to have consented to a search of his/her property. This includes any vehicle brought onto campus. Donaldson Career Center is located within the jurisdiction of the Greenville County Sheriff's Office. Students are responsible for all items found in automobiles that they drive onto school district property. Confiscation of illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as the result of a search by school or law enforcement officials, will result in a recommendation for expulsion of the student.

REPORTING BULLYING, DISCRIMINATION, HARASSMENT, INTIMIDATION & MISCONDUCT

For additional information, reference the GCS District Unified Handbook pgs 8-9.

SCHOOL COUNSELING

The school counselor at Donaldson Career Center works closely with counselors at home schools to meet the needs of students and their families. The school counselor at Donaldson Career Center also provides counseling, career guidance, classroom guidance lessons, student information system management, and testing services.

SCHEDULE CHANGES - DROPPING OR CHANGING PROGRAMS

The registration process begins at each student's home school. Students and parents work with the school counselor(s) to ensure a career center focus aligns with their academic planning. Career Center course selection includes careful analysis of students' course requests, grades, attendance and behavior.

SEAT-TIME RECOVERY

Any Donaldson student who reaches the district number of unlawful absences will receive correspondence from the attendance clerk indicating the number of absences/ hours needed to obtain the class credit.

For additional information, reference the GCS District Unified Handbook pg. 10-11.

STUDENT BEHAVIOR CODE

For additional information, reference the District Unified Handbook pg. 3-6.

STUDENT ORGANIZATIONS

SkillsUSA

“SkillsUSA is a national membership association serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel.” (<https://www.skillsusa.org/about/overview/>)

National Technical Honors Society

“The National Technical Honor Society currently serves approximately 100,000 active members and nearly a million members since its inception in 1984. Awarding over \$1.7 million in scholarships to date, NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today’s highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.” (<https://nthhs.org/who-we-are/>)

Donaldson Career Center sponsors a chapter of the National Technical Honor Society. Consideration for admission/membership includes overall Grade Point Average, grades in current CTE courses, attendance, discipline and current enrollment at Donaldson Career Center.

STUDENT SPEAKERS AT SCHOOL-SPONSORED ACTIVITIES

For additional information, reference the GCS District Unified Handbook pg 12.

TARDY POLICY

At Donaldson we strive to develop good work habits in our students, and being on time for work is critical to success. There are only two (2) reasons for an excused tardy:

1. Late bus, students are expected to report directly to class, teachers will contact the attendance clerk if corrections need to be made to daily attendance.
2. Note from an administrator/attendance clerk which has been marked excused.

Other reasons (overslept, car trouble, traffic, etc.) are not excused tardies.

Tardies:	Parent Drop Off	Driver/Rider
1st-2nd	Warning	Warning
3rd	Warning/parent contact	Warning/conference with parent
4th-5th	Warning/In-person parent conference	Loss of driving privilege for 1 Day
5th	Warning/In-person parent conference	Loss of driving privilege for 1 Day
6th-7th	Detention or ISS	Loss of driving privilege for 1 Week
8th +	ISS multiple days or OSS	Loss of driving privilege for remainder of semester

TEXTBOOKS

All textbooks have barcodes which must not be removed. It is the student's responsibility to keep and maintain their assigned textbook(s). **Textbooks should not be left in the classroom.** Students will be charged for the cost of the textbook if it is lost or damaged. Textbooks must be returned at the end of each school year. Textbook fines matriculate with students from year to year until paid. Most high schools require students to pay previous school fines before issuing graduation tickets.

VISITORS

Parents are welcome to visit Donaldson Career Center. All visitors must report to the main office with a driver's license or passport for approval to visit the campus. Approved visitors must wear a visitor's badge while on campus. Students are not allowed to invite or bring guests to visit or sit in classes. Appointments must be made in advance to meet with an instructor. Parents are encouraged to contact instructors to set up conferences any time there is a concern and/or a desire to learn more about the classes and opportunities available at Donaldson Career Center. Visitors participating in human service lab activities during school hours must stop by the main office to receive visitors' badges.

WORK-BASED LEARNING

Work-based learning in combination with identified career and technology education curricula supports strong secondary and postsecondary education opportunities to prepare students for mid and high-level technology careers in the 21st century. Students completing a strong academic and technical program will be well prepared to enter the workforce and/or pursue postsecondary education. Students enhance their knowledge, technical skills, and soft skills by participating in supervised experiences that are not possible to replicate inside classrooms.

Work-based learning experiences provide great value in helping students network with business/industry representatives. Participants in work-based learning experiences often continue

work with their placement companies after high school graduation and, sometimes, after college graduation. Employers are increasingly seeking new hires with work-based learning experience.

Opportunities for Level 2 students may include: Co-Ops/Internships (paid or unpaid), apprenticeships, job shadowing experiences, and structured field studies/field trips.

Work-Based Learning Expectations:

- **Work-Based Learning students are held to a higher standard and are expected to display leadership, integrity, and work ethic in and out of the classroom.**
- **Students are required to check in to their Career Center class at least one (or more) day(s) a week. A student with more than 5 unexcused absences or 5 unexcused tardies from their Career Center class may be pulled from WBL.**
- **Maintain at least a 70 average in his/her CTE course and passing grades in all high school classes.**
- **Complete and turn in (on time) any assignments required by your Career Center class.**
- **Arrive on time at your workplace and the work hours set by your employer.**
- **Communicate with your employer in a timely manner when there is a valid reason for being late or absent from work.**
- **Immediately report to your Work-Based Learning Coordinator any issues related to health, safety, or inappropriate situations that may make you uncomfortable or put you in danger.**
- **Student/Parent permission form, Media Release Form, and this WBL Information/Expectation Form will need to be signed, received, and approved before a student can begin Work-Based Learning.**
- **Work-Based Learning student work schedules will be set up with the Work-Based Learning Coordinator.**
- **Any work schedule changes need to be approved by the Work-Based Learning Coordinator and the Career Center instructor.**
- **Follow proper safety procedures at the worksite.**
- **Do not use your cell phone unless it is required for the job.**