

Donaldson Career Center

2008-09

Student Handbook

100 Vocational Drive

Greenville SC 29605

355-4650

Students at Donaldson Career Center will be held responsible for all information contained in this handbook. Donaldson Career Center adheres to and enforces all rules and policies of the Greenville County Schools.

THE MISSION OF DONALDSON CAREER CENTER

Donaldson Career Center provides career and technological educational experiences in cooperation with the students, home and community, thereby preparing them for lifelong learning experiences and for ethical, productive participation in a democratic society and the global community.

SCHOOL PHILOSOPHY

Donaldson Career Center is a specialized school designed to provide career education in a variety of occupational fields or additional technical education for high school youths.

We endeavor to train each student toward employable skills. We strive to make the student aware that learning experiences will not terminate upon graduation but will continue throughout life.

CONDUCT

The Greenville County School discipline policy is strictly enforced at Donaldson Career Center.

A student's conduct is a personal matter that should be kept within reasonable bounds that apply equally to all members of the community. A student's conduct should not encroach upon nor endanger the freedom of others, especially upon the freedom of peers to receive instruction. All students should recognize the consequences of their conduct. This refers to their actions toward each other, their language, their dress, and their manners.

Students, both individually and in groups, should comply with school regulations and should recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When, in the judgment of a teacher, an individual or a group effectively challenges the teacher's authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the principal who is empowered to institute appropriate corrective and/or disciplinary action.

STUDENTS WHO DRIVE OR RIDE IN PERSONAL VEHICLES TO DCC

Transportation to and from the career center is the responsibility of the high school. Those students possessing driving permits from their high schools are expected to use this privilege responsibly or risk losing it.

1. Morning students who drive/ride to Donaldson Career Center must be in class no later than 8:45 AM.
2. Afternoon students who drive/ride to Donaldson Career Center must be in class no later than 12:45 PM.
3. Students will report directly to class and will not return to the parking lot until dismissed.
4. Any student riding in another student's car to and from Donaldson must have a permit.
5. Any student driving or riding to and from Donaldson without a permit will face disciplinary action.
6. All driving permits are approved at the high school first and then countersigned at Donaldson.
7. Donaldson initiates one-day permits for special circumstances (for a job interview, to bring in work for class that cannot be brought on a bus, etc.). The request must be signed by both the high school and career center principals. Therefore, a one-day permit request must be made at least two days in advance of driving.
8. Drivers must keep their parking space free of litter. Spaces will be assigned, Contact Mr. Lancaster

ATTENDANCE AND ABSENCES

Donaldson Career Center's attendance policies are governed by the same laws and regulations governing student attendance at their high schools. Students should keep in mind that school attendance procedures would be generally considered too lenient for a new employee in most occupations, where missing 10 days a year, for any reason, could lead to dismissal. Students are therefore strongly encouraged to develop or continue attendance patterns for the minimums set by the schools.

Students are responsible for all missed class work. Students may not make up work for unexcused absences.

The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year or five (5) for a semester course. Any absence in excess of ten (10) for the year or five (5) for a semester course may cause the student to lose credit for the year or semester.

Because 170 days are the minimum required by the state, the first ten (10) absences for a year course or five (5) for a semester course may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) for a year course or sixth (6th) for a semester course must be lawful and will be excused if they fall within the following guidelines:

Personal illness of a student must be verified by a statement from a physician within two (2) days of the student's return to school. See below:

1. Serious illness or death of an immediate family member verified by a statement from a physician with in two (2) days of the student's return to school.
2. Absences for religious holidays when approved by the principal in advance.
3. Absences for extreme hardships approved by the principal.

TARDIES

Students are expected to be on time to school and to their class. Students tardy to class from break will be handled by individual instructors. This may result in loss of break or referral to the Principal. Bus tardies are excused. See "Rules for Car Riders" regarding their tardies.

ADMISSION SLIPS

All students returning after being absent must report to the office at Donaldson to receive an admission slip before reporting to class. This also holds true for students who are tardy to Donaldson.

EARLY DISMISSALS

No student is to be dismissed early unless it is approved and based on a request from the parent or high school. **Students should get early dismissals from their feeder high schools.** All requests must be brought to the office when the student arrives at Donaldson. If a student is ill, the student should report to someone in the office who will determine if an early dismissal is warranted. No student may leave a classroom without the instructor's consent.

GRADING

To convert numerical grades to letter grades, the following scale is used:

93-100 A
85-92 B
77-84 C
70-76 D
Below 70 F

The semester grade shall be determined as follows: First report period 40% of semester average, Second report period 40% of semester average, and Semester Exam 20% of semester average (NO EXCEPTIONS).

Two units of credit per semester for career courses can be earned.

CLUBS

Skills USA
NTHS
HOSA
FBLA

SAFETY

All students must be in proper working attire which meets the instructor's requirements and industry's standards. This includes, but is not limited to, head wear, foot wear, and safety attire. If you have an accident while at the career center, report IMMEDIATELY to your teacher. If you are insured under a plan other than the school plan, you should report the injury to your insurance company. The school district wants students to purchase the school insurance at Career centers(\$24.00).

HEALTH SERVICES

If a student becomes ill or injured at school, he/she should report it to the teacher who will then send the student to the Main Office. No medication can be given to students. Medication needs must be communicated by the parent to the Donaldson Career Center office. Students should not be in possession of medication without proper communication. Students who are ill cannot be dismissed without parent permission. There is no school nurse on site.

DRESS CODE

Donaldson Career Center's dress code is governed by the Greenville County Schools. See Behavior code.

Student dress shall be conducive to promoting a businesslike work atmosphere within the school. Any student who comes to school without proper attention to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare themselves for the school room before entering. The district dress code will be enforced.

There are some areas to which you need to pay close attention. **PROPER SHOES must be worn.** No bare midriff shirts or blouses, no tank tops, spaghetti strap tops, halter-tops, or vests without shirts, no see-through or mesh garments, no hats, sunglasses, gang related, **no exposed undergarments**, hair curlers, skullies, or do-rags. No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols. Shorts may be worn; however, they must be properly fitted and not be shorter than mid-thigh. Biker or athletic shorts of any kind are not permitted. **NO INAPPROPRIATE BODY PARTS SHOWING** Skirts should fit and be in good taste and not be shorter than mid-thigh. Trousers/slacks/shorts must be worn at waist level. **Clothing may not bag, sag or drag.** No clothing, jewelry or tattoos are permitted that display profanity, suggestive phrases or advertisements for, or messages or pictures depicting or suggesting alcohol, drugs, or sex.. Non-human colored hair is not permitted. The full dress code is listed on the Greenville County Schools' web site.

DRUG, ALCOHOL, AND TOBACCO USE

All personnel must understand that most drug abuses are not only breaches of school discipline but are unlawful, which in many cases will necessitate referral to an appropriate agency in addition to any action taken in keeping with the district's discipline code.

It is against the policy of Greenville County Schools to use any type of tobacco product on school property. Doing so will result in disciplinary action.

Greenville County Schools has a "Drug Dog" that will be on campus periodically.

MISUSE OF DISTRICT TECHNOLOGY RESOURCES

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook. All school handbooks contain the District's Acceptable Use Policy.

Acceptable Use Policy

The student agrees to refrain from:

1. Sending, displaying, or requesting offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, threatening, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Consequences: Restriction or loss of access to computer and other disciplinary action which may include parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion.

STUDENT ACCEPTABLE USE POLICY AGREEMENT

(for computers and the Internet and other electronic teaching devices)

Greenville County Schools has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or web based programs that teachers may be using in class. ***Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.***

Treat computer equipment with care and respect - Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.

Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.

Do not use school computers for illegal activities such as planting viruses or hacking.

Do not use school computers for commercial purposes.

Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.

Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.

All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued filtered e-mail accounts. The District has the right to review any e-mail sent or received using District equipment and e-mail accounts. E-mail accounts should be used for educational and district purposes only.

Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.

Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

Please contact your school if you do NOT want your child to have access to the internet and e-mail.

ELECTRONIC DEVICES

Beepers, cassette players/recorders, CD players, radios, electronic games, or any other distributive devices are not allowed on campus. ***Cell phones are to be turned off AND out of sight. MUST BE turned off, Placed in basket on teachers desk. If student does not comply, then parents are called.***

POSSESSION AND USE OF PAGING DEVICES AND MOBILE TELEPHONES

A paging device or mobile telephone possessed or used in violation of the "Student Rights" section of this Code of Conduct may be confiscated and the student using or possessing such paging device or mobile telephone in violation of the applicable section of the code may be disciplined as provided below:

GUIDANCE

The Counselor at the career center is available to help students in making career choices as well as to provide counseling with personal problems or other school needs. The counselor at the center works closely with the high school counselors to assist all students in career course selection. All counseling services are available to each student enrolled at the center. Career services through KUDER and SCOIS are available on-line.

SCHEDULE for Donaldson Career Center

AM

8:45 Class Begins

11:00 Dismissal

11:30 - 12:30 Lunch/Planning Faculty Meetings on Wednesday

PM

12:45 Class Begins

3:00 Dismissal

DISTRICT ADMINISTRATION

Dr. Phinnize Fisher.....Superintendent

BOARD OF TRUSTEES

<http://www.greenville.k12.sc.us/district/admin/board/index.asp#bios>

Mission

The Board of Trustees of Greenville County Schools is an elected body. Their mission is to ensure excellence in the governance of a quality educational program by analyzing needs, establishing policies, allocating resources, and monitoring progress. Goals

Board Meetings

Regular meetings of the Board of Trustees are held the fourth Tuesday of each month, except July, beginning at 7:00 p.m. at the Central Office, Greenville. The Board, as a Committee of the Whole, meets to review issues the second Tuesday of each month beginning at 9:00 a.m. Special meetings are scheduled as needed.

Citizen Participation

Persons wishing to speak to the Board must register in person the night of the regular meeting. Registration is open between 6:15 and 6:50 p.m. Each speaker has three minutes. Two opportunities to address the Board are provided at each regular Board meeting: 1) one hour at the beginning of the meeting, and 2) an unlimited time at the end of the meeting for persons on the registration list who did not speak during the first time period because of time limitation. Persons wishing to speak to the Committee of the Whole must register in person on the day of the meeting between 8:30 and 9:00 a.m. for matters related to instruction and between 12:30 and 1:00 p.m. for other matters.

(Complete guidelines are outlined in Policy KCA.)

Board Members

Check your voting precinct information to see which member represents you:

- | | |
|----------------------------------|-------------------------------------|
| Tommie E. Reece (Area 17) | Pat Sudduth (Area 18) |
| Debi C. Bush (Area 19) | Charles J. "Chuck" Saylor (Area 20) |
| Danna Edwards (Area 21) | Lynda Leventis-Wells (Area 22) |
| Dr. Grady Butler (Area 23) | Megan Hickerson Secretary (Area 24) |
| Leola Robinson-Simpson (Area 25) | Roger D. Meek (Area 26) |
| Dr. Keith Ray Chairman (Area 27) | Dan Moravec (Area 28) |

FACULTY and STAFF

Cheryl McClure	Director
Carolyn Boucher	Guidance Counselor
Torlay, Amy	Clerk
Vera Dillard	Secretary
Bedingfield, Susan	English
Bivings, Raymond	Construction Enterprises
Bruce, Karen	Cosmetology
Cooke, Greg	Career Rotation
Darnell, Gerald	
Dixon, Jean	Welding/Metal Fabrication
McGray, Charles	Career Rotation Aide
Granger, Randy	Custodian
Haney, John	Construction Science
	Auto Technology
Hussin, Barbara	Career Rotation Aide
Lancaster, Rob	Grounds Keeper
Register, Margaret	STARPlacement/WorkKeys Coordinator
Roach, Garry	Career Rotation
Rogers, Curtis	
Ross, Dottie	Custodian
	Auto Technology
Stepp, Travis	Health Science
Taylor, Debbie	Night Supervisor
Washburn, Carl	Culinary Arts
	Air Craft Maintenance