

Itawamba Career & Technical Center

2023-2024 Student Handbook

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Table of Contents

Vision Statement	3
Mission Statement	3
Non-Discrimination Policy	3
Section 504, Title II, Title IX, Title VI, and ADA Complaint and Grievance Policy	4
Faculty & Staff	6
CTE Programs	7
Student Organizations	10
Student Services	11
Policies and Procedures.....	12
Handbook Acknowledgement	14

This handbook is to be used as a guide for students who attend Itawamba Career & Technical Center. It is imperative that students, as well as parents, become familiar with the guidelines outlined in this handbook. All students enrolled at Itawamba Career & Technical Center must follow the Itawamba County School District Student/Parent Handbook as well as the Itawamba Career & Technical Center Student Handbook. If you have any questions concerning the content of this handbook, please contact Carrie Grubbs, Director.

Vision Statement

At ICTC, our vision is to provide a focused, caring, and stimulating environment where ALL students will recognize and achieve their fullest potential while preparing to make their best contributions to society.

Mission Statement

The mission of Itawamba Career & Technical Center is to cultivate the potential in our students by integrating rigorous classroom instruction with relevant, work-based experiences that inspire, guide, and empower them for post-secondary college and/or careers. Our CTE programs bridge the academic, employability, and technical skills that prepare our students for leadership roles in the working world.

Non-Discrimination Policy

It is the policy of the Itawamba County School District not to discriminate on the basis of an individual's real or perceived race, color, creed, age, national origin, ethnicity, sex, sexual orientation, gender, religion, gender identity and expression, socioeconomic status, linguistic or language differences, or disability in any of the educational or extracurricular programs, activities, and services offered or otherwise made available by or through Itawamba County School District, and that it is the policy of Itawamba County School District to maintain a learning environment that is free from harassment, bullying, and discrimination. This includes, but is not limited to, harassment, bullying, and discrimination based on an individual's real or perceived race, color, creed, age, national origin, ethnicity, sex, sexual orientation, gender, religion, gender identity and expression, socioeconomic status, linguistic or language differences, or disability. It shall be a violation of this policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Itawamba County School District. Itawamba County School District recognizes the duty to educate students to be successful in and outside of the classroom and that the prohibition on the above listed discrimination is a vital part of that duty.

Section 504, Title II, Title VI and ADA Complaint and Grievance Policy

The Itawamba County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. Any person who believes that he/she or any class of individuals have been subject to discrimination, including harassment, on the basis of a disability or handicapped as prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act (Title II); on the basis of sex/gender as prohibited by Title IX of the Education Amendments of 1972 (Title IX); on the basis of race, color or national origin as prohibited by Title VI of the Civil Rights Act of 1964 (Title VI); or on the basis of age as prohibited by the Age Discrimination Act of 1975 (ADA) may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504, Title II, Title IX, Title VI or ADA Coordinator, as the case may be. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The complaint shall also include any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Section 504, Title II, Title IX, Title VI or ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough, adequate, reliable and impartial investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504, Title II, Title IX, Title VI, ADA Coordinator shall meet with the complaining party and give a full report of the findings.

2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent. The complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step I and produce any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complaint in writing within ten (10) days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal. Each complainant shall have the right to be represented by legal counsel at Level 3, at their own expense, and

each complainant shall have the right to present witnesses and other reasonable evidence at any level, and each complainant shall have the right to question and cross-examine witnesses at each level and any parent complaining on behalf of their child shall have the right to examine records relevant to their child.

The Section 504 Coordinator is LeAnne Robinson. Title II, Title VI, ADA Coordinator is Chris Johnson, who may be contacted at 605 South Cummings, Fulton, MS 38843, 662.862.2159.

***Itawamba Career & Technical Center
Faculty & Staff***

Career & Technical Center Staff

Carrie Grubbs, Director
Britney Martin, School Counselor
Tamara Todd, Student Services Coordinator
Sherry Lentz, Secretary
Ben Beane, Maintenance

Instructors and Programs

Lee Brown, Automotive Service Technician
Chris Holder, Construction & Carpentry
Jeremy Jones-Lindsey, Collision Repair Technology
Kerri Brown, Culinary Arts
Andy Nichols, Digital Media Technology
Kerri Collier, Health Science Core & Healthcare and Clinical Services
Dusty Thompson, Welding
Deana Patterson, Work Based Learning

Career & Technical Education

Itawamba Career & Technical Center offers career education programs to 9th - 12th grade students from three feeder schools: Itawamba Agricultural High School, Mantachie High School, and Tremont Attendance Center. These programs are designed to prepare students for employment and/or post-secondary education in the occupational area of his or her choice. The programs offered are:

Cluster	Course Name	Carnegie Credit
Transportation, Distribution, & Logistics	Automotive Service I	2 per completed course
	Automotive Service II	
Architecture & Construction	Construction	2 per completed course
	Carpentry	
Transportation, Distribution, and Logistics	Collision Repair I	2 per completed course
	Collision Repair II	
Hospitality & Tourism	Culinary Arts I	2 per completed course
	Culinary Arts II	
Arts, Audio-Video Technology, and Communications	Digital Media I	2 per completed course*
	Digital Media II	
Health Science	Health Science Core	2 per completed course**
	Healthcare and Clinical Services	
Manufacturing	Welding I	2 per completed course
	Welding II	
Enhancement	Work-Based Learning	1 per completed course

* Digital Media may be accepted in lieu of the art requirement for students.

**Carnegie units earned in Health Science Core may be accepted in lieu of Contemporary Health to meet the graduation requirement for ½ Carnegie unit in Health. Two science Carnegie units can be earned by the completion of Health Science Core and Healthcare & Clinical Services.

Automotive Service Technician

Automotive Service Technology contains an introduction to shop operations, safety, tools and equipment, and preparing the vehicle for both service and the customer. Topics include: engine repair, transmission, electrical/electronic information, brakes, lighting systems, engine performance, steering and suspension, and wheel/tire alignment concepts.

Construction & Carpentry

The Construction course introduces students to fundamentals of construction safety, tools, math, and blueprint reading, as well as basic carpentry, electrical, masonry, and plumbing skills.

Collision Repair Technology

Collision Repair contains information on safety, tool identification/use, employee information, collision estimating, paint mixing/matching, personal/business finance, introduction to steering and suspension systems, concepts of electronic/electrical systems, concepts of brake systems, introduction to heating /cooling systems, introduction to restraint systems, inspecting and analyzing body components, repairs to outer body panels, frame inspection and repair, and introductory welding/cutting applications.

Culinary Arts

Culinary Arts is designed for students who wish to pursue a career or higher education in the foodservice industry. Through this program, students will learn safety and sanitation in the workplace, basic culinary skills and knowledge, and basic management and financial operations for various parts of the foodservice industry.

Digital Media Technology

Digital Media Technology encompasses ethical issues and production, photography, graphic design, print production, video production and editing, career opportunities in audio and video technology, and motion graphics.

Health Science Core & Healthcare and Clinical Service

The Health Sciences course introduces students to topics such as safety in the workplace, infection control, health care systems, vital organs of the human body, human growth and development, health informatics, information technology, and therapeutic and rehabilitative services. Other topics include medical and emergency services, mental health, and pharmacological and nursing services.

(Students must have at least a “C” in Biology.)

Welding

Students will leave the class with a firm foundation of knowledge in the areas of employability skills, safety, and basic tool knowledge. Students will learn proper equipment setup, safety measures, and correct welding techniques.

Work Based Learning

One of the biggest challenges for many Mississippi business leaders is the shortage of a trained, reliable, and consistent workforce. Work-based learning (WBL) addresses this challenge by giving students opportunities to connect what they learn in the classroom with authentic work experiences. Furthermore, WBL experiences provide training grounds for students to practice and improve nontechnical skills, including dependability and working with others.

Career & Technical Student Organizations

Career and Technical Student Organizations (CTSO's) are integral parts of Career and Technical Education. Students participating in these organizations have a unique opportunity to develop leadership skills, strengthen occupational skills through competition, develop personal characteristics or employability skills, and explore career pathways.

The Itawamba Career & Technical Center offers the following CTSOs:

CTSO	CTE Program
Health Occupations of America (HOSA)	Health Science Core, Healthcare & Clinical Services
National Technical Honor Society (NTHS)	All programs
SkillsUSA	All programs

HOSA

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. Mississippi HOSA members have leadership opportunities at the local, district, state, and national levels. Leadership is available to Mississippi HOSA members at the state fall leadership conference. Student members are able to compete in leadership and skill competitions at the district and state conferences.

National Technical Honor Society

Thousands of schools and colleges throughout the U.S. and its territories has a chapter of the honor society on their campus. These member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. NTHS awards an increasing number of scholarships each year to its members. NTHS Mississippi currently has 82 active chapters with 704 secondary and postsecondary members enrolled. The National Technical Honor Society serves over 180,000 student members annually. 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.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations SkillsUSA is a partnership of students,

teachers and industry representatives; working together to ensure America has a skilled work force.

Student Services

Counseling Services

High school counselors are educators uniquely trained in child and adolescent development, learning strategies, self-management and social skills who understand and promote success for today's diverse students. They implement a comprehensive school counseling program to support students through this important developmental period. The program provides education, prevention and intervention activities, which are integrated into all aspects of students' lives. The program teaches knowledge, attitudes, and skills students need to acquire in academic, career and social/ emotional development, which serve as the foundation for future success. High school counselors do not work in isolation; rather they are integral to the total educational program. They provide a proactive program that engages students and includes leadership, advocacy and collaboration with school staff, administration and community/family members in the delivery of programs, and activities to help students achieve success. High school counselors also collaborate with teachers and parents on early identification and intervention of children's academic and social/emotional needs, which is essential in removing barriers to learning and developing skills and behaviors critical for academic achievement.

Support Services Coordinator (SSC) Referrals

SSCs provide instructional, career, and collaborative assistance to students. The purpose of the instructional services provided by SSCs is to enable special population students to be successful in their chosen CTE program and to prepare them for academic and career success. Special population students include: students with disabilities, students from economically disadvantaged families (including students in foster care), students preparing for nontraditional careers, students from single parent homes, students with displaced homemakers in the home, and students with limited English proficiency.

Policies and Procedures

Student Safety

Ensuring a safe environment in all areas of our center is our top priority. Safety is the first unit covered in all programs. Before moving onto other areas in the program, each student must complete a safety test with 100% accuracy.

All shop programs require students to wear safety glasses when in the shop area. ICTC provides the first pair for no charge. If a student needs an additional pair, safety glasses can be purchased in the ICTC office for a small fee.

State Assessments

In partnership with the Mississippi Department of Education, the Mississippi Assessment Center offers nationally recognized industry certification exams for secondary CTE students in select career and technical education curricula. Nationally recognized certifications may help job applicants qualify for more opportunities and stand apart from the competition, and in some cases may be used in partial fulfillment of graduation requirements.

Industry Certification Tested Program: Automotive Service II, Collision Repair II, Construction I & II, Culinary II, Welding I & II

Phones

Students are not to have cell phones out during class, only at break. Cell phones are to be set to silent and not heard. Under no circumstances should a student be talking on their cell phone in any area. ICTC will follow district policy in the event that a student does not abide by usage rules.

ICTC Dress Code Addition (Also refer to ICSD Parent/Student Handbook)

- Clothing and jewelry must be considered appropriate for the area of technical training.
- No open toe shoes will be worn in shop areas at any time.
- Safety glasses must be worn in all shop areas.

Attendance

The achievement attained by any student is directly related to his/her pattern of attendance. It is very difficult to duplicate the instruction missed due to absences from class. It is crucial for students to be present daily in order to be successful in their program. In addition, when a program is in high demand, students' absences will be considered for entry acceptance/denial.

Driving/Riding

Students that choose to drive/ride to ICTC must submit a completed driving/riding form with a parent signature. Students must also purchase an ICTC parking decal in addition to their high school parking decal. **Due to road work currently being completed, only 2nd year and WBL students will be allowed to drive at this time.**

Emergency Procedures

If an emergency situation occurs that requires students, faculty, and staff to move to a place of safety, the ICTC staff will implement the School Crisis Management and Emergency Policy & Procedures. Students will be instructed on emergency procedures at the beginning of the school year and throughout the year. Students will be expected to participate in various drills throughout the school year. It is vital that students follow the instructions given by school personnel and emergency agencies.

Visitors

Parents are welcome to visit the Itawamba Career & Technical Center. All visitors must first report to the main office to sign in and provide identification. Visitors must return to sign out prior to leaving the building. Visits to individual classrooms during instructional time are permitted only with the Director's approval, and such visits are not permitted if their duration or frequent visits interfere with the delivery of instruction or disrupts the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Student of the Month

During the months of September through April, CTE students will be nominated to be named student of the month per program area. The instructor will nominate a student based on an area of their choosing, such as: attendance, grades, growth, leadership, attitude, skill, etc. The student will receive a certificate and free concession at break on a day of their choosing. Student nominated will also be publicized on school posters and on the ICTC Facebook page.

Year 2 Acceptance

There are fewer seats available for Year 2 classes. This making the acceptance process much more competitive. Acceptance will be based on attendance, discipline, and classroom performance from the previous year.

ITAWAMBA CAREER AND TECHNICAL CENTER
2023-2024
STUDENT HANDBOOK

STUDENT AND PARENT ACKNOWLEDGEMENT

The ICTC student handbook can be found at www.itawambacountyschools.com/ivc. The purpose of the student handbook is to help your son/daughter gain the greatest possible benefit from his/her school experience. After you have read and discussed this document with your child, please sign this sheet, and return it to the school. This form will be kept in the student's file.

FAILURE TO RETURN THIS ACKNOWLEDGMENT WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN OF THE STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OR THE NONCOMPLIANCE OF THE CONTENTS OF THE STUDENT HANDBOOK.

I have reviewed the student handbook.

Print Student's Name	Signature	Date

Print Parent's Name	Signature	Date