

Itawamba Career & Technical Center

2025-2026 Student Handbook

Carrie Grubbs, CTE Director

200 Career Technical Drive

Fulton, MS 38843

Phone: 662.862.3137

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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.

Itawamba Career & Technical Center
Faculty & Staff

Career & Technical Center Staff

Mrs. Carrie Grubbs, Director
Mrs. Britney Martin, School Counselor
Mrs. Tamara Todd, Student Services Coordinator
Mrs. Sherry Lentz, Administrative Assistant
Mr. Ben Beane, Maintenance

Instructors and Programs

Mr. Reid Farrar, Advanced Manufacturing
Mr. Lee Brown, Automotive Service Technician
Mr. Chris Holder, Construction & Carpentry
Ms. Maylee Aldridge, Culinary Arts
Mr. Andy Nichols, Multimedia
Mrs. Kerri Collier, Health Science Core & Healthcare and Clinical Services
Mr. Dusty Thompson, Welding
Mrs. 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
Advanced Manufacturing	Advanced Manufacturing I	2 per completed course
	Advanced Manufacturing II	
Supply Chain and Transportation	Automotive Service I	2 per completed course
	Automotive Service II	
Construction	Construction	2 per completed course
	Carpentry	
Hospitality, Events, and Tourism	Culinary Arts I	2 per completed course
	Culinary Arts II	
Arts, Entertainment, and Design	Multimedia Core	1 per completed course
	Digital Design	
	Digital Video Production	
	Theory and Application of Digital Media II	
Healthcare & Human Services	Health Science Core	2 per completed course*
	Healthcare and Clinical Services	
Advanced Manufacturing	Welding I	2 per completed course
	Welding II	
Work Based Learning	Work-Based Learning I & II	1 per completed course

*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.

Advanced Manufacturing

Advanced Manufacturing includes basic factory safety, hand tools, power tools, employability skills, welding, assembly, construction drawings, materials handling, circuits and electronics, robotics, and more.

Automotive Service Technician

Automotive Service Technician 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.

Culinary Arts

Culinary Arts is a two-year program that introduces students to the foodservice industry in fun and exciting ways. Students acquire essential kitchen skills and refine their culinary abilities in a hands-on environment. The program covers a broad range of topics, including cooking, baking, cost control, nutrition, and sanitation.

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 for acceptance.)

Multimedia

The Multimedia program offers an introduction to the multimedia production realm. Students learn photo and video editing, camera operations, content creation, and publication of their work on diverse multimedia platforms.

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

Work-Based Learning (WBL) allows students to earn high school credit through partnerships with local businesses and industries. Through both paid and unpaid opportunities, students build a career portfolio that supports sustainable career paths in the community. WBL benefits students through career exploration, skill development, hands-on work experience, and networking with potential employers. WBL benefits industry partners by providing an opportunity to cultivate future employees, enhancing workforce diversity, and strengthening their reputation as an employer. WBL benefits the community by driving economic growth, reducing unemployment, fostering collaboration between schools and local businesses, and boosting support for both education and local enterprises.

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
Future Health Professionals (HOSA)	Health Science Core, Healthcare & Clinical Services
National Technical Honor Society (NTHS)	All programs (Invite Only)
SkillsUSA	All programs
Technology Student Association (TSA)	Multimedia I & II

HOSA

HOSA members have competition opportunities at the local, district, state, and national levels.

National Technical Honor Society

NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. 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 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.

Technology Student Association

The Technology Student Association (TSA) is a national non-profit career and technical student organization (CTSO) of middle and high school students engaged in science, technology, engineering, and mathematics (STEM). TSA provides intracurricular competitions and programs that inspire and challenge students.

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.

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.

All shops/labs (except Multimedia) require that students wear closed-toe shoes.

State Assessments

Nationally recognized industry certification exams are offered 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 Programs: Advanced Manufacturing I, Automotive Service II, Construction I & II, Welding I & II

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/lab areas (except Multimedia) at any time.
- Safety glasses, face shields, and/or helmets 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, 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. A valid driver's license must be presented. Students must also purchase an ICTC parking decal in addition to their high school parking decal.

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 practiced 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

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, each program teacher will select one student to serve as student of the month. The instructor will select a student based on an area of their choosing, such as: attendance, grades, growth, leadership, attitude, skill, etc. The student will receive a reward for this accomplishment. Students chosen will also be publicized on school posters and on the ICTC Facebook page.

Year 1 Acceptance

ICTC programs have an application process. Applying to ICTC classes does not mean that the student will be accepted. Each student will be reviewed based on their attendance, discipline, and grade history.

Year 2 Acceptance

Students that wish to attend Year 2 classes must submit an ICTC application. Since there are fewer seats available for Year 2 classes, the acceptance process is much more competitive. Acceptance will be based on attendance, discipline, grades, and classroom performance from the previous year, as well as recommendation from the program teacher.

ITAWAMBA CAREER AND TECHNICAL CENTER
2025-2026
STUDENT HANDBOOK

STUDENT AND PARENT ACKNOWLEDGEMENT

The ICTC student handbook can be found at www.itawambactc.com. 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 to 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