Winston-Louisville

Career & Technology Center

2026-2027

Student Handbook

366 Ivy Avenue

Louisville, MS 39339

662.773.6152

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GENERAL INFORMATION

The Career & Technology Center offers nine career and technical programs. The general purpose of these programs is to prepare the student for future employment in occupational areas of his/her choice and/or for entry into advanced training in the same or related occupation skills.

SUPPORT SERVICES

The WLCTC counselor provides help in making career decisions, as well as personal decisions. A student services coordinator is also available only at WLCTC who helps in the areas of math, reading, and language. They also tutor for all state mandated testing. The counselor and student services coordinator work together to provide extracurricular activities, such as job shadowing, industry tours, and visits to local colleges.

PROFESSIONAL ORGANIZATIONS

Each of the programs at WLCTC involves students in an organization to promote leadership and skills associated with that particular program. Students are given the opportunity to compete in district, state and even national competition, with scholarships available through these opportunities. These organizations are **EDUCATORS RISING, HOSA, SKILLS USA,** and **TSA.**

CAREER TECHNICAL SCHOLARSHIPS

Scholarships available at WLCTC are for outstanding students, nontraditional gender, and district, state and national competition winners. These scholarships are available through East Central Community College.

IMPORTANT CAREER & TECHNOLOGY INFORMATION

Students completing 2 years in the Health Science programs receive 2 science credits and 2 electives. In all other programs at WLCTC, students will receive 4 electives for completing 2 years.

ADVANCED PLACEMENT

Students completing 2 years in certain programs, who continue their education in the same field, can earn college credit while attending WLCTC.

Business, Marketing, and Finance as well as Information Technology will offer college credit with advanced placement.

CAREER & TECHNOLOGY PROGRAMS

Business, Marketing, Finance

Construction

Culinary Arts

Educator Preparation

Electrical Technology

Health Science

Information Technology

Industrial Maintenance

Welding

BUSINESS, MARKETING, & FINANCE

The Business, Marketing, and Finance pathway prepares students for careers in management, finance, marketing, sales, and entrepreneurship through the study of economics, market research, product development, and risk management. Students develop professional skills for opportunities in corporations, financial institutions, government agencies, retail and e-commerce companies, nonprofit organizations, and entrepreneurial ventures.

CONSTRUCTION

The Construction program provides students with an introduction to carpentry, masonry (brick and block laying), plumbing, cabinet making, and electrical fundamentals. Students are taught general building techniques, knowledge of building materials, and instruction on the use of hand and power tools. After successfully completing the program, students will be registered with the National Construction Education and Research Foundation. They can continue to train through apprenticeship programs at several levels.

CULINARY ARTS

Culinary Arts includes classroom and hands-on experience that will prepare students for employment or continuing education in the food service industry. Content such as food safety and sanitation, equipment, safety and security, culinary foundations and math, and an introduction to the hospitality industry are included in the course. Theory and applications in Culinary Arts emphasizes real-world, hands on practice of food preparation.

Mastery of the competencies listed in the food safety and sanitation unit will prepare the student to take the NRA's ServSafe exam to become ServSafe Food Safety certified, As of January 1, 1999, every food service establishment in Mississippi must have a full-time certified food manager employed in order to meet the FDA Food Code requirements.

EDUCATOR PREPARATION

The EdPrep program is a course designed for students who are interested in the diversified field of education. This class includes classroom and hands-on experiences that will prepare students for employment in various educational fields. Students will job shadow local teachers in different areas: preschool, elementary, middle school, high school, coaching, and daycare facilities. Teaching is a career that does make a difference in the world. Seeing students develop new knowledge, skills, and confidence can be the most rewarding part of teaching. You will have the satisfaction of knowing that you played a significant role in that process.

ELECTRICAL TECHNOLOGY

Students in the Electrical pathway work in residential, commercial, and industrial settings where they install, wire, test, and troubleshoot electrical systems using tools, diagnostic equipment, and blueprints while following safety codes. In Mississippi, electrical jobs are in high demand statewide, with strong opportunities in northern, central, and coastal regions where construction, manufacturing, energy, and infrastructure projects depend on skilled electricians.

HEALTH SCIENCE

The Health Science program refers to all professions that provide health care. This program gives students the opportunity to discover their true interests and abilities associated with health care careers. Students tour hospitals, clinics, and other health care settings. They are afforded the opportunity to learn and practice skills associated with various health careers. Some of the careers are anesthesiology, athletic training, emergency medicine, laboratory technology, mortuary science, nursing, occupational & physical therapy, pharmacology, sports medicine, radiology, respiratory therapy and veterinary science.

INDUSTRIAL MAINTENANCE

The Industrial Maintenance program provides students with training in the use of equipment and maintenance repair procedures of industrial equipment in the ever-changing technological workplace. Industrial Maintenance is characterized by variety because each repair job presents a different problem requiring the knowledge to diagnose and repair the equipment. The Industrial Maintenance Program offers individualized instruction.

INFORMATION TECHNOLOGY

Information Technology is a pathway within the Digital Technology Career Cluster designed to provide the foundation, skills, and knowledge for computer networking, applications, and support. Students will develop the skills necessary to prepare for certification exams and will learn how to develop, support, and integrate computing systems. They will acquire network-planning and -management skills and the ability to provide technical support. The program will provide hands-on experiences focused on skills related to computer system support, network setup, and system maintenance.

WELDING

This program provides instruction in machine shop technology, industrial welding, and sheet metal fabrication. Students will be able to interpret blueprints, perform bench work, operate metal lathes, mill machines, grinders, and power drills. Students will also perform various welding operations, cutting, and brazing. In sheet metal, students will lay out and fabricate to specifications various sheet metal projects, using hand and sheet metal machines. The job outlook is very good for a student successfully completing this program.

RULES AND REGULATIONS

First and foremost you are a student at the high school in which you are enrolled. You are expected to maintain the same rules and regulations at WLCTC as the ones you follow at your high school. This statement is in reference to the following: absences, tardies, school bus regulations, cellular phones, discipline, suspensions, internet use and dress code.

All students are expected to observe the minimum standards of hygiene which follow:

1. Cleanliness of both dress and body is mandatory.
2. Hair shall be kept clean and neat, no obnoxious odor or distracting colors.
3. Hair shall be free of curlers.
4. Hair shall not be groomed in class.
5. Facial hair shall be neat and trimmed.

All LHS, Noxapater & Nanih Waiya students will conform to the Uniform Dress Code in the LHS Secondary Handbook.

All other students will observe the previous hygiene rules and the following standards of dress:

- Tank tops, halter tops, muscle or body shirts shall not be worn.
- Midriffs shall not be exposed.
- Shirts advertising alcoholic beverages, drugs, tobacco products or shirts with obscene language or gestures shall not be worn.
- Shirts shall be worn tucked in unless designed for outside wear, and shall be buttoned or zipped.]
- Caps, hats, and/or stockings shall not be worn on the head in the building.

- No clothing shall be so low in the front as to expose any part of the breast nor shall it be excessively low in the back.
- Pants must be worn appropriately at the waist.
- No see-through clothing may be worn unless worn with the appropriate underclothing.
- Footwear presenting a safety or property hazard, such as house slippers, and cleated shoes should not be worn.
- Any style of clothing tending toward immodesty or indecency is prohibited.
- Any paraphernalia that is distracting to the education process shall not be worn.

Rules for the building, classrooms, and shops:

- Tardiness, profanity or excessive loud talking is not permitted.
- Only vocational students and authorized guests are allowed in the building.
- No horseplay will be allowed in the building at any time. This means no action or movement, except those that are authorized or taught.
- Snack wrappers and bottles must be placed in waste cans and not on the floor or work tables. Sunglasses and caps are not to be worn in the classroom or hallway.
- Cell phones, pagers, radios, and any other multimedia devices are not allowed in the shop.
- Students may not leave the classroom without permission.
- Students are not allowed to leave campus during break.
- Students from Noxapater/Nanih Waiya are expected to go to and from the WLCTC on the school bus.
- Students may not use the office phone for personal business.
- When students are absent for any reason they are to bring an admit slip from the high school to the instructor at WLCTC.
- Students are not to park behind the WLCTC without permission.
- Smoking, drinking, or chewing tobacco is not allowed.
- Students who have possession of drugs or who are under the influence of drugs will be suspended from school.
- Students who have possession of any type of weapon will be suspended.
- All tools and equipment must be properly checked out, returned and stored. All broken or damaged items will be reported to the instructor.

- No materials, tools or equipment belonging to the WLCTC can be converted to anyone's private use, unless specifically authorized.
- Lift heavy objects only with good judgment, bend your knees, lift with leg muscles and hold back straight.
- Students must wear approved work clothes while in the shop.
- When working in the shop, always wear safety glasses or goggles.
- Keep work areas free of excess waste.
- Students are to report injuries of any type to the instructor immediately.
- Power equipment may not be used unless specifically authorized by the instructor.
- The instructor will interpret to his/her satisfaction all violations of these rules and administer punishment.
- The instructor will supplement these rules as the need arises.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave campus to go home without permission from their parents or guardians. Permission must be approved by the vocational director and the high school principal. Students must sign out in both offices. Noxapater and Nanih Waiya principals will be called.

ELECTRONIC DEVICES

WLCTC will follow the district policy related to all electronic devices.

NOTICE of NON-DISCRIMINATION

The Louisville Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin, or ancestry, sex gender identity, sexual orientation, age, marriage or veteran status or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities.
Inquiries associated with Title VI, Title IX, and/or accommodations for disabled employees, the public accessibility of facilities and programs should be directed to Belinda Swart, Assistant Superintendent at (662)773-3411. Inquiries regarding the application of Section 504 Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education/Americans with Disability Act) should be directed to Rosemary Lampley, Special Education Director at (662) 773-4010 or (662)773-2036. These individuals may be contacted at the main office located at 112 South Columbus. The mailing address is P.O. Box 909 South Columbus, Louisville, MS 39339, (662)773-3431 as the need arises.

GRIEVANCE PROCEDURE

A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy related to the personnel appraisal process for that individual. A “grievant” is a person or persons making a complaint.

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and grievant will attempt to resolve the matter informally.

2. If the grievant is not satisfied with the action taken or the explanation given by his principal the grievant shall,within five (5) days after meeting with his principal, file a written statement with his principal setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal.

4. Within five (5) days after receiving the grievant's signed statement the principal shall

send to the superintendent a copy of the grievant's statement along with a statement from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal.

2. The written statement submitted by the grievant to his principal in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.

3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal at LEVEL ONE.

4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.

2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.

3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.

4. The board shall render its decision within seven (7) days of the hearing. The Mississippi Public School Accountability standard for this policy is standard 3.