

Itawamba Career & Technical Center

2026-2027 Student Handbook

Carrie Grubbs, CTE Director

200 Career Technical Drive

Fulton, MS 38843

Phone: 662.862.3137

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This handbook serves as a guide for students attending Itawamba Career & Technical Center (ICTC). It is important that both students and parents become familiar with the expectations, policies, and guidelines outlined in this handbook.

All students enrolled at ICTC are expected to follow both the Itawamba County School District Student Handbook and the Itawamba Career & Technical Center Student Handbook. If you have questions regarding the information in 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. Mandy Lesley, Student Services Coordinator
Mrs. Sherry Lentz, Administrative Assistant
Mr. Ben Beane, Maintenance
Custodian

Instructors and Programs

TBD, Advanced Manufacturing
Mr. Lee Brown, Automotive Service Technician
Mr. Chris Holder, Construction & Carpentry
Mrs. Crystal Robinson, Cosmetology
Mrs. Maylee Fowler, Culinary Arts
Mr. Dustin Edmonson, Multimedia
Mrs. Kerri Collier, Health Science Core & Healthcare and Clinical Services
Mr. Dusty Thompson, Welding
Mrs. Lisa Walton, Work Based Learning

Career & Technical Education

Itawamba Career & Technical Center offers career education programs for students in grades 9-12 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 their choice.

Programs Offered:

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	
Healthcare and Human Services	Cosmetology I	2 per completed course
	Cosmetology II (2027-2028)	
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	
	Multimedia Capstone	
Healthcare and 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 place of Contemporary Health to meet the graduation requirement for ½ Carnegie unit in Health. Students may also earn two science Carnegie units by completing Health Science Core and Healthcare & Clinical Services.

Program Descriptions:

Advanced Manufacturing

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

Automotive Service Technician

Automotive Service Technician introduces students to shop operations, safety procedures, tools and equipment, and preparing vehicles for service and customer delivery. Topics include engine repair, transmission, electrical/electronic systems, brakes, lighting systems, engine performance, steering and suspension, and wheel and tire alignment concepts.

Construction & Carpentry

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

Cosmetology

The Cosmetology program introduces students to current cosmetology trends, safety, infection control, nail care, and hair and scalp properties. Students also study licensing requirements, skin histology, anatomy, chemistry, hair design principles, braiding, extensions, and hair enhancements.

Students must be in grades 10-12 to enroll.

Culinary Arts

Culinary Arts introduces students to the foodservice industry through engaging, hands-on experiences. Students develop essential kitchen skills while refining their culinary abilities in a lab-based environment. Topics include cooking, baking, cost control, nutrition, and sanitation.

Health Science Core & Healthcare and Clinical Service

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

Students must have at least a "C" in Biology to be accepted into the program.

Multimedia

The Multimedia program introduces students to the world of multimedia production. Students learn photo and video editing, camera operation, content creation, and the publication of work across various multimedia platforms.

Welding

The Welding program provides students with a strong foundation in employability skills, safety, and basic tool knowledge. Students learn proper equipment setup, safety procedures, 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 while gaining valuable workplace experience. WBL benefits students through career exploration, skill development, hands-on training, and networking with potential employers.

Career & Technical Student Organizations

Career and Technical Student Organizations (CTSOs) are an integral part of Career and Technical Education. Through participation in CTSOs, students have valuable opportunities to develop leadership skills, strengthen occupational skills through competition, build 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 (invitation 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 promotes high scholastic achievement, encourages personal excellence, and helps top students prepare for success in today's highly competitive workforce. NTHS honors the achievements of outstanding CTE students, provides scholarship opportunities, and recognizes excellence in career and technical education.

SkillsUSA

SkillsUSA serves middle school, 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 nonprofit Career and Technical Student Organization (CTSO) for middle and high school students who are interested in science, technology, engineering, and mathematics (STEM). TSA offers intracurricular competitions and programs designed to inspire students, challenge their skills, and encourage growth in STEM-related fields.

Student Services

Counseling Services

High school counselors are specially trained to support students in the areas of academic, career, and social-emotional development. Through a comprehensive school counseling program, counselors help students build the knowledge, attitudes, and skills necessary for future success.

Counselors provide proactive support through leadership, advocacy, and collaboration with school staff, administration, parents, and community members. They also work closely with teachers and families to identify and address academic or social-emotional needs, helping remove barriers to learning and promote student success.

Student Services Coordinator (SSC) Referrals

Student Service Coordinators provide instructional, career, and collaborative assistance to students. The goal of SSC support is to help special population students succeed in their chosen CTE program while preparing for both academic and career success.

Policies and Procedures

Student Safety

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

Students enrolled in shop-based programs are required to wear safety glasses while in the shop area. ICTC provides the first pair of safety glasses at no cost. Replacement pairs may be purchased in the ICTC office for a small fee.

All shop and lab areas, with the exception of Multimedia, require students wear closed-toe shoes.

State Assessments

Nationally recognized industry certification exams are offered in select Career and Technical Education programs. These certifications can help students qualify for additional employment opportunities, stand out to employers, and, in some cases, partially fulfill graduation requirements.

Programs that include industry certification testing include: Advanced Manufacturing II, Automotive Service II, Construction I & II, and Welding I & II

Students enrolled in Culinary Arts II, Healthcare and Clinical Services, and Multimedia II will complete embedded work-based learning hours.

ICTC Dress Code Addition

Also refer to ICSD Parent/Student Handbook

In addition to the dress code outlined in the ICSD Parent/Student Handbook, ICTC students must follow the expectations below:

- Clothing and jewelry must be appropriate for the student's area of technical training.
- Open toe shoes are not permitted in any shop or lab area, with the exception of Multimedia.
- Safety glasses, face shields, and/or helmets must be worn in all shop areas as required.

Attendance

Student success is closely tied to regular attendance. Because classroom and lab/shop instruction is difficult to duplicate, it is essential that students attend class each day in order to be successful in their program. Attendance is also considered as part of the acceptance process for ICTC programs.

Driving/Riding

Students who choose to drive/ride to ICTC in a personal vehicle must submit a completed driving/riding form with a parent signature and proof of insurance. Students must present a valid driver's license and purchase an ICTC parking decal in addition to their high school parking decal.

Emergency Procedures

In the event of an emergency that requires students, faculty, and staff to move to a safe location, ICTC staff will follow the School Crisis Management and Emergency Policy & Procedures. Students will be instructed on emergency procedures at the beginning of the school year and will practice these procedures throughout the year. Students are expected to participate in all drills and to follow the directions of school personnel and emergency responders at all times.

Visitors

All visitors must report to the main office upon arrival to sign in and provide identification. Before leaving the building, visitors must return to the office to sign out.

Visits to individual classrooms during instructional time are permitted only with the Director's approval. Such visits will not be allowed if their duration or frequency interferes with instruction or disrupts the normal school environment. Because visitors may serve as role models for students, all visitors are expected to maintain the highest standards of courtesy and conduct.

Student of the Month

From September through April, each program teacher will select one student to serve as Student of the Month. Students may be selected based on criteria such as attendance, grades, growth, leadership, attitude, skill, or other qualities determined by the instructor.

Students selected will receive a reward for this accomplishment and will also be recognized on school posters and the ICTC Facebook page.

Year 1 Acceptance

Students wishing to enroll in a Year 1 program must submit an application. Submission of an application does not guarantee acceptance into a program. Each applicant will be reviewed based on attendance, discipline, and academic history.

Year 2 Acceptance

Students wishing to enroll in a Year 2 program must submit an application. Submission of an application does not guarantee acceptance into a program. Because fewer seats are available in Year 2 courses, the selection process is more competitive. Acceptance will be based on attendance, discipline, grades, and the recommendation of the program instructor based on classroom performance from Year 1.

ITAWAMBA CAREER AND TECHNICAL CENTER
2026-2027
STUDENT HANDBOOK

STUDENT AND PARENT ACKNOWLEDGEMENT

The ICTC student handbook is available at www.itawambactc.com. The purpose of this handbook is to help your son or daughter gain the greatest possible benefit from his or her school experience. After reading and discussing the handbook with your child, please sign this form and return it to the school so it may be kept in the student's file.

FAILURE TO RETURN THIS ACKNOWLEDGMENT DOES NOT RELIEVE THE STUDENT OR THE PARENT/GUARDIAN OF THE STUDENT FROM RESPONSIBILITY FOR KNOWING AND COMPLYING WITH THE CONTENTS OF THE STUDENT HANDBOOK.

By signing below, I acknowledge that I have reviewed the student handbook.

Print Student's Name	Signature	Date
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Print Parent's Name	Signature	Date
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