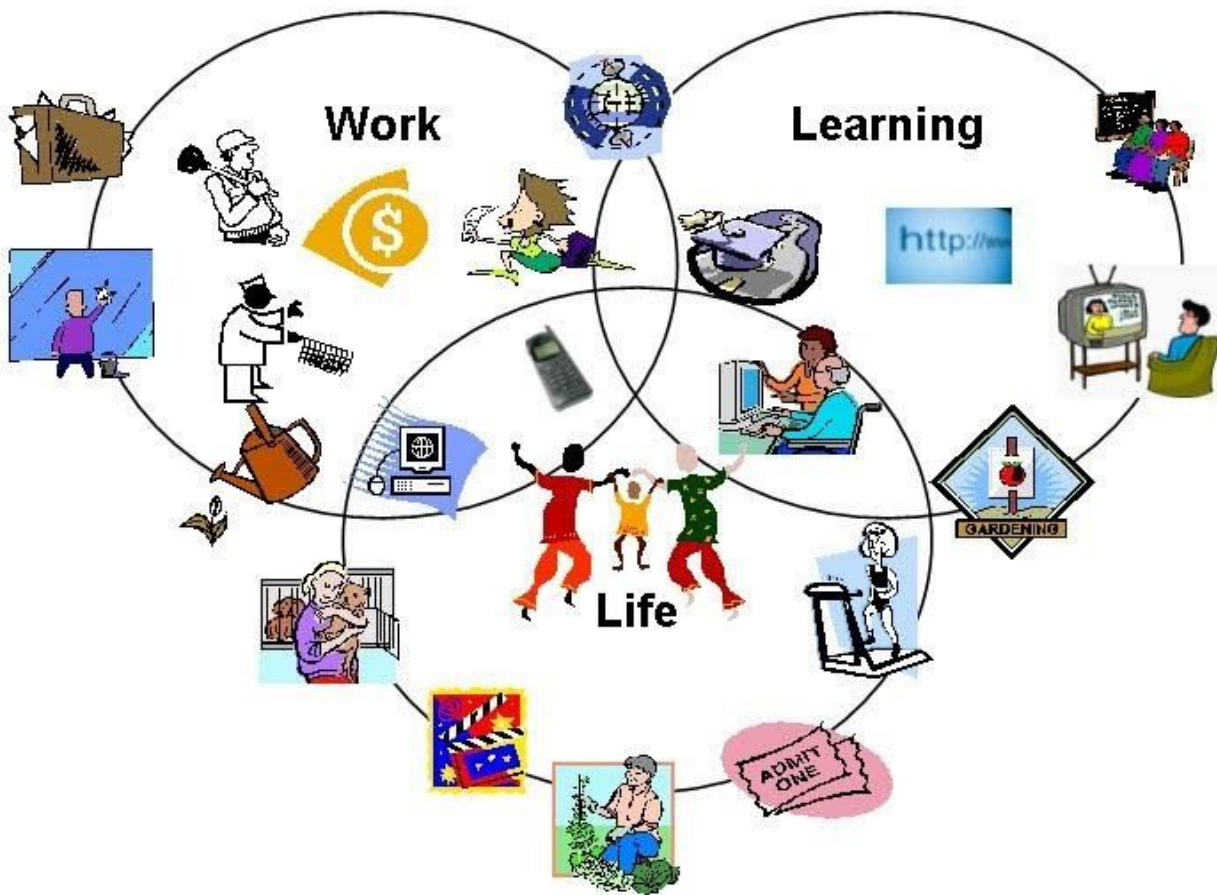


# Winston-Louisville Career & Technology Center 2020-2021 Student Handbook



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## **FACULTY & STAFF**

James R. Webb	CTC Director
Chris Davis	CTC Counselor
Brenda VanLandingham	CTC Secretary
Carl Woods	Custodian
Helen Black	Work Based Learning
Neshay Daniels	Health Science
Heather Fulton	Student Services
Stevie Herrington	Forestry
Chawan Jernigan	Simulation & Animation Design
LaKen Jernigan	Construction
Mitchell Linley	Welding
Chelsie Paschal	Health Science
Enoc Reynoso	Culinary Arts
Jimmy Rushing	Ag. Power & Machinery
Christi VanLandingham	Student Services
Jenny Vowell	Teacher Academy

## **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**

A WLCTC counselor provides help in making career decisions, as well as personal decisions. Also available only at WLCTC are student services coordinators who help in math, reading, and language. They also tutor for all state mandated testing. The counselor and student services coordinators 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, FFA, 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 Forestry and/or 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.

In choosing the Work Based Learning Option for graduation, students must receive 4 units of a Career & Technical Education elective at WLCTC. Their college route must first include 2 years at a community college before transferring to a 4 year college.

## **ADVANCED PLACEMENT**

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

## **CAREER & TECHNOLOGY PROGRAMS**

Agricultural Technology and Mechanical Systems/Agricultural Power & Machinery

Construction Core/Carpentry

Culinary Arts I & II

Forestry I & II

Health Science Core/Healthcare & Clinical Services

Simulation & Animation Design I & II

Teacher Academy I & II

Welding I & II

Work-Based Learning

## **AGRICULTURAL POWER & MACHINERY**

Ag. Power and Machinery is an instructional program designed to develop an all-around mechanic, who is capable of diagnosing and repairing agricultural equipment used in this area. Students receive instruction in welding, basic painting, and body repair. This instruction will give students a broad understanding of mechanical, electrical, and hydraulic systems used on diesel and gasoline equipment, which includes lawn equipment, field equipment, ATVs and marine engines.

## **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. Some of these programs are general contractors, estimators, journeyman, foreman, and project manager.

## **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.

The Culinary Arts program was written to incorporate the National Restaurant Associations (NRA) ProStart learning objectives. Any student who successfully completes this program and the mentoring requirements will be eligible to take the National ProStart Certificate of Achievement exam, which is a certification recognized in the food service industry nationwide. Second year culinary arts students can qualify for Dual Credit Safety & Sanitation through ECCC.

## **FORESTRY**

The Forestry program at WLCTC is a broad-based, diverse class with exposure to the natural world. Students learn all of the basics of the forest products industry, while also covering some wildlife management. The program thrives on tours of various sawmill/forest product industries, national forest/refuge timberlands, harvesting and forest management. The Forestry program at WLCTC is a broad-based, diverse class with operations, and adequate amounts of field time. The program is based on hands-on learning, while using various sites for skills' objectives.

## **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.

\*\*\*Students completing Health Science II that meet the necessary criteria, will be able to apply for the Certified Nurses Assistant (CNA) certification. Students must be 18 years of age or older to take the required test. Some costs will be involved. Ask your instructor or CTE Counselor for additional information.

## **WELDING**

These two programs provide 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.

## **SIMULATION & ANIMATION DESIGN**

Simulation and Animation Design (SAD) is designed for students who wish to develop, design, and implement projects in the ever-expanding field of game design and development. The program emphasizes the techniques and tools used in the creative design or content of such media. This program focuses on the basic areas of ethics, character development, audio and video production, and design using visualization software. The program finishes with a performance-based unit that requires students to develop their own gaming environment.

## **TEACHER ACADEMY**

The Teacher Academy 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. Twice a week students will job shadow local teachers in different areas: preschool, elementary, middle school, high school, coaching, and day care 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.

## **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.



## **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 trim.

**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 stocking 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 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, 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 guardian. 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.

## **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 Mavis Crawford, 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.

## **PANDEMIC GUIDELINES**

See COVID-19 Planning Guide for Students and Parents.