

May 2, 2025

Dear Student and Parent/Guardian:

Welcome to Lancaster County Career & Technology Center. We look forward to having you as a student in 2025-2026. The Electro-Mechanical Engineering Technology program will allow you to learn fundamental trade skills and investigate career opportunities as an Industrial Maintenance Technician. I will do my best to help you develop a strong technical foundation.

Report card grades will reflect evaluation in three areas: Knowledge (tests, quizzes, and online curriculum), Daily Score (cooperation, dependability, initiative, safety, etc.), and Skill (lab work).

Safe work habits and appropriate behavior will be expected from each student. CTC policies and rules will be strictly enforced to ensure all students have a safe and quality education. You must provide a 3-ring notebook, paper, pencils and/or pens, and highlighters. You will also need safety glasses (not tinted).

The school dress code requires all students to wear a uniform consisting of the following:

- ◆ *Dark blue "Dickie" brand work pants* – These should be the correct size. No overly baggy pants are permitted due to safety concerns when operating machinery and equipment. Jeans are not allowed.
- ◆ *Royal Blue CTC shirt* - Tank tops and sleeveless shirts **are not** allowed. Available options include short and long-sleeved T-shirts and crew sweatshirts.
- ◆ **LEATHER**, steel-toe work boots—There is no required specific brand. These can be purchased at various retailers. **Steel-toed sneakers are not permitted.**

CTC shirts will be available for purchase online at www.lancasterctc.edu. A form is included with instructions for ordering the uniform shirts. Dark blue work pants should also be bought at a local clothing store. We strongly recommend that students purchase at least two pairs of pants and three shirts. Each student is responsible for keeping their uniform clean and appropriate.

Please note that additional certifications may become available to the program, and the student may be charged for them.

If you have any questions or concerns, please contact me with the information below or the Lancaster County Career & Technology Center office at (717) 653-3000.

Sincerely,



Eli Martin
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