

May 1, 2025

Dear Student and Parent/Guardian:

Welcome to Lancaster County Career & Technology Center. I look forward to having you as a 2025-2026 school year student. The Introduction to Manufacturing Careers program is an introductory course in manufacturing that will allow you to learn actual trade skills and investigate career opportunities.

Skills that will help maintain student success are reading a measuring tape, adding and subtracting fractions, using a calculator, note-taking, good reading comprehension, and study skills.

We will be studying four occupational areas related to manufacturing:

- ◆ Electro-Mechanical Engineering
- ◆ Sheet Metal Fabrication
- ◆ Welding Technologies
- ◆ Precision Machining and Computer-Aided Manufacturing

Please note that additional certifications may become available to the program and the student and may have a cost associated with them.

Technical and academic skills are necessary for success in today's job market. All students will be held to high standards and expected to perform at their personal best. Report card grades will reflect evaluation in three areas: Knowledge (tests, quizzes, and theory work), Daily Score (cooperation, dependability, initiative, safety, etc.), and Skill (lab work participation, work quality, projects, etc.).

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. Students are required to wear safety glasses in the lab. The school will initially provide safety glasses for each student. Each student is responsible for caring for them and wearing them when needed. Replacement safety glasses must be purchased if the original pair is lost or misused. If your child wears prescription glasses, you may want to check with your eye care provider about prescription safety glasses with side shields. These are much more comfortable than wearing safety glasses over prescription glasses.

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

- *Dark blue 100% Cotton "Dickie/Carhartt" brand work pants* – These must be appropriately sized. No excessively baggy pants are allowed due to safety factors when operating machinery and equipment. Jeans are not allowed.
- *Royal Blue CTC T-shirts* - Styles available are short and long-sleeved T-shirts and crew sweatshirts.
- *For safety reasons, only High-Top Leather Reinforced-Toe work boots* are allowed. Sneakers or casual boots containing nylon panels are not allowed.

CTC shirts are available on the school's website (www.lancasterctc.edu). We strongly suggest that students purchase at least two pairs of pants and three T-shirts. You may also want a long-sleeved shirt or sweatshirt for the winter months and/or additional protection when welding. Each student is responsible for always maintaining a clean and appropriate uniform.

Have a great summer!

Sincerely,

Douglas C. Stevens

Doug Stevens
Introduction to Manufacturing
Lancaster County Career & Technology Center

