

May 2025

Dear Student and Parent/Guardian,

Welcome to Lancaster County Career & Technology Center. We look forward to having you as a student in the 2025-2026 school year. The Metal Fabrication program will allow you to learn fundamental trade skills and investigate career opportunities in Metal Manufacturing and Construction. Our lab has successfully trained high school seniors for high-paying careers in HVAC duct fabrication and installation, spouting & siding, metal pattern and layout work, metal roofing, machine operating, plasma arc cutting, MIG, TIG, Stick, Oxy-Acetylene Cutting, structural steel fabrication, and custom metal fabrication.

I look forward to working with you in the metal fabrication lab as you develop your skills and abilities. I will do my best to help you establish a strong technical foundation. Below are just a few notes for you for the upcoming school year:

Report card grades will reflect evaluation in three areas:

- **Knowledge/Theory** (tests, quizzes, and workbook assignments)
- **Daily Score** (cooperation, attendance, dependability, initiative, safety, etc.)
- **Performance/Productivity** (lab work, participation, work quality, projects)

Due to the nature of the work in this lab and trade area, students are expected to maintain safe work habits and exhibit appropriate behavior. CTC policies and rules will be strictly enforced to ensure a safe and quality education for all students.

The program will initially provide each student with all necessary safety glasses and equipment. Each student is responsible for taking care of these items and wearing them as required in the shop area. If the original pair is lost or misused, replacement safety glasses must be purchased.

You will also be issued a toolbox and lock with approximately 50 hand tools and other safety items, which you will “sign out” and be financially responsible for during the year. You will be asked to return them in good working order, showing only normal wear, after you complete the course. The total Toolbox cost is about **\$800**.

Provided items and other notes:

- You will receive three textbooks, which will be used throughout the year. These books are required for the first-year Associated Builders and Contractors (ABC) apprenticeship training program and will be purchased by the school. They must be returned at the end of the year in usable condition.
- Several industry certifications will be issued to students at no cost during the year.
- Student lockers and locks will be issued to each student during the first day of class. All personal belongings, including **cell phones**, will be locked in lockers.
- Welding jackets and all other PPE (Personal Protective Equipment) will be purchased by the school and issued to each student.

Required items and Dress Code, needed for the first day:

- **Red CTC shirt** (available on our website www.lancasterctc.edu). I recommend several shirts and one sweatshirt. A form showing how to order the shirts is enclosed.
- **Dark Blue “Dickie Brand” style work pants** (available at Walmart, and other local retailers). I also recommend several pairs of the appropriate size, as baggy pants can be a safety hazard. Jeans and shorts are not permitted.

PLEASE NOTE: PANTS MUST BE 100% COTTON - Check the label before purchasing.

- **Leather Steel-Toed Work Boots** are required. Please avoid buying boots made from nylon or canvas-like materials. These tend to burn and get cut very quickly. Boots should be purchased as soon as possible to give them time to be "broken in," and should be worn on the first day of school and with your school uniform.
- **Plenty of pencils** (mechanical pencils suggested)
- **A three-inch 3-ring binder**

Each student is responsible for maintaining a clean and appropriate uniform. Hats, jackets, sweatshirts, or other clothing covering the CTC uniform are prohibited.

Best wishes for a safe and fun summer. I look forward to seeing you in Metal Fabrication in the fall. If you have any questions or concerns, please reach out.

Sincerely,

Ryan Clark

Metal Fabrication Instructor

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