

May 1, 2025

Dear Student and Parent/Guardian,

Welcome to Lancaster County Career and Technology Center. Our team looks forward to having you as a student for the 2025-2026 school year. The Precision Machining and Computer Aided Manufacturing program will allow you to learn industry-demanding skills and investigate career pathways in the field. Our lab has had great success in training high school students for high-paying careers in machining, tool and die making, engineering, metrology (quality and inspection), and many other manufacturing-related fields.

I am looking forward to working with you in our machine shop lab as you develop and hone your skills. I will do my very best to help you develop a strong technical foundation related to Precision Machining. Below are just a few notes for you about the upcoming school year:

Report Card Grades will reflect evaluation of all three areas below:

- Theory/Knowledge - (tests, quizzes, any classroom assignments)
- Daily Score - (cooperation, attendance, dependability, initiative, safety, etc.)
- Skills - (lab work, participation, work quality, projects)

Due to the nature of the work done in this lab and in the industry, each student is expected to have safe work habits and appropriate behavior. All CTC policies will be strictly enforced to ensure a safe environment for all students.

The program will initially provide all safety glasses and necessary shop equipment. It is each student's responsibility to handle and care for each of the items they have been assigned. Replacement safety glasses must be purchased if a secondary pair is lost or misused. You will be issued your own personal toolbox with a lock and combination. This toolbox is filled with the necessary hand tools and measuring equipment you will need throughout the school year. Please note that you are financially responsible if any of these items are lost or damaged. All tools must be in good working order once handed in at the end of the year.

What you need:

- Lots of pencils
- Three-ring binder (2")
- Uniform
 - Gray CTC Shirt (available at www.lancasterctc.edu): I recommend at least three shirts, as the shop's working environment will be dirty.
 - Dark Blue "Dickie" style work pants (available at Walmart, goods, etc.) – I recommend at least two pairs of pants. (Item ID: DP802 is my recommendation)
 - Steel-toe boots or safety-toe shoes—please do not buy nylon or canvas boots. They tend to wear and cut very quickly. Boots should be purchased as soon as possible, as they may be uncomfortable at first and require a break-in period. Boots must be worn at all times.

- It is each student's responsibility to maintain a neat uniform. Hats, jackets, sweatshirts, or other types of clothing are not permitted to cover CTC uniforms.

I wish you the best of luck and hope you have a safe and fun summer. I look forward to seeing you in Precision Machining in the fall. If you have any questions or concerns, please contact me or the LCCTC office..

Sincerely,

Bohdan Adams

Precision Machining and Computer-Aided Manufacturing Instructor

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