



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

Dear Student and Parent/Guardian:

I am looking forward to beginning our year in the Animal Production & Science Technology program. This year, we will be covering animal handling and management skills, lab skills, nutrition, reproduction, anatomy and physiology, and biosecurity. All students in this program are automatically members of LCCTC FFA.

Grading will reflect evaluation in three areas: knowledge (tests and quizzes), daily score/work ethic (dependability, punctuality, cooperation, attitude, conduct, effort etc.) and skills (workmanship).

Class will begin at 8 a.m. every day. Arrival and dismissal times to the school will vary depending on your transportation. If you drive to school, you will need to be in class at 8:00 a.m. Class dismissal time for drivers is at 2:35 p.m. If you ride the bus, you will report to class upon arrival and leave at your scheduled bus dismissal time.

In order to maintain a safe and productive environment, a dress code and strict lab rules are enforced. It is important that students behave professionally, use appropriate language, and properly use equipment. Student code of conduct, expectations, and class/lab safety rules will be addressed during the first week of class. There are several items you need to acquire before the start of school.

1. Students are required to wear polo shirts with the school logo and khaki workpants (any khaki colored khaki pants) with a belt. I would recommend you get 3-4 short sleeve and 2 long sleeve shirts. There is also a school logo sweatshirt that can be purchased and worn over the polo, so you may want to size it accordingly. This is the only outerwear that may be worn in the classroom and common areas. Pants and shirts are to look professional and should not be clingy or overly baggy. I would highly recommend stain resistant workpants. You are also required to have at least one pair of short sleeved navy coveralls.

For uniform information please see the [online uniform link](#) or contact:

Fully Promoted of Lancaster (formerly Pro Look Uniform, LLC)
155 Rohrerstown Road, Lancaster, PA
(717) 394-4043

Note: located next to the post office in the shopping complex

Please note that the school uniform is always expected to be the outermost layer of clothing. (It is ok to layer a long sleeve shirt underneath the polo shirt.)

2. Students are required to wear work boots that can be purchased at your store of choice. I recommend work boots with a shallow tread as they will be much easier to keep clean and are less likely to track mud and manure through the building. Cowboy boots are also acceptable. These boots will be strictly for school

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

and cannot be worn at a home-farm, etc. due to potential bio-security issues.
Sneakers are acceptable during theory, but boots should always be available at school.

3. Students should be groomed in a professional manner. Long hair should be pulled back (except during theory) and jewelry and artificial nails are not recommended. There will be at least one field trip where students are asked to remove all jewelry.

4. You should have pens, pencils, a calculator, and a three-ring binder. Students will receive a lot of papers throughout the year, so a large binder is recommended. Many students like to use tabs or folders to organize the sections.

Without the above items, you will be considered unprepared for work and your daily score will reflect that!

Additional items you will need:

- **Watch with a second hand (or timer on the watch)**
- White shirt with a collar and black pants (FFA official dress – some available to borrow)

Items provided by LCCTC:

- Stethoscope and Animal Digital Thermometer (**no cost to students**)
- OSHA 10 Certification (**no cost to students**)
- Books will be purchased through LCCTC to borrow for the school year (**no cost to students**)
 - Modern Livestock & Poultry Production 9th edition (Flanders & Gillespie) Print Edition ISBN: 9781133283508

Students will go on many class curriculum field trips this school year. Field trips are a privilege, and students are expected to be up-to-date on class assignments to attend.

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

If you have any questions or concerns, please feel free to contact me at the Willow Street Campus (717) 464-7050 Ext. 7067 or llefever@lancasterctc.edu. I look forward to working with you this year!

Sincerely,

Mrs. Lori Lefever
Animal Production & Science Technology
Instructor & LCCTC FFA Advisor