

May 2026

Dear Student and Parent/Guardian:

Welcome to Lancaster County Career & Technology Center. We look forward to having you as a 2026-2027 student. 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 are expected of 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). Safe work habits include a NO PHONE ZONE. Phones will be stored in lockers and NO EARBUDS are allowed during school hours except at lunch.

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

- ◆ *Dark blue "Dickie" brand work pants* – These must be appropriately sized. No excessively baggy pants are allowed for safety reasons when operating machinery and equipment. Jeans are not allowed.
- ◆ *Royal Blue CTC shirt* - No tank tops or sleeveless shirts are allowed. Styles available are in short and long-sleeved T-shirts and crew sweatshirts.
- ◆ **LEATHER, steel-toe work boots** – No specific brand. These can be purchased at various retailers. **No steel-toed sneakers are permitted.**

CTC shirts will be available for purchase online at www.lancasterctc.edu. Dark blue work pants should also be purchased at a local clothier. We strongly suggest that students purchase at least two pairs of pants and three shirts. Each student is responsible for maintaining a clean and appropriate uniform.

Please note that additional certifications may become available to the program, and the student may incur associated costs.

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
Electro-Mechanical Engineering Instructor
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[Link to More Information!](#)

