

May 2026

Dear Student and Parent/Guardian:

Welcome to Lancaster County Career & Technology Center. I am looking forward to having you as a student for the 2026-2027 school year. The Introduction to Manufacturing Careers program is an introductory course in manufacturing that will help you learn practical trade skills and explore career opportunities.

Skills that will help maintain student success include 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
- Precision Machining and Computer-Aided Manufacturing
- Welding Technologies

In today's job market, both technical and academic skills are necessary for success. 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. To ensure a safe, high-quality education for all students, LCCTC policies and rules will be strictly enforced. Students are required to wear safety glasses in the lab. The school will initially provide safety glasses for each student. It is the responsibility of each student to take care of them and wear 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:

- *100% Cotton "Dark Navy" work pants.* These must be properly sized. No excessively baggy pants are allowed due to the safety factor when operating machinery and equipment. Jeans are not allowed.
- *"Blue Jean" LCCTC T-shirts.* Styles available are short and long sleeve T-shirts, and a crew sweatshirt.
- *High Top Leather work boots.* Reinforced toe boots are preferred but not required. No sneakers or casual boots containing nylon panels are allowed for safety reasons.

"Blue Jean" CTC shirts and 100% cotton "Dark Navy" work pants are available for purchase online 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 want a long-sleeve shirt or sweatshirt for the winter months and/or additional protection when welding. It is each student's responsibility to maintain a clean, appropriate uniform always.

Have a great summer!

Sincerely,

Douglas C. Stevens

Doug Stevens
Introduction to Manufacturing
Lancaster County Career & Technology Center

[Link to More
Information!](#)

