



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551  
FAX: (717) 279-7520 • [www.lcctc.edu](http://www.lcctc.edu)

June 2023

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Electromechanical Technology program for 2023-2024 school year.

Students in Electromechanical Technology will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from [www.lcctc.edu](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

Please plan to attend the event below to obtain the following valuable information regarding the LCCTC: student schedules, attendance and grading policies, curriculum, classroom rules and procedures, lunch information, college credit opportunities, parent portal, etc. A reminder letter will be mailed concerning the Parent Orientation in mid-August.

#### **Important Dates**

August 23, 2023 at 6PM  
August 28, 2023

Back to School Event  
First Day of School

Please contact me at 717-273-8551 ext. 2154 or by email at [jbreen@lcctc.edu](mailto:jbreen@lcctc.edu) if you have any questions. The Lebanon County Career and Technology Center looks forward to working with you to prepare your student for post-secondary education and/or a career in the electromechanical field.

Sincerely,

Justin Breen  
Electromechanical Engineering Technology Instructor

Attachment(s)



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June 2023

Dear Parent or Guardian:

I am Justin Breen, the Electromechanical Engineering Technology instructor. On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Electromechanical Engineering Technology program for the 2023-2024 school year.

Students in Electromechanical Engineering Technology will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing, they can be contacted at 717-270-9511, or you may use the LCCTC link from [www.lcctc.edu](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

**Dress code:** At the LCCTC every shop has a shop uniform which must be worn while at the LCCTC. Our shop uniform is as follows: Uniform shirt (purchased from Major League), plain jeans or work pants and safety boots. My suggestion is to wear your shirt and pants to school in the morning, keep your boots in your locker at the LCCTC and change shoes when arriving at the school. I will give ample time at the end of the day to change into "normal" street clothes to return to school if you choose to do so. This is part of your daily work ethic grade and is non-negotiable. If you are not in uniform, you cannot work in the shop.

There are various options for shirts from Major League, a t-shirt, a long sleeve shirt, a button-down shirt, and a hoodie. Your uniform shirt **MUST** be the outermost garment, so during the winter it is required that you have a hoodie or long sleeve uniform shirt. Any items ordered from Major League will then be delivered to the school and handed out on the first day.

Pants must be plain jeans or work pants free of any holes, tears, or deficiencies. Sweatpants/Joggers/Long Shorts/Capris/Leggings/etc. **ARE NOT** acceptable and work ethic points will be deducted and the student will receive a zero for the missed skill assignment.

As for the boots, they must support the ankle, and have a defined heel. They must be a safety toe boot (composite or steel toe). I would recommend (but not require) getting Electrical Hazard (EH) rated boots as we will work with live electricity and these types of boots are required in industry. If the boots are not as defined above, the student will not be allowed to work in the shop, they will have work ethic points deducted and will receive a zero for the missed skill assignment.

Further explanation of the rules, procedures, and expectations will be provided during the first week of attendance at the CTC. The standards for my program are set very high and do not waver. The tasks that are performed in this program are sometimes extremely dangerous and require focus, discipline, and effort on the part of your son or daughter to ensure safe completion.

