



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

750 Phelps Way, New Castle, PA 16101-5099 724-658-3583 Fax 724-658-4753 www.lcctceagles.com

Dear Parents/Guardians,

I would like to take this opportunity to introduce myself as the Machine Tool Technology instructor at LCCTC. My name is Kurt Miller and I am a graduate of Choffin Career Center where I studied machine trades. I have over 32 years of work experience in machining. I am hoping to instill in your child my worth ethic and knowledge.

Over the course of this program, your child will be learning about the field of Manufacturing Technology. It is vital that the students realize the precautions necessary to make this environment safe for all. As part of the safety requirements, your child will be obligated to have the items listed in this letter. Students who do not have the required items will not be allowed to participate in the shop and will receive a "zero" for that day.

1. LCCTC work t-shirts are \$5 each, and the colors for each grade are (10th) Gold, (11th) Grey, (12th) Black. These can be purchased from Mrs. Mangino or Mrs. Graziani in the front office.
 - a) Sophomores will wear gold
 - b) Juniors will wear gray
 - c) Seniors will wear black.
2. Work boots (Steel Toes)
3. Safety glasses (no colored lenses)
4. Regular fit work jeans
5. Hair pulled back, if long
6. No loose jewelry

NOTE: All LCCTC work shirts are a requirement for my shop. LCCTC work shirts are \$5 per t-shirt. Mrs. Mangino in the front office will assist you with shirt purchases. There will be an NSF charge for all returned checks. You may pay via money order, personal check, or exact change. Please be sure to keep your receipt!

I have designed my program to best meet the needs of your child. In order to create a positive learning environment, it is essential that students follow the rules stated in the student handbook. I will not tolerate any form of disrespect towards myself or other students in this class.

Throughout my teaching experience, I have learned the importance of keeping an open line of communication. This is significant not only between myself and the students but also with the parents. I encourage you to contact me at any time to discuss any problems or clarify any concerns you may have.

Let's aim for a productive year!

Sincerely,

Kurt Miller

Student Signature _____ Date _____
Parent/Guardian Signature _____ Date _____