

May 2, 2025

Dear Student and Parent/Guardian,

We are looking forward to the start of the 2025-2026 school year. As part of the Introduction to Construction Careers program, you will explore introductory carpentry, plumbing, masonry, residential electrical wiring, and painting and interior finishing to make a well-informed selection of a course for the senior year. Students will be able to learn about and explore various tasks, including hand tool use, power tool operation, material selection, equipment operation, and interior finishing and painting skills.

Skills that will help maintain student success are reading a measuring tape, adding and subtracting fractions, using a calculator, note-taking skills, good reading comprehension, and study skills.

Report card grades will reflect evaluation in three areas: Knowledge (tests, quizzes, and workbook assignments), Daily Score (dependability, punctuality, cooperation, clean-up, etc.), and Skill (workmanship, efficiency, and ability to complete a job).

A dress code and strict lab rules are enforced to maintain a safe and productive environment. The lab rules include no horseplay, no swearing, and no misuse of tools or equipment.

There will be a uniform requirement of pants, a shirt, and work boots or shoes. Students are required to purchase navy blue work *pants* (to be purchased at your choice of store.) Jeans or shorts are not permitted. Pants must be sized appropriately. A belt must be worn to hold up the pants. No exposed boxers or other underwear is permitted. No gym shoes (sneakers) will be permitted in the program. When working with equipment, tools, and machines, baggy pants are not allowed due to safety concerns. Royal blue T-shirts are required. (Information is enclosed where they must be purchased.) We strongly suggest that students purchase at least two pairs of pants and three shirts, including one sweatshirt.

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

All students attending the Lancaster County CTC campuses are expected to follow all guidelines listed in the student handbook. Student handbooks will be given to each student to share with parents at the start of the school year.

If you have any questions or concerns, please contact me or the the Mount Joy Campus at 653-3000.

Sincerely,

Aaron Adams
Introduction to Construction Technology Cluster Instructor
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