



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

May 21, 2026

Dear Student and Parent/Guardian:

We are looking forward to the start of the 2026-2027 school year. As part of the Introduction to Construction Careers program, you will be exploring introductory carpentry, plumbing, residential electrical wiring, painting and interior finishing with the intent of making a well-informed selection of a course for senior year. Students will have the opportunity 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 which will be helpful in maintaining student success are reading a measuring tape, adding and subtracting fractions, using a construction calculator, note taking skills, reading comprehension and study skills.

Report card grades will reflect evaluation in three areas: theory/knowledge (tests, quizzes and weekly math assignments), employability/work ethic /daily score (dependability, punctuality, cooperation, responsibility, safety, etc.), and performance/productivity/skill (workmanship, efficiency and ability to complete a job.).

To maintain a safe and productive environment, a dress code and strict lab rules are enforced. The lab rules consist of no horseplay, no swearing and no misuse of tools or equipment. There will be a uniform requirement consisting of work pants, shirt and work boots (over the ankle boots are preferred). 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 properly sized and worn with a belt. No exposed boxers or other underwear is permitted. No baggy pants are allowed due to the safety factor when working with equipment, tools, and machines. No gym shoes/sneakers will be permitted to be worn in the program. Royal blue LCCTC T-Shirts are required (purchasing information is enclosed). We strongly suggest that students purchase at least two pairs of pants and three shirts, including one sweatshirt. Lastly, to maintain safety and mimic actual jobsite requirements, students must always wear hardhats and safety glasses while in the lab. These will be provided to them on the first day of school. All hair must be fully contained within the hardhat, and all jewelry removed when working in the lab.

Students will be required to complete a cyber-safety training as well as three industry certifications that are offered at no cost to students through the American Ladder Institute. Students will be able to earn ladder certification on step ladders, extension ladders and mobile platform ladders.

All students who attend the Lancaster County CTC campuses are expected to follow all guidelines as listed in the student handbook. Student handbooks will be available online (<https://lancasterctc.edu/student-resources/#policy-handbook>) for each student to share with parents at the start of the school year.

If you have any questions or concerns, please feel free to contact the Willow Street Campus (717) 464-7050.

Sincerely,

Todd K. Staub
Intro to Construction Careers Instructor

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050