



## Butler County Area Vocational-Technical School

210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735

Fax (724) 282-7448

August 23

My name is Scott McKee and I am your child's Carpentry instructor this school year. As part of my evolving classroom policy, I am requiring that each of my students share with their parents or guardians the information they have recently received concerning the expectations for their performance in my class. I ask that you review the requirements and then, along with your child, sign the attached acknowledgment form.

The system to determine grades will be conducted in three areas, theory work, lab work and participation.

Theory is information given to the students by the instructor. This is information deemed necessary in order to fully comprehend any job the student may encounter. The theory grade is worth 25% of the entire grade.

Lab work is the area in which the student will apply what he/she have learned in the theory part of instruction. Evaluation is based on skills, competencies, projects, procedures, safety, and equipment used. Lab work is worth 25% of the entire grade.

Participation is the taking part in the class. It is not only answering when being called on, or reading, but actively participating in discussion and offering help to others in theory and lab. It also means being prepared to gain knowledge, skills, and attitude.

Participation is worth 50% of the entire grade.

The following percentage scale will be used:

100 – 90 = A

90 – 80 = B

80 – 70 = C

70 – 60 = D

Below 60 = F or failing

First year Carpentry students will need a 12 – 25 foot tape measure, safety glasses, and leather work boots for the first day of school. A Carpentry uniform t-shirt can be ordered on line at the start of the school year. The required first project is free but students will pay for materials for additional projects.

Sincerely,

A handwritten signature in black ink that reads "Scott D. McKee".

Mr. Scott D. McKee  
Carpentry Instructor



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We the undersigned acknowledge that we have reviewed and understand the expectations of Mr. McKee, Carpentry class. Additionally, we understand the rules they must follow and the uniform shirt they must wear and keep clean.

\_\_\_\_\_ (Student name)

\_\_\_\_\_ (Signature of student)

\_\_\_\_\_ (Signature of parent/guardian)