



Butler County Area Vocational-Technical School

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

Fax (724) 282-7448

August 23

Dear Parent/Guardian,

My name is Lee Ann Clutter and I am your child's Graphic Design instructor this school year. As part of my classroom policy, I am requiring that each of my students share with their parents or guardians, the information that they receive 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 work** is information given to the students by the instructor. This is the information deemed necessary in order to fully comprehend any job the student may encounter. The theory grade is worth 25% of the student's overall grade. **Lab work** is the area in which the student will apply what he/she has 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 student's overall grade. **Participation** is taking part in the class. It is not only answering when being called on or reading for example, but actively participating in discussion and offering help to others in theory and lab. It also includes being prepared to gain knowledge, skills, as well as a positive attitude. Participation is worth 50% of the student's overall grade.

The following percentage scale will be used:

- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D
- 59 – Below = E or failing

The below items are needed during class:

- **USB Flash Drive (Size: 4 gig minimum).** The USB will be used to save & back-up class work.
- **50/50 Cotton Hooded Sweatshirt (Color: Medium Gray)**
- **(The student's size):** This will be used to complete 3 required projects during class time: Embroidery, Silk-Screen, and Heat-Set Vinyl. (If a current Vo-tech student has a sweatshirt from a former school year, they can use that shirt, but may purchase a new one if they would like.)

****Students should bring the items above on the first day of school****



Butler County Area Vocational-Technical School

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

Fax (724) 282-7448

If you have any questions, please feel free to email me at clutterL@butlertec.us. I will get back to you as soon as possible.

Creatively yours,

A handwritten signature in black ink, appearing to read "Lee Ann Clutter".

Mrs. Lee Ann Clutter
Graphic Design Instructor

We, the undersigned, acknowledge that we have reviewed and understand the expectations of Mrs. Clutter's Graphic Design class. Additionally, we understand the rules and will obtain the needed items before the first day of school.

_____ (Student name)

_____ (Signature of student)

_____ (Signature of parent/guardian)