July 2026

Dear Parent/Guardian,

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 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 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 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:

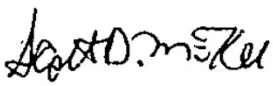
- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D
- Below 60 = E or failing

Carpentry students will need the following:

- 12ft or 25ft tape measure
- Safety glasses (required by Pennsylvania Law:Act No. 116 of 1965)
- Shop shirt (ordered at https://www.butlertec.us/family-hub/student-uniforms)
- Leather work boots

The materials for the required first project are of no cost to the student; however, for all additional, elective projects, the student is responsible for paying for the necessary materials. Additional required assignments will be provided throughout the school year.

Sincerely,



Mr. Scott D. McKee
Carpentry Instructor

Acknowledgment Form

We the undersigned acknowledge that we have reviewed and understand the expectations of Mr. McKee's Carpentry class. Additionally, we understand the rules the students must follow and will obtain the listed materials for class. This shirt must be kept clean also.

_____ (Student name)

_____ (Signature of student)

_____ (Signature of parent/guardian)