

July 23, 2020

Dear Parents and Students of the Carpentry Program:

Hello, my name is Jeffrey Fobes, I will be your son/daughter's instructor in the Carpentry Program at the Crawford County Career & Technical Center (CCCTC). Your son/daughter will be expected to attend regularly, turn in excuses and make up work when absent, learn construction techniques, terminology and tools. This will require some written/reading homework assignments and written and practical quizzes and tests. However, we will focus mainly on hands on projects and job site safety.

The following list of tools is required for each student entering the Carpentry program.

- Tool Belt
- Hammer (straight claw 20 ounce)
- Utility Knife
- Chalk Line
- Speed Square
- Carpenter Pencils (6)
- Cat's Paw
- 25' or 30' Tape Measure

Knife blades and chalk will be provided by the school.

As the Schools Weapons Policy states, students may not transport certain tools to the CCCTC on the School Bus. Therefore, Carpentry students need to make arrangements for the above tools to be dropped off at the main office of the CCCTC starting August 31 through September 4, 2020. Thank you for your cooperation in this matter.

Students will be required to have suitable work boots. Steel toes are not required. A hard sole and leather upper are needed for foot safety and ankle support.

Work uniforms or clothing that may become soiled is needed. This work outfit should be free of rips or tears and it should be laundered and maintained regularly. For safety reasons, clothing should not be excessively baggy.

The school will provide non-prescription glasses to first year students. If you wear prescription glasses, they **MUST** be ANSI Z87.1 approved safety lenses, which can be purchased through your eye care provider.

At this time, I would like to welcome all students and parents to my class at the school. I would like to express my desire to work with your son/daughter and help them become skilled and employable in the construction field. I look forward to seeing you on **Wednesday, September 2, 2020.**

CARPENTRY 2020-2021 GRADING POLICY

STEAD Grade – 5 Points Daily

STEAD grades are based on safety, time on task, use/knowledge of equipment, attitude, and assigned duties completed. STEAD points will be 33% of the overall grade.

Performance Grade – 18 Points Daily

These points are earned based on how well you achieve your daily assignments in the shop area. Performance points equal 25% of the overall grade.

Written Tests taken in the classroom equal 34% of the overall grade. Binder grades will be applied to the written test portion.

Time Cards – 2 Points daily and 8% of overall grade.

When a student is not in attendance they are given a zero (0) for that day on both the STEAD and Performance grades. If a written test was taken that day they will also receive a zero (0) for the test. Any student providing an excuse that makes that absence legally excused is given the opportunity to make up their missed work. The student has three days after returning to class to make this up. It requires a one-page written assignment on any topic related to construction for each day missed. It is the responsibility of the student to complete these assignments and turn them in on time. At this time I will award the STEAD and Performance points for each day they turn in a make-up assignment. In the event they missed a written test they will be given the chance to take that or a like test and receive a grade for that test. If a student fails to make-up assignments their grade will remain a zero (0) for those missed days.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____