



DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK
SoHo BUSINESS ACADEMY AT CHELSEA HIGH SCHOOL

131 Avenue of the Americas New York, NY 10013
Timothy Timberlake, Principal
Ella Ware-Simpson, Assistant Principal/Director
(212) 925-1080

Dear Parents/Guardians,

I would like to take this opportunity to welcome you and your child to Chelsea High School. Please allow me to be more explicit regarding the expectations for your students for this semester.

Students are to be equipped with supplies at all times. Under no circumstance should a student not have a writing utensil or their notebook. It is the responsibility of the student to be prepared for class everyday in order to maintain habits conducive to success.

Homework will be assigned daily. It is imperative that the student stays on task and completes the required assignment every day. A student turning in late homework will not receive full credit unless they have an excused absence.

Tests and quizzes will be given regularly and will constitute for 40 percent of the student's grade. Make up tests will only be given in the case of an excused absence. For an absence to be excused, it must be accompanied by either a doctor's note or a note from home with your signature and phone number. It is the student's responsibility to bring in proper documentation and arrange a meeting with me for a makeup test. If these conditions are not met within a week, their grade will remain a zero.

In order for students to be successful, they must be in class at all times. Students are accountable for their own grades but the best way to achieve success is for parent involvement and support. Any student can be successful in mathematics if they set themselves up for success inside and outside of the classroom. I look forward to working with you and your child in the upcoming year.

Sincerely,

Mr. Hui
(212) 925-1080
MathHui@gmail.com
www.MathHui.com

C: T. Timberlake, Principal
E. Ware-Simpson, Assistant Principal

I have read and understand the terms of the contract:

Date: _____

Parent Signature: _____ Home Phone #: _____

Print parent name: _____ Cell Phone #: _____

Student Signature: _____

Print Student name: _____