



*In Pursuit of Excellence*

# UNITY CENTER FOR URBAN TECHNOLOGIES

Department of Education of the city of New York

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Principal

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**Grace Villalona**

Assistant Principals

## GLOBAL HISTORY AND GEOGRAPHY 2008-2009

**Ms. Poultney**

### Dear Parent or Guardian:

I am very happy to welcome you and your child to a new year of learning at Unity Center for Urban Technologies. Below you will find basic information about my class policies for Global History and Geography. I hope you will join me in supporting your child's progress toward his/her greatest potential.

### Expectations

I expect each student to pass Global History and Geography I, a required credit for high school graduation, by actively participating in class activities, consistently studying for assessments, and fully completing assigned homework and projects. Your child's best efforts will not only result in a good grade in the class and preparation for the required Regents exam (taken after completion of the series of four Global History classes), but also preparation for the ever-changing global challenges and opportunities that s/he will encounter in life.

### Class Rules and Procedures

1. Follow directions the first time they are given.
2. Raise your hand and wait for permission to speak.
3. Stay in your assigned seat unless you have permission to move.
4. No cursing, teasing, or offensive language.
5. Take care of class materials and keep the room neat and clean.
6. Always show respect to yourself, your classmates, and your teachers.

### Grades

Grades will be based on class work, homework, projects, quizzes, tests, and a final exam in accordance with the Unity Center for Urban Technology's official grading policy. Because this course terminates in a Regent's Exam, it is vital that each student give his/her best effort to study for every test and quiz. For each marking period, students will receive a grade, and the final grade will be a cumulative (semester long) grade that will appear on the official transcript. Cheating will not be tolerated and will result in serious academic and disciplinary consequences.

### Cutting Class and Absences

Any unexcused absences will result in a grade of "zero" for any work missed that day, including class work, quizzes, tests, homework, or projects. An absence will be excused if the student provides a note from a doctor or a parent.

### Required Materials for Class

- A notebook and a folder for handouts or a loose-leaf binder notebook with pockets for handouts
- Pens (blue or black ink) and pencils

I encourage you to regularly check your child's notebook and folder and/or binder for evidence of their progress. You can expect to find substantial daily class work and notes, along with graded assessments. Please encourage your child to keep these resources organized and updated throughout the semester. If you should have any questions or concerns, please feel free to contact me at (212) 343-8038 or by email at MPoultney@schools.nyc.gov. Thank you for your ongoing support.

### I understand the policies and expectations of Global History and Geography.

Student

Parent or Guardian

Teacher

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Print name

\_\_\_\_\_  
Print name

Ms. Poultney  
Print Name

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Signature

\_\_\_\_\_  
Signature

Ms. Poultney  
Signature

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Telephone Number