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CHARLES HERBERT FLOWERS

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Science/Technology Coordinator
Samantha Cotton

3D Scholars Program
Tumisha Alao

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Principal’s Secretary
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Kamila Al Salaam

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Tracey M. Reed

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Investigative Counselor Security
Styles Hodge

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Sara Mashack

Building Supervisor
Earl Todd

Building Engineer
James Ford

VISION
Students will graduate college and career ready through a commitment to culture, collaboration and critical thinking.

MISSION
Through a challenging curriculum, every child will possess the desire to excel academically as well as socially. A safe and caring environment will ensure that each child is prepared to learn safely with minimal disruption. Holding high expectations for ALL students to develop a strong sense of self-worth, empathy, respect, and responsibility while achieving at their highest potential are Charles Herbert Flowers High School’s highest priorities.

PHILOSOPHY
Our philosophy is cultivated, nurtured and embraced by our belief system.

FIVE CORE BELIEFS

1. Children ARE our business, and THEY come first;
2. Parents are our partners;
3. Victory comes in the classroom;
4. Continuous improvement in teaching, leadership and accountability is the key to success; and
5. EVERY member of this community shares the responsibility for successful schools.

CHARLES HERBERT FLOWERS HIGH SCHOOL BELIEFS

- We believe that if students are capable, inquisitive, motivated, cooperative, passionate, disciplined and possess varied learning styles, then we must create an environment that is safe, orderly, nurturing, inviting, encouraging, supportive and empowering.

- We believe that parents are the primary teachers, and that if they embrace the importance of collaborative and active involvement and support, then a positive and effective relationship between school and home will prevail.

- We believe that if teachers are innovative, caring, and committed role models, then they can become positive agents of change for students by creating and maintaining an academically-charged, challenging, nurturing and productive learning community.

- We believe that if our community, as an essential component in the success of our school, is supportive, responsive, and reinforces high expectations, then it will become an effective partner by providing programs, activities and resources which reflect of an active and thriving PTSA, positive home-school relations, and productive community participation.

- We believe that if instructional strategies are flexible, diverse and encompass the various modalities of learning, then we will produce students who are critical thinkers and problem solvers.
• We believe that if administrators hold high expectations and are visionary, supportive, and empowering, then our school will flourish, as we maintain habits of excellence.

• We believe that if we maintain a positive and productive school climate, then students can become trustworthy, open, independent, well-trained, flexible, creative, cooperative, and empowered leaders, capable of following and completing instructions as they work to become contributing members of a technological, challenging and global society.

CHFHS PROFESSIONAL SCHOOL COUNSELOR ASSIGNMENTS

GRADES 9 & 11

A - Gi          Bostic
Gi - Oj          Groves
Ok - Z          Hargrove-Miller

GRADES 10 & 12

A - Gi          Dubose Co-Chairperson
Go - Ok          Mosley
Ol - Z          Mason

3D SCHOLARS

A - Z          King
The following goals translate our vision, mission, and philosophy into reality:

- Develop and extend the cognitive skills and practical knowledge that will enable our students to become part of an increasingly interdependent, technological, and global community.
- Prepare each student for further education, employment, and everyday life experiences.
- Address the needs of academic and personal students through varied modes of instruction utilizing up-to-date technology.
- Develop interdisciplinary instruction that presents subject areas as an interconnected network of ideas, skills and insights.
- Endorse programs designed to foster the students' thinking abilities to make inferences and to apply abstract and concrete knowledge.
- Promote academic performance standards, which challenge students to strive for excellence.
- Monitor the academic achievement of students to assure educational progress.
- Foster the development of creativity, aesthetic awareness, and appreciation by providing varied opportunities for individual expression.
- Provide students with career/college guidance focusing on their awareness, exploration, and decision-making ability.
- Guide students toward their development of a positive self-image.
- Disclose knowledge that enables students to maintain their mental and physical wellness.
- Provide a timely counseling support to students in crisis.
- Maintain a safe, secure, and orderly environment conducive to learning and teaching.
- Uphold a fair, prompt, and responsive system of discipline.
- Develop students’ people interaction skills of conflict resolution, negotiation, and co-operative learning.
- Develop students’ communication skills of reading, writing, speaking and effective listening.
- Develop student ability to think independently and critically.
- Vest students to accept the fundamental responsibility for their own learning.
- Guide students to exhibit a sense of social responsibility.
- Encourage students to make a personal commitment to the ideals of individual freedom, political democracy, and human rights.
• Foster student recognition of an appreciation of the cultural diversity, which enriches the life of the entire community.
• Encourage and support continued professional development.
• Facilitate open and respectful communication among students, staff and administration.
• Sustain mutually supportive working relationships among administration, faculty, support staff, parents, and students.

HIGH EXPECTATIONS

Students at Charles H. Flowers High School are required to:

● Accept responsibility for their actions.
● Respect the rights of others, including their right to secure an education in an environment that is orderly, disciplined, safe, and inviting.
● Attend school on a regular basis.
● Be punctual at all times.
● Complete class assignments and other school responsibilities by established deadlines.
● Show evidence of appropriate progress toward meeting course requirements.
● Complete grade level assignments for fulfilling the Affirmation of Academic Attainment (AAA) requirement.
● Respect school property and help to keep it free from damage.
● Obey school regulations and rules.
● Contribute toward establishing and maintaining an atmosphere that promotes mutual respect and dignity for all.

Class schedule will follow an A Day/B Day format. The students will have a schedule comprised of 8 single classes (one class each period every other day) or 4 double classes (one class the same period every day). This will provide the student with a minimum of 4 or a maximum of 8 credits per year.

Students must be released at the conclusion of all instructional periods, to avoid late arrival to classes. No student can obtain permission from a teacher to whom they are scheduled in order to report to or remain with another teacher. Students must also be released at the end of the school day, unless parental permission has been granted to detain students after class.
NO SCHOOL/DELAYED OPENING ANNOUNCEMENTS

There may be times when school will be either closed or experience a delayed opening, due to inclement weather (hurricane, flash flood warning, tornadoes, snow, etc.). When either event occurs, parents and students should ensure that they become aware of the school’s operation. Ensure that you tune to media sources for updated information.

Sources:
Prince George’s County Public Schools Website (www.pgcps.org)
Prince George’s County Television Stations
All major radio and television stations
Global connect (Robo-call)

ID CARDS

Per PGCPS Policy, students are required to display the school-issued ID card at all times. All ID cards are to be suspended from the neck with a chain and positioned in the center of the chest. If the ID card is lost or damaged, the replacement fee is $5.00. Disciplinary action(s) for failure to comply with the ID card policy can be found in the Student Code of Conduct section of this handbook. School ID cards are required to be worn at all school-related activities.

ATTENDANCE

The school day begins at 7:45am. All students are expected to be in their seats at that time. Students arriving late to school must report to the main office/attendance office for a yellow slip. The yellow slip is to be signed by all teachers and given to the 4th period teachers who will submit it to the attendance office. Being late to school is considered an unexcused absence and teachers are not required to provide make-up work.

Attendance is mandatory. It is illegal to keep a student out of school unless the absence qualifies as one of the following: Any other absence is unexcused and teachers are not required to provide make-up work.

Teachers are required to provide make-up work for excused absences. Students have the same amount of time that they were absent to complete the work after they return to school. For example, if a student has an excused absence for a Monday, which was an “A” day, and returns the next day which is a “B” day, they would be required to see the teachers that they missed on that “A” day the next day (Wednesday). If the teacher provides the make-up work to the student that day, the student would have until the next “A” day (Friday) before they are required to submit the assignments. Students are not required to submit work on non-class days. Absences are only excused if the student provides evidence of the absence to the attendance/main office and obtains a yellow slip stamped “Excused”. Students who do not produce evidence supporting the absence to the attendance office, securing an “excused” yellow slip, will have the absence marked as unexcused. For excused absences, If teachers do not provide the students with make-up work within two days of producing the yellow slip, please contact CHFHS administration.

Students are required to be in every assigned class daily, on time. Failure to do so will have disciplinary consequences up to and including suspension. As tardiness and class cutting constitute unexcused absences, teachers are not required to provide make-up work or reschedule assessments for unexcused absences. For any other questions regarding attendance please see AP 5113 at the following link:
https://www1.pgcps.org/generalcounsel/index.aspx?id=179107
**ABSENCE FROM SCHOOL**
Legitimate reasons for absence include sickness, religious holidays, bereavement, school functions, family emergencies and court appearances. A student should never be absent from school without his/her parent/guardian's knowledge and then only with valid reasons. The administration reserves the right to request official documentation for verification.

Within three days of returning to school after an absence, a student is required to present to the Attendance Office a note of explanation signed by a parent/guardian stating the reason for the absence and the date(s) of the absence(s). The note should include a valid home and/or work telephone number of parent/guardian. Students are responsible for keeping up with any work missed while they are on school-sponsored trips.

**ABSENCE FROM CLASS**
The cutting of classes is not allowed at Charles H. Flowers High School. It is expected that each student attend all assigned classes daily. All unexcused absences from class are direct infractions of the Discipline Code and will result in administrative intervention.

Failure to attend classes is considered a class cut and is an illegal absence. After an investigation, the parent/guardian will be notified by the teacher. Continued class cuts will result in administrative intervention.

**DISMISSAL**
- Students are not permitted to leave the school grounds at any time during the school day without an early dismissal note from the attendance office. This note will be issued upon receipt of LEGAL parent/guardian verification of request. All requests must contain the following:
  1. Student's legal name (first and last)
  2. Reason for dismissal
  3. Time of dismissal
  4. LEGAL parent/guardian’s telephone number (home and/or work)
  5. LEGAL parent/guardian’s signature
- If any of the above is omitted and/or a LEGAL parent/guardian cannot be reached to confirm the dismissal, the student will not be allowed to leave the school.
- Failure to sign out or dismissal from school on a forged note, will result in administrative intervention.

**IN-SCHOOL ILLNESS**
- Students who do not feel well enough to attend class should obtain a pass from the classroom teacher and report to the health suite. If a student is unable to return to class, the parent/guardian will be contacted. The parent/guardian must make appropriate arrangements to pick the student up immediately. For emergencies, the parent/guardian will be contacted and the student will be transported to the nearest hospital.

**PROLONGED ABSENCE**
- If for a medical reason or other valid reason a student is absent from school for more than a week, the parent/guardian should contact the guidance counselor for home assignments. Extended absences (with medical verification) may require home schooling and this service is available through the Guidance Department.

**TARDINESS TO SCHOOL**

The following are consequences for repeated tardiness to school:
First tardy: Teacher will record the unexcused tardy.
Second tardy: Verbal Warning. Teacher will review with the student the long-term ramifications of continued tardies on their grade.
Third tardy: Teacher responsible for contacting parent/guardian. Inform parent/guardian of dates of tardy and the long-term ramifications of continued tardies on the grade.
Fourth tardy: Teacher will submit a completed PS-74 to administration.

TARDINESS TO CLASS
Students who arrive late to class will be admitted by the teacher. Without appropriate documentation, the tardy will be recorded as unexcused. The same consequences for TARDY TO SCHOOL will be in place for TARDINESS TO CLASS.

TRUANCY
Truancy is defined as an absence from school without a legitimate reason. The Prince George’s County Attendance Policy (5113) will be followed.

CHANGE OF ADDRESS OR TELEPHONE NUMBER
Students should notify the guidance secretary of any change in address, home/work telephone numbers as soon as possible.

BUS PRIVILEGES
- Proper behavior on school buses is a prerequisite to insure student safety in transporting them to and from school or on field trips. The bus driver has the right to stop the bus and wait for disorderly students to calm down. However, students who are fighting, throwing things, or in any other way disrupting the safe operation of a school bus and/or endangering the lives of others, will be referred for appropriate administrative action.
- Students must obey their bus driver at all times. All school rules are in effect on school buses, at bus stops, and during loading and unloading procedures. The driver must report all violations of safety regulations as well as any behavior problems to administration at the first opportunity. The administration has the authority to deny any students, at any time, the privilege of riding a school bus. Administration will notify parent/guardian of all complaints received and action taken.
- Smoking, drug use or consumption of alcoholic beverages on the bus is prohibited, and will lead to suspension and possible revocation of bus privileges.
- The bus, and subsequently the bus stop, is an extension of school. Therefore, the student code of conduct is applicable.

ELEVATORS
Only those students with appropriate medical documentation will be permitted to use the elevator.

HALLWAY/STAIRWAY POLICY
- Students are allowed five (5) minutes passing time between classes. Students in hallways after the five-minute passing time, must have a hall pass displaying the date, time and destination, and must be signed by the assigned teacher, administrator, or guidance counselor.
- Students must always walk to the right hand side of the hallway when in the hallway and stairway. Students must follow the marked traffic flow designations.
OFF LIMITS AREAS

- Students are not allowed to leave the building for any reason without written permission from an administrator.
- During class time, a student found anywhere in the building without a pass from a staff member is considered to be loitering/class cut.
- Students are to respect the neighbors of Charles Herbert Flowers High School. Students are not allowed to gather on neighbor's property or congregate on neighboring streets.

PARENT-TEACHER CONFERENCES

All parent conferences are to be scheduled through the Guidance Office. Communication directly with an instructor regarding academic concerns is highly suggested. Email is the best vehicle of communication and teachers have been directed to respond to all inquiries within two business days. To ensure that all emails are not sent to quarantine, students should utilize their county assigned email address.

FIELD TRIPS

- Field trips are an educational experience and a privilege extended to our students. Students who are involved in a field trip must have a signed parent permission form provided by the teacher. Students not desiring to go on the trip or not allowed to go will report to the room designated by the teacher for supervised work. The trip is a school function and therefore the rules concerning student conduct are applicable. This includes, but is not limited to offenses listed in our Discipline Code.
- Absence from class or school due to a field trip does not excuse a student from class/homework or previously announced tests. It is the responsibility of the student to contact teachers in advance for assignments.

HEALTH SUITE

- Students with medical emergencies must obtain a permission slip from the classroom teacher to go to the Health Suite. If between periods, the student is to obtain a pass from the teacher of the next class.
- All students must sign the register in the Health Suite. The student must record his/her time of arrival and departure, as well as his/her reason for a visit to the Health Suite.
- Upon leaving the Health Suite the student should obtain a pass back to class. If a student misses an entire class block, the student should obtain written proof from the nurse. Failure to follow this procedure could result in a class cut.
- Emergency cases are to go directly to the Health Suite accompanied by an adult who should remain with the student until the nurse can take over. When a student is making excessive use of the Health Suite, the nurse will contact the home.

MEDICATION POLICY

ALL medication to be dispensed during school hours requires authorization from a medical doctor. NO medication (including over-the-counter drugs) can be dispensed without the appropriate signed documentation from a medical doctor. These forms may be obtained from the school nurse.

In every instance of inappropriate attire, administration reserves the right to contact the parent/guardian to bring a change of clothing.

BOOKS AND EQUIPMENT

Books and equipment issued to students are loaned for the duration of the course. Students will be expected to take care of them. All textbooks must be covered at all times. All equipment must be properly cared for. When
books are issued, students will fill out a Book Receipt form and return it to their teacher. When the book is returned, the student will be given a copy of the receipt form for their records.

**Students will be assessed for damaged and/or lost books and equipment.**

The following is the procedure for locating lost textbooks:
1. Check all places that he/she might have left it.
2. Check the Lost and Found room.
3. Report the loss to his/her subject teacher for issuance of another book, after payment has been made.

Parents or guardian will be notified of the lost material. It is required that payment for the lost article will be remitted to the school as soon as possible. A refund of the payment will be made in the event a lost item is returned.

**Charles Herbert Flowers High School Uniform Policy**

The uniform policy is non-negotiable. Uniforms are required to be worn daily by ALL students. All uniforms are expected to be neat and clean. Uniforms must also be worn on school-sponsored field trips unless otherwise specified in a written notification. This policy incorporates the Prince George’s County Public Schools (PGCPS) system-wide dress code for students.

**Uniform Policy:**

**Pants/Skirts:**
- Black Pants (twill, khaki, slacks)

**Shirts**
- Forest Green Polo/Oxford
- School or Program Logos only
- Shirts must be plain without Non CHFHS logos
- Science and Technology Program students are required to wear shirts with the S/T logo

**Shoes**
- Closed toed shoes
- No Crocs, Slides, slippers or bedroom shoes

**Outerwear**
- Green or Gray Zip up Jackets Only (No Hoodies)

**Outerwear must not possess a hood and must zip up to display the uniform shirt.**
**(Please use the chart for what’s acceptable as it relates to the 2019-2020 CHFHS Uniform policy)**

<table>
<thead>
<tr>
<th>ACCEPTABLE CLOTHING</th>
<th>UNACCEPTABLE CLOTHING</th>
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<tbody>
<tr>
<td><strong>PANTS/ SKIRTS:</strong></td>
<td></td>
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<tr>
<td>All students must wear appropriate solid-colored <strong>BLACK</strong> bottoms (twill, khaki or slacks) at their natural waistline and are not shorter than fingertip length when the hands are fully extended.</td>
<td>Various shades of <strong>BLUE, NAVY, BROWN, RUST, GREY, WHITE, YELLOW, BLACK</strong> <strong>DENIM/ JEAN, STONEWASHED or FLEECE/ SWEATSHIRT fabric. BANDAID, TUBE, SPANDEX, or FORM-FITTING ATTIRE</strong> <strong>BAGGY, SAGGING BOTTOMS [boxers/ underwear should not be visible]</strong> <strong>DISTRESSED/RIPPED BOTTOMS</strong> <strong>Solid Black colored Body-Con Dresses</strong> <strong>Fishnet stockings / Thigh high socks/stockings</strong></td>
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<td></td>
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<tr>
<td><strong>POLO SHIRTS:</strong></td>
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<tr>
<td>Students wear only solid colored Forest Green polo or oxford styled (long or short sleeve) shirts to identify them as CHFHS students. Uniform shirts may contain school or CHFHS program logos. The Science and Technology Program students are required to wear shirts with the S/T logo.</td>
<td>Denim blouses/ shirts buttoned to the neck <strong>CREW-NECK T-SHIRTS, MIDRIFF SHIRTS, TANK TOPS, THERMAL UNDERSHIRTS</strong> <strong>STRIPPED, PATTERNED, or “IN MEMORY OF” T-SHIRTS</strong> <strong>SEE THROUGH CLOTHING OF ANY KIND!</strong></td>
</tr>
</tbody>
</table>
Uniform shirts are displayed in the Main Office.

<table>
<thead>
<tr>
<th>LOGOS OR WORDING WRITTEN ACROSS SHIRT.</th>
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</table>
| ![Green Uniform Shirt]
| ![Black Uniform Shirt]

### SHOES:

Female and male students wear closed-in, solid colored shoes, boots, or tennis shoes.

BARE FEET, SLIPPERS, FOOTIES, FLIP-FLOPS, SLIDES, SANDALS, THONGS, CROCS, SHOWERS SHOES, BEDROOM SLIPPERS

SPIKED, ORNAMENTAL SHOES

### ACCESSORIES:

Female and male students wear belts as needed at the waist to keep their pants, skirts up.

Buttons, badges, pins that endorse or advertise negative attitudes or behaviors that could insight violence.

Sleep bonnets, wrap scarves, do-rags, skull caps, fitted caps, berets, bandanas [any color], etc.

“Bad Hair Day” or “My hair is not finished” are unacceptable excuses and will not be honored!

### OUTER GARMENTS:

Students may wear gear for warmth and protection. However, THE APPROPRIATE UNIFORM SHIRT MUST BE VISIBLE at all times.

Denim blouses/ shirts buttoned to the neck.
Exemptions

Religious Beliefs
Parents or legal guardians who object to the policy based on religious beliefs must present to the building principal a signed letter explaining their belief. The parent or legal guardian and the building principal will meet to discuss the exemption.

Financial Hardship
Parents or guardians who are not able to purchase the mandatory uniform due to financial hardship must submit a letter of explanation to the Principal. The Principal and Chair for the Uniform Committee will review hardships requests to determine the assistance needed. Parents and guardians requesting assistance due to financial hardships will receive a response within ten days of their request for assistance.

CARE OF PROPERTY

Students will be held liable to any damage to school property, including damage of textbooks, library books or other portable property. Every student is charged with the responsibility of doing their part to keep our school clean, neat and in the best possible condition. Much time, effort and expense is required to keep our building and grounds in good condition. The cooperation of the students is requested to give proper care to all school property at all times.

Board of Education Procedure 6161.1 calls for the withholding of report cards, non-promotion, etc. for students who owe money to the school. It is the responsibility of each student to return materials to the same person who issued them.

REQUEST FOR CLASS/COURSE CHANGE

Request for changes should be for required classes only. Changes to elective courses will be changed only under extenuating circumstances. To ensure accountability and accuracy, the following procedure must be followed to request a change in assigned schedule:

- Student will complete a Class/Course Change Request e-form that will be emailed to them. It must be submitted online; paper copies will not be accepted. A reason must be clearly checked on the form. Changes will be made for errors only (e.g., incorrect course level such as Spanish I instead of Spanish II, or algebra instead of Geometry).
- Counselor will review student’s record to verify validity of request.
If record reveals change is needed, counselors will automatically make the class change and a new schedule will be issued to homeroom teacher within 24 to 48 hours. Student must follow original schedule until the new schedule is issued.

- If record reveals that a change is not warranted, the counselor will meet with the student to discuss the reason for the request. Again, the student must follow original schedule.
- Since students must successfully complete all course requirements regardless of assignment date, changes must be requested within the first two weeks of school.

COUNSELING AND GUIDANCE SERVICES
Your counselor will be working with you during your years in high school. Your counselor will be able to assist you with:

- personal, social problems
- academic or other school-related problems
- choosing high school courses
- career counseling
- planning post-secondary education
- achievement, academic and ability testing, interest inventories and their interpretation
- scheduling parent/teacher conferences
- service learning hours information
- promotion/graduation/scholarship information
- summer school information
- alternative educational options

Students wishing to use guidance services must sign up for an appointment with the guidance secretary in the Guidance Suite.

STUDENT SERVICE
The Class of 2009 and beyond is required to perform 24 hours of community service or complete a locally designed program in student service approved by the Maryland State Department of Education (MSDE). Students must earn 24 hours of community service outside of the school.

PEER MEDIATION
Peer Mediation is a process that facilitates peer conflicts. The ultimate goal is to resolve the conflict quickly and peacefully. It involves student mediators who have been trained to listen to those in conflict and help resolve the problem. Administration refers students to Peer Mediation with Guidance Counselors.

DANCES
The incorporation of dances into the Charles H. Flowers High School calendar will be used to enhance the spirit and climate of the student body and will provide financial support for the various student organizations in the school. In an effort to provide a safe and positive environment during dances, the following regulations have been formulated:

School dances are for Charles H. Flowers High School students. Students invited from other schools as a guest of a CHFHS student, MUST have appropriate high school ID.

- No tickets will be sold at the dance.
- No student may leave and re-enter any dance.
FIRE DRILL REGULATIONS

Fire drills are very important. They are a preparation and insurance against possible emergency.

- Teachers will review with students emergency fire procedures.
- An emergency announcement to evacuate the building will be made over the Public Address (PA) system.
- If your exit is blocked, your teacher will inform you of an alternate route.
- Remain in a single file line and with your assigned teacher at all times.
- Keep the driveways around the school clear for the fire apparatus.
- Teachers will remain with their classes and attendance will be taken.

NO ONE IS TO RETURN TO THE BUILDING UNTIL DIRECTIONS TO REENTER THE BUILDING HAVE BEEN GIVEN BY ADMINISTRATION.

BEHAVIOR IN CLASS

All students are expected to behave appropriately while in school as outlined in the Student Code of Conduct. Failure to do so will warrant administrative disciplinary action.

HOMEWORK POLICY

Homework in the Charles H. Flowers Public School is an essential part of the school program. Homework assignments will vary in accordance to the needs of the class and relate to classroom instruction. Assignments will be given to reinforce skills and concepts conveyed in school and/or provide the basis for the following day's work. Homework will be assigned in all academic classes consistently.

Objectives of Homework Assignments:

- To reinforce and extend learning initiated in class.
- To develop good work habits.
- To develop abilities to study independently.
- To provide extra practice in fundamental skills.
- To enrich learning.
- To increase an opportunity for individual initiative and responsibility.
- To stimulate creativity and critical thinking.
- To develop an awareness that learning can take place in an environment other than school.
- To increase parental awareness of the school program.

Guidelines for Students

- Students should understand assignments clearly before leaving class or make arrangements with the teacher for additional explanation.
- Students are to record the directions for homework in an assignment or agenda book.
- Students are required to hand in completed assignments on time.
- Students are responsible for any work missed due to legal absence(s) from class.
- Students should realize that homework would become part of their grade.
- Students are to manage their time for completing long-term assignments.
Guidelines for Parents

- Parents shall be familiar with, and support, the philosophy and guidelines of the approved Homework Policy.
- Parents should check the Parent Portal in the SchoolMax Data System and the student’s assignment block in the Agenda Book.
- Parents should take an active part in supervision of the student completing the assignment(s) and provide adequate time and place.
- Parents should oversee long-term assignments and assist students in learning to manage time accordingly.
- Parents should limit television and telephone interruption.
- Parents should assist, but not do, the work.
- Parents should contact the teacher in the event of questions or concerns.
- Parents should seek to continually be aware of school schedules, events, and/or activities via web page, newsletters, etc.

Enforcement of Homework Policy
Failure to comply with this regulation will result in the following:

- A teacher-student conference is held to discuss the nature of the issues regarding homework.
- A parent-teacher conference will be held. This maybe in the form of a face-to-face meeting or a phone conference. The parent/guardian will be informed of the long-term ramifications if assignments are not completed and submitted with the specified time as dictated by the teacher.
- The teacher will seek the support of the guidance counselor and possible intervention by an administrator.
- The student’s final grade may reflect failure to complete and submit assignments.

HOME INSTRUCTION
Home instruction may be provided in accordance with the eligibility rules established by the Prince Georges’ County Board of Education. The Guidance Counselor should be contacted and has the responsibility for making the necessary arrangements. Parents must obtain medical documentation stating the reasons and length of the anticipated absence to receive services.

EXAMINATIONS
Mid-term, term, semester, and final examinations are given in all subjects. Semester courses will have their final examinations administered in January (for first semester courses) and June (for second semester courses). All students are required to take all scheduled exams.

In the event a student is absent on the day of an exam(s), the parent/guardian of that student must provide a medical note or legitimate reason for the absence as outlined under the Excused Absence Policy.

OPTIONS TO FAILURE
Any student receiving a grade of "E" for the final mark has the following options:

- Accept mark and receive no credit.
- Attend Summer School to receive credit and/or meet prerequisite.
- Credit Recovery course work.
- Repeat the course at an alternative site such as Night or Saturday School.

PROGRESS REPORTS
Progress reports are given to students at the midpoint of each of the four grading periods. The progress reports indicate whether the student's work in each subject area is commendable, satisfactory, in need of improvement, in danger of failing, or failing. Specific comments about a student's strengths and/or weaknesses in a particular subject area are also noted.

**DAILY PROGRESS SHEETS**

Students who are assigned DAILY PROGRESS SHEETS are responsible for picking up the sheets from the guidance office. Students will not be called to pick up the progress sheets.

**REPORT CARDS**

Report cards are issued to students and parents at the conclusion of each of the four (4) grading periods. Numerical grades and comments indicate student progress. Distribution of the final report card will be mailed home unless a student has not met his/her financial obligations with the school.

For information regarding the distribution of Progress/Report Cards, refer to [www.pgcps.org](http://www.pgcps.org)

**HIGH SCHOOL HIGH STAKES TESTS**

Students must take the M-CAP Test in English, Math Science and Social Studies.

**HONOR ROLL**

Charles Herbert Flowers High School students earn Honor Roll status each term by attaining excellent grades in all courses. Honor Roll status is determined by the students computed GPA of 3.0 or higher using the 4.0 grading scale.

**CHEATING AND PLAGIARISM**

Cheating is considered to be any attempt to gain academic credit for knowledge or work not a student's own. Plagiarism is the intentional presentation of another's words, research, or ideas as one's own. Taking or receiving another person's work and submitting it as one's own is probably one of the most detestable methods of thievery, for it casts serious doubts as to a person's character as well as that person's scholastic achievement. In addition to not receiving credit for the work, a student caught cheating may become ineligible for consideration into the National Honor Society, and if they hold membership in the National Honor Society, they will be removed at once.

**GRADE LEVEL PROMOTION**

In order for students to be promoted to the next grade level they must meet the following requirements:

10th grade
5 credits and one MUST be English – 9

11th Grade
10 credits with English – 9 and 10, 1 math, 1 science, and 1 social studies
12th grade
14 credits with English 9, 10 and 11, 2 math, 1 science, and 1 social studies

P.T.S.A.
The Charles H. Flowers High School PTSA is an active, viable group. All parents are welcomed and encouraged to become active and supportive members of our PTSA.

LOCKERS
- Lockers are the property of the Charles Herbert Flowers High School. Students must use their assigned locker and not share it with anyone else. Students are not allowed to put their own lock on a locker.
- All outerwear (coats, large jackets, etc.) and headgear are to be kept in lockers at all times during the school day.
- Book bags, backpacks, and backpack purses are to be kept in lockers at all times during the school day.
- The school will not be responsible for any personal property, which is lost, stolen or damaged in Charles H. Flowers High School.
- Students are urged to keep such personal property locked at all times in their assigned lockers.
- There will be several school-wide locker clean-outs each year. All students are to keep lockers clean and in good condition.

NOTE: Lockers are only provided for use consistent with legitimate school functions. Storage of contraband (e.g., weapons, narcotics, alcohol, stolen property) in school lockers is not permissible. A duly authorized administrator may inspect lockers at any time. School lockers will be randomly inspected periodically.

Students who violate the locker policy may be subject to disciplinary action.

The school does not assume responsibility for any items left in school lockers.

Students are allowed in the locker areas during the following times:
- Before school
- After school
- Before and after lunch periods
- With written permission from a staff member

LOST AND FOUND
Keys, money, wallets, pocketbooks, and other valuables should be turned in to the School Security Office. Money or other valuables should not be left in lockers, as the school cannot and will not assume responsibility for any lost or stolen personal property.

Any student who loses any personal and/or school property must report it to the Security Office and fill out the appropriate form.

BUILDING CLEANLINESS
Students are expected to cooperate in keeping the walls and floors clean and the building in a neat condition.

LUNCH/CAFETERIA POLICY
- All students will be assigned one lunch period only. While in the cafeteria, students are expected to refrain from loud and boisterous conversations.
Tables must be cleared of all debris. Students are expected to remain seated while in the cafeteria. Students who violate cafeteria policies will be required to perform cafeteria duty. Continued violations will warrant administrative disciplinary action.

Each day a period of approximately thirty minutes is scheduled for lunch. Students are to go directly to the cafeteria at lunchtime. All foods must be eaten in the cafeteria, and papers are to be placed in the receptacles provided.

Card playing is prohibited.

Students arriving late to the cafeteria are to have a pass. Card playing is prohibited.

With a pass from a teacher, students will be permitted to leave the cafeteria AFTER EATING.

NO FOOD IS TO BE REMOVED FROM OR Eaten Outside Of THE CAFETERIA. Failure to adhere to these policies will result in administrative disciplinary action.

MEDIA CENTER POLICIES AND PROCEDURES

To enter the Media Center, students MUST have a pass or be accompanied by an adult. THE MEDIA CENTER HAS EXTENDED HOUR ON MONDAY, TUESDAY AND THURSDAY FOR STUDENTS TO USE FOR ACADEMIC PURPOSES FROM 2:30 TO 4:30PM. STUDENTS FOUND TO BE MISUSING THE RESOURCES OR BEING DISRUPTIVE WILL BE BANNED FROM UTILIZING THE EXTENDED HOURS.

Computers: Our computers are to be used for Educational Research/Instructional purposes only!! No email, games, downloading or chatting. The computers contain software packages such as Office 2000 or higher, SAT, and several Online Databases which are listed in the media center with passwords for access. The Internet is also available with the use of Internet stickers for permission. When using the Internet, students should have website address to expedite their usage. Students must follow the Internet Code of Ethics, which appears in the Internet acceptable use policy which students and parents must sign and return to the media center. Students must bring all assignment handouts and/or instructions with them.

Circulation
All materials will be checked out via the Winnebago-Sagebrush Automation System. The Card Catalog will exist on the computers used in the media center. The student ID card will be used to checkout materials to students. The ID card must be visible at all times in the media center. Students who do not have their ID cards will not be allowed to check out books.

Books both fiction and non-fiction may be checked out for two weeks. They may be renewed once. Only two (2) books may be circulated at a time. Reference collection, and magazines do not circulate and can only be used in the media center. All overdue materials will be assessed a fine of 10 cents per day for each book checked out. Holidays and weekends are not counted in the amount of fines assessed. All lost books must be paid for in full. Barcodes torn or removed from books will be assessed a charge of 50 cents each.

Copying/Printing
A copier is available for use in the media center. Cost for copies is 10 cents per page. This includes Internet copies and school assignments. Students may not print personal information from the printer.
Internet Usage Policy:

To access Internet privileges, the student must:

- Complete the Permission Form for Network/Internet Access (located in the Agenda Book);
- Parent/guardian signature is required;
- Return completed document to the Media Center to receive sticker; and
- Sticker is to be worn on the back of the student ID.

Our computers are to be used for educational research/instructional assignments only!! No email, games, downloading or chatting. Any student that violates his privilege will be stripped of his/her Internet privileges.

Acceptable Use Policy of Computer Networks/Internet Access

POLICY STATEMENT

Use of the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents/guardians read, accept and sign the following rules for acceptable on-line behavior.

Charles Herbert Flowers High School is not responsible for all of the information found on networks outside of our building, and does not have control over information residing on other systems to which there is access through our WAN. Some systems outside of our network may contain inappropriate, inaccurate, or illegal material. Our school does not condone the use of or access to such information.

Inappropriate network use will result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate.

TECHNOLOGY

Computer Lab Rules

- A teacher must accompany students to the computer lab at all times.
- Students may only sit at his/her assigned workstation.
- Materials not required for lab work should be left in designated areas and not brought to work stations.
- Food, gum, and drinks are not permitted.
- Only teachers or designated students with proper training may remove work from the printers or adjust printer options.
- All students must save work and log out at the end of their work session. Unless otherwise specified by the teacher, computers should not be turned off.
- Students should push in chairs and remove all trash from work area.
Mistreatment of equipment will not be tolerated. All incidents will be reported to an administrator for disciplinary action.

**Computer Use**
- It is against the law to duplicate copyrighted software in any way. Unauthorized copying is not allowed.
- Students may not create, remove, modify or attempt to modify any programs on a computer network or stand alone machine.
- Software brought from home or from other sources may not be loaded or used on computer network or on a stand-alone machine.
- Users will be charged for equipment that has been damaged due to abuse. Users who abuse or willfully misuse hardware or software may face disciplinary action. If you encounter any damaged equipment please report it to a faculty member immediately.

**STUDENT DRIVING/PARKING**
Students must proceed cautiously while driving anywhere on the school grounds. Students who drive to endanger the safety of others will have their driving and parking privileges revoked, their parents will be notified and they will be referred to the Prince George’s County Police Department.

**PARKING**
All students driving to school are required to adhere to the following policies. Failure to do so will result in administrative disciplinary action:
- Please see Security regarding parking fees. All students who desire to drive a vehicle to school must acquire a sticker from the Security Office. You MUST show **Proof of current Insurance on the vehicle to be parked on school property**.
- Charles Herbert Flowers High School is not responsible for any damage incurred or personal property in vehicles parked on school grounds.
- All precautions must be taken regarding the protection of your personal property. PLEASE LOCK YOUR VEHICLE AT ALL TIMES.
- **Any vehicle parked on Prince George’s Public School property is subject to search and seizure.**

**ASSEMBLIES**
Students are to conduct themselves in the appropriate manner as outlined in the Student Code of Conduct. Failure to do so will warrant disciplinary actions.
- Complete attention and courtesy should be given to the speaker or performance at all times.
- No one will be allowed to enter the auditorium during any performance part of a program.
- People may enter only during applause or transitional portions of the program, and only through the door that is used for paid attendees.
- Gum is prohibited.
- Late arrivals will be seated at the rear of the auditorium.
- Members of the audience are not allowed to leave the auditorium through the side doors, or enter the hallway that leads to the backstage area.
- Any member of the audience who persists in booing, talking loudly, jeering, or making any other undesirable noises, shall immediately be asked to leave the auditorium. Any admission charge shall not be refunded. Persons not cooperating in this removal shall be turned over to the officer on duty.
- Chaperones and ushers are representatives of the Prince Georges’ County Public Schools and have the complete support of the staff and the school administration in their effort to maintain orderly and cooperative audience behavior.

**GROUNDS**
To help maintain beautiful school grounds, please avoid walking on the grass/through the shrubbery. Dispose of all trash in the proper and available trash receptacles.

VISITORS
Students are not allowed to bring visitors to the school.

WITHDRAWING OR TRANSFERRING FROM SCHOOL
The registrar must be notified by the parent/guardian in writing whenever a student is withdrawing or transferring from school. The student must obtain a withdrawal form from the Registrar’s Office, which must be signed by all staff members and the completed form is returned to the Registrar’s Office, prior to the student’s departure. Students are obliged to return all school property. Students must settle all financial obligations before permanent records are released.

OBLIGATIONS TO THE SCHOOL
Any student who owes an obligation to the school in the form of money, material or time must satisfactorily resolve the debt before any of the following will occur:

- Issuance of final report card
- Completion of transfer procedure

CONTROLLED SUBSTANCES
Per Prince Georges’ County Public School policy and procedure, any student who is found on school premises or school-sponsored/related events in possession of a controlled dangerous substance (CDS) is subject to expulsion.

ATHLETICS

ATHLETIC PROGRAM ELIGIBILITY
Students who desire to participate with any athletic team must have:

- a 2.0 Grade Point Average;
- a completed Parental Consent Form; and
- a completed Physical Form.

SPORTS

Fall: Football, Cross Country, Soccer-Boys and Girls, Volleyball, Golf and Cheerleading

Winter: Wrestling, Girls and Boys Basketball, Indoor Track, Swimming and Cheerleading

Spring: Baseball, Softball, Outdoor Track, Lacrosse and Tennis
CLUBS AND ORGANIZATIONS

Journalism Club
Art Club
Literary Club
Student Government Association
Marching Band
Concert Band
Jazz Ensembles
Male Chorus
Concert Choir
Gospel Choir
Drama Club
Yearbook Club
Chess Club
Science Club
It’s Academic
Media Productions
Technology
Photography Club
Modeling Club
Mathematics Club
Africa Student Association
Young People for God YGB
And other organizations

Eligibility:
All students involved in co-curricular activities must adhere to the same academic and behavior standards as outlined for athletics.

DISCIPLINE

Harassment/Sexual Harassment
No forms of harassment will be tolerated. Whenever ANY person or persons interfere by threats, intimidation or coercion, or attempt to interfere by threats, intimidation or coercion, with the exercise or enjoyment by any other person or persons of rights guaranteed under the law, it shall be considered HARASSMENT. Requests for sexual favors, other verbal or physical conduct of a sexual nature including but not limited to: unwanted and uninvited touching, caressing, pushing, fondling, kissing, and making reference to an individual's sexual preference constitute sexual harassment. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Students should inform administration and parent(s) immediately if they feel they have been the victims of such actions.

PROCEDURES TO PROBLEM RESOLUTION
The following procedures must occur for resolution of any problem(s)/concern(s). The steps MUST be followed in order…NO EXCEPTIONS!

(1) Parent/guardian and student must first contact the Teacher and/or Counselor.
(2) Contact the grade level Vice-Principal.
(3) Contact the Principal’s Secretary, for an appointment ONLY after completing steps 1 and 2.
(4) Contact the office of the Regional Director
(5) Contact the PGCPS Board of Education.
**FALSE FIRE ALARMS**
Any student who is responsible for causing a false alarm will be suspended and a recommendation made to the Superintendent of Schools to proceed with a request for an expulsion. The student will also be subject to prosecution by the Prince George’s County Fire Department.

**GAMBLING/GAMES**
Gambling on school grounds is strictly prohibited. This includes but is not limited to the use of dice, coins, and/or cards.

**SMOKING/TOBACCO PRODUCTS**
In conjunction with the Board of Health, Charles Herbert Flowers High School has developed the following policy as it relates to the use or possession of tobacco products.
The use and/or possession of tobacco products in school buildings, facilities, school buses, on school grounds, and at school sponsored functions. Administrators will notify the parent or legal guardian and sports and activity directors of each infraction; mandate the confiscation of tobacco products; and require tobacco cessation programs.
The faculty and staff are committed to providing the students with a smoke-free environment. This policy hopefully will serve as a deterrent to those students who presently smoke. Additionally, an educational component is available to all students who are interested in learning about the dangers of smoking or needing assistance in stopping the use of tobacco products. The educational component is not an option for those students that accumulate two tobacco infractions.
It is important to understand that being in possession of tobacco products, i.e., cigarettes, cigars, chewing tobacco or any other form of tobacco are subject to confiscation and considered an infraction under the policy. Administrators will return the confiscated tobacco product to the violator’s parent or legal guardian upon request.
In addition, all students must realize that an obvious display of tobacco products indicates the intent to violate the state law prohibiting smoking in public buildings. Students found in the presence of the use of tobacco products may be subjected to search and seizure. If in possession of tobacco products, students will be disciplined by the conditions stated in the tobacco policy.

Students congregating in the presence of cigarette smoke will be viewed as "guilty of smoking" under this policy. Therefore, it is strongly suggested that students who do not smoke should not be in the presence of students smoking.

**CHEMICAL HEALTH RULE**
A student shall not, regardless of the quantity, use or consume, possess, buy or give away any substance containing alcohol, marijuana or any controlled dangerous substance. The use of tobacco and smokeless tobacco is also prohibited. Failure to adhere to this policy will warrant administrative disciplinary action.

**STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK**
It is the mission of the faculty, students and administration to maintain a safe, orderly, and inviting educational climate and that our school operates without threats of disciplinary actions. However, if a student does not accept his/her responsibilities in the educational setting or commits infractions of the discipline code, he/she will be assessed the penalties as listed below. It should be noted that it is impossible to foresee all infractions...
and the administration reserves the right to impose penalties for all acts contrary to proper behavior not expressly stated herein.

A discipline policy can only be successful with the support and cooperation of parents. Students must know that they are accountable for these actions.

**IN-SCHOOL SUSPENSION ALTERNATIVE**

Conduct at Charles Herbert Flowers High School warranting disciplinary measures resulting in modification or denial of educational participation in the regular school and classroom environment.

**General**

A key guideline in the application of In-School Suspension at Charles Herbert Flowers High School is embodied in the principle that the appropriate reaction to a disciplinary concern is the least extreme reaction that reasonably holds promise to resolving the concern. Discipline at Charles Herbert Flowers High School is both Corrective and Instructive.

**Levels of Offences**

- Level I – Violation of General Classroom and Bus Rules
- Level II – Conduct requiring Administrative Intervention.
- Level II or Level IV disciplinary option/response in accordance with The Student Code of Conduct for Prince George’s County Public Schools, Administrative Procedure 10101.

**Procedural Disciplinary Options Response for In-School Suspension**

- Level I – Teacher Conference with Student
- Level II – Teacher Conference with Parent(s)
- Level III – Conference with Guidance, Teacher(s), Parent(s), and Student
- Level IV – Administrative Referral
- Level V – In-School Suspension
- Level VI – Short-Term Suspension
- Level VII – Long-Term Suspension

**SUSPENSIONS**

- Suspension will be assigned by the administration for certain infractions of school rules. Parent(s)/guardian(s) will be notified by telephone followed by a letter explaining the nature and length of the suspension.
- A student cannot participate in any school activity during the duration of the suspension.
- If the cause for suspension is fighting or some other volatile situation, the students may be excluded from classes immediately. This day will be considered the first day of the suspension if the removal from classes occurs prior to 11:00 a.m.
- Unless otherwise authorized by the administration, a parent or guardian will be required to attend a conference with the administration, to effect re-admittance of a student following suspension.
- The school building and grounds are out of bounds to a suspended student. If a student violates this regulation, the police may be called for a trespassing complaint.
- The student has the responsibility of requesting his or her makeup work. The teacher will give the student those assignments that he or she can complete on his or her own. Credit will be given for these
assignments. The time limit for the completion of work missed shall be the length of the suspension plus one day.

- Continued violations that warrant suspensions may prevent student from participating in school-related/sponsored events/activities.

**OFFENSES THAT WILL RESULT IN A REQUEST FOR EXPULSION**

The principal shall request expulsion of students from Prince George’s County Public Schools for any of the following:

- POSSESSION OR USE OF WEAPONS
- DISTRIBUTION OF ALCOHOL OR DRUGS
- PHYSICAL ATTACK ON ANY PRINCE GEORGE’S COUNTY PUBLIC SCHOOL SYSTEM EMPLOYEE
- PHYSICAL ATTACK ON ANY PRINCE GEORGE’S COUNTY PUBLIC SCHOOL SYSTEM STUDENT THAT RESULTS IN SERIOUS BODILY INJURY
- POSSESSION, USE OF EXPLOSIVES (INCLUDING BOMBS) OR OTHER SIMILAR EXPLOSIVE INSTRUMENTS (INCLUDING LOOK ALIKE DEVICES).
- SHAKEDOWN/STRONG ARM/ EXTORTION
- VANDALISM/ DESTRUCTION OF PROPERTY – ABOVE $500.00
- ARSON
- BIOHAZARD
- OTHER ACTS, I.E. SOLICITING/COMMANDING/AIDING OR ABETTING

Prince George’s County Public Schools
2019-2020 School Calendar – Approved by Board of Education 3-7-19

2019
July 4-5  Independence Day Holidays – Schools and Offices Closed
August 11  Eid al-Adha*
August 19-21  Professional Duty Days for New Teachers
August 22-30  Professional Duty Days for All Teachers
August 28  Professional Development
August 29  Orientation Day for Pre-K and Kindergarten Students
August 30  Orientation Day for New Gr. 6&7 Middle Schoolers & New 9th Graders
September 2  Labor Day Holiday – Schools and Offices Closed
September 3  First Day of School for All Students
September 27  Professional Development – 3-Hr. Early Dismissal for Students
October 1  Rosh Hashana*
October 9  Yom Kippur*
October 18  Professional Development – Schools Closed for Students
October 27  Diwali*
November 5  End of First Quarter (45 days)
November 6  Professional Day for Teachers – 3-Hr. Early Dismissal for Students
November 11  Veterans Day & Parent-Teacher Conferences – Schools Closed for Students
November 27-29  Thanksgiving Holidays – Schools and Offices Closed
December 23-31  Winter Break & Christmas Holidays – Schools and Offices Closed
2020
January 1  Winter Break & New Year’s Holiday – Schools and Offices Closed
January 20  Martin L. King Jr. Day Holiday – Schools and Offices Closed
January 24  End of Second Quarter (45 days)
January 27  Professional Day for Teachers – 3-Hr. Early Dismissal for Students
February 17  Presidents’ Day Holiday – Schools and Offices Closed
March 30  End of Third Quarter (45 days)
March 31  Professional Day for Teachers – 3-Hr. Early Dismissal for Students
April 6-9  Spring Break – Schools Closed for Students and Teachers
April 9-16  Passover
April 10 & 13  Spring Break & Easter Holidays – Schools and Offices Closed
April 24  First Day of Ramadan
May 23  Last Day of Ramadan
May 24  Eid al-Fitr*
May 25  Memorial Day Holiday – Schools and Offices Closed
June 12  3-Hr. Early Dismissal for Students
June 15  Last Day for Students and End of Fourth Quarter (45 days) – 3-Hr. Early Dismissal for Students
June 18  Last Day for Teachers
IMPORTANT CALENDAR NOTES
There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change.
10- and 11-month employees can refer to Bulletin M-1-19 for clarification on workdays.

INCLEMENT WEATHER MAKE-UP DAYS
Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 12
and the last day for teachers will be June 17; if one day is used, the last day for students will be June 11 and the last day for teachers will
be June 16; if no days are used, the last day for students will be June 10 and the last day for teachers will be
June 15.
RELIGIOUS HOLIDAYS
Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPS prohibits scheduling these events on major holidays noted with an asterisk (*) on this calendar. This restriction does not apply to state or regional events.

SAT TEST DATES

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<thead>
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<th>Test Date</th>
<th>Regular Registration</th>
<th>Late Registration</th>
<th>Score</th>
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<tr>
<td>August 24, 2019</td>
<td>July 24, 2019</td>
<td>August 11, 2019</td>
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<tr>
<td>October 5, 2019</td>
<td>September 5, 2019</td>
<td>September 23, 2019</td>
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<td>November 2, 2019</td>
<td>October 2, 2019</td>
<td>October 20, 2019</td>
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<td>December 7, 2019</td>
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<td>November 25, 2019</td>
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REGISTRATION
Registration deadlines fall approximately five weeks before each test date. To register by mail, simply fill out the registration form in the College Board's Bulletin for the SAT Program. You can obtain a free copy of this publication from your school's guidance counselor. You can also register online at www.collegeboard.com.

ACT TEST DATES

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Regular</th>
<th>Late</th>
<th>Score</th>
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<td>September 14, 2019</td>
<td>August 16, 2019</td>
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<td>October 26, 2019</td>
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<td>December 14, 2019</td>
<td>November 8, 2019</td>
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<td>February 8, 2020</td>
<td>January 10, 2020</td>
<td>January 11-17, 2020</td>
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<td>April 4, 2020</td>
<td>February 28, 2020</td>
<td>February 29-March 13, 2020</td>
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<tr>
<td>June 18, 2020</td>
<td>May 8, 2020</td>
<td>May 9-22, 2020</td>
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<td>July 18, 2020</td>
<td>June 19, 2020</td>
<td>June 20-26, 2020</td>
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Charles Herbert Flowers High School Code for the SAT/ACT Test

CEEB – 210980