I greet you in the spirit of excellence and welcome you to another successful school year!

As we enter our 20th year of serving the community, we are thrilled to announce a year-long celebration we are affectionately referring to as “The Renaissance of the Mecca.” As always, our institution maintains its focus on EXCELLENCE, as it is displayed in classrooms, on playing fields, through written and spoken word as well as through the visual and performing arts. It will also be our honor to highlight the work of alumni from our first graduating class in 2003 to our currently matriculating students. By remembering the past, we will continue striving for exemplary performance and success in the present and future.

We are pleased to announce that CHF was identified as one of the only high schools in PGCPS to receive a ‘four star’ designation by the Maryland State Department of Education. We acknowledge that we have much work to do, but believe that we are heading in the right direction. Thus, inspiring us to ensure that all students’ graduate college and career ready through a commitment to culture, collaboration and critical thinking. We look forward to partnering with you as we work towards this outcome.

Dr. Gorman E. Brown, Principal

Have questions?

Please feel free to check our website at www.pgcps.org/charlesflowers/, identify the appropriate school leader on the back page of this newsletter and send them an email or contact the school at 301-636-8000.
Our Jaguars lead... in the performing arts

Though we are proud to be a center for STEM education at the local, state and national levels, we are just as proud of our young people and their commitment to the visual and performing arts. Marcus Bridgell (to the left), 2011 CHF graduate, has recently joined the Broadway production “Hamilton” and is dazzling audiences throughout the country with his footwork. Rising senior Kendall Andrews (to the right) joins Marcus as a young person who, not only, excels in the classroom but also excels in dance and recently received national recognition at the NAACP ACT-SO Awards. These Jaguars are putting the A in STEM and are creating STEAM!

Uniforms-Requirements

In order to support our primary mandate of providing students with a safe and orderly environment, changes have been made to the uniform policy for the 2020 school year.

**Shirts:**
- Hunter green Polo shirts or oxford shirts will be the only ones allowed. Shirts must either have an approved CHFHS logo or NO logo at all.

**Pants:**
- Black pants of khaki-material, slacks or twill will be the only ones permitted. STUDENTS WILL NO LONGER BE ABLE TO WEAR JEANS, SWEAT PANTS OR LEGGINGS.

**Skirts:**
- All skirts must pass the finger tip test and cannot be made of spandex material
- Closed toe shoes of any color are acceptable

**Shoes:**
- Closed toe shoes of any color are acceptable

**Outerwear:**
- Green or Grey sweaters, sweatshirts without hoods, light jackets with CHFHS or CHF Program logo or NO LOGO

The following prohibited items will be disciplined per the PGCPS Dress Code:
- Pants which allow sagging (showing of underwear)
- Shirts which allow mid-section to be shown

Skirts are made of spandex and/or failing “finger tip” test
- Muscle shirts or tank tops or other shirts exposing shoulders or chest.

**Failure to adhere to the uniform policy will cause students to be barred from the classroom until they are in compliance. Please see the uniform appendix attached to this letter for further details.**

**Uniforms- Endorsed Vendor**

Citywide promotions will be providing online access to CHF and CHF/ Science and Technology uniform shirts and outerwear. The address for the CHF online store is as follows:

https://www.tshirtdesignonline.com/science_tech_uniforms/shop/home

Non- ST uniform wear can be purchased through French Toast, which has designed a website just for our families. Pants, Non- ST shirts and approved outerwear can be found at:

https://www.frenchtoast.com/schoolbox/schools/charles-herbert-flowers-hs-QSS1M1

Be advised that this information is being provided to you simply as a resource and that any hunter green top as described WITHOUT ANY LOGO or WITH AN APPROVED CHF LOGO WILL BE ALLOWED.

Identification cards

I.D. Badges must be worn at all times while on campus. I.D. pictures will be taken August 21st - 22nd between the hours of 8-10 and 12-2pm and August 28th from 6pm - 8pm for all new students. If your child does not have an I.D., please plan on having him or her attend on one of the dates above.

Replacement ID’s will cost $5.00. Please use the following link to upload information for the ID card

https://forms.gle/RCGpPLL2o4tqBYPG8

We are embracing technology as a means to monitor student movement throughout the school community using the e-hallpass system. All students will be trained on the system, but for those who would like an early start, please go to the link below.

https://www.youtube.com/watch?v=um6EC58Wd40&list=PLTGygtXRKw9P6j6XA4gT_YBEcTeoB7Ao
Continued

Book Bags

If it is your desire to have your student carry a book bag during the school day, please make sure that it is made of a clear or mesh material.

Outside Food

Please refrain from bringing your young adult fast food during the school day. Additionally, as many students have food allergies providing students with baked goods is prohibited. Students found to be selling food items, having them delivered to the school, or are found to have left school to get food will have the items confiscated and destroyed.

Closed Campus

CHF has a closed campus. Students may not exit the school prior to 2:25pm unless being signed out by a parent/ guardian attending dual enrollment courses, or being designated a half-day student.

Arrivals and Departures

Please use St. Joseph’s Drive for student drop offs in the morning. The Prince George’s County Police will be monitoring to ensure that cars are not entering the bus lot during this time. Pick ups may occur in this area as well.

Half-day Requests

Seniors may request “half day” status if they have met all of their graduation requirements (including HSA and community service hours) and can document that they have a job that requires that they work during school hours. Juniors and Seniors who have qualified for dual enrollment and are registered for college courses during the school day, may request “half-day” status as well. All students on “half-day” status must leave the campus no later than 11am daily or endanger having their status revoked.

Graduation Requirements

English- 4 credits
Math- 3 credits (including Algebra and Geometry) MUST BE ENROLLED IN MATH EACH YEAR
Science- 3 credits (including Biology)
Social Studies- 3 credits
Health- 0.5 credits
Personal Fitness- 0.5 credits
Technology Education- 1.0 credit
Fine Arts- 1.0 credit
Completers or Electives- 2 credits of world language courses OR 2 credits of advanced technology OR 4-9 credits of a MSDE approved sequence of courses. Twenty-four independent service learning hours approved by the School-Based Service-Learning Coordinator.
Most sites are non-profit, tax-exempt community-based organizations; however, for-profit nursing homes, hospitals, and licensed day-care facilities are also acceptable service sites.

Testing requirements are detailed to the left.

Compulsory Attendance

The school day begins at 7:45am and students are required to be in their seats prepared for learning at that time. They are also required to be on time to all classes throughout the day. Teachers are not required to provide students with work when they are unexcused tardy or absent.
Safety, Structure and Clear Expectations- CHF SY 2020 Memorandum of Understanding

Students thrive in an atmosphere where there is order, safety and discipline. In order to ensure that our young people and their families have a clear expectation of what the operational guidelines include, we have provided a memorandum of understanding (MOU) that has been attached to this newsletter. Please spend time this summer reviewing the regulations. Once you have done so, please sign the MOU and send the signature page back to the school to be submitted to your child’s “A” Day homeroom teacher. The form will be stored in your child’s cumulative folder where you may request a signed copy of the document if you desire.

Charles Herbert Flowers High School
Leadership Team

Dr. Gorman E. Brown, Principal gorman.brown@pgcps.org
Mr. Eric Summers, Assistant Principal 12th grade summers@pgcps.org
Mrs. Moji Silva, Assistant Principal Guidance and 12th grade moji.silva@pgcps.org
Mr. Bruce Edwards, Assistant Principal 11th grade Bruce.edwards@pgcps.org
Mrs. Deidra Smalls-Screws, Assistant Principal 10th grade diedra.smallscrews@pgcps.org
Mrs. Lisa Morton-Wilson, Assistant Principal 9th grade lisa.morton@pgcps.org
Mr. Christopher Burrows, Assistant Principal 9th and 10th grade Christopher.burrows@pgcps.org
Mr. Dameon Powell, Peer Mediation dameon.powell@pgcps.org
Mrs. Samantha Cotton, Science and Technology Coordinator samantha.cotton@pgcps.org
Ms. Tumisha Alao, 3D Scholars Coordinator tumisha.alao@pgcps.org
Ms. Fern Dubose, Guidance Department Co-chairperson fern.dubose@pgcps.org
Ms. Kari Mason, Guidance Department Co-chairperson kari.mason@pgcps.org
Mrs. Victoria Lee, Coordinator Project Lead the Way victoria.lee@pgcps.org
Ms. Gladys Montgomery, Coordinator Academy of Business and Finance glad.montgomery@pgcps.org
Ms. Chauntia Bego, Coordinator Academy of Science and Engineering and Advanced Placement chauntia.bego@pgcps.org
Mrs. Ivora Washington, Testing Coordinator ivor.washington@pgcps.org
Ms. Tara Jones Instructional/ Graduation Coordinator tara.jones@pgcps.org
Ms. Akillah Benons, Advisor Student Government Association akillah.benons@pgcps.org
MEMORANDUM OF UNDERSTANDING
CHARLES HERBERT FLOWERS SCHOOL POLICIES AND EXPECTATIONS

Dear Charles Herbert Flowers High School Parents and Students,

We hope your summer break has given you the opportunity to recharge and mentally prepare for the upcoming 2019-2020 school year with a reinvigorated sense of purpose and “HUSTLE”! As you enter Charles H. Flowers H.S. there is an expectation of EXCELLENCE that Administration would like to express to you in regards to our school policies. Clear expectations are at the core of success within any organization. It is our hope that this Memorandum of Understanding (MOU) will provide you with clear expectations that you will need to guide your young adult to an understanding of our culture, and expectations. By receiving this letter, you are in agreement that as a Jaguar and parent of a Jaguar you are willing to uphold these standards of EXCELLENCE:

- **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](https://www1.pgcps.org/generalcounsel/index.aspx?id=179107)
- **Book Bags**
  - Book Bags are not allowed to be carried during the school day unless they are clear or made of mesh/see through material. They must be placed in lockers as soon as students arrive in the building. Failure to comply will lead to the bookbags being confiscated.

- **Building Entrance**
  - All students should enter the building through the “Bus and Main” entrance prior to the beginning of the school day. After 8am, students must enter from the Administrative entrance and secure a yellow slip from the main/attendance office. All visitors should enter the “Main Office” entrance by the main office to get a Visitors ID. Side doors should only be utilized during safety drills or under the direct instructions of an adult. Students will not be allowed access to the building prior to 7am unless there is inclement weather.

- **Building Visits**
  - Parents and guardians are welcome to visit the building. Please check in with the office with proper ID in order to gain access. Please limit your visit to the areas that you identify when you check in.
  - If you are going to visit a classroom, please make sure that you arrange the visit in advance with the teacher. In order to protect the instructional process, please do not attempt to interact with students or the teacher.
  - Please do not attempt to meet with a teacher impromptu. Making an appointment with the teacher or counselor in advance is proper protocol.
  - Parents must contact Professional School Counselor to schedule all teacher conferences.

- **Communications**
  - The best way to communicate with faculty and administration is through the use of email. Please allow 2 school business days for a response. If you have not received a response within 2 school business days, please resend the email and copy the appropriate grade-level administrator identifying that you have made other attempts of contact. If no subsequent contact is made, please contact the principal or oversite administrator providing evidence of other attempts of contact. Business Hours are between 7:30am - 2:45 pm M-F.

- **Departing at the end of the school day**
  - All students are required to depart the building daily, no later than 2:45pm, unless they are attending an approved activity and have been given an admittance pass by their sponsor. All afternoon activities that begin at the end of the school day must end by 4:30pm and students must exit the building. This does not apply to athletic practices which may extend beyond 4:30pm. Student activities requiring a starting time later than 2:45pm require administrative approval.
  - Students waiting for rides must do so in the administrative lobby and are not allowed to access to the rest of the building. Students found not to be in compliance with this
mandate will be assigned trespass warnings and barred from participating in after school activities.

- **Departing during the school day**
  - CHFHS is a closed campus school. Subsequently, full day students are not allowed to depart during the school day for any reason unless a parent/guardian signs them out from the main office. Students who leave the building prior to 2:25pm are subject to disciplinary actions and arrest for truancy.
  - Students on half day schedules must leave the building by 11am daily. They must get a “half day” ID from the ID office as evidence that they are on a half day schedule. Students found off-campus without this ID are subject to detainment by the PGCPS. Half day students must show their ID to security and sign out on main street prior to their departure.

- **Electronic Devices**
  - Students are responsible for the safety and security of their personal electronic devices. **Electronic devices should only be utilized in classrooms when instructed by adults.** Students should be aware of their surroundings and are encouraged to not utilize their devices when moving in the hallways. If used in the hallway, one ear should be left uncovered so that communication can occur. If abuse or misuse of electronic devices occurs, Administration will confiscate the device and return to a parent or guardian.

- **Extended Media Hours**
  - Our Media Center is open on Monday, Tuesday and Thursday until 4:30pm. Students wishing to use the area to hold study groups or to work individually must get a pass from the cafeteria during lunch time.

- **Grading and Reporting**
  - Quarter grades and Interim Progress reports will be sent home with students on the dates identified on the pgcps.org website. Please check the website for details under the “calendar” area.
  - PGCPS policy states that grades are to be entered once a week for classes that meet 1-2 times per week and twice a week for classes that meet 3 times a week. If upon perusal you find that this is not occurring please contact the teacher first and then administration if you find that there is no correction in this practice.
  - Grades can be appealed at the end of the quarter, ONLY if there is evidence of error in grade entry or calculation, completion of make-up work (with attached copy of the work provided), medical reasons, student transferring from outside jurisdiction and compliance with IEP/504’s. For more information on Grade Appeals, please see AP 5116 Grade Changes and Appeals at the following web address: [https://www1.pgcps.org/generalcounsel/index.aspx?id=179107](https://www1.pgcps.org/generalcounsel/index.aspx?id=179107)
  - Per AP 5121.3 Students and/or parents/guardians may request one additional opportunity to improve a score on a qualifying assessment, activity, or assignment that demonstrates
knowledge of course content, skills, and standards. An assessment, activity or assignment is considered qualifying if the following criteria are met:

- 1. The student completed and submitted the original assessment, activity, or assignment by the due date.
- 2. The student participated in the teacher-facilitated re-teaching (before, during, or after school) within five school days following the return of the original graded work.
- 3. Within ten school days of receiving the returned original graded work, the student completed and resubmitted the new assessment, activity, or assignment.
- 4. The higher grade shall be the grade of record.
- 5. If the work is not eligible for reassessment, that must be identified in writing at the time of original assignment. Final research reports and projects that culminate a unit of study, or final semester or marking period exams may not be reassessed.
- 6. Make up work can not be submitted 5 school days prior to the end of the quarter to ensure teachers have time to grade all outstanding work.

○ Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student completed the entire assignment and made a good faith effort. Good faith effort is evidenced by the student displaying Administrative Procedure 5121.3 3 Prince George’s County Public Schools persistence, striving for accuracy, time on task, and/or trying an alternative method to solve a problem (which may not be accurate). It is also a display of thinking as a student works to sort through ideas, apply context or figure out how to solve problems. If a student does no work on an assignment, the teacher shall assign a grade of zero.

○ Students with excused absences must request make-up work from the teacher upon return to school. They will have the same amount of time to make up assignments as they were absent.

○ Teachers are not required to accept make-up work within the last five days of the quarter.

○ For more information regarding Grading and Reporting please see AP 5121.3 at the following web address: https://www1.pgcps.org/gencounsel/index.aspx?id=179107.

- Hallway Transitions

○ Five minutes between classes are provided for transitions. Students are expected to reach their assigned prior to the ringing of the tardy bell. Students should always walk on the right side of the hallway to expedite movement to class. Consistent tardies or absences will result in parent contact, conferences, interventions plans and possible disciplinary actions. Students caught in hall sweeps (unannounced or announced) will have parents contacted for the first offense and other disciplinary consequences for further infractions. The E-Hallpass system will be utilized for student movement in the building during class time.
• ID’s
  ○ In order to keep students and staff safe from outside visitors or trespassers all students are required to wear their school approved uniform and ID badge visibly displayed upon entering the building, keeping the ID visible throughout the school day. Students who lose their ID must report to the Security office on the first floor to secure a new one at a cost of $5.

• Lockers
  ○ Students are allowed to go to their lockers before 1st period, before 3rd period and after 4th period during dismissal. Students are also allowed to go to their lockers at any other time when given written permission from an adult. Failure to comply will result in the suspension of locker privileges and a padlock being placed on the locker, as well as a request for parent conference to be held.

• Outside Food
  ○ Fast food may not be brought to the school for students during the school day. Fast food found to have been brought in by students without administrative approval will be confiscated and destroyed. Under extreme emergencies, parents will be allowed to bring fast food to students ONLY if they are able to sit in the main office with the students while they are eating.
  ○ Students cannot bring home baked goods to the building to be distributed to other students. If found, it will be confiscated and parents contacted for pick-up. On the second occurrence, the food will be destroyed.
  ○ Students found attempting to sell any food items will have them confiscated and destroyed.

• Pick up /Drop off
  ○ Drivers are strictly prohibited from using the bus lot for pick ups and drop-offs. Please drop students off on St. Joseph’s drive in the morning. Failure to comply may warrant a traffic violation being issued by the PGCPD.

• Uniforms
  ○ Students are required to wear uniforms daily. Any exceptions to this requirement will be communicated to you in writing, through the use of our Blackboard Connect system.
  FAILURE TO COMPLY WILL LEAD TO SANCTIONS TO INCLUDE DENYING ACCESS TO THE CLASSROOM.
  ○ The Uniform for the 2019-2020 is a follows:
    • Shirts
      ○ Green collared polo-style or oxford-style shirts with the following exceptions:
        ○ Academy of Fire Science students will wear blue polo style-style shirt in accordance with the PGFD.
        ○ Shirts must have either an CHF-approved logo or no logo.
- Pants
  - Black slacks or Black khaki-material pants are permitted. Pants with holes are prohibited. **Jeans, Leggings, sweat pants and other pants without pockets are prohibited.**

- Skirts
  - Must pass the “fingertip” test and cannot be made of any spandex material

- Shoes
  - Closed toe shoes of any color are acceptable

- Outerwear (To be worn during the school day)
  - Gray, Green Sweaters light jackets or sweatshirts PLAIN or with school logo with a zip that can remain down to expose uniform shirt. Pull-over sweaters, sweatshirts and jackets which do not expose uniform shirts are strictly prohibited.
  - Black (body-con) dresses and body suits are not permitted

Your Child will be asked to return a signed copy of the MOU to his/her homeroom teacher as a part of her first grade in that course. Please make a copy for your records and return the signature page.

Educationally Yours,

Gorman E. Brown, EdD
Principal
MOU Signature Page

I have read, understand and will abide by the regulations established in this document. I understand that consequences per the CHFHS Discipline policy will be imparted for failure to follow directives.

____________________________
Print Student Name

____________________________
Student Signature

____________________________
Parent Name

____________________________
Parent or Guardian Signature

____________________________
Parent Email Address

____________________________
Parent Cell Phone #

Date

Date

Date