

DIAMOND MINE

Diamond Elementary School
October 2022



Dear Parents,

The fall weather is upon us and we are enjoying the crisp air, mixed with some summer weather, leaves changing colors and the fall activities. We had a busy first month of school with a variety of school events. We kicked off the beginning of the school year with a great turnout for Back To School Night. We would like to thank all of our parents who were able to attend Back-To-School Night. We would like to thank our PTA Teacher Appreciation Committee for organizing the staff dinners on all three Back-To-School Night evenings. The dinner was enjoyed by all staff! We hope you received specific information regarding your child's instructional program. Please make sure that you have signed up for a parent-teacher conference which is scheduled for **November 21st & 22nd or on dates designated by each teacher**. Some teachers have scheduled conferences a few days before and after these dates. This will be an opportunity to hear helpful information on how your child is progressing in his/her academic and social areas. Do you plan to volunteer in your child's classroom or have a meeting with your child's teacher? Will you volunteer for recess/lunch? Just a reminder that when volunteers or visitors are in the school building, they must sign in the main office and receive a visitor sticker. This is to ensure the safety and security for your children in our school building. We appreciate your attention to this important safety matter.

Highlights for the month of October include the Parent Open House for Grades K-1 on Tuesday, October 18th from 9:05-11:00 am. Parents will be able to visit their child's classroom and then participate in a school presentation on Math and Reading. On **Friday, October 14th** will be **Student Picture Day!** Our annual **Halloween celebration** will be held on **Monday, October 31st**. We will begin with a Halloween Costume Parade at 2:15 pm, immediately followed by classroom parties. Please see further descriptions of the Halloween celebration expectations on pages 2.

In addition, we have experienced the change in outside temperature and our school air system has converted to heat until spring. We encourage all families to watch the weather to make sure that your child is dressed appropriately for school.

We suggest that you send your child to school dressed in layers so they can adjust to the temperature accordingly. We wish you and your children a safe and healthy month of October! If you have any questions, please contact the school office at 240-740-2120.

Sincerely,
Daniel Walder
Principal

OCTOBER CALENDAR

Wednesday, October 5

No School- Students and Staff

Thursday, October 6

PTA Meeting, 7:00 PM Media Center
4th Grade Field Trip- Agricultural Farm

Friday, October 14

Student Picture Day!

Thursday, October 20

3rd Grade MAD Science Workshop

Friday, October 21

1st Grade Field Trip to Green Meadows

3rd Grade MAD Science Workshop

Monday, October 24

Professional Day- No School for Students

Tuesday, October 25

Fifth Grade Field Trip to Strathmore Hall

Monday, October 31

Halloween Parade and Parties 2:15—3:40 p.m.

SCHOOL POLICIES AND PROCEDURES

Halloween Costume Parade and Classroom Parties: On Monday, October 31st, the Halloween Costume Parade will begin at 2:15 p.m. we will conduct a costume parade in the back of the school building on the soccer field. All parents are welcome to attend and take pictures of their child in the costume parade. However, only room parents and class party volunteers will be permitted into the building for the class parties. Our classroom Halloween parties will begin right after the parade. In regard to costumes, we encourage students to dress appropriately as characters from favorite books, sports heroes, super heroes (with no weapons) historical figures, and public safety personnel. Children should wear regular clothes to school and bring their costumes. All costumes should be appropriate for elementary school. The following will not be allowed: Weapons (real or toy), Gory or bloody costumes and accessories, costumes that require adult assistance (students should be able to dress themselves). A Harvest party will be planned for any students whose parents want them excluded from the Halloween activities. Please complete the Form link below to indicate you want your child to participate in the Harvest Party and not participate in the Halloween costume parade and classroom activities. **Please complete this google form, Request for Participation in the Harvest Party Celebration Form by no later than Friday, October 28th:** <https://forms.gle/K1vMLHGh37GrtpAs8>.

Classroom party planners need to make contact with their child's teacher to make sure they are aware if there are any students with allergies in the class, so they can plan the snacks and goodies accordingly. If you plan to take your child home at the end of the day, you will need to sign your child out with your child's teacher. Parents who are planning to come to the Halloween activities, please park along Marquis Drive, Diamond Drive, or Cullinan Drive and avoid blocking residential driveways. Do not park in the school bus loop/car drop off parking lot so it is clear for the parade and dismissal.

Personal Body Safety Lessons: MCPS implements Personal Body Safety Lessons (PBSLs) with grade-level, age appropriate content for students in every grade from Pre-K to 12. These lessons were developed with input from national stakeholders and County partners, and are designed to empower students to recognize and report suspected cases of abuse without fear of reprisal. In addition, embedded in the MCPS elementary and secondary health curriculum are age-appropriate lessons on safety and injury prevention, family life and human sexuality, cyberbullying and social media, healthy relationships, harassment and intimidation.

During the months of October, November and December, our school counselors and classroom teachers will be presenting lessons on the topic of child abuse and neglect with all grade levels Kindergarten through Grade 5. The lessons are known as Personal Body Safety Lessons and their purpose is to help students to:

- Develop knowledge, decision making skills, and behaviors which promote safe living in the home, school, and community;
- Learn skills for self-protection and identifying child abuse and neglect;
- Learn skills for asking for help for self and others and practice reporting to a trusted adult; and
- Engage in positive and appropriate interactions with peers and adults.

Parent Resources:

Ensuring Student Safety- Personal Body Safety Lessons Website: <https://www.montgomeryschoolsmd.org/childabuseandneglect/personal-body-safety-lessons.aspx>. This webpage provides an overview of the lesson objectives for each grade level.

Elementary Personal Body Safety Lessons Overview and Resources for Parents: <https://www.montgomeryschoolsmd.org/uploadedFiles/childabuseandneglect/Parent%20Elementary%20Personal%20Body%20Safety%20Lessons%20Overview%20and%20Resources.pdf>

If you have any questions or concerns about the topics that will be covered, please contact your child's classroom teacher, or our school counselors, Mrs. Meuer and Ms. Brown.

Cell Phones/Electronic Devices: According to MCPS Regulation COG-RA elementary students are not permitted to possess or use any communication devices on school property including cell phones, smart watches, etc. on school grounds (including school bus) during the instructional day or at MCPS sponsored elementary school activities. Exceptions to this policy must be approved by the school administration. If you would like your child to carry his or her cell phone or communication device before/after school, please send a request and justification as to why the cell phone/electronic device is needed to the school administration. If a child has an electronic device/cell phone without parent request, the device may be confiscated by school staff and parents will be notified to come to school to pick up the phone.

End of Day Plan Policy: With changes to Dismissal Plans, students will be sent home using the daily routine communicated with the school and your child's teacher at the beginning of the school year. Play dates should be prearranged in advance of the school day. If there will be a variation in your child's dismissal routine (e.g. change in after-school care/activity or play-date with another child), your child must have a note addressed to the teacher explaining this particular change. If you forgot to send a note in the morning, you can call the office prior to 3:00 p.m. **Play Dates:** If your child has a "play date" after school and will be accompanying another student home by car-rider, or walker, your child **MUST** have written authorization from their parent/guardian for this to occur. If a child does not have written permission from their parent for a play date, school staff will have the child report home by following their normal routine.

Request for Language Assistance Translation: If parents need oral language interpretation services or sign language interpretation for school meetings, parent-teacher conferences, school events, etc. please notify your child's teacher or contact the main office. Oral interpretation requests need to be made at least two weeks in advance of the school meeting or event to ensure interpreter availability.

How to Contact Diamond Elementary Staff Members: You can contact your child's teacher or any Diamond Elementary staff member by email or phone call. Parents/Guardians can leave phone messages for staff at 240-740-2120. Staff email addresses can be found on the Diamond Elementary School website, <http://www.montgomeryschoolsmd.org/schools/diamondes/> under the Staff Directory section, which is available at the following web link: <http://www.montgomeryschoolsmd.org/schools/diamondes/staff/directory.aspx>. In order to maximize instructional time, teachers will only be available to speak by telephone before or after the student day. Calls for teachers should be made between 8:45 a.m.- 9:10 a.m. and 3:50 p.m.- 4:25 p.m. In addition, teacher email addresses may be found on the Diamond website. We will do our best to return all phone or email messages within 24 hours.

Visitors: Starting at 9:00 a.m. and through 4:15 pm. each day all visitors must enter the building through the main entrance, stop at the main office to sign in, and wear a visitor's badge while in the school. For the safety and security of all individuals, we need to be aware of the presence and location of all visitors in the building. Any individuals without a visitor's badge will be asked to report to the main office. Parents/Guardians are not permitted to walk their child down to the classroom in the morning. Please give your kisses and say your good-byes at the front doors. If a parent/guardian wishes to speak with their child's teacher, you can email the teacher or set-up an appointment. Please help us keep all students in our school safe by following this important procedure! We ask for your support in maximizing the instructional time for students.

Monthly School Newsletter Preference: Monthly School Newsletters will be sent electronically via email each month. Please complete the form on page 10 and return to school if you prefer to receive a paper copy of the monthly school newsletter.

Forgotten Homework/Lunch/Instrument Policy: When parents/guardians bring in a forgotten item (instrument, lunch, homework), please bring it to the main office. There is a table the main office to place forgotten lunch items, instruments, homework. We prefer not to interrupt the instructional periods, so we will have your child pick up the forgotten item at the earliest transitional time during the day.

Diamond ES & MCPS Volunteer Training: Diamond Elementary School has a school-wide online volunteer training program that is aligned with the Montgomery County Public Schools volunteer visitor policies and regulations. Every volunteer will need to complete this training along with the MCPS Recognizing Child Abuse and Neglect Training. All new Volunteers will need to complete both trainings before you begin volunteering at the school (classroom, chaperone on field trips, etc). Both trainings are completed online (the links to the trainings are below) by reviewing the power point presentation, reading the volunteer statement of commitment, completing the MCPS volunteer training on recognizing and reporting child abuse, and then verifying that you have reviewed the training information. You can complete it online at home or at school. We appreciate you taking the time to complete this training. It should take about 40 minutes which includes the Diamond Volunteer Training and the new MCPS volunteer training on recognizing and reporting child abuse and neglect. As part of this ongoing effort for the , MCPS has developed training for all volunteers in the district to learn about recognizing and reporting child abuse and neglect. This online training takes about 30 minutes to complete and can be accessed through the MCPS website at www.montgomeryschoolsmd.org/childabuseandneglect/. While we encourage all community members to engage in this important, informative training, currently we only require individuals who **regularly** support schools to complete the child abuse and neglect training. The online training is available in Amharic, Chinese, French, Korean, Spanish, and Vietnamese. Parents/guardians will not be barred from participation in their schools due to the need for training accommodations.

Answers to frequently asked questions are posted on the [MCPS Child Abuse and Neglect webpage](#). MCPS is grateful for your commitment and partnership to ensure the safety of students.

Step 1: Click on the link below to begin the Volunteer Training: <https://goo.gl/forms/wOoDV2HQyOHHE3Kc2> .

Step 2: Click on the link to begin the MCPS Volunteer Child Abuse & Neglect Training:
www.montgomeryschoolsmd.org/childabuseandneglect/.

Step 3: Upload a copy of your Covid-19 vaccination card to Parent Vue.

Step 4: Upon completion of the MCPS volunteer training on recognizing and reporting child abuse and neglect you will receive an email confirmation. Please bring a printed copy of the confirmation to the main office or forward the email to Mrs. Christine Chimera, attendance secretary, at christine_m_chimera@mcpsmd.org. Any questions about the volunteer training process, please contact the main office at 240-740-2120.

Student Birthday Celebrations: Birthday treats are not permitted at school for students in grades K-5. Birthdays in grades K-5 are recognized on the morning announcements on the day of the child's birthday, and they receive a birthday sticker and pencil. An alternative arrangement is made for students whose birthdays fall on weekends, holidays, and during the summer so they can be recognized during the school year. If a child is distributing birthday party invitation cards at school, each child in the class must receive an invitation. Otherwise, parents must find another way to distribute birthday cards such as using the PTA directory to look up student contact information.

Student Picture Day: Picture Day is on Friday, October 14th: Skip the Order form & Pre-order Before Picture Day: <https://classicphotographyimaging.simplephoto.com/prepay/43180629?code=diamond21>
-- Pre-order access will expire 48 hours after picture day. Click here to view our 2021 COVID Picture Day Process <https://classic-photo.com/marketing/2021ClassicCOVIDProcess.pdf>

Pet/Dog Policy: Should you choose to walk your dog/pet to school when walking or picking up your child, the dog/pet must be on a leash, under close control as per Montgomery County Policy. For the safety of all people, especially the students and your dog/pet, you may not walk/carry the dog/pet in major traffic areas including the front main entrance of the school building during arrival. To accommodate our friendly companions, you may wait with your dog on the sidewalk area of Diamond Elementary School and Marquis Drive or by the bike rack located on the right side of the front of the school building. We appreciate your attention to this matter.

Student Absences: Parents have a number of options available to report a student's absence, travel plans, tardiness, or appointment:

- go to the Diamond Elementary website, click on “**Report a Student Absence,**” and fill out the form with the specific details, including the reason for the absence (We’ll forward a copy to his/her teacher.)**
- send an email to the teacher and please copy Mrs. Chimera and Mrs. Knight;
- call the Attendance Secretary, at 240-740-2121, on the day of the absence/appointment;
- write a note and put it in your student’s backpack to take to his/her teacher.

**This is a convenient, quick way to notify the school. You don’t need to take the time to call, write a note, or send an e-mail. You can fill in all the details under “Anything else?” Here is the link:

<http://www.montgomeryschoolsmd.org/schools/diamondes/about/absenceform.aspx>

If we do not hear from you, you will get an automated message reporting your child’s absence. Parents should keep children at home when illness is suspected, a communicable disease has been diagnosed or lice nits have been found. After five consecutive days of absence, or chronic absences during the school year a physician’s note will be required.

Absence Policy

AM absent, if a student arrives more than 2 hours late

PM absent, if a student leaves more than 2 hours early

If a student is absent for more than any 2 hours during the school day, it is considered a half day absence.

If a student is present for less than 2 hours of the entire school day, it is considered a full day absence.

Health Room Information:

- **EpiPen Use for Severe Allergic Reactions:** Maryland law (Epinephrine Availability and Use) requires all school districts in Maryland to establish a policy that authorizes school personnel to administer auto-injectable (EpiPen) epinephrine to a student who is determined to be, or perceived to be, in anaphylaxis, a sudden, severe life-threatening allergic reaction. Under this policy, EpiPens must be administered regardless of whether the student has a known severe allergy that causes anaphylaxis, or has a prescription for epinephrine. As part of the mandated requirements, training will now be provided to all staff members on the signs and symptoms of anaphylaxis, and training will be provided to selected staff members in every school on the procedures for administering EpiPen auto-injectors to students suffering from anaphylaxis. Please contact the staff in the school Health Room at 240-740-2122 or the Department of Student Services at 301-279-3192 for more information.
- Everyday preventive actions that can help fight germs, like flu, and the spread of other illnesses. You can find additional health room information on the school website: <http://www.montgomeryschoolsmd.org/uploadedFiles/schools/diamondes/parents/Health%20Room%20Information.pdf>. Please see the attachment for more information. These steps include:
 - Cover your cough
 - Wash your hands
 - Avoid touching your eyes, nose, and mouth (T Zone)
 - Avoid sick people
 - Stay home when you are sick
 - Routinely clean frequently touched objects and surfaces
- **Meet Our Health Room Team:**
Mrs. Julie Mowdy, School Community Health Nurse (SCHN)
Ms. Rachel Sumrow, School Health Room Technician (SHRT)
The health room direct phone line is 240-740-2122. Any health questions, please contact the health room staff or visit the link for more information: <https://www2.montgomeryschoolsmd.org/schools/diamondes/about/healthroom/>

Chromebooks for Home Use: You are receiving this message because this year, your child's school is using a classroom cart model for chromebooks which means students use an assigned chromebook while in school but do not bring their chromebook home each night for use. If your child does not have access to a personal or home device to use at home, a parent or guardian can complete a form (link below) to request a MCPS chromebook be provided. The device will be checked out to your student and will be kept at home for the school year. The device will need to be returned at the end of the school year or sooner if your student is leaving MCPS for any reason. To request a MCPS chromebook for home use, please complete this form: [Chromebook Form to Distribute to Families](#)

Links:

[At Home Request for Chromebook Flyer \(English\)](#)

[At Home Request for Chromebook Flyer \(Spanish\)](#)

Staff at central office will monitor the requests through the form submissions, will prepare a device, assign it to the student, and will deliver it to the school. The school will distribute it to the student. The home use device is to be kept at home. Requesting the device implies consent of use in accordance with MCPS policy (IGT-RA) and acknowledgement that the Chromebook, software, and issued peripherals are owned by MCPS.

Student School Supplies: Students will not be asked to pay for or provide textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationary items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools. Students may be asked to pay for materials of instruction that primarily fit into three categories as follows:

- Items eaten by the student as part of the course (example: bread baking ingredients).
- Component parts of a product that will become student property (example: sculpting clay).
- Materials of instruction or items of personal use that become the school property of the student (example: recorder)

Students are still expected to bring individual organizational tools and personal supplies from home. In addition, there are student fees which are not course-related but local school decisions made by the principal in collaboration with the school and parent leadership. These may include fees for special grade-level assemblies, etc. There also may be fees related to field trips, but these will be shared each time there is a field trip and not in advance as a school fee. We are committed to providing all students, regardless of their economic circumstances, with full access to the instructional program. If you need assistance for any requested expense, or with providing the organizational tools and personal supplies, please contact your child's teacher, or our counselors. Parent donations of items that enhance the classroom experience are still welcomed, either as donations from individual parents or organized by class parents or the PTA. They are not required donations and no student will be expected to provide these items, but if you care to contribute, it will be appreciated.

Lunch Account: The Board of Education set meal prices for the 2022-2023 school year. For the paying student, school breakfast is \$1.30, and school lunch is \$2.55. Eligible low-income students will continue to receive meals that are either free or reduced price. Applications for free and reduced priced lunches were sent home to all students the first week of school. **YOU MUST REAPPLY EVERY YEAR.** Applications can be done online. It is not necessary to return a paper copy of your application to the office, if you have applied online. If you do not receive an application, please call the main office to let us know. Menus for the upcoming month will also be sent home with students. You will receive a Cafeteria Lunch Account Statement when your child's lunch account is \$20.00 or lower, to ensure parents have time to make an additional payment. When payments are made to your child's account, the money will be first applied to the negative account. MCPS is providing a service, mySchoolBucks.com, which allows parents to make prepayments to their child's cafeteria account with a credit/debit card using the internet. Once the account is established, you can check balances, view student purchases, set up recurring payments, and receive low balance e-mail notification. Prepayments will generally be available at the school the next day. Go to www.myschoolbucks.com and click on "enroll now." If you choose not to use mySchoolBucks services, you can still send checks into school for any particular amount. Please make sure to put your child's name and student id on the check. Returned checks are subject to recovery for the face value and Maryland State allowed fee of \$25 through an electronic debit or paper draft to the same account. Any questions concerning the MCPS check acceptance policy, please call CHECKredi at 1-800-1222.

If you have any questions about your child's lunch account, please contact Mrs. Sonia Umazor, Diamond ES Cafeteria Manager at (240) 740-2124.

Stop Walk Talk

Stop Walk Talk is a component of our school-wide behavior management system. All Diamond students will receive lessons about *Stop Walk Talk*. Staff members have learned how to respond if a student *reports* problem behavior (the Talk step), as well as how to respond when dealing with the students who do *engage in such behavior*, that is, behavior that is disrespectful and possibly even unsafe.



1) **Stop** Students were taught our hand motion for the Stop signal, which is to hold their left hand palm up and have their right hand move in a perpendicular position and stop on their left hand. The student should then say “Stop (and the behavior that is causing concern)” in a firm, strong voice.

Likewise, students were also taught how to respond ***if they are given the Stop signal***. The student receiving the Stop signal should immediately stop what he or she is doing, take a deep breath, and then go on with their day following our school rules. Students were taught that they should stop what they are doing, regardless of whether or not they *agree* that they deserved the stop signal, or even if they think they were “just joking”, etc. In other words, students were told that “when someone at Diamond tells you to stop, *you need to stop*”. By following these guidelines, students are thereby showing respect for themselves and others.



2) **Walk** If a student gives another student the stop signal, but the problem behavior still continues, students should then ***Walk*** away. Students brainstormed where they could walk to such as a different location on the playground to continue playing or a different square on the carpet.



3) **Talk** Finally, if students have tried to solve the problem by doing the ***Stop*** and ***Walk*** steps, but the peer problem continues, then the student should ***Talk*** to an adult. All of our staff members have been trained on how to respond to a student’s request to talk. First, the staff member will ask the student about the problem. Then, they will ask the student if they used the stop signal and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in the problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal by another student (i.e., to immediately stop what they are doing, take a deep breath, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. If the student continues to engage in disrespectful or unsafe behaviors, parents will receive notification from a staff member.

One important exception to the **Stop Walk Talk** sequence would be if a student has been hurt or is in some type of danger. In such cases, students were told to *immediately* tell an adult, without even using the **Stop** and **Walk** steps.

Our goal in teaching and encouraging the use of the Stop Walk Talk steps is to provide students with some problem-solving tools that can help them deal with situations they may encounter.

Please support our students’ use of Stop Walk Talk at home, at school, and in the community by modeling and encouraging respectful behavior toward others and problem solving when there are conflicts. By working together as partners, we can best assure that our students and your children are being **Respectful, Responsible, and Safe**.

Diamond ES Seeking NAACP Representative: DES is looking for a parent that would like to represent our school as the NAACP Council member. The Purpose of the Parents' Council is to provide a forum through which interested citizens may offer assistance, guidance and support to African American parents and students of Montgomery County Public Schools (MCPS) to pursue the highest quality education possible through encouragement, information sharing, positive motivation, critical evaluation and advocacy. As an NAACP Parents' Council representative you are expected to:

- attend our monthly meetings If you are unable to attend, please send someone else so your school is represented.
- share important information from the Parents' Council with your school community through email lists, phone calls, etc.
- plan/support outreach events/activities at your school
- be a member of the NAACP
- maintain ongoing communication with your school's PTA leadership

If you are interested in supporting our community as our school's NAACP representative, please contact Marsha Knight, Administrative Secretary at 240-740-2120.

New Car-Rider Tag Process: Your child will be bringing home a manilla envelope with Car-Rider information inside the envelope. Each family in the school will receive a Family Car-Rider Number. If your student is a car-rider, even on rare occasions, you must display the family number card on the dashboard of your car or hand from the rear-view mirror that it is clearly visible for our staff during dismissal. If your child(ren) normally ride a bus or a walker, you can keep the car-rider card in your car in the glove compartment or the side door storage. This car-rider tag is only good for the 2022-2023 school year. If you forget your tag, please inform the staff member on duty of your last name and the name of your child. If you have multiple children currently at Diamond ES, you should only have 1 family number. If you receive more than 1 family number, please notify the school's main office team. You will be provided with 3 tags of the same number that you will need to give to those you are assigning to pick up your student (ex. Spouse, relative, nanny, Grandparent, etc. Please have your child practice remembering their family car-rider number. All transportation changes must come by email to the school by 2:00 PM Daily.

School Communication: There are several ways Diamond Elementary School staff communicate with our parent community on a regular basis.

- **Weekly Update Automated Phone and Email Message:** Every Sunday at 6:30 p.m., every Diamond family will receive a connect-ed automated phone message and email from Diamond Elementary School with a weekly update message about what is going on in the building for that particular week.
- **Grade-level weekly update emails:** Every week, parents should receive a weekly update email from their child's classroom teacher about what is going on in their child's classroom for that particular week with a description for each content area.
- **Diamond Mine Monthly Newsletters:** at the beginning of every month, parents will receive a connect-ed email with a link to our monthly newsletter. The monthly newsletter will identify important information and upcoming events for that specific month. The newsletters are also posted on our school website.
- **Diamond Elementary Website:** Parents can access our school website for school information including calendar of events, media center, newsletters, parent information, health room, PTA information, staff directory, reporting a student absence, etc. <http://www.montgomeryschoolsmd.org/schools/diamondes/index.aspx>
- **Diamond Elementary Twitter:** pictures and announcements will be posted on the Diamond Twitter page @DiamondElementary.

MCPS UPDATES:

Sign-up for *MCPS QuickNotes*: *MCPS QuickNotes* is a free e-mail service that provides subscribers with important news and information about MCPS programs and activities, plus emergency information. *MCPS QuickNotes* is offered in seven languages: English, Spanish, French, Korean, Chinese, Vietnamese, and Amharic. Visit www.mcpsquicknotes.org to subscribe.

How to Receive Emergency Information from MCPS: MCPS parents can receive emergency information from the school system in a variety of ways including *MCPS QuickNotes*, Alert MCPS, Twitter, the MCPS website, MCPS TV, and a recorded telephone information line. Please visit www.montgomeryschoolsmd.org/emergency for more information on how to keep in touch with Montgomery County Public Schools and stay informed in times of emergencies.

Student Rights and Responsibilities and Code of Conduct: In order to ensure a safe, productive, and positive learning environment, MCPS publishes two documents that help students, parents, and staff understand school rules and regulations, the expectations for student conduct, and the possible consequences for violating the rules. *A Student's Guide to Rights and Responsibilities* is an overview of the rights and responsibilities students enjoy in MCPS and a summary of the laws and regulations that affect students. The *Student Code of Conduct* provides an overview of discipline procedures and protocols and the range of consequences students could face for violating various policies, regulations, and rules. The guide also discusses the MCPS philosophy to discipline. All families received a copy of these documents and are encouraged to review them with your child(ren). The documents are available online at www.montgomeryschoolsmd.org/students/rights/.

Parent Academy: Parents/guardians and members of the community are invited to participate in these free workshops that provide information, resources, tools, and tips to support your child's success in school. Don't miss this season of workshops, which will be offered on a range of topics, including college and career planning, mental health, cybersafety and social media, active parenting, and positive communication.

Parent Academy workshops are free. Childcare and interpretation services are provided upon request. A full list of courses will be posted at www.montgomeryschoolsmd.org/departments/parentacademy/.

DIAMOND ELEMENTARY SCHOOL

Diamond Mine Monthly School Newsletter Preference

In our continued efforts to support a “green environment”, our school newsletter, *The Diamond Mine*, will be distributed electronically to each family at the beginning of each month. All monthly school *Diamond Mine* newsletters for the 2022-2023 school year will be posted electronically on our Diamond Elementary School website as well for parents to access.

All Diamond families will receive a connect-ed email at the beginning of each month with a link to the newsletter. If you would prefer to receive a paper copy of the school newsletter each month, please fill out the form below and have your child return it to the main office, or send an email to Mrs. Christine Chimera attendance secretary, at christine_m_chimera@mcpsmd.org.

Diamond Elementary School Diamond Mine Monthly School Newsletter Preference Form

If you would like a paper copy of the monthly school newsletter, please complete this form and return it to the main office.

Please send me a paper copy of the school *Diamond Mine* newsletters each month.

Student's Name: _____

Teacher's Name: _____

Parent's Name: _____