



DIAMOND ELEMENTARY SCHOOL

4 MARQUIS DRIVE • GAITHERSBURG, MD 20878

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EXCELLENCE THROUGH EFFORT!

September 5, 2018

Dear Parents/Guardians:

During the beginning of the school year, your child has been learning the expectations and routines of his/her classroom and of Diamond Elementary School. At this time, we would ask you to review the attached school-wide behavior expectations, standards for behavior and consequences policy of Diamond Elementary School. The staff at Diamond Elementary is focused on working with students and their families to promote positive behavior in all school settings. We have three school expectations which are reinforced daily:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

When school expectations are followed, individual students and classes are recognized for their efforts through Blue Dolphin Student Awards. When school expectations are not followed, consequences occur based on the student's inappropriate behavior.

Please discuss this policy with your child by asking your child to tell you about the school rules and ask your child to discuss examples of ways that he or she can use these expectations to learn and participate at school in a positive way. In addition, please sign the response form below and return it to your child's homeroom teacher by **Friday, September 28, 2018**. Revisions will be made as necessary. If you have any questions or concerns, please do not hesitate to contact your child's teacher or the school's main office. As always, by working together, we can ensure a safe and positive learning environment for all.

Sincerely,

Dan Walder
Principal

Tamar Ruth
Assistant Principal

(Detach at dotted line and return signed portion below)

I have read the attached Diamond Elementary School Discipline Policy and I have discussed its contents with my child.

Student Name: (please print) _____

Parent Signature: _____

DIAMOND ELEMENTARY SCHOOL

Standards for Behavior

These are behaviors that are expected at all times, in all places. These behaviors show that responsible students care about and respect all the people in our school community.

- We are present and on time for school each day.
- We do not hurt others by fighting, pushing, or touching them in any inappropriate way. We keep our hands and feet to ourselves at all times.
- We follow directions the first time we are asked by the person in charge.
- We respect our own property, school property, and the property of others.
- We use school appropriate language and tone of voice at all times.
- We do not bring toys to school because they will distract us during instructional time.

Assembly

We are respectful, responsible and safe during an assembly. To demonstrate this we:

- Sit magic 5.
- Pay attention to the speaker.
- Respond or clap when appropriate.
- Respond quickly to the quiet signal.
- Maintain our personal space.
- Listen, watch and learn.
- Be quiet.
- Raise our hands when appropriate.
- Stay with our class.
- Keep our hands and feet to ourselves.
- Walk with care.

Arrival

We are respectful, responsible and safe during arrival. To demonstrate this we:

- Walk quietly and carefully to the front of the building or into the building during inclement weather days to line-up by grade level in the gym.
- Refrain from wandering in the halls; walk directly and quietly to the classroom.
- Walk bikes and scooters while on school property.
- See patrols for assistance and information.

Bus Rules

We are respectful, responsible and safe on the bus. To demonstrate this we:

- Follow directions from the bus driver and the patrols.
- Use an inside voice and speak politely.
- Take care of our belongings.
- Watch for our bus stops.
- Stay seated and facing forward.
- Keep our hands and feet to ourselves.
- Exit the bus in an orderly manner.
- Follow the school rules at the bus stop.

Cafeteria

We are respectful, responsible and safe in the cafeteria. To demonstrate this we:

- Use an inside voice and speak politely.
- Follow the directions from all adults.
- Maintain our personal spaces.
- Use good table manners.
- Follow cafeteria procedures.
- Eat your own food only.
- Raise our hands for assistance.
- Stay seated and only get up with permission.
- Keep our areas clean.
- Keep our hands and feet to ourselves.

Classroom rules

- Specific expectations have been established in each classroom.

Dismissal

We are respectful, responsible and safe during dismissal. To demonstrate this we:

- Sit quietly in classrooms to listen to the end-of-day announcements.
- Leave the classroom when dismissed by teacher.
- Walk directly from the classroom to the bus or home at an appropriate pace.
We Never Push or Run.
- Exit by front doors only.
- Will receive written permission from parents to ride a different bus than the usually scheduled one (office must approve student's note).

Hallways

We are respectful, responsible and safe in the hallways. To demonstrate this we:

- Keep our voices quiet.
- Follow directions from all adults and patrols
- Keep our hands and feet to ourselves.
- Keep hallways clean.
- Carry a pass in the hallway.
- Walk in a straight line.
- Take care of our belongings.
- Walk on the right side (second tile from the wall).
- Keep an appropriate distance from the person in front of us.
- Report problems to the teacher.

Library/Media Center

We are respectful, responsible and safe in the library/media center. To demonstrate this we:

- Follow all adult directions.
- Use an inside voice when talking is permitted.
- Treat books and equipment carefully.
- Follow procedures for checking out and returning books.
- Stay on task.
- Walk and sit with care.
- Push in our chairs.

Playground/ Recess

We are respectful, responsible and safe on the playground and during recess. To demonstrate this we:

- Follow all adult directions.
- Speak and play cooperatively.
- Share equipment.
- Include others in activities and games.
- Follow playground rules and procedures.
- Take care of the equipment.
- Ask for assistance from the recess teachers.
- Keep our hands and feet to ourselves.
- Are careful when moving and playing
- Use the equipment properly.

Restrooms

We are respectful, responsible and safe in the restrooms. To demonstrate this we:

- Keep our voices quiet.
- Use time appropriately.
- Respect privacy.
- Ask permission to use the bathroom.
- Keep the bathroom clean by putting trash in the trash-can.
- Flush the toilet.
- Wash our hands.
- Turn off the water.

Diamond Elementary School's Pledge

*I respect myself, others,
and property.*

*I am responsible for
what I do and say.*

*I am responsible for
persevering in my learning.*

*I am safe by
making good choices.*

The Diamond Elementary Pledge is announced each and every morning by staff and students. Ask your child to state it for you.

ADDRESSING INAPPROPRIATE BEHAVIORS AND CONSEQUENCES

Any inappropriate behaviors that disrupts learning, invades the rights of others, is unsafe or violates a school rule will result in consequences. Disciplinary actions/consequences will be fair and appropriate. They will depend on the severity of the infraction, frequency of occurrence, age, etc. Listed below are the actions which may be taken from the least severe (staff conference/verbal warning) to the most severe (expulsion from school):

Classroom Managed Consequences

- Verbal warnings
- Formal warning- Think Sheet- student completes to help stop and think.
- conference between student and staff member resulting in proactive measures
- consequence/loss of privilege
- student-teacher-parent telephone or in-person conference resulting in consequences as appropriate.
- referral to administrator for conference/disciplinary action if behaviors become chronic.

Administrative Managed Consequences

- Conference with student
- Time out in the office
- Parent conference
- Loss of privileges
- Lunch or recess detention
- Referred to Educational Management Team (school team meeting with parent)
- Alternative structure
- Student contract
- Referred to counselor
- Before/after school detention
- In-school or out-of school suspension (from one to ten days)
- Recommendation for expulsion

MCPS Student Guide to Rights and Responsibilities and Code of Conduct

Please review the Montgomery County Public Schools “A Student’s Guide to Rights and Responsibilities.” The student guide is available on the Montgomery County Public School website at

[https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1201%2018_StudentRightsAndResponsibilities_WEB\(1\).pdf](https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1201%2018_StudentRightsAndResponsibilities_WEB(1).pdf)

Students have a right to an environment of order, safety, and discipline necessary for learning. Student rights and responsibilities with respect to discipline are outlined in the *MCPS Code of Conduct*:

[https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1182%2018 2018 2019 STUDENT Code%20of%20Conduct WEB.pdf](https://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/1182%2018%202018%202019%20STUDENT%20Code%20of%20Conduct%20WEB.pdf). *This guide provides detailed information* and 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 and defines the various disciplinary responses. The goal of any disciplinary consequence is to help students understand why such behaviors are inappropriate and to learn more positive ways of handling a situation.

All incidents are appropriately investigated and given careful consideration to assure that the school's response is appropriate. Students or their parents may appeal a disciplinary action by stating concerns in writing to the principal. The principal or designee will meet with the parent and other relevant people within 24 hours to resolve the matter. * **Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school.**