



DIAMOND MINE

Diamond Elementary School
February 2025

Dear Diamond Elementary Families,

We have completed the second marking period and we are now beginning the third marking period. Diamond Elementary staff are focused and committed to providing all students with a rigorous instructional program. Students are continuing to receive challenging learning opportunities on a daily basis, whether it is through enrichment instruction, additional support and extra practice. On Monday, February 5th, second quarter report cards will be sent home to parents and/or guardians. Once they arrive, please review the report card grades with your child and sign and return the report card envelope to your child's teacher. Please call your child's teacher if you have any questions, concerns, or if you would like to have a parent-teacher conference to discuss your child's progress.

We have many exciting events taking place during the month of February, such as the **Valentines Day Dance** and our **annual classroom Valentine's Day parties on February 14th from 2:30 -3:30 p.m., our Family Reading Night on February 26th at 6:30 p.m., and various grade level field-trips and assemblies.** Please note the important dates on the calendar and add to your family calendars. If you have any questions, please contact the main office at 240-740-2120.

Sincerely,

Daniel Walder
Principal

FEBRUARY CALENDAR

February 6

Report Card Distributed

February 7

Grade 3 Field Trip to
Imagination Stage

February 13

Flyer Distribution

February 14

Valentines' Day Classroom
Parties- 2:30-3:30 pm
Valentines' Day Dance- 7:00 PM

February 17

Holiday - Schools and Office
Closed- President's Day Holiday

February 25

No School for PEP students-
Professional Learning

February 26

Family Reading Night- 6:30 PM

February 27

2nd Grade Assembly- Noa Baum

February 28

Early Release Day- Dismissal
begins at 1:20 pm
No School for PEP students
Incoming Kindergarten Parent
Coffee- 9:45 AM

Valentine's Day Parties: The Valentine's Day parties will be on **Friday, February 14th**. The Valentine's Day parties will be held from 2:30-3:30 p.m. We ask that all parents and visitors sign in and receive a visitor pass before going to their child's classroom. Classroom party planners need to make sure that the treats and snacks during the party include some healthy options. Classroom room parent and party planners (up to 5 parents including the room parent) can help in the classroom during the party. If a student is planning to distribute Valentine's Day cards to their classmates, they must have a valentine's day card for each student in their homeroom class. If you do not want your child to participate in the Valentine's Day party, please complete this google form by Thursday, February 13th: <https://forms.gle/eWRhwjUaoK7d2fLx8>

Incoming Kindergarten Parent Coffee Scheduled for February 21st and March 21st:

Diamond Elementary will be holding an Incoming Kindergarten Parent Coffee for parents who will be sending their child(ren) to Diamond Elementary next fall for Kindergarten. The Incoming Kindergarten Parent Coffees are scheduled for Friday, February 21st and March 21st from 9:45-11:00 a.m. This event is for parents only. To register for the Incoming Kindergarten Parent Coffee, please complete the online-form to RSVP your attendance at the Incoming Kindergarten Parent Coffee: [Kindergarten Parent Coffees Google Form](#). Per Maryland State Department of Education regulations, to be eligible to enter kindergarten for the 2025-2026 school year, **children must be five years of age by September 1, 2025. Children who will turn five years old between September 2 and October 15, 2025 are eligible for consideration for the early entrance to kindergarten process.** Contact Mrs. Chimera in the main office for more information on the early entrance to kindergarten process. The Incoming Kindergarten Coffee will provide parents who are unfamiliar with our kindergarten program with a sneak peek into the Kindergarten program at Diamond ES, a tour of the school and kindergarten classes, and a question and answer session at the end. We ask current Diamond families to pass this information onto any neighbors who may have a child that will be turning 5 years old and will be enrolling in Kindergarten next school year. Please call the main office at 240-740-2120 if you have any questions.

Cold Weather Reminder: Please be sure to send your child to school dressed for the weather. An idea to consider is having your children layer clothing, so that the child can take off a sweater or sweatshirt depending on the varying temperatures. In addition, students should have a warm jacket, gloves and a winter hat for arrival/dismissal and outdoor recess. We have noticed many children wearing shorts and no jackets when it is in the 30's and 40's. We strive for the students to have outdoor recess everyday, weather permitting. In order for the students to go outside for recess, the temperature needs to be at least 29 degrees (including wind-chill) and reasonably dry/damp conditions on the recess blacktop and wood-chip area. We believe that the time outdoors each day is important for the children as a way to release energy and build concentration for afternoon instruction. With the current chilly temperatures students will need a winter jacket, winter hat, and gloves for outdoor recess.

Financial Aid: Financial aid is available for school field trips. Please contact your child's teacher, Mrs. Christie Meuer or Mrs. Daina Kuzmickas, school counselors, or the Diamond Elementary School office if such help is needed.

Order Your Diamond ES Yearbook Now: In conjunction with Classic Photography, Diamond Elementary School is offering yearbooks for the 2024-2025 school year. Pre-orders start in January and will continue through April 25, 2025, with delivery expected on or about early June. Early-bird price of yearbook is \$25.00 from January 1-April 25. Yearbook Orders after April 25th will increase in cost to \$28.00. Yearbooks will be distributed to students in June 2025 before the last day of school. To order a School Yearbook, follow these 2 easy steps:

Step 1: Please complete this DES Yearbook Order Form. DES Yearbook Order Form:

<https://forms.gle/FVRZLpXYB9HQgf5L8>. This indicates your interest in purchasing a school yearbook.

Step 2: Submit your payment for the DES Yearbook. (There are 3 options for payment)

Payment Option 1: Purchase yearbook online through Online School Payment:

<https://mcpsmd.schoolcashonline.com/>

Payment Option 2: Purchase yearbook with check payable to “Diamond Elementary School” and submit to school’s main office.

Payment Option 3: Purchase yearbook with cash payment (exact payment only: \$25.00) and submit in an envelope addressed to Diamond ES Yearbook to the school’s main office.

You can use this [SchoolCash Online](#) document for procedures on setting up an online account.

We prefer online payments: <https://mcpsmd.schoolcashonline.com/>. As mentioned before, we also accept checks made payable to “Diamond E.S.” or cash payment (exact change only). Any questions regarding the yearbook, please contact Mr. Desai @ Rahul_G_Desai@mcpsmd.org.

Leader In Me Parent Overview for February:

Everyone Can Win

Thinking win-win is the key to working well with others. It is the most effective way of thinking, especially in a family. Families that learn and practice win-win thinking are happier, experience less conflict, and are better able to meet the family challenges that arise.

STEPS

I balance courage for getting what I want with consideration for what others want.

I make deposits in others' Emotional Bank Accounts.

When conflicts arise, I look for 3rd Alternatives.

I cooperate instead of compete.

COMMON LANGUAGE

Cooperate

Mutual

Win-win

Family Activity: As a family, take turns acting out each of the ways of thinking in the boxes below. Have one person pretend to be sitting on the couch watching TV and the other person enters the room interested in watching TV. After role-playing each scenario, discuss what feelings that particular way of thinking generates and write them down.

Win-Lose

I get the remote and you get nothing.
We don't have enough for the both of us.

Feelings:

Lose-Win

You get the remote and I get nothing.
If you win, I am a loser.

Feelings:

Lose-Lose

We argue and I throw the remote against the wall.
If I'm going down, you're going down with me.

Feelings:

Win-Win

You and I decide to turn off the TV and play cards. It's not about you or me; it's about both of us.

Feelings:

Personal Mobile Devices Are Not Permitted At School:

As stated by Montgomery County Public Schools policy and Diamond Elementary School Policy, Elementary school students are not permitted to use Personal Mobile Devices (PMDs) during the student school day: 9:05am-4:10pm. This includes in the school building, classroom, during lunch and recess, specials classes, on school buses, etc. Elementary school students may use PMDs before and after the student day. If students have PMDs in their possession at school, the PMDS must be turned off and kept in their backpacks during the entire student school day. MCPS monitors and reserves the right to investigate all PMDs and PMD activity on the MCPS network. PMDs may be confiscated by school staff members if they are used in a manner inconsistent with Montgomery County Board of Education policies or MCPS regulations or rules. Any student who violates this regulation will be subject to disciplinary action, in accordance with the Student Code of Conduct in MCPS. MCPS and Diamond ES will assume no responsibility or liability for loss, theft, or damage to a device or for the unauthorized use of any such PMD.

What is a personal mobile device (PMD)? A personal mobile device (PMD) refers to any non-MCPS-issued device used to send or receive data via voice, video, or text. Mobile phones, e-readers, tablets, personal computers, smart watches, or other devices equipped with microphones, headphones, speakers, and/or cameras are all considered PMDs.

In accordance to the Montgomery County Public Schools Regulation COG-RA, students must abide by the following conditions:

- Students may not use personal mobile devices on MCPS or commercially chartered buses used for school-sponsored activities during the official student day 9:05 am to 4:10 pm.
- Students may not use a personal mobile device on any MCPS property in a manner that is illegal, profane, indecent, obscene, constitutes an invasion of privacy, or violates MCPS regulations regarding academic integrity. Examples of this include, but are not limited to, photographs or text messages.
- Any child with a personal mobile device (Cell phones, i-watches/smart watches, etc) must have the device turned off and kept in student back pack during the student school day (9:00 a.m. – 4:10 p.m.). Personal mobile devices may be used **only** before arrival (prior to 9:00 am) to school and after school dismissal (4:10 pm).
- Personal mobile devices are not to be shared with other students
- Students may get permission to use the main office telephones during the school day, before, and after school whenever they need to communicate with a parent or guardian. Calls about medical concerns are made through the Health Room. Social calls are not allowed. Students cannot contact their parent during the school with a cell-phone, i-watch, smart watch, etc.

Any student who violates the conditions to the cell phone/communication device contract will be subject to disciplinary actions. Depending on circumstances, the disciplinary action could include, but not be limited to, conference, confiscation of the device, loss of privileges, detention, or possibly suspension. Failure to agree to these conditions will result in any/all of the following consequences:

- First Offense: confiscation of the personal mobile device. **Only** a parent may pick-up a student's communication device. **The personal mobile devices will not be returned to students.**
- Second Offense: confiscation of the personal mobile device. Administration will schedule a conference with the student and his/her parent/guardian. The personal mobile device will be returned to the parent/guardian following this conference.
- Third Offense: Permission to have a personal mobile device at school is revoked for the remainder of the school year and possibility of detention/suspension.

Responsibility/Liability

- MCPS and Diamond ES will assume no responsibility or liability for the loss, theft, or damage to a device or for the unauthorized use of any such PMD.

MCPS UPDATES:

Winter weather emergencies, such as snow and ice, may cause disruptions in school operations, including school closings, delayed openings, or early dismissals. This letter provides information about the procedures used when such disruptions occur. Also, information is provided about the weather contingency plan that would provide for makeup instructional days if the school year is disrupted by emergencies and schools are closed three or more days.

There are six color-coded operational status options (<https://drive.google.com/file/d/10bZrL32CLOPi-TIMJ-o2JusQ4dfhShp0/view>) and messages related to inclement weather. The safety of students and staff is critical, and being able to communicate clearly during these moments is paramount. In these cases, MCPS will select one of the operational status options below and communicate accordingly:

- Code Green: Normal Operations
- Code Yellow: Two-Hour Delay
- Code Blue: Early Closing
- Code Orange: Schools Closed/Offices Open
- Code Red: School System is closed

School Closing: When schools are closed systemwide, all instructional programs and extracurricular activities in schools are cancelled. Private child-care providers in school buildings may elect to stay open if schools are closed but administrative offices are open. In extreme conditions, administrative offices also may be closed. If this occurs, private child-care programs located in school buildings are closed as well.

Delayed Opening: A delayed opening means that schools open 2 hours later than scheduled. All school buses operate on the same delayed schedule, and therefore, the pick-up times are 2 hours later than normal. When elementary schools open on a delayed schedule, the following programs are cancelled—morning sessions of Head Start, prekindergarten, and other specialized programs or field trips scheduled before 10:50 a.m. (e.g., the Thomas Edison High School of Technology morning session). Activities that begin after 10:50 a.m. will be held as scheduled. Afternoon sessions of prekindergarten begin at the regular time. Parents/guardians should continue to check radio, television, or web announcements in the event a decision to delay the opening of schools is reconsidered and a decision to close schools for the day is made (by 7:00 a.m.).

Early Dismissal: An early dismissal means that schools will close 2.5 hours earlier than scheduled. All school buses operate on that same early schedule, and therefore, drop-off times are 2.5 hours earlier than normal. When elementary schools close early, afternoon prekindergarten and other early childhood programs are cancelled, as well as any special programs or field trips scheduled after 10:50 a.m. Morning prekindergarten and morning half-day Head Start students will be dismissed at 10:50 a.m.

Public Announcements

Information about school operations is announced publicly as soon as possible on area radio and television stations, MCPS TV (Comcast Channel 34, Verizon Channel 36, and RCN Channel 89), on the Internet at www.montgomeryschoolsmd.org, through the *myMCPS* mobile app, and on a recorded telephone message at 240-740-2837. Emergency announcements are available by signing up for *Alert MCPS* text and e-mail notifications and on the MCPS Outlook, Twitter, and Facebook accounts. If schools are closed or delayed, the announcement is made no later than 5:00 a.m. (or the night before if possible). If schools are closing early, the announcement is made by 11:00 a.m.

Winter Weather: Stay in Touch with MCPS: MCPS offers numerous ways for parents to learn about school closures, delayed openings, and early dismissals due to inclement weather.

- **AlertMCPS:** Receive text messages or emails from MCPS during weather-related emergencies and other major events that impact school system operations. Parents can also sign up to receive alerts specific to their child's school. Subscribe to AlertMCPS at <http://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx>
- MCPS homepage: www.montgomeryschoolsmd.org
- QuickNotes email news service: Subscribe at <http://www.montgomeryschoolsmd.org/info/quicknotes/subscribe/>
- MCPS cable channel: Comcast 34, Verizon 36 or RCN 89
- Recorded information (English and Spanish): 301-279-3673
- Ask MCPS: 301-309-6277. Staff take calls from 7:30 a.m. to 5:30 p.m., Mondays through Fridays, in English and Spanish.
- MCPS Twitter: <http://twitter.com/mcps>
- Local radio and TV stations: Visit <http://montgomeryschoolsmd.org/emergency/> for more information.

Emergency Weather Contingency Plan: The current school year for students ends on Monday June 16, 2025 (due to snow closures so far this year). However, an emergency weather contingency plan will add makeup instructional days if the school year is disrupted by weather emergencies and schools are closed three or more days. Dates identified as possible makeup instructional days include: March 31, June 6, June 17, June 18, June 20 and June 23.

Weather Conditions and Decisions: The school system uses a variety of sources of information to determine whether to close schools, delay the opening of schools, or dismiss schools early. These sources include actual physical inspection of road and school conditions by transportation officials and other staff at areas throughout the county and an analysis of independent reports from the National Weather Service, Accu-Weather, and the news media. The most severe weather conditions within the county are used as the basis for decision making. Consistent procedures are maintained in order to respond quickly to emergency weather conditions and protect the safety and well-being of students. All public schools within Montgomery County adhere to the same schedule relating to emergency weather conditions. The decision to change school operations is made by the superintendent of schools or his designee typically by 5:00 a.m. or the night before if possible, and affects all schools within the school system.

Application and Selection Process for Elementary World Language Immersion Programs:

If you are interested in having your child attend the Elementary Foreign Language Programs (Chinese, French, Spanish), the immersion lottery process application dates **are from February 3rd to April 11th**. Incoming Kindergarten students and non-MCPS students entering Grades 1-5 need to be pre-enrolled in their home school to have an ID number assigned before applying. An Immersion presentation, program information, and directions for parents/guardians will be available on the MCPS homepage and the immersion website on January 15, 2025. Parents/Guardians will use the google interest form and they will receive an email with a summary of their immersion program request. If interested, please submit this form by April 11, 2025 deadline. The Division of Consortia Choice and Application Program Services (DCCAPS) will email student placement notifications to the parents/guardians and communicate with the elementary schools regarding student placement in the middle of May 2025. Elementary Immersion Interest Form: [2025-2026 Elementary Immersion Interest Form](#)

The form and directions will be available on the Montgomery County Public Schools website at <https://www.montgomeryschoolsmd.org/curriculum/specialprograms/admissions/immersion>, or at our school's main office, or by calling the Division of Consortia Choice and Application Program Services at 240-740-2540.

The continuation of transportation for the 2025-2026 school year for regional and countywide immersion programs is subject to budget approval.

For more information, click on this link for an Elementary World Language Immersion Program Overview: [Elementary World Language Immersion Programs Overview](#)

Student Transfer Application Season Scheduled from the First School Day in February 2025 Through the First School Day in April 2025

Montgomery County parents/guardians who wish to request a Change of School Assignment (COSA) for their children from their home school may begin the process during the upcoming transfer season; from February 3 through April 1, 2025. COSA requests will not be accepted after April 1, 2025, unless the family is new to their address or there is an emergency event that could not have been foreseen.

Students in Montgomery County Public Schools (MCPS) are expected to attend the school within the established attendance area in which they reside (home school) or assigned in accordance with their Individualized Education Program (IEP). Students may apply for Change of School Assignment (COSA) from the home school, or the school of assignment through the IEP process, based on the following criteria:

- When a documented unique hardship is shown: Students may apply for a COSA when extenuating circumstances related to their specific physical, mental or emotional well-being or their family's individual or personal situation could be mitigated by a change of school assignment.
- When a family moved within Montgomery County who wish to continue attending their former home school may request a COSA without demonstrating a unique hardship. Such requests may be considered for a remainder of the current school year only, with the exception that students in Grade 11 or 12 may be granted a COSA to stay through high school graduation.
- When a student seeks to attend the school where a sibling will be enrolled in the regular/general school program, or a special education program, during the year the students wants to enroll.
 - ▶ When a sibling attends a magnet, language immersion or other application program at elementary level, a COSA may be approved to the regular school program for other sibling on a case-by-case basis. Such approval requires consideration of available classroom space, grade-level enrollment, staffing allocations, or other factors that impact the schools involved.

The criteria above regarding siblings do not apply if a boundary change has occurred or if the sibling is in PreK. Consideration will be given to school capacity and other issues that impact the ability of the requested school to admit new students.

The transfer process begins in the home school, where parents/guardians may request the *Change of School Assignment (COSA) Information Booklet* through ParentVue. The booklet describes the process, and provides useful information. Beginning the first week of February 2025, the COSA booklet will be available in both English and Spanish. Exempt countywide programs that do not fall under the transfer guidelines are listed in the booklet.

New for the 2025-2026 school year, parents must submit their request for a change of school assignment (COSA) online through their ParentVue portal. The parent making the request will be copied on an email notification sent to the administrative team of the student's current school shortly after the submission; this will serve as their "receipt" of request and will be sent to the email they entered when completing the online form.

For information about assignments for students residing in the Northeast, Downcounty or Middle School Magnet Consortium areas, please contact the Division of Consortia Choice and Application Program Services 240-740-7800 or visit the website at www.montgomeryschoolsmd.org/departments/schoolchoice.

For more information about the transfer process, parents/guardians are encouraged to contact the principal at their home school. Non-english speaking students and parents/guardians who may require assistance may contact ASK MCPS to get the information they need by telephone at 240-740-3000. Telephone operators who speak English and Spanish are available from 7:30am to 5:30pm, Monday through Friday. Parents who speak languages other than English or Spanish who call the ASK MCPS telephone line and identify their language will have their questions answered through a telephone interpreter.

English and translated copies of Form 335-45, Request for Change of School Assignment, is available online at <https://www.montgomeryschoolsmd.org/info/transfers/>.



Diamond Elementary Arts Program February Newsletter

What is going on in **Art** class during February?

Kindergarten – Students in Kindergarten will create painted printed hearts.

Grade 1 – Students will create Colligraph buildings to create a collaborative city.

Grade 2 – Students will create prints from Styrofoam.

Grade 3 – Students will use clay to create a donut.

Grade 4 – Students will create one point perspective drawing.

Grade 5 – Students will finish collaging and begin creating Tessellations.

What is going on in **Music** class during February?

Kindergarten students will sing within a limited vocal range and sing songs that use the voice in a variety of ways. Students will produce appropriate sounds in response to picture symbols representing long/short and high/low sounds. Students will maintain the steady beat on instruments and using locomotor and non-locomotor movements.

1st grade students will be working on reading simple rhythm and pitch patterns. Students will notate simple rhythm and pitch patterns, placing notes in spaces and on lines. Students will identify musical form that is the same or different (AB or ABA).

2nd grade Students will play a bordun or drone on barred instruments. Students will be working on reading simple rhythm and pitch patterns and musical symbols. Students will sing with proper breath support and posture.

3rd grade students will use music vocabulary to describe expressive qualities heard in music. Students will also read simple melodies and interpret music symbols to perform a song.

4th grade students will perform, listen to, dance to, and describe examples of music that represent musical styles and traditions from various historical periods and world cultures. Students will read and notate short rhythmic and melodic phrases be using standard notation.

5th grade students will perform, listen to, dance to, and describe examples of music that represent musical styles and traditions from various historical periods and world cultures. Students will read and notate short rhythmic and melodic phrases be using standard notation.



Diamond Elementary Arts Program February Newsletter

What is going on in **Physical Education** class during February?

Kindergarten students will be able to demonstrate gymnastics through different balances and weight transfers.

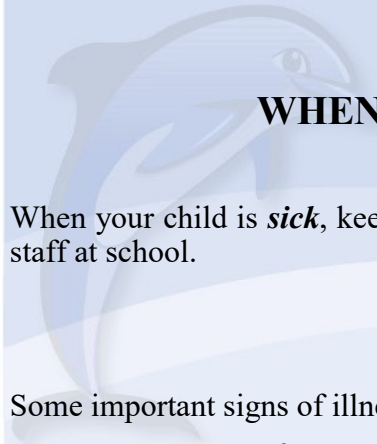
1st grade students will be able to demonstrate gymnastics through static and dynamic balances, weight transfers and sideways rolls.

2nd grade students will be able to demonstrate gymnastics through a tumbling sequence consisting of balances and weight transfers.

3rd grade students will be able to demonstrate gymnastics through a tumbling sequence consisting of balances, weight transfers, and rolls.

4th grade students will be able to demonstrate gymnastics through a tumbling sequence using balances, weight transfers and rolls.

5th grade students will be able to demonstrate gymnastics through a tumbling sequence using balances, weight transfers and rolls.



MESSAGE FROM THE HEALTH ROOM

WHEN SHOULD YOU KEEP YOUR CHILD AT HOME?

When your child is **sick**, keep him/her home from school. This not only benefits your child, but other children and staff at school.

WHAT ARE IMPORTANT SIGNS OF ILLNESS?

Some important signs of illness are:

- A temperature of more than 100.0 degrees. (If child has had a fever, he/she must be fever free for 24 hours before returning to school.)
- Nausea or vomiting
- Stomach Ache
- Diarrhea
- Pale or flushed face
- Headache
- Cough
- Ear ache
- Thick discharge from nose
- Sore throat
- Rash or infection of the skin
- Red or pink eyes
- Loss of appetite
- Loss of energy or decrease in activity.

WHAT SHOULD I DO IF MY CHILD HAS ANY OF THESE SIGNS?

If your child **has any of these symptoms** when it is time for school, it is best that he/she **stay home**. Most childhood illnesses are over soon and no cause for worry. But, if the symptoms are severe or persist for more than 24 hours, you should contact your private source of medical care.

Children sometimes **use illness as an excuse to miss school**. On the other hand, some children force themselves to go to school even though they are sick. It is up to you to **be alert** to your child's health and to decide when it is best to send him/her to school.

WHAT WILL HAPPEN IF MY CHILD BECOMES ILL AT SCHOOL?

If your child complains **of being sick or does not look well** after he/she reaches school, we **will contact you**. Therefore, it is important that you provide **the school with up-to-date information** and **phone numbers** to call in case it is necessary to contact you.

Diamond Elementary Yearbook Order

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We prefer online payments through School Cash Online: <https://mcpsmd.schoolcashonline.com/>
As mentioned before, we also accept checks made payable to “Diamond E.S.” or cash payment (exact change only). You can use this [SchoolCash Online](#) document for procedures on setting up an online account.

Any questions regarding the yearbook, please contact Mr. Desai @ [Rahul G Desai@mcpsmd.org](mailto:Rahul_G_Desai@mcpsmd.org).

Diamond Elementary Yearbook 2025 order

Only return this tear-off form if you are submitting cash or check payment to order a DES yearbook.

Student's Name: _____

Teacher: _____ Grade: _____

Quantity: _____ Amount Enclosed: _____ (\$25 per yearbook)

School Cash Online

Diamond Elementary School offers SchoolCash Online for making online payments for field trips and other school orders and fees like school yearbook, etc. SchoolCash Online is the preferred method of payment for all school-related fees.

SchoolCash Online helps parents/guardians and community members pay school-related fees safely, quickly, and easily. It will help increase efficiency and security at schools by making payments directly into schools' bank accounts and eliminating the need for teachers to handle money. In addition, once registered, you will be immediately informed about school activities!

Powered by KEV Group, SchoolCash Online is the industry leader in the management of school fees. The system puts all the school-related fees online for purchase so users can make purchases online using a credit card or e-check. A processing fee will be included on all items available for purchase, regardless of the type of payment used on SchoolCash Online or at the school.

How to register

- Go to <https://mcpsmd.schoolcashionline.com/> and click **Register**. Then, click the Green button **“Use your MCPS Parent/Guardian Account”**
- Sign in with your MCPS Parent/Guardian Account login. If you haven't registered with it yet, follow these steps:
 - Click “Sign Up now”
 - Enter the email address you have on file at your child's school (e.g., ParentVUE email)
 - Click the “Send verification code” button
 - Enter your verification code from your email and click “Verify code”
 - Create your password for the account.
 - Enter First and Last name in the appropriate fields
 - Enter the email address you have on file at your child's school (e.g., ParentVUE email)
 - Click the “Send verification code” button
 - Enter your verification code from your email and click “Verify code”
 - Create your password for the account.
 - Enter First and Last name in the appropriate fields
 - Click the “Create” button
- Go back to https://mcpsmd.schoolcashionline.com and sign in with the email address on file and the password you created
- Answer “Yes” to receive email notifications of new school-related fees assigned to your student.

If you have any questions, please contact the school's main office team.