



ARBUTUS MIDDLE SCHOOL

5525 SHELBOURNE ROAD
ARBUTUS, MD 21227



Perry Warren, M.Ed.
Principal

Phone: 443-809-1402
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Dear Arbutus Middle School Families,

I hope all of you have found some time to rest, relax, and adventure this summer. We are excited to welcome our students back to AMS on August 28th. We have spent the summer preparing for the return of students and are ready for a successful school year. Inside this Back-to-School mailing you will find important documents such as: PTA Welcome Letter, school supply list, health forms, and directions for accessing student schedules. Transportation information is forthcoming and will be available in FOCUS student portal.

Incoming 6th Graders:

Incoming sixth graders are welcome to join us for sixth grade orientation day on Thursday, August 24th. The events of the day will focus on the transition to middle school and cover topics such as navigating the building, schedules, lockers, lunch, and entry/dismissal. The school bell schedule for the orientation day is 8:20 am – 12:20 pm.

Opening Day:

Opening day for students is **Monday, August 28th**. Doors will open at 8:10 am, students arriving before that time should wait outside of their designated entrance (6th Grade: Music Entrance; 7th Grade: Main Entrance; 8th Grade: Gym Entrance). Staff will be on duty to welcome students and assist with any questions. Our school day begins at 8:20 AM and ends at 3:05 pm.

Upon entering the building, students should report to their first period class. Staff will be present in the hallways to assist any student who is unsure of where to report. Students with scheduling questions will be assisted during first period. Teachers begin instruction at 8:20 am, it is important that students arrive to school on time to ensure they are prepared. At the end of the day, students are dismissed at 3:05 pm to the front or back to board buses. Car riders should be picked up in the back lot. Walkers may exit out front or back.

Drop Off / Pick Up:

For safety reasons, all car riders are dropped off and picked up in the back of the school. School personnel will be present at 8:05 am to assist students with entry and will be directing students at dismissal. Cars should not drop off on Shelbourne and make U-turns on this road. No cars should be present in the front or back bus loops. We thank all our AMS families for their cooperation and assistance with arrival and dismissal protocol. It aids in developing a safe environment for our students.

Assistant Principal & Counselor Assignments:

Grade 6: Mrs. Monique Owens (Assistant Principal); Mrs. Taylor Edwards (Counselor)

Grade 7: Dr. Matthew Sullivan (Assistant Principal); Ms. Kathy Gardner (Counselor)

Grade 8: Ms. Lynetta Parker (Assistant Principal); TBA (Counselor)

Additional School Security & Safety

We ask that families update all student emergency contacts. Anyone who comes to pick up a child must be listed on the contact form. Please ensure all addresses, phone numbers, and e-mail addresses are up to date so that we can effectively communicate through School Messenger.

ALL visitors to AMS must report to the front office after being let in through the front doors. No visitors will be permitted through any entrance other than the main entrance. All visitors must provide ID when checking in.

Back-to-School Night:

Our AMS Back-to-School Night will be held on Wednesday, September 13th from 6:00 to 8:00 pm. More information will be forthcoming about this evening.

Where to find additional AMS News:

Arbutus Middle School Website

Arbutus Middle School Facebook Page

Arbutus Middle School PTA Facebook Page

Important information regarding school events, transportation, and updates will be provided through the School Messenger system.

Please contact us if you have any questions at (443) 809-1402. Our front office staff are:

Ms. Emily Derrenberger - Front Office

Mr. Matthew Moser – Front Office

Mrs. Krista Wallman – Guidance & Student Records

Mrs. Doris Creek - Administrative Assistant

In closing, I want to inform you that in the coming weeks I will be taking a brief paternity leave to welcome a new addition to my family. I want to assure you that our dedicated leadership team and faculty will successfully manage school operations and provide a safe, supportive, and rigorous learning environment for our Eagles. I will remain connected during my absence and I thank you for your understanding and support during this special time.

We are looking forward to a great year at AMS!

Best Regards,

Perry Warren, Principal