

AMS Vision

Arbutus Middle School students will have the knowledge, skills, and attitudes to reach their potential as middle level learners and be prepared to participate in their high schools and communities as responsible and productive 21st century learners and citizens.



GO EAGLES

AMS Mission

Create a Better World!

Arbutus Middle School embraces the challenge of ensuring success for every student. We strive to create opportunities for all students to experience academic, personal, civic, social, and vocational growth. We work together as a school community to provide a visibly safe, disciplined, inviting, and nurturing environment. At Arbutus Middle School, we believe that middle school is a time when students grow as creative and critical thinkers. Our mission is to help our students develop into life-long, 21st century learners who are college and career ready.

Arbutus Middle School



Parent Handbook

5525 Shelbourne Road
Baltimore, Maryland 21227

General Phone Numbers:

Main 410-887-1402

Fax (Main) 410-536-1164

Cafeteria 410-887-1458

School Counseling 410-887-1404

Nurse 410-536-0976

Website: <http://arbutusms.bcps.org>

Twitter: [@ArbutusMS](https://twitter.com/ArbutusMS)

Facebook: www.facebook.com/arbutusmiddleschool



Arbutus Middle School

ADMINISTRATION

Ms. Michelle P. Feeney—Principal

Ms. April Jones—Assistant Principal (Gr. 6 A-K, Gr. 7)

Mr. Perry Warren—Assistant Principal (Gr. 6 L-Z, Gr. 8)



Instructional Staff

LANGUAGE ARTS & READING

Ms. Lynn Elliott: DC
Ms. Rebecca Bowers
Mr. Nathaniel Crenner
Ms. Gail Gast
Ms. Caroline Jones
Ms. Emily Kelley
Mr. Conor Mulville
Ms. Rizza Padilla
Ms. Laura Prenger
Ms. Ashley Richards
Ms. Caitlin Webster

MATHEMATICS

Ms. Julie Pierce: DC
Ms. Elizabeth Bill
Ms. Clair Brown
Mr. Travis Brown
Ms. Cindy Evans
Mr. Kyle Hlauchock
Ms. Emily Kraus
Ms. Melissa Panackal
Ms. Christine Ruszkowski

SCIENCE

Ms. Katherine Dell: DC
Ms. Erica Aaron
Mr. Ian Arthur
Ms. Amber Ary
Ms. Sarah Avery
Ms. Alice Buckner
Ms. Nicole D'Andrea
Ms. Marie Flynn
Mr. Jonathan Krieger-PLTW
Ms. Heather Vandenburg

SOCIAL STUDIES

Ms. Christina Lathroum: DC
Mr. Kenneth Allen
Ms. Katie Bentley
Mr. Devin Durham
Mr. Benjamin Fusco
Mr. Brian Mangiafico
Mr. Jared Melrath
Mr. Andrew Murray
Ms. Renee Whitby

FOREIGN LANGUAGE

Ms. Katrina Rigby-Chinese: DC
Ms. Paula Belmar-Luz-Spanish
Ms. Cynthia Lint-Spanish
Ms. Sherri McCusker-Spanish
Ms. Elizabeth Milstead-Spanish

SPECIAL EDUCATION

Ms. Elizabeth Piel: DC
Ms. Deborah Donovan-FALS
Mr. Dan Piel-SELS
Mr. Daniel Ream-FALS
Mr. Daniel Will-Behavior Interventionist

SPECIALS

Ms. Amy Happel: Health/Physical Education DC
Mr. Eric Esbrandt: Health/PE
Ms. Renee Meyers: Health/PE
Mr. Sean Northcraft: Health/PE
Ms. Maria Randlett-Tydings-Health/PE, Athletic Director
Mr. Jason Weiner: Health/PE
Ms. Danielle Brown: Art Department Chair
Ms. Maria Kuruc-Art
Ms. Savanah Schmitt: Art
Ms. Kelly Boyle-Band: Music Team Leader
Ms. Caitlin Blough-Vocal Music
Mr. James Miskimon-Instrumental Music

The AMS Eagle P.R.I. D.E. PLEDGE

**I am Prepared.
I am Responsible.
I have Integrity.
I am Diligent.
I give and Earn Respect.**

Dear Parent/Guardian:

Welcome to **Arbutus Middle School!**

The AMS faculty and staff look forward to working together with you as we support your child during his or her middle school years. A successful middle school experience begins with effective communication between home and school. This Parent Handbook includes the answers to many frequently-asked questions. We encourage you to keep this guide handy so that it can serve as a reference for you throughout the school year. Also, please visit our school website often, read the monthly newsletter, which is available electronically on the school website, and pay special attention to the periodic school community calls and e-mails, as well as the new cell phone policy, sent to you from our school office.

We are certain this guide will provide useful information for you throughout the school year; however, we are always looking for ways to improve communication with you. Please call our school office or email me with any suggestions that will enable us to better serve you and your AMS student!

Sincerely,

Michelle P. Feeney, Principal

410-887-1402

mfeeney@bcps.org

Positive Behavior Interventions and Supports (PBIS)

We are committed to developing and sustaining a school that is physically and emotionally safe for all children. To this end we are describing behaviors we define as acceptable at Arbutus Middle School.

In order to maintain a safe and secure learning environment, the school has adopted a philosophy of Positive Behavior Interventions and Supports (PBIS). This philosophy promotes recognizing students for their positive behaviors and academic excellence based on the AMS expectations of the P.R.I.D.E. pledge.

P: I am Prepared
R: I am Responsible
I: I have Integrity
D: I am Diligent
E: I give and earn Respect

Students are explicitly taught to practice the Expectations of being Safe, Respectful and Responsible (SR2). School staff members are continually evaluating student behavior and will acknowledge students for their continued positive behaviors through a variety of ways. They may receive a verbal acknowledgement of good behaviors, they might earn Eagle Bucks for their behaviors, and possibly be recognized by the team of teachers as Student of the Month. Staff members decide which behaviors can and should be ignored, which behaviors can and should be tolerated, and which behaviors call for intervention. Participation in extra-curricular activities is dependent upon good citizenship.

These behaviors can be classified into three categories:

Safe	Respectful	Responsible
Hands and feet to self	Helping others	Be prepared for class
Follow staff directions	Speak with kind words and tone	Raise hand to participate
Sit properly in chairs	Listen to the ideas of others	Turn in work on time
Move quickly to class	Speak respectfully to staff	Leave others' property alone
Wait in an orderly line	Follow staff directions	Report to class on time
Respect artwork/posters on walls	Enter classrooms quietly	Keep area in hallways and classrooms neat
Walking through the hallways and courtyard	Respect others' opinions and rights	Have a hall Pass

Students will earn Eagle bucks for their positive contributions to the school day and their individual effort. They will have the opportunity to redeem their Eagle bucks for prizes such as dance tickets, food items, school supplies, games, etc.

We want to encourage behaviors at home and positive behaviors within the community as well. Please feel free to have a discussion with your middle school student about positive behaviors at school, at home and in the community.

Support Staff

RESOURCE

Ms. Denise Jackson-Grade 6
Ms. Bri'Anne Logvin-Grade 7
Ms. Patrice Harris-Grade 8

SECRETARIES

Ms. Doris Creek—Administrative Secretary
Ms. Emily Derrenberger—Front Office Secretary
Mr. Matthew Moser—Front Office Secretary
Ms. Ashley Faherty—Counseling Secretary

STAT TEACHER

Ms. Kristin Cunningham

HEALTH SUITE

Nurse-TBA

COUNSELING

Ms. Taylor Edwards –DC
Ms. Kathleen Gardner
Ms. Susan Weinstein

(Gr. 8)
(Gr. 6)
(Gr. 7)

SCHOOL RESOURCE

OFFICER
Officer Alexander Barbour

LIBRARY—MEDIA

SPECIALIST
Mr. Donald Whitby

PSYCHOLOGIST

Ms. Christina Kluckowski

SOCIAL WORKER

Ms. Nicole Lee-Khalif

SPEECH PATHOLOGIST

Ms. Ellen McCoy

CHIEF CUSTODIAN

Mr. Anthony Hammock

CAFETERIA MANAGER

Ms. Tia Dickerson

PTA PRESIDENT

Ms. Heather Mix

PARA-EDUCATORS

Ms. Carol Ashmore
Ms. Venitta Green
Ms. Sandra Maye
Mr. Dennis Pope
Ms. Michele Sammons
Ms. Sarah Fultz
Ms. Tiffaney Shawe
Mr. Anthony Tacka

ADDITIONAL ADULTS

Ms. Clair Callow
Mr. Kevin Greenway
Ms. Heather Siegle
Ms. Joann Rector
Ms. Jessica Shenton
Ms. Toni Schaeffer
Ms. Mariah Mowry
Ms. Erika Hensler

AMS Facts

School Colors : Purple & White
Mascot : Eagle

Important Times

8:05 AM

AMS doors open for students.
Prior to 8:05 AM, students will be expected to wait outside the building, unless it is raining or snowing. Students arriving before 8:05 AM should dress appropriately for outdoors.

8:05-8:15 AM

8:20 AM

Grab and Go Breakfast
Students who arrive after 8:20 AM will be marked late.

8:15-8:22 AM

2:50 PM

2:55 PM

Homeroom/ Announcements
Regular dismissal time.
All students should have exited the building OR be under the direct supervision of a teacher.

4:00 PM

Students are expected to be picked up at the conclusion of after-school activities no later than 4:00 PM. Parents/guardians of students who are repeatedly picked up late will be contacted and the student will not be permitted to participate in after-school activities.

PTA Membership

The AMS PTA is a strong supporter of our school's educational program. They raise money to help fund:

- activity buses for student transportation during our fall and spring after school activity sessions
- cultural events and assembly programs for the students



Please support our school by joining the AMS PTA.

Dues are \$8.00 per family. Our goal is to have 100% participation from our school community!

Student Agenda

AMS provides each student with an agenda. Students should use the agenda for goal setting, recording daily assignments, and as a hall pass. It is also a valuable communication tool for teachers and parents. Since the agenda is used as a record of the year, students are expected to keep all the pages intact. Students may not alter, fold, tear out, or destroy pages. Parents/guardians should review the agenda regularly. Lost agendas should be replaced immediately. Replacement agendas can be purchased in the front office for \$10.00.

Payment for School-Related Activities

AMS does not accept personal checks. Payment should be made in cash or money order. We regret any inconvenience.

Attendance

The State of Maryland sets the standard for school attendance at 96% as "excellent" (1 - 7 days absent during the school year) and 94% for satisfactory (absent no more than 10 days for the school year). Students who do well at every level of school miss less than four days for the entire school year. Those students who miss more time tend to struggle in all subjects as they grow older. Students who are often absent miss important instructional opportunities when they are merely just doing make up work and not engaging in interactive classroom activities. There is no substitute for instruction. Students must be in school in order to achieve.



at-

lev-

When Your Child Is Absent

State law requires us to maintain a record of attendance, including notes, for each student. When your child is absent from school, send a note on the day of his/her return to school explaining the absence.

- The absence note should include your child's name, date (s) absent, reason for absence & your signature.
- If your child is absent for 3 consecutive days, please provide a doctor's note explaining the extended absence.
- *Lawful* reasons for absence and lateness include: Illness, death in family, court summons, religious holiday, and suspension.
- If your child does not bring in a note explaining the absence, the absence will be coded as *Unlawful*.

Vacations

According to BCPS guidelines, vacations will be coded as "Unlawful" absences; therefore, teachers may provide make-up work at their own discretion. Students may receive a grade of "0" for missed class work and homework during the time of unlawful absences. Please be mindful that this could negatively affect your child's grade.

Making Up Work When Absent

According to BCPS policy, grades will communicate what students know and can do. The major components of student evaluation are graded (70%), not-graded, and assessments (30%). The students' progress and performance in relation to their abilities and in relation to the standards for the course in each of these areas form the basis for the grades they re-

Home/School Connections—BCPSOne, an online tool utilized to support learning and provide important and timely communication and collaboration between parents, teachers and students. This is a great way to keep up-to-date on homework, grades, work completion and classroom initiatives. If you have any questions, regarding passwords to access BCPSOne, please contact Don Whitby: dwhitby@bcps.org.

Student Clubs and Activities



24 Challenge

Art Club

Arbutus Wind Ensemble

Basketball

Badminton

Best Buddies

Broadcast Production

Chamber Orchestra

Drama Club

Festival Choir

Green School

Hip Hop Dance

Inklings Book Club

Intramurals

Jazz Band

Literary Magazine

National Junior Honor Society

Recycling

Robotics

Soccer

Strategy Club

Student Council

Tennis

Track and Field

Yearbook/Memory Book



*Be sure to check our school website for more information about registration and meeting dates/times.



Transportation

Bus Behavior Expectations:

To ensure the safety of all students transported from school and home we expect students, while riding the bus, to adhere to the guidelines below.

- Respect and follow the directions of the bus driver while under his/her supervision and care.
- While on the bus, stay seated at all times.
- Students must keep all body parts inside the bus and are to keep hands, legs, arms, and personal property to themselves.
- Eating, drinking, and vulgar language are not permitted at any time on the bus.

Students are required to ride their assigned buses. Students' names must appear on the driver's Student Transportation Assignment roster. Riding a non-assigned bus is not permissible.

A student who has a special need to ride another bus home on a particular day must submit a signed parent/guardian note to the main office prior to Period 1. Students will be notified during the afternoon announcements of any bus that will be "late" that day. Students who are assigned to ride a "late bus" are required to report to the cafeteria by 2:55pm to sit in the supervised area and wait for the bus to arrive.

Students who act in disruptive, dangerous, and/or insubordinate ways will not be permitted to ride the bus.



Special Services

Medications

From the Nurse

While we encourage parents to administer medications to their children outside of school hours, we understand that your child may need medication during the school day. If your child requires medicine (prescription or non-prescription) during the school day, the following procedures must be followed:

1. Medication should be delivered to the school nurse by the parent/guardian.
2. Clearly label the original container with the child's name.
3. Include a written permission expressly giving consent that such medication be dispensed.
4. Instruct your child that it is his/her responsibility to come to the health suite at the appropriate time to take the medication.
5. ONLY the school nurse will administer medication. Students may NOT carry medication.



Grading and Reporting

(<http://www.bcps.org/academics/grading/Grading-and-Reporting-Procedures17-18.pdf>)

Your child will be required to make up all work missed due to absence from school. It is your child's responsibility to get missed work from their teachers. Each teacher has a system for absentee work. Students should know and follow the process for each class. Because it is difficult to make up some work that may be missed, such as a lab or video assignment, the teacher may elect to give an alternate assignment of some type. Teachers are not required to provide any make-up assignments for unlawful absences.



In special cases when your child will be out of school for 3 days or longer, please make arrangements to pick up missed assignments so your child can work on them at home. To arrange to pick up your child's work, call the Counseling Secretary, at 410-887-1404. Teachers will send the work to the office where it will be available to be picked up after school **on the day following** your call.

It is imperative that the student make up missed work in order for his/her grade not to be negatively affected. Students will have five school days from the date of return to collect, complete, and return missed work from excused absences.

Special Circumstances

If Your Child Is Late to School

If your child is late arriving to school, he/she is required to report directly to the office. Students are expected to be accompanied into the building by a parent or legal guardian. Failure to do so may result in disciplinary consequences for the student. The rationale for this expectation is to ensure that the parent and/or legal guardian is aware of the lateness and to demonstrate to the student that the parent and/or legal guardian is a partner with the school as it pertains to promptness and excellent attendance. The office will then issue a late slip that will admit the student to class. Unexcused lateness, (a Category I offense in the BCPS Student Behavior Handbook), and chronic lateness will result in appropriate interventions from your child's homeroom teacher and/or administrator.

If You Need Your Child to Be Dismissed Early

If you need your child to be dismissed early, please write a note and instruct your child to bring the note to the office upon arrival. The note should contain the reason for the request, state a specific dismissal time, identify who will be picking up the student, include the daytime telephone number where the parent/guardian can be reached, and must be signed by the parent/guardian. Your child will be given an "Early Dismissal Pass" that will allow him/her to return to the office at the approved dismissal time.

Picking Up Your Child For an Early Dismissal

*****The person picking up your child from school must come into the main office and show photo ID. Students will not be dismissed to leave with anyone other than the parent/guardian unless that person is identified in a note that has been signed by the parent/guardian. This is an important safety precaution.** All parents/guardians providing pick-up are required per BCPS to show proper identification. Identification will be processed through the Raptor Visitor Identification Program.

In a School-Identified Emergency

Carefully select the "Emergency Contacts" that you identify in your child's **Emergency Information**. If you cannot be reached in a school-identified emergency situation, these are the individuals we will contact and the only individuals to whom we will release your child. For weather and other emergencies identified by the Baltimore County Police and/or Fire Department, we will consult the emergency contacts you have provided. Please notify the school office if there are any changes to emergency information.

Telephone Calls

During the school day, students are required to obtain a pass to the office in order to get permission to use the telephone. Students should only request to use the telephone for emergency situations. **Students may not use cell phones to call or text parents during the school day (see new cell phone policy below).** Calls with messages for students should be kept to an absolute minimum and only used in emergency situations. After-school and transportation arrangements should be made **before your child leaves for school.** We strongly discourage non-emergency requests from parents/guardians to speak with a student during instructional time.

Rules & Regulations

Cell Phones— The following is a change in policy. Beginning this school year, students will not be allowed to bring cell phones into the classrooms or carry them during passing periods in the hallways. Any digital resources they may need to support the instructional program will be accessed through their devices. Cell phones should be powered down and placed in lockers before going to homeroom. Students may, however, take cell phones to lunch and return them to their assigned lockers prior to their next class. We ask that parents discuss this policy with the children and emphasize the need for them to be engaged in school and free of the distractions of a cell phone. Students will be able to check text messages in the cafeteria at lunchtime. Parents/guardians with urgent messages for their students may call the school office at 410-887-1402. Students will also be permitted to use the office phone as needed. The following protocol will assist us in enforcing this change if a student brings a cell phone to class:

- Student will be asked to put the phone in his/her locker.
- If the student continues to bring cell phone to class, parent/guardian will be contacted and an SIR (student intervention report) will be issued.
- If the student continues to bring cell phone to class, an SIR will be issued, and a detention may be given.
- If student continues to bring cell phone to class, an administrator will place the cell phone in the school safe.
- The cell phone will be released to parent/guardian only.



Our students achieve at a high level because we work together to limit disruptions to the instructional program. Thank you for your support of a learning-focused environment at Arbutus Middle School. AMS is not responsible for lost or stolen phones.

School Visitation - We wholeheartedly welcome our AMS parents and/or legal guardians to the school building. We respectfully request, however, that the following professional courtesies are extended:

- Please visit the office first upon arrival to the school to check-in and obtain a visitor's badge. Please be sure to bring your driver's license or state ID.
- You are welcome to sit in on classroom instruction but please refrain from trying to have a conference with the teacher while class is in session. You may arrange a time with your child's grade level administrator or teacher to discuss student progress.
- Pre-arranged visitation times are preferred.

Social Media and Cyberbullying—Students who engage in cyberbullying and other related social media/online infractions will be addressed in accordance with the BCPS Student Handbook guidelines.

Drug and Alcohol Policy—Students who use, possess, or distribute alcohol or drugs on school property, buses, or at school events may be expelled from the regular school program. The policy is reproduced in its entirety in the **BCPS Student Behavior Handbook**.

Hall Passes—The AMS Student Agenda houses the hall pass page. If it is necessary for a student to leave the class (to use the lavatory, report to the Health Suite, get a drink, visit a locker, etc.), the teacher will sign the agenda book, which includes an allotted number of hall passes for the school year. Students are expected to carry the signed agenda book as a pass and be prepared to show it upon request. If a student loses the agenda, a new one should be purchased in the main office for \$10.

Other School Policies

- Students are not permitted to carry cigarettes, matches, vaping tools, or lighters while at school, on school buses, or at school-sponsored activities.
- Students may not bring items that cause disruption to school. These items include, but are not limited to, such items as: radios, laser pointers, water pistols, trading cards, toys, stink bombs, poppers, etc. These items will be confiscated.
- Bringing personal items, such as iPods and digital cameras, is discouraged. If a student chooses to bring these items to school, it may not be used in the school building unless permission has been granted by a teacher. (Headphones/earbuds may **not** be on the student's head or around the neck.)
- **Personal items must be kept secured in the student's hall locker. The school will not be liable for lost or stolen property, which includes but is not limited to, jewelry and cell phones.**
- Cell Phone Video Recording—please see Student Agenda
- **Flowers, balloons, cupcakes, etc., may not be delivered or brought to school for distribution to students.**
- Please do not distribute flyers to students. All flyers must first be approved by BCPS and then reviewed by an administrator to determine if the flyers may be distributed on school grounds.
- **Parents and/or guardians are asked not to bring fast food lunches or have delivery of lunch by vendors for students.**
- All bicycles should be stored in racks located just outside the rear entrance to the building. Bicycles should be locked.
- Skateboards may not be ridden on school property before, during, or after school when students are present (7:30 AM - 4:30 PM). Anyone violating this rule is endangering the safety of others and will have the skateboard taken to the office.
- No permanent markers or white-out liquids are allowed.
- **It is critical that information on the student's emergency information is kept current throughout the school year.** Parents/guardians should send any updated phone numbers and contact information in a written and signed note with their child, to be delivered to the front office. Teacher supervision times begin at 8:05 AM and end at 3:00 PM. **Students should not arrive to school earlier than 7:55 AM.** Car riders are to be picked up from school no later than 3:00 PM.
- Grab And Go Breakfast is available daily in the cafeteria.
- Please review and sign the AMS/BCPS handbook with your child. The students will receive the handbook orientation lesson from the administration during the instructional day during the first 4 weeks of school. It is a BCPS requirement that the signature page be returned to AMS at the beginning of the school year.
- All volunteers must be trained in order to work in the school or attend field trips. Please call the school to ask about the required online volunteer training..

Dress Code/Expectations - The BCPS Student Handbook states, "All students have the responsibility to follow dress expectations to help set the proper standard of school and social behavior." Appropriate clothing for school is essential to support an atmosphere conducive to learning. Arbutus Middle students are expected to show good judgment, as well as respect for self and school, in their choice of clothing.

- Skin-tight clothing, see-through shirts, strapless shirts, halter-tops, or shirts that expose skin between the bottom of the shirt and the top of the pants/shorts/skirt may not be worn.
- Shirts that are low-cut, expose cleavage, and/or revealing are prohibited.
- Baggy pants that sag below the waist are not acceptable. Belts should be worn.
- Undergarments should not be visible at any time.
- **Pajamas and/or slippers** may not be worn.
- Shorts and skirts must be of appropriate length. The "appropriate length" of shorts or skirts is below the tips of the student's fingers when placed directly (straight down) the side of the body.

