

**SUMMER OFFICE HOURS**

Monday—Friday  
8:00 am—3:00 pm  
Telephone: 765-342-8488  
Fax: 765-349-5255

**SCHOOL START/END TIMES**

**(M,T,TH,F) ARRIVAL**

Doors Open: 8:25 am  
School Begins: 8:40 am

**(WEDNESDAY) ARRIVAL**

Doors Open: 10:25 am  
School Begins: 10:40 am

**DAILY DISMISSAL**

Daycare/Car Riders/Bus Riders:  
3:30 pm

Walkers will be released after  
all busses and car riders  
have departed.

**OFFICE STAFF**

**PRINCIPAL**

Mrs. A. Rae Floyd, Ext. 1510

**SECRETARY**

Mrs. Courtney Payne, Ext.  
1511

**COUNSELOR**

Miss Leigh Frantz, Ext. 1547

**CLINIC AIDE**

Ms. Leah Beaver, Ext. 1524

[www.msdoofmartinsville.org/  
charles-l-smith-fine-arts-  
academy/](http://www.msdoofmartinsville.org/charles-l-smith-fine-arts-academy/)

Follow us on social media



*Charles L. Smith Fine Arts Academy*

1359 East Columbus Street  
Martinsville, Indiana 46151  
(765)342-8488



**The first day of school is Thursday, August 10 2023.**

Doors open at 8:30 A.M

School starts at 8:40 A.M.

Dismissal is between 3:30-3:45 P.M.



**YOU DON'T  
WANT TO  
MISS THIS!**

Back-to-School Open House and Title I Annual Meeting  
**Tuesday, August 8th**  
5:00-6:00 P.M.

**Let's make welcome our new staff members:**

- Chantel Rohdy, 1st Grade
- Jill Farmer, 1st Grade
- Nichole Chrisman, 3rd Grade
- Cassidy Miller, 4th Grade
- Joel Strickler, PE
- Ashley Hansen, Instructional Assistant
- Terri Freeman, Special Education



**We are looking forward to a terrific year!**

**CLASS LISTS**

Teacher assignments will be posted in Skyward Family Access on Monday, August 5th.



**FOOD SERVICE**

Menus are available at the beginning of each month and can be found at: [artiescafe.org](http://artiescafe.org). Breakfast will be available beginning the first day of school. If you feel your family will qualify for meal benefits, you are encouraged to complete a meal/textbook assistance form that will be sent home following our Open House or on the first day of school.

Lunch payments may be made, and meal/textbook assistance forms may be completed, online at <https://artiescafe.org/index.php?sid=2309140234403588&page=lunchapps>.

Student Lunch: \$2.75

**LUNCH SCHEDULE**

Grade Level	Lunch
Kindergarten	11:10- 11:40
Grade 1	12:10 - 12:40
Grade 2	12:35 - 1:05
Grade 3	11:25 - 11:55
Grade 4	11:50 - 12:20



**RSVP**

Please complete the RSVP (Returning Student Verification Packet) using a desktop or laptop computer as soon as possible. If you do not have a Family Access account, or need help with your log in information, please contact the office.

**DISMISSAL**

- To change your student’s dismissal procedure, please send a note to school or call the office at 765-342-8488 x 3 **prior to 3:00 pm.** We may not be able to accommodate dismissal changes after 3:00 pm. Please do not leave a message when making a dismissal change.
- Please share our dismissal procedures with any friends and/or family members who will be responsible for picking up your student.
- If your child is riding a different bus than normal, a note to the bus driver from the parent/guardian is required (please include the drop off location).
- If your child is a car rider, please stop by the office to pick up a green sign to place in your car during dismissal.
- Car riders, bus riders, and daycare students will begin dismissing at 3:35 pm. Walkers will be released at approximately 3:45 pm, after all buses and car riders have departed.
- Students who are being picked up early must be signed out in the office by a parent, guardian, or emergency contact.
- We appreciate your patience, especially during the first two weeks, as we learn our new students, families, and their dismissal plans!



**SMITH CALENDAR**

- Aug. 5 Class Lists posted
- Aug. 8 Open House/Title I Mtg.
- Aug. 10 First Day of School
- Aug. 22 Picture Day
- Sep. 4 Labor Day-no school



**BACKGROUND CHECK/  
VOLUNTEER INFORMATION**

All visitors to MSD of Martinsville Schools (including individuals interested in working with or chaperoning students) during the school year will be required to have a Limited Criminal History Check. Completed background checks are confidential and will be kept in the school office. A valid driver’s license or state-issued ID will be required for the background check. Please complete the Background Check Form, available in the office, and present your ID to the office at least a week prior to visiting or volunteering. In order to keep our students safe, individuals must have a valid driver’s license or state-issued ID and a current background check on file. Thank you for your understanding and cooperation as we keep student safety our top priority!



**SCHOOL SUPPLY LIST**

- \*Backpack
- \*Pencil Box /Pouch
- \*2 Boxes of Kleenex
- \*Reusable Water Bottle



Teachers purchase consumables such as #2 pencils, headphones, glue sticks, crayons, colored pencils, large pink erasers, and dry erase markers (black and/or blue) from a portion of book rental money. Students use these items often. If you would like to donate any of these items, it would be greatly appreciated.



**STAY INFORMED**

The Smith F.A.A. (Fine Arts Academy) Event Calendar will be updated with important school events throughout the year. This calendar can be found at: [www.msdfmartinsville.org/charles-l-smith-fine-arts-academy/calendar/](http://www.msdfmartinsville.org/charles-l-smith-fine-arts-academy/calendar/). Be sure to bookmark it or make it a favorite so it will be easy to access!



**PTO**

- Mrs. Sumner — Co-President
- Ms. O’Neal — Co-President
- Mrs. Purkey— Vice President
- Mrs. Dougherty—Treasurer
- Ms. Thomas—Secretary

**PTO meetings will be held on Wednesdays at 4:30 PM.**



**REPORTING AN ABSENCE, LATE ARRIVALS, AND UPCOMING APPOINTMENTS**

Please call the office at 765-342-8488 to report an absence.

If a student arrives tardy to school, he/she must sign-in at the office and get a pass to class.

If your child has an appointment during school hours, please send in a written note with your child. Upon his/her return to school, please send in the doctor’s excuse with your child within two days. The excuse may also be faxed to 765-349-5255.

**DISTRICT CALENDAR**

- Aug. 10 First Student Day
- Sept. 4 Labor Day (No School)
- Oct. 6 1st Nine Weeks Ends
- 13 eLearning Day
- 16-20 Fall Break
- 23 School Resumes
- Nov. 22-24 Thanksgiving Break
- Dec. 19 2nd Nine Weeks/ First Semester Ends
- 20 Winter Break Begins
- Jan. 3 School Resumes
- 15 MLK Jr. Day (No School)
- Feb. 19 Presidents’ Day (No School) Snow Make-up day if needed
- 23 2nd Trimester Ends
- Mar. 8 3rd Nine Weeks Ends
- 18-22 Spring Break
- 25 School Resumes
- Apr. 8 Real Time Learning
- May 23 Last Day for Students
- 24 Teacher Work Day
- 24 Graduation



**CLINIC PROCEDURES**

The school nurse encourages everyone to get their flu shot. We also would like to remind you that if your child has a temperature of 100 degrees or higher, they will not be permitted to stay at school.

**Students must be fever FREE for 24 hours without medication to return to school. They must also be vomiting and diarrhea FREE for 24 hours to come to school.**

**How much sleep does my child need?**

AGE GROUP	HOURS PER NIGHT
Infants 4 - 12 months old	12 - 16 hours per 24 hour period
Children 1 - 2 years old	11 - 14 hours per 24 hour period
Children 3 - 5 years old	10 - 13 hours per 24 hour period
Children 6 - 12 years old	9 - 12 hours per 24 hour period
Teens 13 - 18 years old	8 - 10 hours per 24 hours

Naps included, according to the American Academy of Pediatrics

**Textbook and Meal Fees**

Please make sure you fill out the meal assistance form located in the Returning Student Verification Packet on Family Access. Paper copies are available in the front office as well. While this helps provide nourishing lunches to students, it also helps the school get additional funding for important programs!

**Textbook & Consumable Fees for 2023-2024 will be announced and posted when available.**

## **W.E.L.L. WEDNESDAY INFORMATION**

The MSD of Martinsville will implement a 2-hour delay schedule again on Wednesdays for the 2023-2024 school year. Students will arrive two hours late every Wednesday to provide teachers with time for collaboration with Professional Learning Communities. The ultimate goal of WELL WEDNESDAYS is to positively impact student achievement.

Other goals are:

- 1) Improve student performance and outcomes.
- 2) Offer flexibility in the administration of educational programs and improve efficiency of school operations.
- 3) Promote innovative educational approaches to student learning.
- 4) Advance the mission and purpose of all MSD Martinsville Schools.

### **CHILDCARE:**

#### **FREE SUPERVISION FROM 8:25-10:40 A.M., AT ELEMENTARY SCHOOLS:**

If your family needs free supervision before school on WELL Wednesdays, please contact the secretary now, so your child can be included. If your child will be enrolled in the YMCA program, you do not need to contact the school.

#### **FREE SUPERVISION FROM 7:25-9:35 A.M., AT BELL INTERMEDIATE ACADEMY:**

If your family needs free supervision before school on WELL Wednesdays, please contact the school principal or secretary now, so your child can be included. If your child will be enrolled in the YMCA program, you do not need to contact the school.

#### **YMCA CHILDCARE:**

Morgan County's YMCA and the Martinsville School District will continue to partner to provide before and after school programs. These programs provide adult supervision, homework help, activities, and snacks. Again this year, the YMCA is extending its services on Wednesday mornings from 6:30 A.M., to the delayed start of the school day.

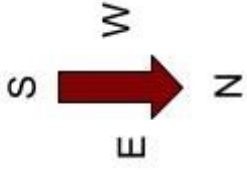
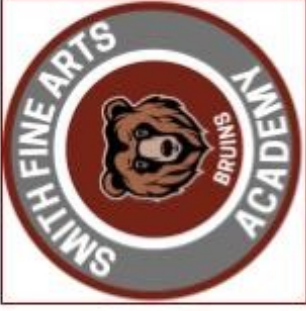
The regular weekly schedule for before and after school care will not change. It will still be starting at 6:30 A.M., each day. For families who will utilize this program all week, the fee is \$70 each week per student and includes the extended WELL Wednesday hours.

For families who are interested in utilizing the YMCA's before school program ONLY on WELL Wednesdays, the fee will be \$35 per student.

For all YMCA before and after school programs, families can apply for financial assistance. For questions about qualifying for financial assistance or program features, please contact Robin McDaniel at [robin@bbjymca.org](mailto:robin@bbjymca.org).

To register for the YMCA before and after school program, please visit the following website: [www.ycamorgancounty.org](http://www.ycamorgancounty.org).

# SMITH FINE ARTS ACADEMY ARRIVAL PROCEDURES

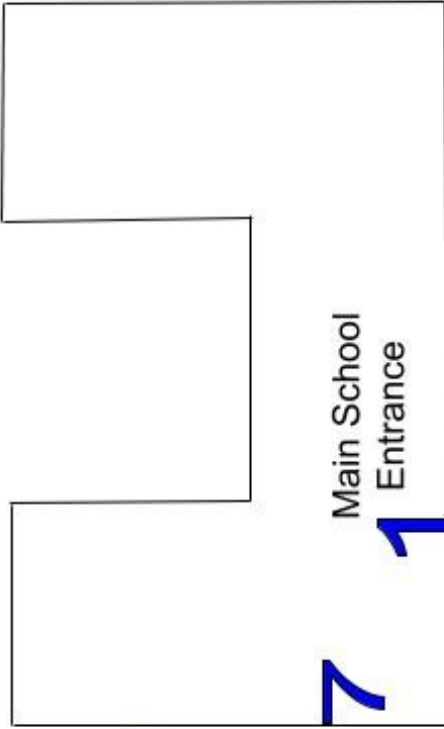


- Door 1 ENTRANCE-bus riding students, students who walk to school, and car riding students
- Door 7 ENTRANCE-K-4 car riders only
- \*M, T, Th, F-DOORS 1/7/19 WILL OPEN AT 8:25 AM DAILY. SCHOOL BEGINS AT 8:40 AM. Students arriving after 8:40 AM must enter through Door 1 and will be marked tardy.
- \*WED-Doors 1/7/19 WILL OPEN AT 10:25 AM DAILY. SCHOOL BEGINS AT 10:40 AM. Students arriving after 10:40 AM must enter through Door 1 and will be marked tardy.



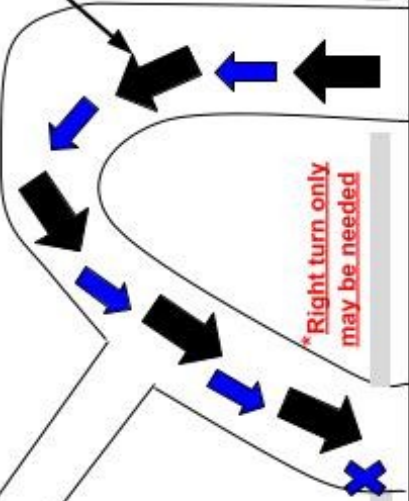
**Door 7-car riders** enter through this door from 8:25-8:40 AM (M T Th F) and 10:25-10:40 AM (W). There will be a staff member present, but students should be prepared to exit their cars without assistance (unless injured) when cars stop near the entrance door. Students exit their cars and enter the building, allowing cars behind them to pull up/unload quickly.

**C A R D R O P**



Main School  
Entrance

**Bus traffic only until 8:30 AM.**  
**After 8:30 AM.**  
 Preschool & Developmental Preschool car rider traffic. Cars can access the front drive after the buses leave.



Developmental Preschool  
Door 9 until 8:30 Am  
CAR DROP



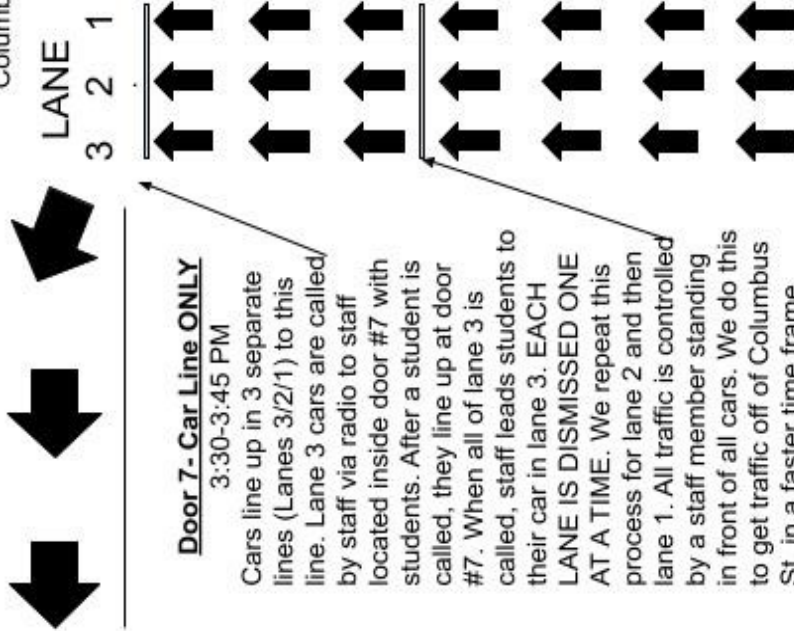
Columbus St.

Columbus St.

Second St.

**Dismissal Order-Daily**

- 1st - Doors 1 & 7 Daycare (1)  
Car Riders (7) - 3:30 PM
- 2nd - Door 1 Bus Riders - 3:30 PM & 4th Grade Car Riders (& Siblings) after buses depart
- 3rd - Doors 1 & 2 Walkers - after car/bus riders depart



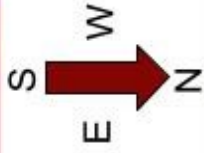
**Door 7- Car Line ONLY**  
3:30-3:45 PM

Cars line up in 3 separate lines (Lanes 3/2/1) to this line. Lane 3 cars are called by staff via radio to staff located inside door #7 with students. After a student is called, they line up at door #7. When all of lane 3 is called, staff leads students to their car in lane 3. EACH LANE IS DISMISSED ONE AT A TIME. We repeat this process for lane 2 and then lane 1. All traffic is controlled by a staff member standing in front of all cars. We do this to get traffic off of Columbus St. in a faster time frame. LANE 3 cars always start dismissal and are first to leave.

\*GREEN NAME TAGS GREATLY SPEED UP THIS PROCESS. THEY ARE AVAILABLE IN THE OFFICE FOR PICKUP.

**SMITH FINE ARTS ACADEMY**  
**DISMISSAL PROCEDURES**

Students that walk home exit from door 1 (all KDG, 1st and 2nd grade students) and door 2 (all 3rd and 4th grade students) after all buses and car riders have departed. Students and parents/guardians are asked to exit on the walking path and use the crossing guard located at Columbus and Second St. to cross Columbus St.



**Bus Riders**

Bus traffic only from 3:00-3:35 PM. Cars parked in the front lot during this time will be unable to leave until buses depart.

**4th Grade Car Riders (& Siblings)**

4th grade car riders and their siblings will be dismissed from door 1 after buses have departed. Parents/guardians are asked to wait until all cars have pulled out of the circle drive before pulling in and should remain in the vehicle. Staff will lead students out to their vehicle.

Walking path

**Daycare/Buses/4th Grade Car Riders Only**

Columbus St.

Columbus St.

Second St.