

# Smith At A Glance



## Connect With Us!



### Website

- [msdofmartinsville.org/charles-l-smith-fine-arts-academy/](https://msdofmartinsville.org/charles-l-smith-fine-arts-academy/)

### Social Media

- Follow us @thechuckelem



**FREE Grab & Go breakfast available  
for ALL students daily!**

### Absences & Dismissal Changes

To report an absence or change a dismissal procedure for your student, call 765-342-8488. For absences, choose option 4. For dismissal changes, choose option 3. We may not be able to accommodate dismissal changes after 3:15 p.m.

### Arrival Procedure

Students may enter the building at 8:30 a.m. through Door 7, Door 9, or Door 1 (after the buses have departed). The tardy bell rings and school begins at 8:40 a.m. All students arriving after 8:40 a.m. must enter through Door 1 and check in at the office before going to class.

### Dismissal Procedure

Dismissal begins at 3:35 p.m. with daycare (Door 1) and car riding students (Door 7), followed by bus riders (Door 1) and then 4th grade car riders and their siblings (Door 1). Students who are walking home are dismissed from Doors 1 (K-2) and 2 (3-4) after all buses and car riders have departed (approximately 3:45 p.m.).

### School Hours

Doors Open/Breakfast: 8:30 a.m.  
School Begins: 8:40 a.m.  
Dismissal Begins: 3:35 p.m.

### Lunch Schedule

PreK:	11:10 - 11:40
Kindergarten:	11:15 - 11:45
1st Grade:	12:30 - 1:00
2nd Grade:	12:55 - 1:25
3rd Grade:	11:55 - 12:25
4th Grade:	11:30 - 12:00

### Parent-Teacher Organization

Our PTO meets monthly to plan and organize activities and events to benefit our students. Please watch our monthly school newsletters for meeting dates and times as well as other volunteer opportunities.

### Office Hours & Contact Info

Monday-Friday 8:00 a.m.-4:15 p.m.

765-342-8488

Fax 765-349-5255

Kyle Stout, Principal



All visitors to MSD of Martinsville Schools (including individuals interested in working with, chaperoning, or having lunch with 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 form, available in the office, and present your ID at least a week prior to visiting or volunteering. In order to keep our students safe, individuals who do not have a valid driver's license or state-issued ID will not be allowed access to our building or our students. A NEW BACKGROUND CHECK MUST BE COMPLETED EACH SCHOOL YEAR.**